

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, November 21, 2019, 4:00 p.m.

Fireside Manor Restaurant

5377 W. Lake Road, Dunkirk, NY 14048

Chairman Steger called the meeting to order at 4:00 p.m.

The roll was called and a quorum was present.

Members Present: Don Steger, Richard Purol, Dan Schrantz, Brian Purol, John Walker, Richard Frost, Jay Warren, Terry Niebel

Members Absent: Dave Hazelton

Others: Kathy Tampio, Nate Aldrich, Randy Woodbury, Art Miller, Doug Essek, Roger Britz, Jacqueline Phelps, Juan Pagan, Tom Wik

MOVED by Frost, SECONDED by Schrantz, the minutes of 10/17/2019 were approved as presented by unanimous vote.

Privilege of the Floor - No one spoke at this time.

Communications

1. Letter – NYS DEC Water Quality Certification per permit application
2. Letter – CPL Water Main Improvement Plans to Chautauqua County Agricultural & Farmland Protection Board

Unfinished Business

1. **Fredonia Interconnections** – Fredonia has hired an Engineering firm to review the interconnection plan. Mayor to set up meeting with our engineers but there is no new communication from Mayor Landis and Board of Trustees at this time.
2. **Amendment to the Water Purchase/Supply Agreement with the City of Dunkirk** – no additional communication has been received from Mayor Rosas at this time. K. Tampio to contact City attorney Morrisroe for an update.
3. **RFP** – Financial Services for EFC Grant – 3 proposals were received as follows
 - Fiscal Advisors & Marketing, Inc. at an hourly rate of \$185/hr.
 - Municipal Solutions, Inc. at an hourly rate of \$142/hr.
 - Capital Markets Advisors, LLC at an hourly rate of \$225/hr.

MOVED by Frost, SECONDED by Warren to accept the proposal from Municipal Solutions, Inc. as the lowest bidder based on hourly rate and extensive experience with NCCWD member municipalities.

Unanimously Carried

Tampio to coordinate contract with County Procurement Manager Tracy France.

New Business

- MOVED by Schrantz, SECONDED by Walker to authorize payment of CPL Invoice #65130 for Professional Services Contract 16-01-01 in the amount of \$20,250.00.
Unanimously Carried
- MOVED by Warren, SECONDED by Niebel to authorize payment of Pay Request #1 for DJM Contracting, Inc. for Contract 5 – Water Meter Vaults in the amount of \$224,097.86.
Unanimously Carried
- MOVED by Frost, SECONDED by R. Purol to authorize Change Order #1 for DJM Contracting, Inc. for Contract 5 – Water Meter Vaults in the amount of \$10,000 for utility relocation at Vineyard Drive Vault location.
Unanimously Carried
- MOVED by Warren, SECONDED by B. Purol to Authorize payment for CBI Water Works for Operation & Maintenance costs in the amount of \$3,120.70.
Unanimously Carried
- MOVED by Frost, SECONDED by Niebel to reimburse Shorewood Country Club for damages incurred during the Route 5 West Water Main project in the amount of \$621.00 pending receipt of invoice.
Unanimously Carried

Reports

1. Financial Report and Administrative Update – Kathy Tampio

NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

11/20/2019

CAPITAL PROJECT EXPENSE

VENDOR	Contract Amount	Expense to date	DESCRIPTION
CPL-3RD amended	\$ 1,372,902.00	\$ 1,075,842.00	Professional Services - Engineering
Chaut. County Engineer		\$ 20,206.08	Professional Services of Paul Snyder
CSX		\$ 6,850.00	Permit Fee
CSX - Engineer fee		\$ 25,130.84	Inspection Fees per Agreement
Norfolk Southern		\$ 12,500.00	Permit Fee
Norfolk Southern		\$ 11,431.84	Engineering/inspection fees

EXPENSE PENDING APPROVAL
\$ 20,250.00

NYS DEC		\$ 220.00	Base permit fee	
National Grid		\$ 3,300.00	Permit Fee	
Empire State Development		\$ 250.00	Grant application fee	
Chaut. County		\$ 913.90	Map & Plan amendment printing	
Chaut. County		\$ 5,797.73	Map & Plan amendment mailing postage	
Observer/P-J		\$ 54.27	Legal Ads - Notice required by NYS DEC	
Observer/P-J		\$ 117.90	Legal Ads- Map & Plan amendment	
Brocton Village		\$ 63,560.25	Capital Project Overrun Reimbursement	
Brocton Village		\$ 273,850.07	Capital Lease - EFC Loan Debt Service	
Contract 8 - 716	\$ 1,367,675.00	\$ 1,278,129.50	Contract 8 - Sheridan Water Main const.	
Contract 5 - DJM	\$ 521,000.00		Contract 5 - meter vaults const.	\$ 234,097.86
Dunkirk Upsizing	\$ 271,000.00	\$ 271,000.00		
ESD GDA Fee	\$ 10,384.19	\$ 10,384.19		
TOTAL CAPITAL EXPENSE TO DATE		\$ 3,059,538.57		\$ 254,347.86

County Interim funding - Capital - CC RES 236-19 extended up to \$4mil to 12/31/2020

NCCWD 2019 OPERATING BUDGET			
Expense	.4 Contractual	\$ 535,567.83	Water Purchases - City of Dunkirk
		\$ 9,396.92	CBI Water Works O&M
		\$ 1,171.58	Payroll Allocation-Admin
	TOTAL EXPENSE	\$ 546,136.33	
Revenue		\$ 189,947.58	CBI Water Works

Outstanding Revenue	CBI Water Works	\$ 165,257.29	1st quarter 2019
		\$ 156,963.37	2nd quarter 2019
			3rd quarter 2019
		\$	TOTAL DUE

2. Capital Project Construction Update – Eric Wies

- Phase II Watermain design plans out to all agencies for review and responses
- Water Tank survey work continues
- Route 5 Sheridan main charged. Customers are progressing with hook-ups. Town of Sheridan District 3 process completed. Valve will not be opened up to supply new customers until change over from City of Dunkirk to NCCWD completed.

Discussion:

- **NCIWD Water Tank** – discussion of pros and cons of rehabilitation of existing water storage tank at NCIWD instead of decommissioning or replacing new tank designed for location in Sheridan. Brian Purol explained that the last inspection of the NCIWD tank was in 2011 and at that time the estimate to rehab the tank was \$217,295. Current estimates placed rehab cost at approximately \$500,000. CPL engineer Wies explained that a check valve has been designed at the new Sheridan tank that will enable proper fire flow for NCIWD area. Wies will follow up with Randy Woodbury (City Dunkirk) to explain design of new tank and modelling to accommodate proper fire flow.
- **Athenex fire flow** – Jay Warren expressed concerns for sufficient fire flow at new Athenex plant in Dunkirk. Current system is fed by 8” water main. When new 12” watermain comes on-line, it is expected that fire flow requirements will be met.
- **Pump Station** – Discussion of pros and cons of rehabilitation of existing pump station versus construction of new pump station on Roberts Road. Eric Wies will work with Randy Woodbury to examine system hydraulics. A recommendation will follow at the next meeting.
- **Meter Vaults** – two of five meter vaults have been installed but are not currently in operation. The Roberts Road meter vault is needed to turn over City of Dunkirk water billing for the NCIWD to NCCWD. NCIWD has changed its customer rates to reflect new water billing from NCCWD/CBI effective October 1, 2019 so will experience revenue deficit since the City water rate is higher than the NCCWD/CBI rate. Randy Woodbury will work with City to accomplish a target turn over by January 1, 2020.
- **CBI Water Loss issues** – Dan Schrantz reported that work continues to determine causes for and ways to decrease municipal water systems water loss. Drew Smith is monitoring master meters and any possible recalibration needed. Rural Water has been contacted to assist with leak detection.

MOVED to Adjourn by Niebel, SECONDED by Walker
Unanimously Carried

The meeting ended at 5:22 p.m.

Respectfully Submitted,
Kathy Tampio, Clerk, Chautauqua County Legislature/NCCWD Administrative Coordinator

- Next meeting – December 12, 2019, 4:00 pm, Fireside

Minutes approved 12/12/2019