

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, February 13, 2020, 4:00 p.m.

Fireside Manor Restaurant

5377 W. Lake Road, Dunkirk, NY 14048

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

The roll was called and a quorum was present.

**Members Present:** Dan Pacos, Richard Purol, John Walker, Richard Frost, Terry Niebel, Dave Hazelton, Dan Schrantz

**Members Absent:** Brian Purol, Jay Warren

**Others:** Kathy Tampio, Juan Pagan, Eric Wies, Jim Crowell, Randy Woodbury, Art Miller, Natasha Matteliano, Doug Essek, Roger Pacos, Nate Aldrich

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MOVED by Niebel, SECONDED by Hazelton, the minutes of 1-9-2020 were approved by unanimous vote.

**Privilege of the Floor** – No one spoke at this time.

**Communications**

1. DASNY SAM grant disbursement agreement – mailed to DASNY for final execution.
2. National Grid Easement document for Phase II project received and in process of execution.
3. Chautauqua County Legislature – proposed Resolution to confirm Lateral Restriction to be acted on at the 2/26/2020 Legislature meeting.

**Unfinished Business**

1. **Fredonia Interconnections** – Mayor Essek commented that the design has been reviewed and okayed by their DPW Director Gugino and their Engineer. He would like to wait until the amendment to the City of Dunkirk Water Purchase/Supply agreement to allow emergency water connections to the Village has been finalized before the Village gives their final approval for the interconnections. Eric Wies will discuss details of water main sizes, and Brocton and Sheridan water tank supply capacities with Paul Snyder of CCDOH to confirm that the NCCWD would satisfy requirements for an emergency water supply to the Village of Fredonia water system.
2. **Amendment to the Water Purchase/Supply Agreement with the City of Dunkirk** – Randy Woodbury reported that the agreement amendment is still in process and

supported by Mayor Rosas. Amendment language is being developed by City and County attorneys with assistance from CPL.

**New Business**

1. **Press Release** – Capital Project Update, new Chairman, new board member – Clerk Tampio will create a draft document to be reviewed by the board prior to release to the Observer.
2. MOVED by Niebel, SECONDED by Pacos to approve payment of **716 Pay Request No. 4** – Corrected – Contract 8 – Route 5 Water Main North - in the total amount of \$58,241.50 (includes 5% retainage).  
***Unanimously Carried***
3. MOVED by Hazelton, SECONDED by Walker to approve payment of **CBI Water Works Invoices** –
  - #8 – Electric Service, Lake Shore Dr. Pump Station July-December 2019 – in the amount of \$4,378.17
  - #9 – Electric Service, 4300 Lake Ave. Pump Station July-December 2019 – in the amount of \$112.36
  - #10 – Filter Plant Brocton Tank January-November 2019 – in the amount of \$150.87
  - #11 – Chlorine for Pump Station and one-time bill for Plant-IQ data plan for communication between pump station and water tank in the amount of \$3,996.00***Unanimously Carried***
4. MOVED by Pacos, SECONDED by Frost to approve payment of **DJM Payment Application No. 2** – Contract 5 – Water Meter Vaults – in the total amount of \$314,050.00 (includes 5% retainage)  
***Unanimously Carried***
5. **Vulnerability Assessment** – Eric Wies will discuss with Seth Krull to develop.

**Reports**

1. Financial Report and Administrative Update – Kathy Tampio

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report**

Prepared by Kathy Tampio

2/13/2020

**CAPITAL PROJECT EXPENSE**

VENDOR	Contract Amount	Expense to date	DESCRIPTION	EXPENSE PENDING APPROVAL
CPL-3RD amended	\$ 1,372,902.00	\$ 1,096,092.00	Professional Services - Engineering	
Chaut. County Engineer		\$ 20,523.66	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		\$	Engineering/inspection fees	

		11,431.84		
NYS DEC		\$ 330.00	Base permit fees	
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		\$ 439,895.05	Capital Lease - EFC Loan Debt Service	
Contract 8 - 716	\$ 1,367,675.00	\$ 1,278,129.50	Contract 8 - Sheridan Water Main const.	\$ 58,241.50
Contract 5 - DJM	\$ 531,000.00	\$ 214,517.50	Contract 5 - meter vaults const.	\$ 314,050.00
Contract -			Contract - water main to new tank	
Contract -			Contract - Water Storage Tank	
Contract -			Contract - Pump Station	
Dunkirk Upsizing	\$ 271,000.00	\$ 271,000.00		
ESD GDA Fee	\$ 10,384.19	\$ 10,384.19		
<b>TOTAL CAPITAL EXPENSE TO DATE</b>		<b>\$ 3,460,778.63</b>		<b>\$ 372,291.50</b>

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

<b>NCCWD 2020 OPERATING BUDGET</b>			
<b>BUDGET</b>		<b>EXPENSE YTD</b>	
\$ 4,171.00	.1 base pay	\$ 253.23	Payroll Allocation-Admin
\$ 1,088,850.00	.4 contractors	\$ 123,197.13	City Dunkirk Water
\$ 20,000.00			CBI Water Works O&M
\$ 1,098.00	.5 Indirect Cost	\$ 804.00	NYSAC fee & Indirect Dept. costs
\$ 48,908.00	.7 Interest		Debt Interest

\$ 2,532.00	.8 Benefits	\$ 401.51	Payroll Allocation-Admin
\$ 1,165,559.00	TOTAL EXPENSE	\$ 124,655.87	
\$ 1,424,350.00	TOTAL REV	\$ 161,157.03	CBI Water Works
\$ 258,791.00	RESERVE	\$ 36,501.16	Debt Service Reserve

Outstanding Revenue	CBI Water Works	\$ 156,963.37	2nd quarter 2019
2019		\$ 188,420.49	3rd quarter 2019
		\$ 161,157.03	4th quarter 2019 (Oct - Dec)
		\$ 506,540.89	TOTAL DUE

2019 Expense Accrual	\$ 145,000.00	City Water Charges
2019 Expense Accrual	\$ 3,000.00	CBI O&M Charges
2019 Revenue Accrual	\$ 190,000.00	CBI Water Purchase

- Contract with Municipal Solutions for Financial Advisor for the EFC grant has been executed. Clerk Tampio will contact Jeff Smith to provided grant related documents and set up a meeting to advance the process.
- SAM Grant Agreement has been sent to DASNY for final execution. Once executed by the state a payment request can be forwarded for the \$100,000.
- ESD Grant #1 in the amount of \$1 million for Phase I of the Capital Project – the agreement has been executed and the payment request is in process and due by April 1, 2020.
- Clerk Tampio will set up a meeting with NCCWD board members and Chautauqua County Finance personnel to discuss funding to complete the capital project.

3. Capital Project Construction Update – Eric Wies

- Contract 8 (716 – Route 5 Watermain, Sheridan) and Contract 5 – DJM Meter Vaults are almost complete. Meter vaults are in service.
- Phase II Design has been submitted to EFC for final review prior to Bid Docs submission.
- Geotech in process at Tank Site in Sheridan
- Pump Station property – will check with Code Enforcement to see if a permit or variance is needed.
- Must revisit easement with meter vault by Humane Society property
- Surveys are needed for transfer of property for tank site and pump site

**Discussion:**

- Woodbury reported that the master meter switch over from City of Dunkirk to NCCWD for the east side went very well with the assistance of Town of Dunkirk and CPL.
- Woodbury reported that the City of Dunkirk is pursuing increasing the rating capacity of the City Water Supply – the process is on track to be certified at 10 million GPD
- Pagan reported that a North County Industrial Sewer District had a positive meeting with the City of Dunkirk Mayor Rosas and County Attorney Kristen Wright to discuss Sewer Agreements.

**Other:**

- Dick Purol inquired about water pressure/flow issues for Athenex. Testing to verify required pressure/flow must be accomplished for Athenex to receive their certificate of occupancy.
- Hazelton discussed the request made by Jay Warren regarding the development of a 5-year infrastructure plan for the District. Eric Wies will work on a draft plan for the Board to discuss at the next meeting.

MOVED to Adjourn by Hazelton, SECONDED by Niebel

*Unanimously Carried*

The meeting ended at 5:07 p.m.

Respectfully Submitted,

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

- Next meeting – March 12, 2020, 4:00 pm, Fireside

*Approved 3/12/2020*