

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, April 9, 2020, 4:00 p.m.

*Meeting held by remote Zoom conference in compliance with
Governor Cuomo's Executive Order 202.1*

Chairman Purol called the meeting to order at 4:15 p.m.

The roll was called and a quorum was present.

Members Present: Dan Pacos, Richard Purol, John Walker, Richard Frost, Dave Hazelton, Jay Warren and Terry Niebel

Members Absent: Dan Schrantz and Brian Purol

Others: Kathy Tampio, Eric Wies, Seth Krull, Jim Crowell and Paul Snyder

MOVED by Niebel, SECONDED by Warren, the minutes of 3-12-2020 were approved by unanimous vote.

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

Communications – no communications were received

Unfinished Business

1. **Fredonia Interconnections** – Discussion by Dan Pacos of current water contracts between the Town of Pomfret and the Village of Fredonia. Inquiry re: future connection between existing Pomfret water districts with NCCWD.
2. **Amendment to the Water Purchase/Supply Agreement with the City of Dunkirk** – contract amendment under current legal review with County Law Department. When contract finalized – will be sent to City of Dunkirk for approval.
3. **Vulnerability Assessment** – in process - Paul Snyder of the CCDOH will assist Drew Smith and CPL in the development and review of a Vulnerability Assessment for the District service area to submit to NYSDOH for final review and approval by the end of this year.
4. **CBI Water Works Financial Report** – Financial statement from Bahgat & Laurito-Bahgat pending.

New Business

1. Reviewed quotes received for Tree & Brush Clearing RFQ 39-1 for Contract 10 – Water Storage Tank

2. MOTION by Niebel, SECONDED by Warren to approve the low quote received from S. St. George Enterprises, Inc. in the amount of \$6,650.00 for Tree & Brush Clearing for Contract 10 – Water Storage Tank property.
Unanimously Carried
3. MOTION by Pacos, SECONDED by Walker to authorize the Chairman to approve and execute purchases and contracts for Goods and Services under the bidding threshold of \$20,000 in compliance with the Chautauqua County Purchasing Policy and execute Capital Project permit and license agreements.
Unanimously Carried
4. MOTION by Pacos, SECONDED by Niebel to authorize the Chairman to execute a temporary agreement with the Town of Sheridan to clear the Contract 10 – Water Storage Tank property owned by the Town of Sheridan on Miller Road, indemnify the Town of Sheridan and list the Town of Sheridan on the contractor’s insurance certificates as additional insured, pending review and approval of legal counsel of the NCCWD and the legal counsel and Town Board of the Town of Sheridan.
Unanimously Carried

Reports

- Financial Report and Administrative Update – Kathy Tampio

NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

4/8/2020

CAPITAL PROJECT EXPENSE

VENDOR	Contract Amount	Expense to date	DESCRIPTION
CPL-3RD amended	\$ 1,372,902.00	\$ 1,145,492.00	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		\$ 11,431.84	Engineering/inspection fees
NYS DEC		\$ 330.00	Base permit fees
National Grid		\$ 3,800.00	Permit Fee
Empire State Development		\$ 250.00	Grant application fee
Chaut. County		\$ 913.90	Map & Plan amendment printing
Chaut. County		\$	Map & Plan amendment mailing

		5,797.73	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	\$ 1,356,911.00	Contract 8 - Sheridan Water Main const.
Contract 5 - DJM	\$ 531,000.00	\$ 528,600.00	Contract 5 - meter vaults const.
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	
TOTAL CAPITAL EXPENSE TO DATE		\$ 3,903,542.63	

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

\$
 3,903,542.63 Total expense + pending expense
 \$
96,457.37 Remaining

NCCWD 2020 OPERATING BUDGET			
BUDGET		EXPENSE YTD	
\$ 4,171.00	.1 base pay	\$ 1,046.03	Payroll Allocation-Admin
\$ 1,088,850.00	.4 contractors	\$ 147,712.32	City Dunkirk Water
\$ 20,000.00		\$ 8,637.40	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	\$ 981.54	Payroll Allocation-Admin
\$ 1,165,559.00	TOTAL EXPENSE	\$ 159,181.29	
\$ 1,424,350.00	TOTAL REV	\$ 161,157.03	CBI Water Works

\$ 258,791.00	RESERVE	\$ 1,975.74	Debt Service Reserve
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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)
2020			1st quarter 2020
		\$ 506,540.89	TOTAL DUE (booked - unpaid)

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

GRANT UPDATE –

1. **SAM** – Pay Request pending receipt of executed contract from DASNY
 2. **ESD** – Pay request pending receipt of executed Grant Disbursement Agreement from the State
 3. **EFC** – Contract documents being submitted with coordination of Municipal Solutions and CPL.
- Capital Project Construction Update – Seth Krull
 - Contract 5 and 8 are near close-out. All 5 meter vaults are operational. DJM and 716 are working on close out documents.
 - Preliminary Design documents for Phase II are under final review at NYS DOH.
 - Phase II bids for new water main, water storage tank and pump station will go out late spring.
 - Town projects – Portland – South of Brocton project near completion with hook ups in process. Bennett Road Phase II awarded to contractor for Town of Dunkirk with an expected late May start date. Working on Van Buren Bay easements.

Discussion:

- Dan Pacos inquired about the Village of Fredonia status of interconnections with NCCWD and Village of Fredonia plans for new water storage tank to upgrade system. Paul Snyder (CCDOH) reported that he informed Fredonia that if they would make the interconnections to NCCWD, the CCDOH would not require the Village to construct an additional new water storage tank to be in compliance with DOH water system requirements – which he relayed to Mayor Essek a month ago.

- Jim Crowell – reported that billing for NCIWD has been taken over by the County. A few leaks were discovered and CBI Water Works personnel quickly responded and repaired the leaks.
- Jay Warren – reported that NCCF is moving ahead with efforts to find a replacement for Nate Aldrich’s former position for Community Development.
- Jim Crowell – Flow tests need to be completed for the Athenex complex before a final certificate of occupancy can be issued. Dick Purol will contact Randy Woodbury to schedule those tests.

MOVED to Adjourn by Niebel, SECONDED by Warren
Unanimously Carried

The meeting ended at 5:15 p.m.

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

- Next meeting – May14, 2020, 4:00 pm, Location to be determined

Approved 5/14/2020