

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, May 9, 2024, 4:00 p.m.

Dunkirk Town Hall, 4737 Willow Road, Dunkirk, NY 14048

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

Pledge of Allegiance

The roll was called and a quorum was present.

Members Present: Rich Lewis, Brian Purol, Tom Wik, Dave Hazelton, Craig Miller, John Penhollow, Priscilla Penfold, Dan Pacos, Richard Lascola

Members Absent: Bob Bankoski, Terry Niebel

Others: Kathy Tampio, Natalie Whiteman, Seth Krull, Mitch Magierski,

MOVED by Miller, SECONDED by Lascola, the minutes of 4-11-2024 were approved as presented by unanimous vote.

Privilege of the Floor – No one spoke

Communications

- Letters of support received from Senator Borrello, Paul M. Wendel – Chaut. Cty. Executive, Piere Chagnon – Chaut. Cty. Legislature Chairman, Assemblyman Goodell, Supervisor Dan Pacos and Diane Hannum – NCCF Director for the NCCWD member item funding request from Congressman Langworthy and for EFC WIIA grant application.
- Email communication from Rose McCabe – ESD grant coordination documents for disbursement of grant funds.

Unfinished Business

- Emergency Response Plans –Seth Krull and CBI WW members are working to prepare draft plan with additional input and review.
- Leak Detection Assistance – Rural Water – Mitch reported he has contacted Rural Water and rep will be coming to assist by the end of the month.
- DOCCS funds – Village of Brocton – in Brocton attorney Peter Clark hands. Seth needs additional water consumption data to send to DOCCS.
- CBI WW Payment Agreement – in process with CBI WW members. Additional meetings with the county officials will be scheduled.

New Business

1. MOVED by Lewis, SECONDED by Miller, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. 2964-24-11 Willow Road Master Meter in the amount of \$140,155.92
 - b. 2965-24-12 Lake Shore Dr W Master Meter in the amount of \$59,665.08
 - c. 2971-24-13 181 Stegelski Ave Master Meter in the amount of \$82.56
 - d. 2972-24-14 Stegelski Ave Master Meter in the amount of \$0.00
 - e. 2973-24-15 Lake Shore Dr E Master Meter in the amount of \$29,375.88
 - f. 2974-24-16 Brigham Rd Master Meter in the amount of \$4,102.20
 - g. 2975-24-17 Vineyard Dr Master Meter in the amount of \$2,058.84

Unanimously Adopted

2. MOVED by Penfold, SECONDED by Miller, to approve S. St. George Enterprises, Inc. Watermain Payment Application No. 9 to release retainage in the amount of \$79,124.07 pursuant to Contract #21-39-06

Unanimously Adopted

3. MOVED by Miller, SECONDED by Wik, to approve S. St. George Enterprises, Inc. Pump Station Change Order #5 for extra work items to include parking lot work, installation of check valves and backup generator gas service connection in the total amount of \$14,709.00. Increase current Contract # 21-39-03 amount from \$542,164.30 to \$556,873.30.

Unanimously Adopted

4. MOVED by Hazelton, SECONDED by Miller, to approve S. St. George Enterprises, Inc. Revised Pump Station Payment Application No 4 in the amount of \$26,718.30 less retainage pursuant to Contract # 21-39-03.

Unanimously Adopted

5. MOVED by Miller, SECONDED by Hazelton, to approve S. St. George Enterprises, Inc. Pump Station Payment Application No. 5 to release retainage in the amount of \$27,843.66 pursuant to Contract #21-39-03.

Unanimously Adopted

6. MOVED by Hazelton, SECONDED by Lewis to extend term of Municipal Solutions contracts 20-39-01 for EFC grant fiscal administration and 21-39-02 for ESD grant fiscal administration to 12/31/2024 in order to facilitate final grant disbursements.

Unanimously Adopted

Reports

- **Chairman's Report and CBI Water Works Update** – County finance reports received by all members. Weekly P&L reports are sent to all CBI WW members.
- **Financial Report and Administrative Update** –Financial Reports prepared by Chautauqua County Budget Director Swan and by Kathy Tampio (Hard copy Capital Report and 2024 Budget to date provided to Board members and placed on file) Current Balance due from CBI WW = \$1,307,606.04
 - **Grants Update** –
 - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
 - ESD – 1st grant disbursement still in process - MWBE waiver

NCCWD CAPITAL PROJECT UPDATE

PROJECT: Various Projects

DATE: May 9, 2024 4:00 PM

Below is update on various projects that CPL is involved with. Updates in bold text.

1. NCCWD Phase 2 Improvements
 - a. Construction schedule: Facilities can be placed in service upon DOH approval. Anticipate late **May**.
 - i. Watermain
 1. Construction complete.
 2. CPL sent contractor punch list.
 3. Watermain pressure tested & passed.
 4. Watermain flushed.
 5. Watermain bacteria tested and approved by DOH.
 - ii. Storage Tank
 1. Site work complete and contractor recently restored site.
 2. Watermain pressure tested & passed.
 3. Contractor pressure washed tank.
 4. Watermain flushed. Tank filled now with several feet of water.
 - 5. Watermain bacteria testing occurring early April. Tank bacteria testing to be mid-May.**
 - iii. Pump Station
 1. Generator tested and CBI able to manually operate pumps for testing purposes.
 2. Backup generator gas piping installed, and National Fuel turn on service.
 - 3. SCADA controls being installed early May.**
 - b. Change Orders
 - i. Contract 11 Pump Station General – change order 5 request for \$14,709.00 to address three minor work items near end of project.**
 - c. Pay Applications
 - i. Contract 9 Watermain**
 - 1. Pay app #9 for retention release - \$79,124.07**
 - ii. Contract 11 Pump Station General**
 - 1. Pay app #4 for final work - \$25,382.39**
 - 2. Pay app #5 for retention release - \$27,843.66**
 - d. Total construction contract amount **\$3,737,723.88** of which **\$3,681,874.03** has been requested (**99%**), includes above pay requests.



2. Town of Portland Water District 2 Van Buren Point
 - a. Construction started 10/23/23.
 - b. All watermain installed and tested. Installing services in Point area late April to mid-May.
 - c. Next progress meeting **5/10/24** at 1pm.

3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Town obtaining two remaining easements.
 - b. Anticipate bid in next month or two.

4. Town of Dunkirk Shorewood Water Improvements
 - a. Town sending easement requests to property owners mid-April. Meeting with residents scheduled for 5/8 and 6/11.
 - b. Anticipate bidding late 2024.

5. Village of Brocton DOCCS
 - a. CPL provided Village letter with recent water consumption data and revised reimbursement request of \$1,459,643.95.
 - b. Village request to DOCCS in May 2023. Awaiting DOCCS response.
 - c. CPL working with Brocton and CBI to send requested information and letter to DOCCS.

6. Water Meter Grant (GIGP)
 - a. Portland & Brocton to use Badger meters. Dunkirk, Pomfret and Sheridan to use Neptune Meters.
 - b. No applications made in 2023 funding round.

7. Industrial Tank
 - a. Contractor to restore lawn in spring.

8. Brocton Central Ave Watermain
 - a. Village awarded contract to S. St. George Enterprises.**
 - b. Work anticipated to start June.**

9. SCADA
 - a. NCCWD phase 2 improvements include control data from new storage tank and pump station that will be connected to CBI office, CBI staff and City of Dunkirk. As part of phase 2 work, control data from NCCWD phase 1 storage tank and pump station will also be connected to the



same facilities. This work is to be done under Phase 2 Pump Station contract.

10. Chlorination Booster Stations.
 - a. Two stations to be located at Phase 2 pump station and at Industrial Tank.
 - b. CPL to submit preliminary design plans to DOH in near future.
 - c. To be change order to Pump Station General and Electrical contracts. Waiting on preliminary pricing from contractors.

11. Future Projects
 - a. Sheridan is moving forward with forming water district around Phase 2 watermain so they can connect with service lines. District formation takes 3-5 months. Enough residents are interested. Town meeting to be scheduled for discussing process.
 - b. Pomfret Phase 2 & 3 water projects under design. EFC awarded this week \$5 million for Phase 3.
 - c. NCCWD Phase 3 improvements for additional master meter vaults and watermain sections throughout the district.

approved. ESD to send Grant Disbursement Agreement to Chautauqua County Executive for processing of grant funds.

- EFC – draw #18 received from EFC in the amount of \$263,694.23

- **Capital Project Update** – see attached report

MOVED by Hazelton, SECONDED by Lewis to enter into executive session to discuss a legal contract. *Unanimously Adopted - 4:48p.m.*

MOVED by Lewis, SECONDED by Hazelton to close executive session and re-enter into regular session. *Unanimously Adopted - 5:00 p.m.*

Discussion/Other

- Tampo reported that Chautauqua County Legislature will hold a public hearing on the Map & Plan Amendment 3 for NCCWD on May 22, 2024 legislature meeting. The meeting will also include resolutions for SEQRA Findings and negative declaration, Authorization to apply for grants for the Map & Plan Amendment 3 project and Determination to accept the Map & Plan Amendment 3.
- Tampo - will attend the Chaut. County Planning Board meeting for Capital Project Review of the Amendment 3 project.
- Tampo – meetings have been held with Legislature Chairman Chagnon and County HR staff to develop a job description and hiring plan for an administrative director for the northern Chautauqua County Districts –NCCWD, PPDS, NCIWD & SD.

MOVED to Adjourn by Lewis, SECONDED by Hazelton and Unanimously Carried, the meeting ended at 5:03 p.m.

Respectfully Submitted,
Kathy Tampo, Financial Analyst - Chautauqua County Legislature/NCCWD Administrative Coordinator

- **Next Board meeting – June 13, 2024, 4:00 pm, Dunkirk Town Hall**

Approved 6-13-2024