

**Minutes**

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, June 11, 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 4:03 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, Terry Niebel, Dan Schrantz, and Brian Purol

**Members Absent:**

**Others:** Kathy Tampio, Eric Wies, Seth Krull, Jim Crowell and Tom Wik

---

MOVED by Niebel, SECONDED by Pacos, the minutes of 5-14-2020 were approved by unanimous vote.

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

**Communications**

1. Executed Agreement of Service – Legend Excavating

**Unfinished Business**

1. **Fredonia Interconnections** – pending Water Purchase/Supply Agreement Amendment
2. **Water Purchase/Supply Agreement Amendment** – revised amendments ready for Chairman to execute and then send to City of Dunkirk for final execution.

**New Business**

1. MOVED by Warren, SECONDED by Niebel to approve payment of Invoice # 14020 from Municipal Solutions in the amount of \$1,865.42 for fiscal services provided according to Contract 20-39-01.

*Unanimously Carried*

2. MOVED by Walker, SECONDED by Pacos to approve payment of CPL Invoice # 69329 in the amount of \$27,000.00 for professional services for the NCCWD Capital Project according to Contract 16-01-01.

*Unanimously Carried*

**Reports**

Financial Report and Administrative Update – Kathy Tampio (see attached)

# NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

6/10/2020

## 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		\$ 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		\$ 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
Observer/P-J		\$ 46.80	Legal Ads-RFP Tree Clearing
Brocton Village		\$ 63,560.25	Capital Project Overrun Reimbursement
Brocton Village	Removed - Capitalized expense		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	
<b>TOTAL CAPITAL EXPENSE TO DATE</b>		<b>\$ 3,463,694.38</b>	

remaining contract expense

\$ 227,410.00

\$ 10,764.00

Paid in full - closed

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

\$ 3,463,694.38 Total expense

\$ 536,305.62 Remaining

**NCCWD 2020 OPERATING BUDGET** 6/10/2020

BUDGET		EXPENSE YTD	
\$ 4,171.00	.1 base pay	\$ 1,680.27	Payroll Allocation-Admin
\$ 1,088,850.00	.4 contractors	\$ 165,197.30	City Dunkirk Water
\$ 20,000.00		\$ 5,637.40	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	\$ 1,337.07	Payroll Allocation-Admin
\$ 1,165,559.00	<b>TOTAL EXPENSE</b>	\$ 174,656.04	
\$ 1,424,350.00	<b>TOTAL REV</b>	\$ (3,225.92)	CBI Water Works
\$ 258,791.00	RESERVE	\$ (177,881.96)	Debt Service Reserve

**.4 - OTHER CONTRACTORS**

City	CBI
3969.84	4378.17
119227.29	112.36
246.33	3996
24268.86	150.87
132464.85	8637.4
149.94	<b>\$ 5,637.40</b>
28.56	
71.4	
18981.69	
78.54	
10710	
310197.3	
<b>\$ 165,197.30</b>	

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		\$ 32,068.89	1st quarter 2020
		\$ 506,540.89	TOTAL DUE (booked - unpaid)

**NOTE: 1ST QUARTER TO BE BILLED FOR 7 NEW ACTIVATED WATER METERS = 212,550.38**

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 Contract 8 Close-out
  2. **ESD** – Pay request pending project cost certification from CPA
  3. **EFC** – **All** Contract documents have submitted with coordination of Municipal Solutions and CPL. Short Term EFC financing in process.
- Capital Project Construction Update – Seth Krull
    - Contract 5 and 8 are complete. Close-out documents complete, final restoration almost complete.
    - Preliminary Design documents for Phase II are still under final review at NYS DOH and CCDOH – approvals delayed by State due to staffing during COVID-19 Pause. Expect final reviews within next week or two.
    - Anticipate Phase II bids for new water main, water storage tank and pump station will go out this summer pending approvals.
    - Town projects – **Dunkirk** – Roberts Road project complete and watermains operational. Restoration to be completed in the next few weeks. Bennett Road Phase II –Route 60 – contract has been awarded and expected to start in the next 2 weeks. **Portland** – Webster Road project near completion. VanBuren Bay in design and easements in process.
    - Legend Excavating will begin clearing the Phase II tank property next week.
    - Hydrant flow testing at Athenex was conducted on May 14, 2020 and fire flows were sufficient to validate a Class A Fire System on site.

**Discussions:**

- R. Purol - CBI Water Works Profit & Loss statement provided for period January 2019 – April 2020. Total income = \$1,072,927.17, total expense = \$985,542.99 for a net income available of \$87,384.18. The statement is available for review at the Village of Brocton office.  
MOVED by Pacos, SECONDED by Walker to accept the CBI Water Works Profit & Loss statement as presented.  
***Unanimously Carried***
- Warren/Wies – the abandoned hydrants on the private line in the Town of Sheridan is not in the current contract 8 for removal. Supervisor Walker will discuss removal with the private line Association.

MOVED to Adjourn by Warren, SECONDED by Walker

***Unanimously Carried***

The meeting ended at 4:44 p.m.

Respectfully Submitted,

Kathy Tampio, Clerk, Chautauqua County Legislature/NCCWD Administrative Coordinator  
(The meeting was recorded – verbatim minutes only available upon request)

• Next meeting – July 9, 2020, 4:00 pm, Location to be determined  
*Minutes approved 7/9/2020*