

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, June 13, 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, Craig Miller, John Penhollow, Priscilla Penfold, Dan Pacos, Richard Lascola, Bob Bankoski, Terry Niebel

Members Absent: Dave Hazelton, Tom Wik, Rich Lewis

Others: Kathy Tampio, Natalie Whiteman, Mitch Magierski, Jean Crane, Chuck Civiletto, Jim Oakes, Jim Crowell, Randy Woodbury

MOVED by Niebel, by Miller, the minutes of 5-9-2024 were approved as presented by unanimous vote.

Privilege of the Floor

- Randy Woodbury – appreciate the assistance by Brian Purol to address a water leak within the North County Industrial Water District. SCADA system essential and working.

Communications

1. National Fuel Letter – inquiry re: gas meter at 71 Tenney Pump Station. Gas meter is installed and has no current reading since the generator has not been activated yet.
2. Spectrum Invoice – for 71 Tenney SCADA system. Has been sent to City of Dunkirk instead of NCCWD. Tampio will work with Randy Woodbury to correct the billings.

Unfinished Business

- Emergency Response Plans –draft plan finished and sent to Natalie Whiteman (CCDOH) for final review.
- DOCCS funds – Village of Brocton – Brocton attorney Peter Clark has been in contact with DOCCS and closer to resolution of payment of funds.
- CBI WW Payment Agreement – in process with CBI WW members. Additional billing data being developed per municipality by Chairman Pacos.
- Leak Detection – Rural Water conducted survey of water system. CBI WW waiting for results.

New Business

1. MOVED by Miller, SECONDED by Purol, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0002432-24-18 – Greenhurst & Franklin Ave. Master Meter in the amount of \$3,550.08
 - b. Invoice #0002433-24-19 – Roberts Rd. & Urban Rd Master Meter in the amount of \$66,827

Unanimously Adopted

2. MOVED by Miller, SECONDED by Bankoski, to approve payment of CPL Invoice #99859 in the amount of \$9,240.00 pursuant to contract #16-01-01 for professional engineering services for Map & Plan Amendment 3.

Unanimously Adopted

3. MOVED by Niebel, SECONDED by Bankoski, to approve Change Order #4 for BECC contract #21-39-05 Pump Station Electrical Contract – to increase contract by \$1,432.63 from \$23,000.00 to \$24,432.63 for additional wiring and conduit work for the pump station SCADA control system and to balance the Allowance pay item.

Unanimously Adopted

4. MOVED by Penfold, SECONDED by Miller, to approve BECC payment application #2 in the amount of \$7,255.63 less 5% retainage pursuant to Contract #21-39-05.

Unanimously Adopted

5. MOVED by Miller, SECONDED by Bankoski, to approve BECC payment application #3 for retention release in the amount of \$1,221.63 pursuant to Contract #21-39-05 Pending approved contract amendment by Chautauqua County Law Department and contract project Certificate of Completion received from CPL Engineer.

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. WIIA grant application information forwarded to Municipal Solutions re: Map & Plan Amendment #3 project. CBI WW water meter replacement installations are ongoing.
- **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 = \$1,503,561.64
 - **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 approved. ESD to send Grant Disbursement Agreement to Chautauqua County Executive for processing of grant funds.
 - EFC – draw #19 received from EFC in the amount of \$133,030.92
- **Capital Project Update** – see attached report

NCCWD CAPITAL PROJECT UPDATE

PROJECT: Various Projects

DATE: June 13, 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.
 - 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 performed in April. Testing paperwork sent to County DOH for approval in May and denied. CPL inquired with H&K who stated they followed procedures and will provide backup documentation. CPL awaiting H&K response. Substantial completion date of 5/31/24 has been exceeded as tank cannot be placed into service until DOH approval received. Approximately \$120,000 remaining to be billed.**
 - 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 **June.**
 - b. Change Orders
 - i. **Contract 11 Pump Station Electrical**
 1. **Change Order 4 - \$1,432.63 contract increase related to SCADA equipment installation.**
 - c. Pay Applications
 - i. **Contract 11 Pump Station Electrical**
 1. **Pay app #2 for final work - \$6,892.85**
 2. **Pay app #3 for retention release - \$1,221.63**
 - d. Total construction contract amount \$3,737,723.88 of which **\$3,688,766.88** 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. **Approximately 75% of services installed. Work to be completed by 8/31/24.**
 - c. Next progress meeting **6/21/24** 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 6/12.
 - 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. **Village of Brocton sent DOCCS letter 6/10/24 requesting full amount of remaining of 32% share which is \$2,285,360.00.**

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 **7/21/24.**

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.

Discussion/Other

- Pacos – To set up a meeting with Purol, Whiteman and H&K regarding completion of Sheridan Water Tank testing.
- Crowell – new Sheridan water district along new NCCWD water main to Sheridan Tank is in process.
- Penfold – Concern about process to pay off CBI WW deficit to Chautauqua County.

MOVED to Adjourn by Bankoski , SECONDED by Miller and Unanimously Carried, the meeting ended at 4:45 p.m.

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

- Next Board meeting – July 11, 2024, 4:00 pm, Dunkirk Town Hall

Approved as amended with Strikethrough and italic underlined 7/11/2024