

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, July 14, 2022, 4:00 p.m.

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

Chairman Purol called the meeting to order at 4:05 p.m.

The roll was called and a quorum was present.

Members Present: Dave Hazelton, Richard Lascola, Rich Lewis, Richard Purol, John Walker, Terry Niebel, Dan Pacos, Craig Miller

Members Absent: Brian Purol

Others: Kathy Tampio, Jim Crowell, Susan Parker, Randy Woodbury, Seth Krull, Juan Pagan

MOVED by Niebel, SECONDED by Miller, the minutes of 6/16/2022 were approved as presented by unanimous vote.

Privilege of the Floor

- Dave Hazelton –Re: CBI Water Works metered water report. Asked to receive a year recap report of total gallons per community to supplement previously received report submitted listing customer billings.
- Rich Lewis – Re: clarify ownership of Portland Pump Station. The property is still owned by the Town of Portland. Pro-rated cost of town liability insurance of the property is part of the O&M cost assessed to NCCWD through CBI Water Works and its contract with NCCWD.

Communications

- Email, 6/29/2022 – Dale Carlson to NCCWD Board Re: water hydrant flushing and maintenance.
- Email 6/23/2022 – From Kathy Tampio to Town of Dunkirk – 2021 total master meter readings for Franklin & Greenhurst and Arrowhead Drive Master Meters.

Unfinished Business

1. City of Dunkirk Water Rate Calculation – Randy Woodbury – City of Dunkirk 2020 Audit has been completed and is in the hands of City Treasurer Mark Woods. Will be forwarded to Dr. Reinelt for review to calculate the 2023 City water rate for NCCWD.

New Business

1. Pump Station Color Selection –
MOVED by Walker, SECONDED by Pacos to approve the new (Dunkirk) Pump Station Colors to be the same as the (Portland) Pump Station.
Unanimously Carried
2. MOVED by Lewis, SECONDED by Walker to authorize payment of S. St. George Pay Application #2 in the amount of \$227,541.06 less 5% retainage of \$11,377.05 pursuant to Contract #21-39-06 for Watermain Water System Improvements.
Unanimously Carried
3. MOVED by Hazelton, SECONDED by Lewis to approve payment of City of Dunkirk Water bill 6423-22-20 for Arrowhead Drive Master Meter in the amount of \$9,917.43 pursuant to Water Purchase/Supply Agreement #18-39-04.
Unanimously Carried

Reports

- **Chairman's Report** – Discussed the process to provide temporary water service to a local farmer to irrigate their crops.
- **Financial Report and Administrative Update** – Kathy Tampio (Hard copy Capital Report and 2022 Budget to date provided to Board members and placed on file)
 - **Grants Update** –
 - DOCCS – amendment in process for project scope.
 - ESD – 1st grant disbursement in process
 - EFC –Draws #6 and #7 have been submitted to EFC by Municipal Solutions and funds have been received from the Short Term Financing of Phase II Capital Project. Total funds received to date = \$1,208,975.36 (Draws #1-5)
 - **CBI Water Works** – Current balance due in arrears = \$1,449,385.54. John Walker discussed with CBI Water Works members the need for a policy regarding payment of past due or partially paid billings. The CBI members agreed as moved by Lewis and seconded by Purol to give notice to a past due account for a new water service connection that was agreed to by a private party and paid for by CBI, that reimbursement payment in full must be received upon two weeks' notice or the water service may be shut off.
- **Capital Project Update** – by Seth Krull – See attached Report

MOVED to Adjourn by Lewis, SECONDED by Walker and Unanimously Carried, the meeting ended at 5:22 p.m.

NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS
DATE: JULY 14, 2022 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:
 - i. Watermain – **construction underway with main installed along South Roberts Road and Route 20. Anticipated all main installed end of July or August.**
 - ii. Storage Tank – majority of site earthwork and concrete tank completed. Tank road, testing, filling, and placing into service end of 2022. **Contractor is willing to place asphalt millings on top of stone road if they are provided material. Does County have any millings?**
 - iii. **Pump Station – site work to start May 2022. Station will take 4-6 months to fabricate. Procurement of backup generator will take many months. Could delay station to late 2022 or early 2023.**
 - b. **Progress meeting number 1 held on 6/2/22. Second meeting to be near end of July.**
 - c. **Obtaining water from Fredonia to fill water main and several feet of tank would allow tank contractor to finish site work in fall 2022. Preliminary discussions occurred with Fredonia Mayor. Anticipate needing several hundred thousand gallons of water over several days to a week. Water main to be done near end of August so filling can begin soon thereafter.**
 - d. **Total construction contract amount \$3,452,240.00 of which \$1,897,545.50 has been requested (55%).**
2. Town of Portland Water District 2 Van Buren Point
 - a. Preliminary design complete and submitted to review agencies.
 - b. Town meeting with residents 7/21/22.**
 - c. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 2023.
3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Preliminary design documents completed and submitted to review agencies February 2022.
 - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners.
 - c. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 2023.



4. Town of Dunkirk Shorewood Water Improvements
 - a. Preliminary design underway with design documents to be ready Spring 2022 for submission to review agencies. Desired easements will be identified on documents.
 - b. Anticipate finalize design and easements during 2022 and bid Fall/Winter 2022 with construction 2023.

5. Village of Brocton
 - a. December 2020 request to NYS Department of Corrections for remaining financial assistance amount of \$1,472,000. DOCCS still reviewing, anticipate amended agreement will be prepared. **No update.**

6. **Water Meters**
 - a. **Group to standardize on meter. This meter can then be incorporating into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk)**
 - b. **Company of selected meter can prepare propagation study & cost estimate. This information is needed to prepare engineering report for submission.**
 - c. **CFA Program submission deadline is 7/29. Look to submit in 2023.**

7. **Future Projects**
 - a. Sheridan residents investigating forming water district around Phase 2 watermain so they can connect with service lines. District formation takes 3-5 months. **Any updates?**
 - b. Contemplate future Phase 3 capital improvements. **Any updates?**

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

- Next meeting – August 11, 2022, 4:00 pm, Dunkirk Town Hall

Approved 8/11/2022