

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, August 13, 2020, 4:00 p.m.

Town of Sheridan Municipal Building

2773 Route 20, Sheridan NY 14135

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

The roll was called and a quorum was present.

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

Members Absent: Dan Schrantz

Others: Kathy Tampio, Seth Krull, Tom Wik, Willie Rosas, Randy Woodbury, Nate Aldrich, Juan Pagan, Jacqueline Phelps, Roger Pacos, Doug Essek, John Lori Danforth and others

MOVED by Walker, SECONDED by Niebel, the minutes of 7-9-2020 were approved by unanimous vote.

Privilege of the Floor

Robert Pierce: Resident of Middle Road, Sheridan. Re: Are there any plans to get water extended to the area of Middle Road (near NCIWD) not served at this time. Supervisor Walker responded – not at this time.

Communications

Email communications – (1) Village of Fredonia Attorney Dan Gard re: request for documents related to water supply authorizations. (2) Seth Krull (CPL) to county regarding bid documents.

Unfinished Business

1. **Fredonia Interconnections** –Tampio distributed Water Purchase/Supply amendments to the Village of Fredonia officials and requested a meeting to discuss next steps for interconnections. No response from Fredonia to date. Village Trustee Pacos reported that board has discussed and in process of review.
2. **Review and approval of 2021 Tentative Budget**
MOVED by Pacos, SECONDED by Frost to approve the tentative 2021 Budget as submitted to Chautauqua County Executive.

Unanimously Carried

3. Set 2021 Water Rate

MOVED by Frost, SECONDED by Walker to set the 2021 water rate for CBI Water Works municipalities at \$4.67 per 1,000 gallons based upon the sum of City of Dunkirk Water rate to NCCWD at \$3.57/1,000 gallons + \$1.00/1,000 gallons for debt service + \$0.10/1,000 gallons for Operation & Maintenance. And further that by receipt of these minutes all participating municipalities are hereby notified of the 2021 water rate of \$4.67/1,000 gallons.

Carried (1 No – Hazelton)

New Business

1. MOVED by Pacos, SECONDED by Walker to approve the payment of 716 Site Contracting, Inc. pay application #7 in the amount of \$2,250.00 for capital Contract 8 – Route 5 Water Main North.

Unanimously Carried

2. MOVED by Niebel, SECONDED by Pacos to approve payment of City of Dunkirk Water Bills as follows:

- a. Willow Road Water Meter in the amount of \$149,729.37
- b. Route 5 West Water Meter in the amount of \$1,895.67
- c. 181 Stegelski Ave. Water Meter in the amount of \$49.98
- d. Stegelski Drive Water Meter in the amount of \$7.14
- e. Lake Shore Drive East Water Meter in the amount of \$28,192.29
- f. Brigham Road Water Meter in the amount of \$128.52
- g. Vineyard Drive Water Meter in the amount of \$10,520.79

Unanimously Carried

Reports

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

GRANT UPDATE –

1. **SAM** – Pay Request pending Contract 8 Close-out
 2. **ESD** – Pay request pending project cost certification from CPA (Bonadio)
 3. **EFC** – All Contract documents have submitted with coordination of Municipal Solutions and CPL. Short Term EFC financing in process.
 4. **DOCCS** – Seth has begun dialog with DOCCS regarding additional funding committed for the Brocton project in the amount of \$1.6 million.
- **Capital Project Construction Update** – Seth Krull
 - **Contract 5 and 8 are complete.** Close-out documents complete, final restoration complete.
 - **Preliminary Design documents for Phase II** – received comments from NYS DOH and document revisions are being made based on DOH comments. Expect DOH to take another month to complete review and approve. Expect a fall bid with estimated project completion by the end of 2021.

NCCWD 2020 OPERATING BUDGET 8/10/2020

BUDGET		EXPENSE YTD	
\$ 4,171.00	.1 base pay	\$ 2,314.51	Payroll Allocation-Admin
\$ 1,088,850.00	.4 contractors	\$ 215,491.46	City Dunkirk Water
\$ 20,000.00		\$ 12,645.85	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	\$ 1,662.92	Payroll Allocation-Admin
\$ 1,165,559.00	TOTAL EXPENSE	\$ 232,918.74	
\$ 1,424,350.00	TOTAL REV	\$ 281,567.26	CBI Water Works
\$ 258,791.00	RESERVE	\$ 48,648.52	Debt Service Reserve

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

.4 - OTHER CONTRACTORS

City	CBI
3969.84	4378.17
119227.29	112.36
246.33	3996
24268.86	150.87
132464.85	86.62
149.94	2703.42
28.56	365.5
71.4	3852.91
18981.69	15645.85
78.54	-3000
10710	\$ 12,645.85
1481.55	
48812.61	
360491.46	
-145000	
\$ 215,491.46	

NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

8/10/2020

CAPITAL PROJECT EXPENSE

VENDOR	Contract Amount	Expense to date	DESCRIPTION
CPL-3RD amended	\$ 1,372,902.00	\$ 1,172,492.00	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		\$ 470.55	Base permit fees
National Grid		\$ 3,800.00	Permit Fee
ESD GDA Fee		\$ 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		\$ 83.25	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
Municipal Sol.		\$ 1,865.42	Financial Services - EFC Grant
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 - Legend		\$ 5,850.00	Tree clearing & culvert - tank property
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		\$ 3,498,586.80	

remaining contract expense

\$ 200,410.00

\$ 10,764.00

Paid in full - closed

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

\$ 3,498,586.80 Total expense

\$ 501,413.20 Remaining

- **Town projects –**
 - **Dunkirk** – Roberts Road project complete and watermains operational. Close out by next month. Bennett Road Phase II –Route 60 – construction initiated, water service should be activated by late fall with restoration completed in Spring 2021. Map & Plan report has been started for the Shorewood Watermain Replacement Project.
 - **Portland** – Webster Road project near complete, close-out in process with punch list completion and final pay request. VanBuren Bay project easements continue in process.

Discussions:

- Hazelton – re: Dr. Reinelt assistance in reviewing District and CBI Water Works operations and recommendations upon review. Questions re: CBI Water Works staffing
- Carroll Horlacher & Arthur Miller (Village of Brocton Trustees) Questions re: CBI Water Works staffing

MOVED to Adjourn by Hazelton, 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 – September 10, 2020, 4:00 pm, Location to be determined

Approved 9/10/2020