

**Minutes**

**NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD**

Thursday, September 10, 2020, 4:00 p.m.

Town of Sheridan Municipal Building

2773 Route 20, Sheridan NY 14135

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Chairman Purol called the meeting to order at 4:08 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, Dan Schrantz

**Members Absent:** Dick Frost, Brian Purol

**Others:** Kathy Tampio, Eric Wies, Tom Wik, Randy Woodbury, Roger Pacos, Art Miller, Jim Crowell and others

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MOVED by Hazelton, SECONDED by Schrantz, the minutes of 8-13-2020 were approved by unanimous vote.

**Privilege of the Floor**

- Hazelton – re: CBI Water Works meetings – ability to attend, subject to open meetings law?

**Communications**

- Town of Portland Motion 59-20 re: operation of CBI Water Works checking account.
- Invoices received – City of Dunkirk water charges, CBI Water Works O&M Charges

**Unfinished Business**

1. **Fredonia Interconnections** – Village Trustee Pacos reported that village attorney Gard has prepared an agreement between village and NCCWD to approve the two water main interconnections on the East and West side. At their next Village Board meeting he anticipates a resolution to authorize Mayor Essek to sign the agreement and then forward to NCCWD for final execution. Discussion ensued that NCCWD will need to have an agreement with Town of Pomfret to make the interconnections at Town of Pomfret water district mains (at Route 20 east and Route 20 west near Brocton).

**New Business**

1. MOVED by Hazelton, SECONDED by Walker to approve payment of CBI Water Works Operation and Maintenance Invoices per Contract 19-39-02 as listed:
  - a. Invoice #20 in the amount of \$2,533.37, Electric Service Portland Pump Station April, May and June
  - b. Invoice #21 in the amount of \$59.43, Electric Service for Brocton Filter Plant March, April, May
  - c. Invoice #22 in the amount of \$365.50 for Chlorine
  - d. Invoice #23 in the amount of \$625.00 for Pump Station Emergency Power Maintenance Agreement
  - e. Invoice #24 in the amount of \$461.00 for NY Rural Water Assn. 2020 membership
  - f. Invoice #25 in the amount of \$556.59 for 2019 & 2020 Portland Pump Station Insurance

*Unanimously Carried*

2. MOVED by Pacos, SECONDED by Niebel to approve payment of City of Dunkirk water bills 0002432 in the amount of \$2,241.96 and 0002433 in the amount of \$45,806.67 per Water Purchase/Supply Agreement 18-39-04.

*Unanimously Carried*

**Reports**

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

**GRANT UPDATE –**

1. **SAM** – Payment disbursement Request in process
  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 continued dialog with DOCCS regarding additional funding committed for the Brocton project in the amount of \$1.6 million.
- Capital Project Construction Update – Seth Krull
    - **Phase II project bids** – county bid documents completed, waiting for final CCDOH and NYDOH design approvals. Hope to let bids within a month.
    - **Phase II property transfer** - Town of Sheridan (Phase II tank property) property transfer and Town of Dunkirk (Phase II pump station property) property transfer in process with town attorney Passafaro and county attorney Wright. Tampio to follow up on status.
    - **Town projects** –
      - **Dunkirk** Bennett Road Phase II –Route 60 – construction initiated, water service should be activated by late fall with restoration completed in Spring 2021.

# NORTH CHAUTAUQUA COUNTY WATER DISTRICT - Financial Report

Prepared by Kathy Tampio

9/10/2020

## 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	<del>Removed - Capitalized expense</del>		Capital Lease - EFC Loan Debt Service
Municipal Sol.		\$ 1,865.42	Financial Services - EFC Grant
Contract 8 - 716	\$ 1,367,675.00	\$ 1,359,161.00	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	
<b>TOTAL CAPITAL EXPENSE TO DATE</b>		<b>\$ 3,500,836.80</b>	

remaining contract expense  
\$ 200,410.00

\$ 8,514.00 Closed  
Paid in full - closed

~~County interim funding - Capital - CC RES 236-19 extended up to 54mil to 12/31/2020~~

\$ 3,500,836.80 Total expense

\$ 499,163.20 Remaining

CCWD 2020 OPERATING BUDGET 9/10/2020

BUDGET		EXPENSE YTD	
4,171.00	.1 base pay	\$ 2,790.19	Payroll Allocation-Admin
1,088,850.00	.4 contractors	\$ 406,015.22	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	\$ 1,918.16	Payroll Allocation-Admin
1,328,038.00	TOTAL EXPENSE	\$ 424,173.42	
1,556,350.00	TOTAL REV	\$ 530,795.82	CBI Water Works
228,312.00	RESERVE	\$ 106,622.40	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	86.62
149.94	2703.42
28.56	365.5
71.4	3852.91
18981.69	
78.54	
10710	
1481.55	
48812.61	
149729.37	
1895.67	
49.98	
7.14	
28192.29	
128.52	
10520.79	15645.85
	-3000
	<b>\$ 12,645.85</b>
551015.22	
145000	
<b>\$ 406,015.22</b>	

19 Expense Accrual	\$ 145,000.00	City Water Charges
19 Expense Accrual	\$ 3,000.00	CBI O&M Charges
19 Revenue Accrual	\$ 190,000.00	CBI Water Purchase

- **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.
- **Pomfret** - . Map & Plan report has been started for the Shorewood Watermain Replacement Project. Goal is to reduce water loss.
- **Westfield** – is in process of applying for grants to install current water mains to town line on Route 5.

**Discussions:**

- Hazelton – re: City water rates potential for increase/decrease
- Randy Woodbury – re: Discussion with Mayor Rosas and suggestion to hire Dr. Reinelt to review water rate and cost structure.

MOVED to Adjourn by Warren, SECONDED by Niebel

*Unanimously Carried*

The meeting ended at 4:46 p.m.

Respectfully Submitted,

Kathy Tampio, Clerk, Chautauqua County Legislature/NCCWD Administrative Coordinator

- Next meeting – October 8, 2020, 4:00 pm, Location to be determined

*Approved 10-8-2020*