

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, February 8, 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, Tom Wik, Brian Purol, Terry Neibel, Dave Hazelton, Craig Miller, John Penhollow, Priscilla Penfold, Dan Pacos, Richard Lascola

Members Absent: Bob Bankoski

Others: Randy Woodbury, Kathy Tampio, Natalie Whiteman, Jim Crowell, Pierre Chagnon, Susan Parker, Seth Krull,

MOVED by Lewis, SECONDED by Miller, the minutes of 1/11/2024 were approved as amended by unanimous vote.

Privilege of the Floor

- Rich Lewis – suggest there be no discussion of business of CBI WW on the agenda of NCCWD meetings.
- Randy Woodbury – Annual meeting between City of Dunkirk and NCCWD board to review water rate revision set for February 13, 2024 at 10:00 am in the City of Dunkirk conference room.
- Susan Parker – County Legislator concerned about recent OSC Audit regarding the NCCWD.
- Paul Bowers – request to Town of Dunkirk for municipal water connection.

Communications

None

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – Seth Krull (CPL) will set up meeting with all NCCWD Board members to supply input required to finish the plans. Meeting to be determined ASAP.

New Business

1. MOVED by Miller, SECONDED by Lewis, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. 2964-24-1 Willow Road Master Meter in the amount of \$99,125.76

- b. 2965-24-2 Lake Shore Dr W Master Meter in the amount of \$39,744.00
- c. 2971-24-3 181 Stegelski Ave Master Meter in the amount of \$30.72
- d. 2972-24-4 Stegelski Ave Master Meter in the amount of \$3.84
- e. 2973-24-5 Lake Shore Dr E Master Meter in the amount of \$16,842.24
- f. 2974-24-6 Brigham Rd Master Meter in the amount of \$34.56
- g. 2975-24-7 Vineyard Dr Master Meter in the amount of \$1,125.12

Unanimously Adopted

Reports

- **Chairman's Report** – County Finance Reports will be distributed to the Board prior to each month's board meeting.
- **CBI Water Works Update** – members Pacos, Lewis and Miller attended a meeting with Chautauqua County officials to discuss method for CBI WW to pay off outstanding debt for aged water payments from 2022 and 2023. Discussed potential for future capital project to install master meters to isolate each municipality's water use in order to bill water directly to each municipality instead of to CBI WW. Dave Hazelton requested an updated water loss report from CBI WW.
- **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 = \$1,394,107.53
 - **Grants Update** –
 - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response. Suggested Brocton involve municipal attorney and state representatives.
 - ESD – 1st grant disbursement still in process pending MWBE waiver approval. Documents provided to ESD for 2nd grant processing.
 - EFC – draw #17 received from EFC in the amount of \$412,748.80
- **Capital Project Update** – see attached report

Discussion/Other

- Kathy Tampio –OSC Audit Corrective Action Plan in final form, to be approved by County Legislature Resolution and then sent to NYS OSC.
- Kathy Tampio – Legislature will act on prefiled resolution at their next meeting to amend quorum of NCCWD Board when a board member abstains due to conflict of interest.
- Kathy Tampio – Financial Disclosure forms from the county will be sent to all members by electronic means or by mailed paper copy.

NCCWD CAPITAL PROJECT UPDATE

PROJECT: Various Projects

DATE: February 8, 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. Chlorination & bacteria test needed. To be when weather warmer.**
 - 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. Chlorination & bacteria test needed. To be when weather warmer.**
 - 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. Awaiting SCADA controls installation.
 - b. Change Orders
 - i. None currently.
 - c. Pay Applications
 - i. None this month
 - d. Total construction contract amount \$3,693,218.55 of which \$3,291,702.08 has been requested (89%), includes above pay requests.



2. Town of Portland Water District 2 Van Buren Point
 - a. Construction started 10/23/23.
 - b. About 60% or 13,000 feet of watermain installed.**
 - c. Next progress meeting 2/16/24 at 1pm.**

3. Town of Pomfret Van Buren Bay Water Improvements
 - a. Town obtaining remaining easements.
 - b. Anticipate bid in next month or two.**

4. Town of Dunkirk Shorewood Water Improvements
 - a. Town obtaining easements.
 - 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.

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. Rehabilitation work complete. Tank back in service since first week of December.
 - b. Contractor to restore lawn in spring.

8. Brocton Central Ave Watermain
 - a. Final approval imminent. Anticipated bidding in next several weeks.**

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. Contemplate future Phase 3 capital improvements. NYS EFC has yearly submission deadline at end of July.

MOVED to Adjourn by Lewis, SECONDED by Miller and Unanimously Carried, the meeting ended at 5:08 p.m.

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

- Next Board meeting – March 14, 2024, 4:00 pm, Dunkirk Town Hall

Approved 3-14-2024