

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, February 9, 2023, 4:00 p.m.

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

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

The roll was called and a quorum was present.

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

Members Absent: Terry Niebel

Others: Kathy Tampio, Seth Krull, Randy Woodbury, Jim Crowell, Natalie Wightman

MOVED by Lewis, SECONDED by Miller, the minutes of 12/8/2022 were approved as presented by unanimous vote.

MOVED by Lewis, SECONDED by Walker, the minutes of 1/12/2023 were approved as presented by unanimous vote.

Privilege of the Floor

Natalie Wightman – Chautauqua County Health Department – discussed and offered assistance with the emergency preparedness planning and NYS DEC and EPA requirements for Risk and Resiliency plan and assessments.

Communications

1. **Email** – to City of Dunkirk notifying NCCWD board approval of increase of City water rate by 3 cents for the year 2023. Comment by Randy Woodbury – working with Mayor Rosas and City attorney to continue review of Water Purchase/Supply contract for potential amendments.

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – Seth Krull – current Status – in process, will work with Natalie Wightman to complete.
- Discussion/Action – Phase II Capital Project Change orders – Seth Krull – plan to have additional change orders for H&K/Water Storage Tank at the NCCWD March meeting. Presented Pump Station change order for approval.

MOVED by Lewis, SECONDED by Lascola to approve Change Order #2 for Contract 11, Pump Station - S. St. George. Total Contract amount increased to \$542,164.30 and the date of Substantial Completion changed to 6/30/2023 and Final Completion to 7/31/2023.

Unanimously Carried

New Business

1. MOVED by Hazelton, SECONDED by Miller, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - 2964-22-21 Willow Road Master Meter in the amount of \$86,787.99
 - 2965-22-22 Lake Shore Dr W Master Meter in the amount of \$34,968.18
 - 2971-22-23 181 Stegelski Ave Master Meter in the amount of \$49.53
 - 2972-22-24 Stegelski Ave Master Meter in the amount of \$7.62
 - 2973-22-25 Lake Shore Dr E Master Meter in the amount of \$20,676.87
 - 2974-22-26 Brigham Rd Master Meter in the amount of \$1348.74
 - 2975-22-27 Vineyard Dr Master Meter in the amount of \$762.00

Unanimously Carried

Reports

- **Financial Report and Administrative Update** – Kathy Tampio (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file)
 - **Grants Update** –
 - DOCCS – New contract must be developed with revised project scope and water use data. Seth Krull to develop new data for DOCCS review.
 - ESD – 1st grant disbursement in process, MWBE documents to be completed
 - EFC – Draw #11 has been received in the amount of \$15,889.05

MOVED by Lewis, SECONDED by Walker in support of the Village of Brocton to submit documents and data to DOCCS to negotiate an amended contract amount for DOCCS monetary obligation for the Village of Brocton Capital Project Phase I Water Infrastructure for participation in the NCCWD regional water system implementation.

Unanimously Carried

- **CBI Water Works** – John Walker – staff have been addressing water leaks at homeowner locations in Brocton, locating valves, and water testing.
- **Capital Project Update** – by Seth Krull – See attached

Discussion/Other

- General discussion of required CC Ethics training and Financial Disclosure forms.
- Hazelton – re: CBI WW Bulk rate for temporary water sales. Brocton Trailer Park issue for billing, CBI WW Contract (IMA) with NCCWD. Asked that NCCWD Board receive an annual operating report from CBI WW.

NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS
DATE: FEBRUARY 9, 2023, 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 – installation of all main except Thruway drill. 2nd master meter vault at Portland/Pomfret Town line installed and passed testing. Installed pipe is filled with water by obtaining water from Pomfret/Sheridan master meter vault in early September.
 - ii. Storage Tank – majority of site earthwork and concrete tank completed. Testing and disinfection anticipated early 2023 when pump station is operational. Tank has been filled with several feet of water from Pomfret/Sheridan meter vault mid-October. Tank will be completely filled once pump station operational.
 - iii. Pump Station – site work started August 2022. Watermain connection to South Roberts road and concrete foundation completed. Pump station delivery anticipated **March 2023**.
 - b. Change order
 - i. Watermain – will be budget surplus, recommend process once all work done in near future.
 - ii. Water Tank - H&K recently submitted revised request and additional paperwork. **CPL met with H&K to discuss their request.** CPL near resolution on justifiable costs. Will present to Board in near future.
 - iii. Pump Station – CPL requesting additional funds to instrumentation & control bid item by change order. CPL to discuss.
 - c. Emergency contract approved between Village of Fredonia, Town of Pomfret and NCCWD. Water has been obtained to fill watermain and partially fill tank. Billing process to be: Fredonia -> Pomfret -> NCCWD.
 - d. Total construction contract amount \$3,475,240.00 of which \$2,233,540.94 has been requested (64%).
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 and 9/1/22.
 - c. CPL finalizing design and easements during 2022 and bid Winter 2022 with construction start 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. Additional easements needed for roadways. CPL working with Town and their attorney.
 - c. Anticipate finalize design and easements during 2022 and bid Winter 2022 with construction start 2023.

4. Town of Dunkirk Shorewood Water Improvements
 - a. Preliminary design documents submitted to regulatory agencies 9/7/22.
 - b. Easements sent to Town. Town to prepare agreement and coordinated with property owners. Additional easements needed for roadways. CPL working with Town and their attorney.
 - c. Anticipate finalize design and easements during 2022 and bid Winter 2022 with construction start 2023.

5. Village of Brocton
 - a. December 2020 request to NYS Department of Corrections for remaining financial assistance amount of \$1,472,000.
 - b. CPL recently spoke with DOCCS staff. Their legal department reviewed request and has deemed that a new agreement is needed as project work scope and cost has changed enough from prior agreement. They recommended providing documentation that the recent Village improvements still benefit DOCCS along with what percentage of water DOCCS facility uses versus overall area usage.
 - c. DOCCS also informed CPL that they provided a response to Senator George Borrello's aide as he previous contacted DOCCS staff.
 - d. CPL sent Group members information regarding above to assist in reaching resolution with DOCCS.
 - e. **CBI provided meter data. CPL has reviewed and will inform group of options.**

6. Water Meter Grant (GIGP)
 - a. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporating into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
 - b. To assist with future grant application, Badger can prepare propagation study & cost estimate. This information is needed to prepare engineering report for submission. Badger can meet with group to discuss remote meter operation and billing options.



- c. CFA application under Town of Pomfret made in July 2022 to obtain funding for replacing 2,200 meters with total cost of \$1,420,000.
 - d. NYS EFC announced awards 11/14/22 and application was not approved.
 - e. Consider applying again in 2023 with applicant again as Pomfret or NCCWD/CBI.

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. Enough residents now seem interested. Town meeting to be scheduled for discussing process.
 - b. Contemplate future Phase 3 capital improvements.**
 - c. Town of Pomfret was awarded \$5.5 million grant from EFC WIIA program for North End Water project.

8. Industrial Tank
 - a. CPL submitted funding application to EFC WIIA program. Program offers subsidized loans plus possibility of grant award.
 - b. Anticipate EFC announce funding awards late 2022.
 - c. NYS EFC announced awards 11/14/22 and application was not approved.
 - d. CPL starting design. County funding to be utilized. Anticipate bid around March 2023.**

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 to be done under Phase 2 Pump Station contract.

- General discussion of water meter standardization – Neptune and/or Badger.
- General discussion of Plant IQ – SCADA system cellular provider – Verizon or AT&T

MOVED to Adjourn by Lewis, SECONDED by Miller and Unanimously Carried, the meeting ended at 5:58 p.m.

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

- Next meeting – March 9, 2023, 4:00 pm, Dunkirk Town Hall

Approved 3/9/2023