

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

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

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

The Meeting was called to order at 4:02 p.m.

Pledge of Allegiance

Moment of Silence in memory of Chairman Richard Purol

The roll was called and a quorum was present.

Members Present: Dave Hazelton, Rich Lewis, Dan Pacos, John Walker, Brian Purol, Craig Miller, Terry Niebel, Juan Pagan

Members Absent: Richard Lascola

Others: Seth Krull, Eric Wies, Randy Woodbury, Jim Crowell, Alexandria Zentz, Mitchell Magierski, Priscila Penfold

Election of Officers

- **Chairman** – John Walker was nominated by Dan Pacos, Seconded by Terry Niebel. With no further nominations John Walker was elected Chairman by unanimous vote.
- **Vice-Chairman** – Dan Pacos was nominated by John Walker, Seconded by Terry Niebel. With no further nominations, Dan Pacos was elected Vice-Chairman to act in the Chairman’s absence by unanimous vote.

MOVED by Hazelton, SECONDED by Miller, the minutes of 2/9/2023 were approved as presented by unanimous vote.

Privilege of the Floor

Juan Pagan – ensured that the Town of Dunkirk will continue to work on the same progress that Richard Purol was pursuing. Juan serves as Acting Deputy Supervisor of the Town of Dunkirk until a new Supervisor is elected for the town.

Communications – None at this time.

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 – discussed pump station contract 11, Chairman must sign order for approval. All members received paperwork and reviewed.
 - Storage tank contract – H&K contractors submitted back-up information and CPL determine final amount after information received. Price increases by \$195,369.25. Contract amendment to be processed through County New World contract system. Presented change order for storage tank.
 - \$327,000 left in project contingency. Discussed what to use the money towards - updating chlorine at the pump station and security.

New Business

1. MOVED by Lewis SECONDED by Niebel, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0002432-23-8 – Greenhurst & Franklin Ave. Master Meter in the amount of \$4,975.86.
 - b. Invoice #0002433-23-9 – Roberts Rd. & Urban Rd Master Meter in the amount of \$59,554.11

Unanimously Carried

2. MOVED by Purol SECONDED by Miller to approve Change Order #2 to contract #21-39-04 H&K Services, Inc. – Water Storage Tank Phase 2 Water System Improvements. To revised Total Contract Amount to \$1,575,369.25, an increase of \$195,969.25 and extend dates of Substantial Completion to 6/30/2023 and Final Completion to 7/31/2023.

Unanimously Carried**Reports**

- **Chairman's Report** – Nothing at this time.
- **Financial Report and Administrative Update** – Dan Pacos presented the Financial Report prepared by Kathy Tampio (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file)
 - **Grants Update** –
 - DOCCS –Seth Krull received information from Alex and is updating the grant application with received information. Seth will provide the information for grant to everyone.
 - ESD – 1st grant disbursement in process, MWBE documents to be completed
 - EFC – No new draws submitted at this time.
- **CBI Water Works** – John Walker
- **Capital Project Update** – by Seth Krull/Eric Wies –
See attached

NCCWD CAPITAL PROJECTS UPDATE

PROJECT: VARIOUS PROJECTS

DATE: MARCH 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 – **remaining work is directional drill under thruway and disinfection testing. Drill anticipated March/April 2023.**
 - ii. Storage Tank – **remaining work is site restoration, lighting, secondary electrical service, filling tank completely and disinfection.**
 - iii. Pump Station – site work started August 2022. Watermain connection to South Roberts road and concrete foundation completed. Pump station delivery anticipated **April 2023.**
 - b. Change order
 - i. Watermain – will be budget surplus, recommend process once all work done in near future.
 - ii. Water Tank – **Contractor and CPL agreed upon change for extra work. Change order signed by Contractor and CPL to be presented to Board for consideration.**
 - iii. Pump Station – **Change order to allow for additional SCADA control work. Discussed and approved at February meeting. Change order now signed by Contractor and CPL, present to Board.**
 - 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. **Bid started 3/6 and will open 3/27.**
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 2023 and bid 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 2023 and bid 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 discussed with Group at February meeting. CPL to prepare letter to DOCCS with meter data.**

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 April/May 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.

Discussion/Other

- General - Master Meters at the start of each jurisdiction to pinpoint water loss in each town/village.
- Dave Hazelton – discussed SUNY Fredonia and the water issues. Discussed the potential to have a backup water source available to the college from Brigham Road.
- General - Invite someone from the University to discuss providing a backup emergency water service/supply.
- Randy Woodbury – work on an estimated cost regarding providing emergency backup to the college.
- Dave Hazelton – discussed the loss of CBI WW – wants to either raise the water rate or cut costs of expenses.
- John Walker – proposed a raise of the minimum water charge due to a national average standard of average water usage in a home.
- General – discussed a new grant application for water meters
- A CBI Water Works meeting will be scheduled after the next NCCWD meeting on April 13, 2023. Five members must be present to approve a rate change.

MOVED to Adjourn by Lewis, SECONDED by Purol and Unanimously Carried, the meeting ended at 5:00 p.m.

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

- Next meeting – April 13, 2023, 4:00 pm, Dunkirk Town Hall

Approved 4/13/2023