

Minutes

NORTH CHAUTAUQUA COUNTY WATER DISTRICT BOARD

Thursday, June 8, 2023, 4:00 p.m.

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

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

Pledge of Allegiance

The roll was called and a quorum was present.

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

Members Absent: None

Others: Seth Krull, Randy Woodbury, Jim Crowell, Priscila Penfold, Chuck Civiletto, Dale Carlson, Natalie Whiteman, Alex Zentz, Kathy Tampio, Michelle Twitchell, John Penhollow

MOVED by Niebel, SECONDED by Lewis, the minutes of 5/11/2023 were approved as presented by unanimous vote.

Privilege of the Floor

Rich Lewis – Re: parcels where Portland Pump Station is located and Brocton water tank.

Dale Carlson – Re: CBI Water Works meeting with county officials. Sent FOIL request to county for information regarding meeting.

Communications - None

Unfinished Business

- CBI Water Works Assessment & Emergency Response Plans – current Status – Seth Krull – preliminary report completed and ready for review with County DOH.

New Business

1. MOVED by Pacos, SECONDED by Pagan, to approve payment of CPL Invoice 90930 in the amount of \$52,050.00 for Professional Services pursuant to Contract #16-01-01, pending execution of contract amendments #s 3-6.

Unanimously Adopted

2. MOVED by Pagan, SECONDED by Purol, to approve payment of S.St. George Enterprises, Inc. Pump Station Pay Application 2 pursuant to Contract #21-39-03 in the total amount of \$365,505.00 less 5% retainage of \$18,275.25.

Unanimously Adopted

3. MOVED by Lewis, SECONDED by Niebel, to approve payment of City of Dunkirk Water Bills listed pursuant to Contract #18-39-04;
 - a. Invoice #0002432-23-18 – Greenhurst & Franklin Ave. Master Meter in the amount of \$3,717.12.
 - b. Invoice #0002433-23-19 – Roberts Rd. & Urban Rd Master Meter in the amount of \$47,320.32.

Unanimously Adopted

Reports

- **Chairman’s Report** – Nothing to report at this time.

- **Financial Report and Administrative Update** –Financial Report prepared by Kathy Tampo (Hard copy Capital Report and 2023 Budget to date provided to Board members and placed on file)
 - **Grants Update** –
 - DOCCS –letter and documentation sent from Village of Brocton to amend contract with DOCCS. Awaiting DOCCS response.
 - ESD – 1st grant disbursement still in process
 - EFC – draw #13 submitted to EFC in the amount of \$347,229.75

- **Capital Project Update** – by Seth Krull – see attached

Discussion/Other

- NCCWD board membership being reviewed by Chautauqua County Executive and Legislature for possible revision of appointments

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

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

- **Next meeting – July 6, 2023, 4:00 pm, Dunkirk Town Hall**

Approved 7/6/2023

NCCWD CAPITAL PROJECT UPDATE

PROJECT: VARIOUS PROJECTS

DATE: JUNE 8, 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 location to be changed as easement cannot be obtained from property owner. CPL to revise site plans and coordinate with Thruway Authority for approval. Main will now cut across Swamp Road and along shoulder of South Roberts Road. Drill anticipated in near future.**
 - ii. Storage Tank – remaining work of site restoration, lighting, secondary electrical service is underway.
 - iii. Pump Station – **pump station delivered and installed on concrete foundation in May 2023. Contractor to perform startup and testing.**
 - b. Change order
 - i. Watermain – will be budget surplus, recommend process once all work done in near future.
 - ii. Water Tank – Change Order 2 processed.
 - iii. Pump Station – Change 2 processed.
 - c. Total construction contract amount \$3,693,218.55 of which **\$2,628,021.05** has been requested (**71%**).
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. Bids opened 3/27. Town securing additional funds. Low bidder is S. St. George.
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 final 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 final design and easements during 2023 and bid 2023.

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. NYS program has limited funding and focus in on awarding funds to communities that currently have no meters. On behalf of NCCWD, Portland submitted application in 2022 and was not awarded.
 - b. Group has met with Neptune and Badger representatives. Standardized on Badger meter with AMI/AMR capabilities. This meter can then be incorporated into bidding documents for related water projects being undertaken by involved municipalities (Portland, Pomfret, Dunkirk) by passing a materials resolution.
 - c. **Portland to use Badger. Other municipalities to decide.**

7. 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. **Design plans submitted to County DOH 4/4/23. Awaiting review.**

8. Brocton Central Ave Watermain
 - a. To replace 3,300 feet of watermain.
 - b. **County DOH review comments received. CPL revising documents for resubmission in June. Anticipate bid July/August.**



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. **CPL preparing design documents for booster station at Phase 2 pump station and at Industrial Tank. To be liquid chlorine systems.**

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 now seem interested. Town meeting to be scheduled for discussing process.
 - b. Contemplate future Phase 3 capital improvements. **NYS EFC has yearly submission deadline at end of July.**