

MINUTES  
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS  
ADMINISTRATIVE BOARD MEETING  
DECEMBER 7, 2021

PRESENT

Karen Rine  
Pierre Chagnon  
William Chandler  
Andrea McLean  
Tom Walsh  
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE (ZOOM)

William Ortman  
Thomas Erlandson  
Steven Abdella  
Kristen Wright  
Paul McGarvey – GHD

EXCUSED

Robert Yates

Chair Karen Rine called the meeting to order @ 12 noon.

**Andrea McLean moved to approve the Board Meeting Minutes of November 2, 2021 and November 18, 2021 as written and distributed. Mr. Chagnon seconded the motion and the motion carried unanimously.**

Next Paul McGarvey provided a brief update related to the construction progress of the Phase 1 Sewer Extension. The group was told that a large amount of the force main work and the electrical conduit installation is expected to be completed by the end of this week. He reported that some of the grinders are starting to arrive at the Project site and more are expected to arrive over the next couple of months. Some Grinder installation is planned for the week starting December 13, 2021 and Mr. McGarvey called the grinder work a “major milestone” in the project. He further communicated that the Contractor does plan to shut down over the Holidays, for most likely a couple of weeks.

ACTIONS BEFORE THE BOARD

Mr. Chagnon reported that 3 responses were received related to the RFP for a Map & Plan Report for Phase 2 of the Sewer Extension. He said the Technical and Finance Committees met together to review the submittals and that they paid particular attention to qualifications, experience (and *past* experience) of those companies who put forth proposals. After their review, Mr. Chagnon stated that it was the

recommendation of both the Technical and Finance Committees, that the Board accept the proposal presented by GHD Engineers.

At this juncture, **Mr. Chagnon moved that the Board accept GHD's proposal for the Map & Plan Report for Phase 2 of the Sewer Extension. Andrea McClean seconded the motion and the motion carried unanimously.**

Following some discussion surrounding the 2022 Administrative Board meeting schedule, **Pierre Chagnon moved to approve the schedule as presented (attached) and Andrea McLean seconded the motion. The motion carried unanimously.**

#### DIRECTOR'S REPORT

Director Walsh reviewed his Director's Report submittal including the wastewater pretreatment plant upgrade @ Southern Tier Brewery, Cummins Engine Plant's exceptional wastewater pretreatment and noted a meeting that was held between CCIDA Director Mark Geise and the Vittoria Cheese Plant Owners. He additionally reported on the approaching online bill pay program and gave praise to the staff for 5+ years of accident free driving.

Discussion was held pertaining to the Districts' Operations and Maintenance Reports. Director Walsh was able to elaborate on specific questions about performance of the Plant and gave much credit to the capable staff at SCCLSD.

#### COMMITTEE REPORTS

##### Finance Committee:

Finance Committee Chairman Pierre Chagnon commented positively on the Districts' 2021 Budget and noted that the 2022 Budget has now been adopted by the Legislature.

##### Technical Committee:

William Ortman had nothing further to report for the Technical Committee.

##### Personnel Committee:

Ms. Rine indicated nothing further to note on behalf of the Personnel Committee, with the exception of an LRC coming up in January, 2022.

#### ATTORNEY'S REPORT

Mr. Abdella spoke about borrowing for Capital Projects. He specifically mentioned the "Surface Aeration/High Efficiency Blowers" Project that was completed here at the WWTP earlier this year. It was stated that the expense (for this project) would be eligible to be a part of this borrowing.

Additionally noted was that this Debt Service would not cause an increase in the current user charges for the South & Center Districts. Mr. Abdella suggested that this Board make a motion in support of Chautauqua County including this project in this round of borrowing. To that end, **Pierre Chagnon moved that the Districts' Board recommend the bonding for the Plant Upgrade Project ("Surface Aeration/High efficiency Blowers" Project). Andrea McLean seconded the motion and the motion carried unanimously.**

CHAIRPERSON'S REPORT

Ms. Rine thanked the entire group for all the work and time expended in making the Districts' Board what it is. Several Board members thanked Karen Rine for her leadership role on the Board.

Prior to close of meeting, it was decided that the next project status update meeting for the Sewer Extension will be held on Tuesday, December 21, 2021 @ 9:30 am.

With no further business to discuss for the good of the Districts, **Andrea McLean moved to adjourn the meeting @ 1:05 pm. William Chandler seconded the motion and motion carried unanimously.**

Respectfully submitted,

Lou Ann Peterson  
Recording Secretary

c: Thomas Walsh, Director SCCLSD  
Steve Abdella, Chautauqua County and Districts' Attorney  
Board  
File