

MINUTES
SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS
ADMINISTRATIVE BOARD MEETING
FEBRUARY 1, 2022

PRESENT

Karen Rine –Chair
Pierre Chagnon
Robert Yates
Andrea McLean
Thomas Walsh
Bryan Wilson

PRESENT VIA VIDEO CONFERENCE (ZOOM)

Thomas Erlandson
William Chandler
William Ortman
Steve Abdella
Kristen Wright
Paul McGarvey – GHD

Chair Karen Rine called the meeting to order @ 12:00 Noon.

Andrea McLean moved to approve the Board Meeting Minutes of December 7, 2021 and January 4, 2022 as written and distributed. Mr. Yates 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. In the past few weeks, the Contractor has continued to install grinders, control panels and laterals in the areas of Elm Street, Highland Avenue and Al mar Drive. Additionally, installation of the first air vacuum vault is underway on Al mar Drive. Work continues to be in progress at the field office location too, where workers pre-pour concrete ballasts that go around the grinders. Mr. McGarvey also reported that the Contractors had taken a few days off due to weather conditions, but are back on the job as of today.

Mr. McGarvey made mention of the supply schedules and complications related to them. He said this is an area requiring responsiveness and they are continuing talks with the Contractor regarding needed parts delivery. He indicated that one of the biggest concerns would be the delivery of the line valves. He said that we are still in a situation where we are unable to install these line valves and currently, this has affected the grinders as well. As the grinders are being installed, they do not have the valve associated with that lateral. This is going to require the Contractor having to come back around to install those valves. He continued on making reference to another item “they are paying close attention to (from a delivery standpoint)” are the control panels for the grinders. Mr. McGarvey said that unfortunately, supply chain issues continue to have an impact on receipt of these and, at this point they have no real (sure) sense of when they may come in.

In closing, he reiterated that the biggest concern for him continues to be the line valves. At this point, Mr. Chandler interjected his thoughts on GHD assembling an “investigative team” who could make it their mission to find out where and how we can get these valves. He stated that this system had worked well at Cummins Engine and those “investigative” people should try to touch base directly with the manufacturers. Mr. McGarvey acknowledged that they had only gone as far as interacting with the suppliers at this point, and had not made contact with the actual valve manufacturers yet. There was discussion surrounding how all of these delays could have a “domino effect” and impact the project in a negative way. Mr. Chagnon spoke to Mr. Chandler again, related to the “missing parts” scenario and ultimately, the conversation was returned to Mr. McGarvey. He stated that GHD could go beyond the local suppliers and try to contact the manufacturers directly. Chair Ms. Rine asked Paul to get back to the Board on his findings related to this important matter. Prior to Mr. McGarvey exiting the meeting, the next update meeting date was agreed upon to be February 15, 2022 @ 9:30 am.

ACTIONS BEFORE THE BOARD

Mr. McGarvey next summarized the request to authorize the use of an allowance (which is already in the contract) related to the West Side Sewer Extension. He outlined the 3 part electrical-related request from JD Northrup adding that GHD finds it to be a realistic, credible way to deal with (some) unforeseen developments and changes while carrying out the contract. The amount requested was \$78,551.80 and the Board was provided with written materials to substantiate the request.

Pierre Chagnon moved to approve the request to use an allowance (already in the contract) in the amount of \$78,551.80 as presented in GHD’s written handout to address electrical-related changes. Mr. Yates seconded the motion and motion carried unanimously.

Next on the Agenda was discussion regarding the updated Sewer Billing Law for RV Campgrounds. County Attorney Kristen Wright reviewed the proposed changes. Currently, Section III of the Sewer User Billing Law states that any site with a concrete pad (available for a mobile home) is being charged one unit. The County recognizes that at some camp sites, the site Operator is already being charged for bathroom and laundry facilities (based on water usage). So as not to be billed twice for the same water related charges, the County will consider billing ½ unit per camp site at those places. Ms. Wright stated that they are looking to confirm that the Administrative Board is in support of this *concept* at which time we can move forward with the updated wording contained in Section III. Attorney Abdella added that, as a matter of process regarding the Sewer User Billing Law, The County Law requires that the Administrative Head of a Department (In the case of SCCLSD, the Administrative Board) hold a public meeting prior to making a final recommendation to make a change in the Sewer Charge Law. He further explained that after a public hearing, the Board can then recommend the change to the County Legislature. The Legislature then has to confirm making the proposed changes to the County Sewer User Billing Law. Attorney Abdella reiterated that this change would apply to only Recreational Vehicles meeting the conditions (in the definition contained in Part C of Section III). There was more discussion surrounding criteria (of which users would be notified directly) of the Public Hearing pertaining to this modification.

For purposes of further discussion, **Pierre Chagnon moved to proceed to hold a Public Hearing on the proposed changes, (with the intent to further meet as a Board) to adopt or modify said changes and recommend to the County Legislature.** Mr. Chagnon clarified that this would include public notice in the newspapers with written notice to the two affected properties of this change. Dr. Erlandson added that just to be clear, one of these properties is in the current SCCLSD Districts and the other is contained in the Phase 1 area. **Mr. Yates seconded the motion and the motion carried unanimously.**

Kristen Wright cautioned that (before setting a Public Meeting date) we need to get the standards - prior to finalizing the language in the proposed change. It was decided to leave the setting of the public meeting at the recommendation of Districts' Staff, once the standards have been obtained. Director Walsh stated that he would "work diligently" to acquire the information needed, so that we can proceed in this matter.

With no further business to conduct for the good of the Districts, **Robert Yates moved to adjourn the meeting @ 1:00 pm. Andrea McLean seconded the motion and the motion carried unanimously.**

Respectfully submitted,

Lou Ann Peterson
Recording Secretary

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