



CLIFTON PARK WATER AUTHORITY BOARD MEETING

Tuesday, September 12, 2016
7:00 PM

AGENDA

Privilege of the Floor

Old Business

- Tank Inspections at Knolltop, Miller and Blue Spruce
- Preserve Test Well
- Union Negotiations
- Bond Refunding

New Business

- Resolution Allowing State of NY to Relocate Utilities for Rexford Bridge Project
- Authorize Depository Collateral Pledge Agreement with Key Bank
- Radio-Read Meter Customer Opt-Out
- 2017 CPWA Budget

Other Business

- Approve Minutes of August 9, 2016 Meeting

Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract

RESOLUTION

Resolution # _____

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of the Route 146 Bridge over Mohawk River (Rexford Bridge) in the towns of Niskayuna and Rexford, located in Schenectady and Saratoga counties, PIN 1085.42, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to water mains, services and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the Clifton Park Water Authority approves of the relocation of and adjustment to their water mains and appurtenances and the above mentioned work performed on the project as shown on the Utility Relocation Plans relating to the project and that the Clifton Park Water Authority will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that _____ has the authority to sign, with the concurrence of the Clifton Park Water Authority Board, any and all documentation that may become necessary as a result of this project as it relates to the Clifton Park Water Authority, and

BE IT FURTHER RESOLVED: That the Business Manager of the Clifton Park Water Authority is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

Moved By:
Seconded By:
Vote:

I, _____, duly appointed and qualified _____, do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of _____, a quorum being present on the _____ day of _____, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH, my hand and seal this _____ day of _____

Name, title

Clifton Park Water Authority

Resolution # _____, 2016

**Authorize Depository Collateral Pledge Agreement
with KeyBank and Amend Investment Policy**

WHEREAS, the Clifton Park Water Authority has deposits held in accounts with First Niagara Bank, and

WHEREAS, First Niagara Bank is being acquired by KeyBank, and

WHEREAS, the Clifton Park Water Authority needs to assure that the accounts being transferred from First Niagara Bank to KeyBank are adequately and properly collateralized, now therefore be it

RESOLVED, that the Clifton Park Water Authority enter into a Depository Collateral Pledge Agreement with KeyBank, as attached, and it is further

RESOLVED, that the Investment Policy of the Clifton Park Water Authority be amended to include KeyBank as a designated custodial bank of the CPWA, and it is further

RESOLVED, that the corporate credit card of the Clifton Park Water Authority be transferred from First Niagara to KeyBank and the credit limit remain at \$2,000.00.

Motion By: _____ Seconded By: _____

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Peterson	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____

**CLIFTON PARK
WATER AUTHORITY**



PRELIMINARY BUDGET

FISCAL YEAR 2017

OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2017</u> <u>PROPOSED</u>	<u>2016</u> <u>ADOPTED</u>	<u>2015</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 675,929	\$ 669,276	\$ 617,086	0.99
5001	OVERTIME	\$ 50,000	\$ 50,000	\$ 49,804	0.00
5002	SEASONAL EMPLOYEES	\$ 12,000	\$ 12,000	\$ 10,454	0.00
5010	FICA + MEDICARE	\$ 45,752	\$ 55,942	\$ 51,668	(18.22)
5020	RETIREMENT	\$ 116,149	\$ 115,084	\$ 129,883	0.93
5125	HEALTH INSURANCE	\$ 194,627	\$ 197,459	\$ 188,289	(1.43)
	SUBTOTAL	<u>\$ 1,094,457</u>	<u>\$ 1,099,761</u>	<u>\$ 1,047,184</u>	(0.48)
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 22,545	0.00
5330	EDUCATION	\$ 1,500	\$ 1,500	\$ 2,237	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 271,774	0.00
5405	GAS & OIL	\$ 20,000	\$ 42,000	\$ 17,055	(52.38)
5500	TREATMENT CHEMICALS	\$ 190,000	\$ 180,000	\$ 190,796	5.56
5610	SUPPLIES	\$ 4,500	\$ 4,500	\$ 1,746	0.00
5700	REPAIRS & MAINTENANCE	\$ 200,000	\$ 200,000	\$ 148,134	0.00
5710	SMALL TOOLS	\$ 4,000	\$ 4,000	\$ 4,099	0.00
5715	CONTRACTED REPAIRS	\$ 26,000	\$ 26,000	\$ 17,808	0.00
5730	UNIFORMS	\$ 4,500	\$ 4,500	\$ 4,249	0.00
5805	VEHICLE MAINTENANCE	\$ 15,000	\$ 15,000	\$ 14,593	0.00
5810	MILEAGE	\$ 1,000	\$ 1,000	\$ 712	0.00
5901	PRESERVE RENTAL	\$ 55,000	\$ 55,000	\$ 54,218	0.00
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,000	0.00
5903	PURCHASED WATER	\$ 715,000	\$ 650,000	\$ 700,904	10.00
5910	EQUIPMENT RENTAL	\$ 1,250	\$ 1,250	\$ 1,202	0.00
5950	PROPERTY TAXES - MALTA	\$ 72,000	\$ 70,000	\$ 70,184	2.86
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 9,638	0.00
	SUBTOTAL	<u>\$ 1,636,750</u>	<u>\$ 1,581,750</u>	<u>\$ 1,533,894</u>	3.48
TOTAL O & M		<u>\$ 2,731,207</u>	<u>\$ 2,681,511</u>	<u>\$ 2,581,078</u>	1.85

GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2017 PROPOSED</u>	<u>2016 ADOPTED</u>	<u>2015 ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 330,126	\$ 312,605	\$ 317,798	5.60
7010	FICA + MEDICARE	\$ 18,639	\$ 22,684	\$ 23,159	(17.83)
7020	RETIREMENT	\$ 48,100	\$ 58,770	\$ 56,894	(18.16)
7125	HEALTH INSURANCE	\$ 91,002	\$ 99,545	\$ 96,443	(8.58)
	SUBTOTAL	<u>\$ 487,866</u>	<u>\$ 493,604</u>	<u>\$ 494,294</u>	(1.16)
7100	INSURANCE, GENERAL	\$ 35,000	\$ 42,000	\$ 26,057	(16.67)
7105	WORKERS COMPENSATION	\$ 25,240	\$ 14,946	\$ 14,946	68.87
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 2,204	0.00
7320	DUES	\$ 600	\$ 3,850	\$ 3,881	(84.42)
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 345	0.00
7400	OFFICE SUPPLIES	\$ 20,000	\$ 19,500	\$ 21,124	2.56
7410	POSTAGE	\$ 33,000	\$ 31,000	\$ 28,727	6.45
7420	AUDIT & ACCOUNTING	\$ 32,000	\$ 29,000	\$ 29,056	10.34
7425	LEGAL FEES	\$ 5,000	\$ 2,500	\$ 653	100.00
7430	ENGINEERING FEES	\$ 16,000	\$ 15,000	\$ 19,597	6.67
7600	SERVICE CONTRACTS	\$ 25,000	\$ 24,000	\$ 23,430	4.17
7700	TELEPHONE EXPENSES	\$ 13,000	\$ 13,000	\$ 10,976	0.00
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 1,200	0.00
7710	UTILITIES OFFICE	\$ 8,300	\$ 8,300	\$ 8,214	0.00
7810	MILEAGE	\$ 800	\$ 800	\$ 26	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 4,644	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 150	0.00
7823	CREDIT CARD TRANS EXP		\$ 9,200	\$ 7,050	(100.00)
7990	MISCELLANEOUS	\$ 4,000	\$ 4,000	\$ 3,666	0.00
	SUBTOTAL	<u>\$ 230,740</u>	<u>\$ 229,896</u>	<u>\$ 205,946</u>	0.37
	<u>TOTAL GENERAL & ADMINISTRATIVE</u>	<u>\$ 718,606</u>	<u>\$ 723,500</u>	<u>\$ 700,240</u>	(0.68)

BUDGET SUMMARY

	<u>2017</u> <u>PROPOSED</u>	<u>2016</u> <u>ADOPTED</u>	<u>2015</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<u>EXPENSES</u>				
WAGES AND BENEFITS	\$ 1,582,324	\$ 1,593,365	\$ 1,541,478	(0.69)
ADMINISTRATION EXPENSES	\$ 230,740	\$ 229,896	\$ 205,946	0.37
O & M EXPENSES	\$ 1,636,750	\$ 1,581,750	\$ 1,533,894	3.48
TOTAL OPERATIONAL COSTS	\$ 3,449,814	\$ 3,405,011	\$ 3,281,318	1.32
DEBT SERVICE COSTS	\$ 2,023,294	\$ 2,026,694	\$ 2,028,294	(0.17)
TOTAL EXPENDITURES	<u>\$ 5,473,108</u>	<u>\$ 5,431,705</u>	<u>\$ 5,309,612</u>	0.76
<u>REVENUES</u>				
METERED WATER SALES	\$ 4,250,000	\$ 4,250,000	\$ 4,432,898	0.00
BASIC SERVICE CHARGE	\$ 1,011,000	\$ 1,007,000	\$ 1,010,606	0.40
HYDRANT CHARGES	\$ 455,448	\$ 440,412	\$ 429,643	3.41
INTEREST ON CAPITAL	\$ 35,000	\$ 20,000	\$ 34,432	75.00
HOOK UP FEE	\$ 50,000	\$ 75,000	\$ 46,870	(33.33)
LEASE INCOME	\$ 121,525	\$ 118,346	\$ 65,860	2.69
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 33,843	0.00
BULK SALES	\$ 32,000	\$ 32,000	\$ 30,748	0.00
PRIVATE FIRE	\$ 30,000	\$ 28,000	\$ 28,472	7.14
TOTAL REVENUE	<u>\$ 6,014,973</u>	<u>\$ 6,000,758</u>	<u>\$ 6,113,372</u>	0.24
RESERVED, CAPITAL	\$ 541,865	\$ 569,053	\$ 803,760	
DEBT SERVICE RATIO	1.27	1.28	1.40	

Miscellaneous Revenues include charges and fees such as: Inspection Fees, Interest Charges, Plan Review Fees, Hydrant Permit Fees and others.

**Clifton Park Water Authority
2017 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 25,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 140,000
SCADA System Work - Magnolia Way	\$ 10,000
Fire Hydrants	\$ 7,000
(1) Pickup Truck	\$ 30,000
Well Redevelopment	\$ 15,000
Dehumidifier for Boyack WTP (Replacement)	\$ 4,000
Chemical Feed Pump - Boyack WTP (Replacement)	\$ 5,500
Refurbish CPWA's 1999 International Dump Truck	\$ 10,000
Folder/Inserter	\$ 9,000
 Total	 <u>\$ 255,500</u>
 CPWA Unappropriated Fund Balance (as of 9/7/16)	 \$ 2,019,987