



**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Wednesday, September 13, 2017
7:00 PM**

AGENDA

Privilege of the Floor

Old Business

- Tank Mixers – Knolltop, Blue Spruce and Miller Rd. Water Tanks
- Glenville Water Purchase Agreement
- Potential Water Main Replacement on Plank Road

New Business

- 2018 CPWA Budget

Other Business

- Approve Minutes of August 9, 2017 Meeting

**CLIFTON PARK
WATER AUTHORITY**



PROPOSED BUDGET

FISCAL YEAR 2018

GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>PROPOSED</u>	<u>2017</u> <u>ADOPTED</u>	<u>2016</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 343,362	\$ 334,610	\$ 338,148	2.62
7010	FICA + MEDICARE	\$ 24,010	\$ 23,341	\$ 22,002	2.87
7020	RETIREMENT	\$ 49,590	\$ 48,818	\$ 42,452	1.58
7125	HEALTH INSURANCE	\$ 95,146	\$ 90,803	\$ 92,901	4.78
	SUBTOTAL	<u>\$ 512,109</u>	<u>\$ 497,572</u>	<u>\$ 495,503</u>	2.92
7100	INSURANCE, GENERAL	\$ 42,750	\$ 35,000	\$ 33,952	22.14
7105	WORKERS COMPENSATION	\$ 26,296	\$ 25,240	\$ 15,655	4.18
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 4,262	0.00
7320	DUES	\$ 600	\$ 600	\$ 418	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 660	0.00
7400	OFFICE SUPPLIES	\$ 20,000	\$ 20,000	\$ 17,508	0.00
7410	POSTAGE	\$ 30,000	\$ 33,000	\$ 23,588	(9.09)
7420	AUDIT & ACCOUNTING	\$ 35,000	\$ 32,000	\$ 36,721	9.38
7425	LEGAL FEES	\$ 5,000	\$ 5,000	\$ 3,702	0.00
7430	ENGINEERING FEES	\$ 15,000	\$ 16,000	\$ 13,196	(6.25)
7600	SERVICE CONTRACTS	\$ 26,000	\$ 25,000	\$ 22,691	4.00
7700	TELEPHONE EXPENSES	\$ 14,000	\$ 13,000	\$ 11,638	7.69
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 1,674	0.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 8,300	\$ 6,652	(15.66)
7810	MILEAGE	\$ 200	\$ 800	\$ -	(75.00)
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 1,732	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 9	0.00
7824	BANK SERVICE CHARGE	\$ 6,360			
7990	MISCELLANEOUS	\$ 3,000	\$ 4,000	\$ 1,974	(25.00)
	SUBTOTAL	<u>\$ 244,006</u>	<u>\$ 230,740</u>	<u>\$ 196,032</u>	5.75
<u>TOTAL GENERAL & ADMINISTRATIVE</u>		<u>\$ 756,115</u>	<u>\$ 728,312</u>	<u>\$ 691,535</u>	3.82

OPERATION AND MAINTENANCE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2018</u> <u>PROPOSED</u>	<u>2017</u> <u>ADOPTED</u>	<u>2016</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
5000	WAGES	\$ 715,484	\$ 689,069	\$ 678,211	3.83
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 47,443	0.00
5002	SEASONAL EMPLOYEES	\$ 13,000	\$ 13,000	\$ 10,503	0.00
5010	FICA + MEDICARE	\$ 59,975	\$ 57,954	\$ 53,724	3.49
5020	RETIREMENT	\$ 121,815	\$ 119,131	\$ 115,084	2.25
5125	HEALTH INSURANCE	\$ 203,920	\$ 194,100	\$ 185,679	5.06
	SUBTOTAL	<u>\$ 1,169,694</u>	<u>\$ 1,128,754</u>	<u>\$ 1,090,644</u>	3.63
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 42,000	\$ 40,000	\$ 41,922	5.00
5330	EDUCATION	\$ 1,500	\$ 1,500	\$ 1,060	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 261,797	0.00
5405	GAS & OIL	\$ 22,000	\$ 20,000	\$ 20,937	10.00
5500	TREATMENT CHEMICALS	\$ 200,000	\$ 190,000	\$ 180,871	5.26
5610	SUPPLIES	\$ 5,000	\$ 4,500	\$ 4,451	11.11
5700	REPAIRS & MAINTENANCE	\$ 175,000	\$ 200,000	\$ 176,766	(12.50)
5710	SMALL TOOLS	\$ 4,500	\$ 4,000	\$ 4,010	12.50
5715	CONTRACTED REPAIRS	\$ 26,000	\$ 26,000	\$ 9,490	0.00
5730	UNIFORMS	\$ 6,000	\$ 4,500	\$ 6,626	33.33
5805	VEHICLE MAINTENANCE	\$ 15,000	\$ 15,000	\$ 11,983	0.00
5810	MILEAGE	\$ 1,100	\$ 1,000	\$ 993	10.00
5901	PRESERVE RENTAL	\$ 55,000	\$ 55,000	\$ 54,003	0.00
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,000	0.00
5903	PURCHASED WATER	\$ 760,000	\$ 715,000	\$ 884,277	6.29
5910	EQUIPMENT RENTAL	\$ 1,250	\$ 1,250	\$ 1,244	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 72,000	\$ 76,963	11.11
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 9,099	0.00
	SUBTOTAL	<u>\$ 1,681,350</u>	<u>\$ 1,636,750</u>	<u>\$ 1,748,492</u>	2.72
TOTAL O & M		<u>\$ 2,851,044</u>	<u>\$ 2,765,504</u>	<u>\$ 2,839,136</u>	3.09

BUDGET SUMMARY

	<u>2018</u> <u>PROPOSED</u>	<u>2017</u> <u>ADOPTED</u>	<u>2016</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<u>EXPENSES</u>				
WAGES AND BENEFITS	\$ 1,681,803	\$ 1,626,326	\$ 1,586,147	3.41
ADMINISTRATION EXPENSES	\$ 244,006	\$ 230,740	\$ 196,032	5.75
O & M EXPENSES	\$ 1,681,350	\$ 1,636,750	\$ 1,748,492	2.72
TOTAL OPERATIONAL COSTS	\$ 3,607,159	\$ 3,493,816	\$ 3,530,671	3.24
DEBT SERVICE COSTS	\$ 2,000,563	\$ 1,997,314	\$ 2,026,694	0.16
TOTAL EXPENDITURES	<u>\$ 5,607,722</u>	<u>\$ 5,491,130</u>	<u>\$ 5,557,365</u>	2.12
 <u>REVENUES</u>				
METERED WATER SALES	\$ 4,300,000	\$ 4,250,000	\$ 4,730,545	1.18
BASIC SERVICE CHARGE	\$ 1,025,000	\$ 1,011,000	\$ 1,018,702	1.38
HYDRANT CHARGES	\$ 470,236	\$ 455,448	\$ 440,416	3.25
INTEREST ON CAPITAL	\$ 35,000	\$ 35,000	\$ 24,258	0.00
HOOK UP FEE	\$ 60,000	\$ 50,000	\$ 84,450	20.00
LEASE INCOME	\$ 124,550	\$ 121,525	\$ 119,047	2.49
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 51,549	0.00
BULK SALES	\$ 32,000	\$ 32,000	\$ 36,553	0.00
PRIVATE FIRE	\$ 31,000	\$ 30,000	\$ 29,673	3.33
TOTAL REVENUE	<u>\$ 6,107,786</u>	<u>\$ 6,014,973</u>	<u>\$ 6,535,193</u>	1.54
RESERVED, CAPITAL	\$ 500,064	\$ 523,843	\$ 977,828	
DEBT SERVICE RATIO	1.25	1.26	1.48	

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

**Clifton Park Water Authority
2018 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 25,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 140,000
GIS Field Service Application Upgrade	\$ 12,000
Fire Hydrants	\$ 7,000
(1) Pickup Truck	\$ 30,000
Well Redevelopment	\$ 15,000
Overhead Door for Boyack WTP (Replacement)	\$ 12,000
Commercial Steam Cleaner	\$ 3,500
Total	<u>\$ 244,500</u>
CPWA Fund Balance (as of 9/12/17)	\$ 2,449,857