

**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Wednesday, October 13, 2021
7:00 PM**

AGENDA

Privilege of the Floor

Old Business

- Project to Increase Capacity from SCWA
- Project to Investigate Capacity Improvements in Preserve
- Verizon Request for Installation of Telecommunications Tower at Boyack WTP
- DISH Network Request for Installation of Telecommunications Equipment on Knolltop Water Storage Tank
- Engineering RFQ
- 2022 CPWA Operating and Capital Budget
- Lawn Irrigation System Rules and Regulations

New Business

Other Business

- Approve Minutes of September 15, 2021 Meeting

**CLIFTON PARK
WATER AUTHORITY**



**PROPOSED BUDGET
FISCAL YEAR 2022**

BENEFIT WORKSHEET

	Monthly Premium	Annual Health Cost	Dental	Deductible	CPWA Portion	Vision	Life	Total
AUSTIN	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 25,926	\$ 350	129	\$ 26,405
COLLINS	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 25,926	\$ 350	129	\$ 26,405
MOUNTAIN	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	129	\$ 25,280
TALBOT	\$ 616.86	\$ 7,495	\$ 570	\$ 2,750	\$ 10,068	\$ 350	129	\$ 10,547
MACYGIN	\$ 1,233.72	\$ 14,990	\$ 1,150	\$ 5,500	\$ 19,338	\$ 350	129	\$ 19,817
TOTAL ADM		\$ 86,565	\$ 5,170	\$ 24,750	\$ 106,059	\$ 1,750	645	\$ 108,454
MARSHALL	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
AUSTIN, J	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
GOLDEN	\$ 1,233.72	\$ 14,990	\$ 1,150	\$ 5,500	\$ 19,338	\$ 350	\$ 129	\$ 19,817
FRENCH	\$ 1,048.66	\$ 12,741	\$ 1,150	\$ 5,500	\$ 17,411	\$ 350	\$ 129	\$ 17,890
STRANEY	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
MILLER	\$ 616.86	\$ 7,495					\$ 129	\$ 129
CLARK	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
SIMMONS	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
FOX	\$ 1,758.05	\$ 21,360	\$ 1,150	\$ 5,500	\$ 24,801	\$ 350	\$ 129	\$ 25,280
MACKEY	\$ 616.86	\$ 7,495	\$ 570	\$ 2,750	\$ 10,068	\$ 350	\$ 129	\$ 10,547
HOFF		\$ 2,100	\$ 1,150		\$ 3,089	\$ 350	\$ 129	\$ 3,568
GILGALLON	\$ 616.86	\$ 7,495	\$ 1,150	\$ 2,750	\$ 10,595	\$ 350	\$ 129	\$ 11,074
TOTAL O&M		\$ 180,477	\$ 12,070	\$ 49,500	\$ 209,304	\$ 3,850	\$ 1,548	\$ 214,702
CONNOR		\$ 4,160	\$ 1,150		\$ 5,310	\$ 350		\$ 5,660
SCHLESIER, W		\$ 5,208			\$ 5,208			\$ 5,208
SCHLESIER, B		\$ 5,208			\$ 5,208			\$ 5,208
HATTER	\$ 1,048.66	\$ 12,741		\$ 5,500	\$ 16,330			\$ 16,330
TOTAL RETIREES		\$ 27,317	\$ 1,150	\$ 5,500	\$ 32,056	\$ 350	\$ -	\$ 32,406

OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	<u>2022</u> PROPOSED	<u>2021</u> ADOPTED	<u>2020</u> ACTUAL	CHANGE (%)
5000	WAGES	\$ 722,049	\$ 702,015	\$ 674,016	2.85
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 56,258	0.00
5002	SEASONAL EMPLOYEES	\$ 14,500	\$ 14,500	\$ 9,312	0.00
5010	FICA + MEDICARE	\$ 60,592	\$ 59,059	\$ 56,814	2.60
5020	RETIREMENT	\$ 98,894	\$ 134,478	\$ 109,828	(26.46)
5125	HEALTH INSURANCE	\$ 241,448	\$ 235,980	\$ 223,740	2.32
	SUBTOTAL	<u>\$ 1,192,983</u>	<u>\$ 1,201,532</u>	<u>\$ 1,129,968</u>	(0.71)
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 35,456	0.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 1,574	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 243,196	0.00
5405	GAS & OIL	\$ 30,000	\$ 27,000	\$ 17,611	11.11
5500	TREATMENT CHEMICALS	\$ 190,000	\$ 200,000	\$ 170,101	(5.00)
5610	SUPPLIES	\$ 7,500	\$ 7,500	\$ 7,365	0.00
5700	REPAIRS & MAINTENANCE	\$ 220,000	\$ 195,000	\$ 194,382	12.82
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 3,938	0.00
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 60,000	\$ 39,734	0.00
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 5,017	0.00
5805	VEHICLE MAINTENANCE	\$ 16,000	\$ 16,000	\$ 20,393	0.00
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 686	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 61,000	\$ 60,947	0.00
5902	NPDES PERMIT	\$ 2,500	\$ 2,000	\$ 2,500	25.00
5903	PURCHASED WATER	\$ 900,000	\$ 825,000	\$ 1,154,035	9.09
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,409	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 67,729	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 12,685	0.00
	SUBTOTAL	<u>\$ 1,908,800</u>	<u>\$ 1,815,300</u>	<u>\$ 2,038,758</u>	5.15
TOTAL O & M		<u>\$ 3,101,783</u>	<u>\$ 3,016,832</u>	<u>\$ 3,168,726</u>	2.82

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	<u>2022</u> PROPOSED	<u>2021</u> ADOPTED	<u>2020</u> ACTUAL	CHANGE (%)
7000	WAGES	\$ 356,917	\$ 347,748	\$ 370,298	2.64
7010	FICA + MEDICARE	\$ 27,075	\$ 26,373	\$ 25,496	2.66
7020	RETIREMENT	\$ 46,009	\$ 62,744	\$ 54,004	(26.67)
7125	HEALTH INSURANCE	\$ 114,114	\$ 110,204	\$ 99,240	3.55
	SUBTOTAL	<u>\$ 544,115</u>	<u>\$ 547,069</u>	<u>\$ 549,038</u>	(0.54)
7100	INSURANCE, GENERAL	\$ 38,000	\$ 35,000	\$ 31,948	8.57
7105	WORKERS COMPENSATION	\$ 44,370	\$ 37,323	\$ 31,925	18.88
7310	CONSULTANT FEES	\$ 6,000	\$ 5,000	\$ 7,906	20.00
7320	DUES	\$ 600	\$ 600	\$ 253	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 545	0.00
7400	OFFICE SUPPLIES	\$ 26,000	\$ 25,000	\$ 29,187	4.00
7410	POSTAGE	\$ 31,000	\$ 30,500	\$ 31,003	1.64
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 36,000	\$ 34,918	0.00
7425	LEGAL FEES	\$ 23,000	\$ 23,000	\$ 7,880	0.00
7430	ENGINEERING FEES	\$ 11,000	\$ 11,000	\$ 8,663	0.00
7600	SERVICE CONTRACTS	\$ 27,000	\$ 27,000	\$ 22,169	0.00
7700	TELEPHONE EXPENSES	\$ 16,500	\$ 15,000	\$ 14,086	10.00
7705	TECHNICAL SUPPLIES	\$ 2,500	\$ 2,000	\$ 2,849	25.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 7,934	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 8,343	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 12	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 6,095	0.00
7990	MISCELLANEOUS	\$ 4,000	\$ 4,000	\$ 2,272	0.00
	SUBTOTAL	<u>\$ 285,330</u>	<u>\$ 270,783</u>	<u>\$ 247,988</u>	5.37
	<u>TOTAL GENERAL & ADMINISTRATIVE</u>	<u>\$ 829,445</u>	<u>\$ 817,852</u>	<u>\$ 797,026</u>	1.42

BUDGET SUMMARY

	<u>2022</u> <u>PROPOSED</u>	<u>2021</u> <u>ADOPTED</u>	<u>2020</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<u>EXPENSES</u>				
WAGES AND BENEFITS	\$ 1,737,097	\$ 1,748,601	\$ 1,679,006	(0.66)
ADMINISTRATION EXPENSES	\$ 285,330	\$ 270,783	\$ 247,988	5.37
O & M EXPENSES	\$ 1,908,800	\$ 1,815,300	\$ 2,038,758	5.15
TOTAL OPERATIONAL COSTS	\$ 3,931,227	\$ 3,834,684	\$ 3,965,752	2.52
DEBT SERVICE COSTS	\$ 1,987,013	\$ 1,987,413	\$ 1,987,413	(0.02)
TOTAL EXPENDITURES	<u>\$ 5,918,240</u>	<u>\$ 5,822,097</u>	<u>\$ 5,953,165</u>	1.65
<u>REVENUES</u>				
METERED WATER SALES	\$ 4,450,000	\$ 4,386,000	\$ 4,851,953	1.46
BULK SALES	\$ 50,000	\$ 50,000	\$ 61,643	0.00
HYDRANT CHARGES	\$ 528,643	\$ 508,177	\$ 492,781	4.03
PRIVATE FIRE	\$ 35,000	\$ 34,000	\$ 34,324	2.94
HOOK UP FEE	\$ 70,000	\$ 65,000	\$ 85,950	7.69
BASIC SERVICE CHARGE	\$ 1,066,300	\$ 1,052,000	\$ 1,046,916	1.36
LEASE INCOME	\$ 140,652	\$ 137,000	\$ 133,545	2.67
INTEREST ON CAPITAL	\$ 5,000	\$ 5,000	\$ 43,681	0.00
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 30,639	0.00
TOTAL REVENUE	<u>\$ 6,375,595</u>	<u>\$ 6,267,177</u>	<u>\$ 6,781,432</u>	1.73
RESERVED, CAPITAL	\$ 457,355	\$ 445,080	\$ 828,267	
DEBT SERVICE RATIO	1.23	1.22	1.42	

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

**Clifton Park Water Authority
2022 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 21,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 140,000
Dump Body for GMC Dump Truck	\$ 20,000
(1) Pickup Truck	\$ 36,000
Replacement Tracks for Excavator	\$ 6,500
Vacuum Excavator	\$ 89,000
Boyack Computer and Controller	\$ 7,500
(2) Turbidimeters for Boyack Water Treatment Plant	\$ 6,600
Chemical Feed Pump Assembly - Boyack	\$ 10,000
Well Redevelopment (Berryfarm, Oakwood, Boyack #5)	\$ 40,000
Total	<u>\$ 376,600</u>
CPWA Fund Balance (as of 9/14/21)	\$ 3,223,445

Clifton Park Water Authority

Resolution # _____, 2021

Approve Lawn Irrigation System Rules and Regulations

WHEREAS, the Clifton Park Water Authority (CPWA) wishes to adopt rules and regulations for the installation of underground lawn irrigation systems, now therefore be it

RESOLVED, that the Clifton Park Water Authority hereby adopts Lawn Irrigation System Rules and Regulations as attached.

Motion By: _____

Seconded By: _____

Roll Call Vote:

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

Clifton Park Water Authority

Rules and Regulations for Underground Irrigation Systems

Any CPWA customer, or prospective customer wanting to install an underground lawn sprinkler system must comply with the following requirements:

Permit

1. The property owner or installer must apply for and obtain a permit from the CPWA for the installation of the system.
2. The property owner or installer must pay the applicable permit fee.

Residential System Installation

1. All new construction must have metered water service prior to the installation of the system.
2. The connection to the water supply must be made in an interior location, protected from freezing.
3. The connection to the water supply must be made at a point downstream of the water meter and main check valve to the building.
4. All systems shall be controlled by a time clock capable of programming the system to comply with the CPWA's lawn watering restrictions. Installer or homeowner must demonstrate to the CPWA inspector that the system is set up to comply with these restrictions.
5. All systems must be equipped with a rain sensor capable of preventing the system from running automatically when not needed. Rain sensors must be installed in an uncovered location that allows access to normal rainfall.
6. All systems must be equipped with a double check valve assembly, installed within the interior of the building to prevent freezing.

7. All systems must be equipped in such a manner as to allow for the draining/purging of water from the irrigation system during winter, without the need to blow compressed air through any water meters or backflow prevention devices.
8. Sprinkler head orifices can be no larger than 3/16 of an inch.
9. No portion of the proposed irrigation system shall be installed within the public right-of-way of any road, or within any easement.
10. All installations must be inspected by CPWA personnel prior to use to ensure compliance with these regulations. Inspections must be scheduled a minimum of 24 hours in advance.
11. Follow-up appointments needed due to a failed inspection of the system by the CPWA will result in a reinspection fee assessed to the homeowner.
12. Installation of an irrigation system without applying for and receiving a permit from the CPWA will result in a fine of \$250 for each installation begun prior to permit issuance.

Commercial System Installation

Commercial irrigation system installations will be subject to the regulations described above for residential systems, with the following exceptions:

1. Commercial irrigation systems require a separate water meter, located at the connection to the building plumbing. This connection must be made in a manner such that the irrigation meter is a submeter of the main building water meter. An exception may be made in certain circumstances where connection to the interior plumbing of a building is determined to be impossible or impractical. This determination will be made by the CPWA Administrator.
2. In the case where a direct connection to the water main is necessary due to the inability to connect to the internal plumbing of a building, a meter pit must be installed. The meter pit must include an adequate backflow prevention device and be approved by the CPWA Administrator prior to installation. A method of draining/purging the irrigation system of water to prevent freezing must also be provided.