



**CLIFTON PARK WATER AUTHORITY  
BOARD MEETING**

**Thursday, October 15, 2020  
4:00 PM**

**AGENDA**

**Old Business**

- Project to Increase Capacity from SCWA
- Knolltop Water Storage Tank Refurbishment
- SCWA Purchase Agreement Renewal
- Project to Investigate Capacity Improvements in Preserve
- Verizon Request for Installation of Telecommunications Tower at Boyack WTP

**New Business**

- Adopt 2021 CPWA Budget

**Other Business**

- Approve Minutes of September 16, 2020 Meeting

**Clifton Park Water Authority**

**Resolution # \_\_\_\_\_, 2020**

**Adopting 2021 Operating and Capital Budgets**

**NOW, THEREFORE BE IT**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby adopts the 2021 Operating Budget and Capital Budget as attached and also approves a 2% increase to the base water rate and a \$1.00 addition to the quarterly Basic Service Charge, effective January 1, 2021.

Motion to Accept: \_\_\_\_\_

Seconded: \_\_\_\_\_

Roll Call Vote

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

**CLIFTON PARK  
WATER AUTHORITY**



**PROPOSED BUDGET**

**FISCAL YEAR 2021**

## OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	<u>2021</u> PROPOSED	<u>2020</u> ADOPTED	<u>2019</u> ACTUAL	CHANGE (%)
5000	WAGES	\$ 702,015	\$ 679,756	\$ 669,307	3.27
5001	OVERTIME	\$ 55,500	\$ 55,500	\$ 52,323	0.00
5002	SEASONAL EMPLOYEES	\$ 14,500	\$ 14,500	\$ 13,491	0.00
5010	FICA + MEDICARE	\$ 59,059	\$ 57,356	\$ 52,597	2.97
5020	RETIREMENT	\$ 134,478	\$ 115,493	\$ 109,396	16.44
5125	HEALTH INSURANCE	\$ 235,980	\$ 223,255	\$ 208,174	5.70
	SUBTOTAL	<u>\$ 1,201,533</u>	<u>\$ 1,145,860</u>	<u>\$ 1,105,288</u>	4.86
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ -	0.00
5320	LAB FEES	\$ 40,000	\$ 40,000	\$ 41,777	0.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 1,435	0.00
5400	ELECTRICITY	\$ 275,000	\$ 275,000	\$ 270,188	0.00
5405	GAS & OIL	\$ 27,000	\$ 27,000	\$ 24,654	0.00
5500	TREATMENT CHEMICALS	\$ 200,000	\$ 200,000	\$ 174,720	0.00
5610	SUPPLIES	\$ 7,500	\$ 7,500	\$ 6,843	0.00
5700	REPAIRS & MAINTENANCE	\$ 195,000	\$ 185,000	\$ 195,134	5.41
5710	SMALL TOOLS	\$ 5,200	\$ 5,200	\$ 4,090	0.00
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 41,000	\$ 25,850	46.34
5730	UNIFORMS	\$ 6,000	\$ 6,000	\$ 5,389	0.00
5805	VEHICLE MAINTENANCE	\$ 16,000	\$ 15,000	\$ 15,473	6.67
5810	MILEAGE	\$ 1,100	\$ 1,100	\$ 978	0.00
5901	PRESERVE RENTAL	\$ 61,000	\$ 61,000	\$ 60,347	0.00
5902	NPDES PERMIT	\$ 2,000	\$ 2,000	\$ 2,500	0.00
5903	PURCHASED WATER	\$ 825,000	\$ 825,000	\$ 769,129	0.00
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,366	0.00
5950	PROPERTY TAXES - MALTA	\$ 80,000	\$ 80,000	\$ 72,233	0.00
6000	MISCELLANEOUS	\$ 9,000	\$ 9,000	\$ 7,229	0.00
	SUBTOTAL	<u>\$ 1,815,300</u>	<u>\$ 1,785,300</u>	<u>\$ 1,679,335</u>	1.68
<b>TOTAL O &amp; M</b>		<u><b>\$ 3,016,833</b></u>	<u><b>\$ 2,931,160</b></u>	<u><b>\$ 2,784,623</b></u>	2.92

## GENERAL AND ADMINISTRATIVE EXPENSES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>2021</u> <u>PROPOSED</u>	<u>2020</u> <u>ADOPTED</u>	<u>2019</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
7000	WAGES	\$ 347,748	\$ 364,930	\$ 365,181	(4.71)
7010	FICA + MEDICARE	\$ 26,373	\$ 25,660	\$ 23,755	2.78
7020	RETIREMENT	\$ 62,744	\$ 54,004	\$ 51,084	16.18
7125	HEALTH INSURANCE	\$ 110,204	\$ 103,859	\$ 100,619	6.11
	SUBTOTAL	<u>\$ 547,070</u>	<u>\$ 548,453</u>	<u>\$ 540,639</u>	(0.25)
7100	INSURANCE, GENERAL	\$ 35,000	\$ 35,000	\$ 29,817	0.00
7105	WORKERS COMPENSATION	\$ 37,323	\$ 32,000	\$ 36,354	16.63
7310	CONSULTANT FEES	\$ 5,000	\$ 5,000	\$ 6,636	0.00
7320	DUES	\$ 600	\$ 600	\$ 704	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 60	0.00
7400	OFFICE SUPPLIES	\$ 25,000	\$ 25,000	\$ 23,690	0.00
7410	POSTAGE	\$ 30,500	\$ 30,500	\$ 27,983	0.00
7420	AUDIT & ACCOUNTING	\$ 36,000	\$ 37,000	\$ 34,714	(2.70)
7425	LEGAL FEES	\$ 23,000	\$ 5,000	\$ 4,966	360.00
7430	ENGINEERING FEES	\$ 11,000	\$ 11,000	\$ 5,433	0.00
7600	SERVICE CONTRACTS	\$ 27,000	\$ 27,000	\$ 24,114	0.00
7700	TELEPHONE EXPENSES	\$ 15,000	\$ 15,000	\$ 13,187	0.00
7705	TECHNICAL SUPPLIES	\$ 2,000	\$ 2,000	\$ 1,905	0.00
7710	UTILITIES OFFICE	\$ 7,000	\$ 7,000	\$ 7,338	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ 271	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	0.00
7820	BAD DEBT EXPENSE	\$ 4,000	\$ 4,000	\$ 1,504	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 65	0.00
7824	BANK SERVICE CHARGE	\$ 6,360	\$ 6,360	\$ 2,391	0.00
7990	MISCELLANEOUS	\$ 4,000	\$ 3,300	\$ 5,730	21.21
	SUBTOTAL	<u>\$ 270,783</u>	<u>\$ 247,760</u>	<u>\$ 226,862</u>	9.29
<b><u>TOTAL GENERAL &amp; ADMINISTRATIVE</u></b>		<b><u>\$ 817,853</u></b>	<b><u>\$ 796,213</u></b>	<b><u>\$ 767,501</u></b>	2.72

## BUDGET SUMMARY

	<u>2021</u> <u>PROPOSED</u>	<u>2020</u> <u>ADOPTED</u>	<u>2019</u> <u>ACTUAL</u>	<u>CHANGE (%)</u>
<b><u>EXPENSES</u></b>				
WAGES AND BENEFITS	\$ 1,748,602	\$ 1,694,313	\$ 1,645,927	3.20
ADMINISTRATION EXPENSES	\$ 270,783	\$ 247,760	\$ 226,862	9.29
O & M EXPENSES	\$ 1,815,300	\$ 1,785,300	\$ 1,679,335	1.68
 TOTAL OPERATIONAL COSTS	 \$ 3,834,685	 \$ 3,727,373	 \$ 3,552,124	 2.88
 DEBT SERVICE COSTS	 \$ 1,987,413	 \$ 1,987,413	 \$ 2,005,262	 0.00
 TOTAL EXPENDITURES	 <u>\$ 5,822,098</u>	 <u>\$ 5,714,786</u>	 <u>\$ 5,557,386</u>	 1.88
<b><u>REVENUES</u></b>				
METERED WATER SALES	\$ 4,386,000	\$ 4,300,000	\$ 4,260,557	2.00
BULK SALES	\$ 50,000	\$ 40,000	\$ 50,032	25.00
HYDRANT CHARGES	\$ 508,177	\$ 492,780	\$ 480,812	3.12
PRIVATE FIRE	\$ 34,000	\$ 32,500	\$ 33,176	4.62
HOOK UP FEE	\$ 65,000	\$ 65,000	\$ 64,350	0.00
BASIC SERVICE CHARGE	\$ 1,102,000	\$ 1,050,000	\$ 1,040,786	4.95
LEASE INCOME	\$ 137,000	\$ 125,000	\$ 128,524	9.60
INTEREST ON CAPITAL	\$ 5,000	\$ 60,000	\$ 105,298	(91.67)
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 49,926	0.00
 TOTAL REVENUE	 <u>\$ 6,317,177</u>	 <u>\$ 6,195,280</u>	 <u>\$ 6,213,461</u>	 1.97
 RESERVED, CAPITAL	 \$ 495,079	 \$ 480,494	 \$ 656,075	
 DEBT SERVICE RATIO	 1.25	 1.24	 1.33	

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

**Clifton Park Water Authority  
2020 Capital Budget**

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 19,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 135,000
Fire Hydrants	\$ 21,000
(1) Pickup Truck w/ snow plow and salter	\$ 45,000
(1) Car	\$ 30,000
Loader	\$ 125,000
(6) Sampling Stations for Bacteria Testing	\$ 5,000
Dehumidifier for Boyack WTP	\$ 3,500
(2) Gas Heaters for Boyack WTP	\$ 13,500
SCADA System Communications Upgrade	\$ 16,500
<b>Total</b>	<b><u>\$ 413,500</u></b>
<b>CPWA Fund Balance (as of 10/8/20)</b>	<b>\$ 3,420,733</b>