

CLIFTON PARK WATER AUTHORITY BOARD MEETING

Wednesday, September 11, 2024
7:00 PM

AGENDA

- Approve Minutes of June 13, 2024 Meeting

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for items on the agenda.

Old Business

- Peacock Glen Property
- Mountain View Meadows

New Business

- Round Lake Extension (Wood Rd)*
- 2024 Transfers and Capital Plan Amendments*
- 2025 Budget
- CSEA Contract

Other Business

- Ballston, Malta and Northwood Water System

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for any items related to the Clifton Park Water Authority.

*Need Board Approval



Clifton Park Water Authority

Resolution #____, 2024

Round Lake Water District Extension into Clifton Park

WHEREAS, the Clifton Park Water Authority(CPWA) sells water to the Village of Round Lake,

WHEREAS, the current contract between CPWA and the Village of Round Lake states The Village of Round Lake cannot extend water services outside of their district without the consent of the CPWA,

WHEREAS, a business wishes to construct a small vehicle storage facility on the Northern end of Wood Road and have water for use of a bathroom and hose spigot,

WHEREAS, the proposed extension is to occur within Clifton Park in a location where CPWA is unable to currently serve, **now, therefore be it**

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby agrees to permit the Village of Round Lake to extend water service to the location in question until such time as CPWA is able to provide water.

Motion to Accept: _____

Seconded: _____

Roll Call Vote

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

Clifton Park Water Authority

Budget Transfer

Date: 9/11/2024

Acct No	Description	Budget Amount	Increase/Decrease	Revised Budget	Explanation
Operation and Maintenance					
5330-1	Education	\$ 6,500.00	\$ 5,345.00	\$ 11,845.00	Increase for CDL School
5715-1	Contracted Repairs	\$ 60,000.00	\$ 22,000.00	\$ 82,000.00	2 well redevelopements
5810-1	Mileage Reimbursement	\$ 500.00	\$ 1,263.00	\$ 1,763.00	Close out after Summer Help
5805-1	Vehicle, Maintenance	\$ 19,000.00	\$ 3,000.00	\$ 22,000.00	Increase for increase repair costs
5400-1	Electricity	\$ 330,000.00	\$ (30,108.00)	\$ 299,892.00	
5910-1	Rental Equipment	\$ 1,500.00	\$ (1,500.00)	\$ -	
			\$ -		
General and Administrative					
7824-1	Bank Service Charge	\$ -	\$ 2,500.00	\$ 2,500.00	Increase due to reduced acct balance
7425-1	Legal Fees	\$ 22,000.00	\$ (6,500.00)	\$ 15,500.00	
7430-1	Engineering Fees	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00	Increase for Eng Malta and Lead and Copper
				\$ -	
			\$ -		

Overall Budget Change 0.00

Capital Budget		Budget amount	Amount Spent	Remaining budget	Project update
Closed Y/N					
Y	Brass goods	\$ 40,000.00	\$ 33,061.35	\$ 6,938.65	Purchased
N	Water Meters	\$ 160,000.00		\$ 160,000.00	ongoing for 2024
Y	Color Monitor	\$ 10,000.00	\$ 4,823.22	\$ 5,176.78	Purchased
Y	Chlorine Analyzer	\$ 6,600.00	\$ 6,572.72	\$ 27.28	Purchased
Y	Boyack Filters (2023)	\$ 230,000.00	\$ 270,976.59	\$ (40,976.59)	Project Complete, with more rehab than anticipated
Y	Hydrants	\$ 20,000.00	\$ 18,563.00	\$ 1,437.00	Purchased
Y	Gate and Check Valves	\$ 8,000.00	\$ 5,656.20	\$ 2,343.80	Project Complete
Y	Excavator Trailer	\$ 30,000.00	\$ 29,970.00	\$ 30.00	Purchased
Y	Pickup	\$ 40,000.00	\$ 41,577.40	\$ (1,577.40)	Gas Vehicle, Increase Cap Bud by \$1,577.40 and close
Y	Meter Van	\$ 45,000.00	\$ 48,579.93	\$ (3,579.93)	Gas Vehicle, Increase Cap Bud by \$3,579.93 and close
Y	Well Replacement (2023)	\$ 32,000.00	\$ 37,500.00	\$ (5,500.00)	Scheduling pushed to 2024
Y	SCWA Interconnect	\$ 1,137,173.00	\$ 1,141,945.66	\$ (4,772.66)	Once reimbursed from EFC and CT Male we will close

| |

| \$ (40,453.07) |

<u>Item</u>	<u>Estimated Cost</u>
Brass Goods	\$ 40,000
Water Meters (Includes Routine Meter Replacements and Scheduled Replacements)	\$ 160,000
Color Monitor - Boyack	\$ 10,000
Chlorine Analyzer - Plank	\$ 6,600
Replacement Filter Media - Boyack	\$ 230,000
Fire Hydrants (4)	\$ 20,000
Rebuild Gate Valves and Check Valves - Boyack	\$ 8,000
Excavator Trailer	\$ 30,000
1/2 Ton Pickup Truck	\$ 40,000
Meter Van	\$ 45,000
5500 Dump Truck	\$ 90,000
Total	<u>\$ 679,600</u>
CPWA Fund Balance (as of 9/19/2023)	\$ 2,621,816



Clifton Park Water Authority

Resolution #____, 2024

Amend the CPWA 2024 Operating and Capital Budget

WHEREAS, the Clifton Park Water Authority wishes to amend the 2024 Operating and Capital Budgets,

WHEREAS, the current budget is proposed and passed in the fall of the previous year based on best knowledge of upcoming expenses,

WHEREAS, the budget often requires adjustment based on changes in costs and needs for the Authority,

WHEREAS, items on the Capital Budget are completed they shall be closed out to confirm costs and validate any overages in the budget, **now, therefore be it**

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby amends the 2024 Operating and Capital Budget as stated in Exhibit A.

Motion to Accept: _____

Seconded: _____

Roll Call Vote

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

OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	2025 Proposed	2024 ADOPTED	2023 ACTUAL	2022 ACTUAL	CHANGE (%)
5000	WAGES	\$ 808,578	\$ 798,240	\$ 724,427	\$ 685,740	1.30
5001	OVERTIME	\$ 60,000	\$ 60,000	\$ 64,175	\$ 61,520	0.00
5002	SEASONAL EMPLOYEES	\$ 23,000	\$ 23,000	\$ 19,236	\$ 13,704	0.00
5010	FICA + MEDICARE	\$ 68,206	\$ 67,415	\$ 58,460	\$ 57,745	1.17
5020	RETIREMENT	\$ 151,120	\$ 149,280	\$ 107,975	\$ 96,422	1.23
5125	HEALTH INSURANCE	\$ 343,305	\$ 301,729	\$ 240,000	\$ 270,891	13.78
	SUBTOTAL	\$ 1,454,208	\$ 1,399,664	\$ 1,214,273	\$ 1,186,022	3.90
5310	CONSULTANT FEES	\$ 1,000	\$ 1,000	\$ 920	\$ 400	0.00
5320	LAB FEES	\$ 42,000	\$ 40,000	\$ 39,490	\$ 32,946	5.00
5330	EDUCATION	\$ 3,000	\$ 3,000	\$ 3,395	\$ 3,070	0.00
5400	ELECTRICITY	\$ 315,000	\$ 330,000	\$ 285,107	\$ 278,965	(4.55)
5405	GAS & OIL	\$ 40,000	\$ 40,000	\$ 36,095	\$ 44,806	0.00
5500	TREATMENT CHEMICALS	\$ 230,000	\$ 250,000	\$ 198,541	\$ 220,404	(8.00)
5610	SUPPLIES	\$ 9,000	\$ 8,000	\$ 10,441	\$ 8,365	12.50
5700	REPAIRS & MAINTENANCE	\$ 320,000	\$ 300,000	\$ 291,854	\$ 314,622	6.67
5710	SMALL TOOLS	\$ 5,000	\$ 5,200	\$ 2,970	\$ 4,546	(3.85)
5715	CONTRACTED REPAIRS	\$ 90,000	\$ 60,000	\$ 53,008	\$ 23,743	50.00
5730	UNIFORMS	\$ 6,500	\$ 5,000	\$ 6,240	\$ 4,473	30.00
5805	VEHICLE MAINTENANCE	\$ 25,000	\$ 19,000	\$ 24,936	\$ 17,616	31.58
5810	MILEAGE	\$ 500	\$ 500	\$ 295	\$ -	0.00
5901	PRESERVE RENTAL	\$ 62,000	\$ 62,000	\$ 61,645	\$ 61,657	0.00
5902	NPDES PERMIT	\$ 2,500	\$ 2,500	\$ 2,000	\$ 2,500	0.00
5903	PURCHASED WATER	\$ 1,100,000	\$ 1,100,000	\$ 938,133	\$ 1,211,017	0.00
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,493	\$ 1,307	0.00
5950	PROPERTY TAXES - MALTA	\$ 65,000	\$ 63,000	\$ 61,450	\$ 60,985	3.17
6000	MISCELLANEOUS	\$ 42,300	\$ 9,000	\$ 9,579	\$ 7,935	370.00
	SUBTOTAL	\$ 2,360,300	\$ 2,299,700	\$ 2,027,592	\$ 2,299,357	2.64
	TOTAL O & M	\$ 3,814,508.01	\$ 3,699,364	\$ 3,241,865	\$ 3,485,379	14.11

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	2025 Proposed	2024 Adopted	2023 Actual	2022 ACTUAL	CHANGE (%)
7000	WAGES	\$ 375,083	\$ 385,311	\$ 426,710	\$ 358,657	(2.65)
7010	FICA + MEDICARE	\$ 28,464	\$ 29,247	\$ 31,113	\$ 26,135	(2.68)
7020	RETIREMENT	\$ 66,231	\$ 68,051	\$ 55,614	\$ 46,009	(2.67)
7125	HEALTH INSURANCE	\$ 174,567	\$ 155,721	\$ 91,308	\$ 111,782	12.10
	SUBTOTAL	\$ 644,345	\$ 638,330	\$ 604,745	\$ 542,583	0.94
7100	INSURANCE, GENERAL	\$ 55,000	\$ 45,000	\$ 44,578	\$ 39,283	22.22
7105	WORKERS COMPENSATION	\$ 44,334	\$ 44,578	\$ 38,873	\$ 44,370	(0.55)
7310	CONSULTANT FEES	\$ 8,000	\$ 7,000	\$ 16,608	\$ 5,363	14.29
7320	DUES	\$ 600	\$ 600	\$ 521	\$ 494	0.00
7330	EDUCATION	\$ 1,000	\$ 1,000	\$ 295	\$ 75	0.00
7400	OFFICE SUPPLIES	\$ 40,000	\$ 30,000	\$ 31,650	\$ 28,620	33.33
7410	POSTAGE	\$ 37,000	\$ 35,000	\$ 34,760	\$ 33,235	5.71
7420	AUDIT & ACCOUNTING	\$ 40,000	\$ 39,000	\$ 38,210	\$ 33,293	2.56
7425	LEGAL FEES	\$ 25,000	\$ 25,000	\$ 37,618	\$ 25,182	0.00
7430	ENGINEERING FEES	\$ 25,000	\$ 16,000	\$ 25,677	\$ 24,764	56.25
7600	SERVICE CONTRACTS	\$ 30,000	\$ 27,000	\$ 30,546	\$ 24,336	11.11
7700	TELEPHONE EXPENSES	\$ 18,000	\$ 18,000	\$ 18,060	\$ 16,350	0.00
7705	TECHNICAL SUPPLIES	\$ 8,800	\$ 2,500	\$ 3,090	\$ 622	252.00
7710	UTILITIES OFFICE	\$ 8,200	\$ 8,200	\$ 8,549	\$ 5,933	0.00
7810	MILEAGE	\$ 200	\$ 200	\$ -	\$ -	0.00
7815	TRAVEL	\$ 500	\$ 500	\$ -	\$ 104	0.00
7820	BAD DEBT EXPENSE	\$ 2,000	\$ 2,000	\$ 295	\$ (227)	0.00
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 48	\$ 65	0.00
7824	BANK SERVICE CHARGE	\$ 2,500	\$ -	\$ 386	\$ 7,277	516.67
7990	MISCELLANEOUS	\$ 18,500	\$ 3,000	\$ 5,890	\$ 2,153	19.70
	SUBTOTAL	\$ 364,934	\$ 304,878	\$ 335,654	\$ 291,292	19.70
	TOTAL GENERAL & ADMINISTRATIVE	\$ 1,009,279	\$ 943,208	\$ 940,399	\$ 833,875	0.30

Rate Comparison

Rate

	per 1000	Water sold, Gallons	Revenue	Revenue Increase
2024	4.35	1,137,931,034	4,950,000	
2025	4.35	1,137,931,034	4,950,000	
2025	4.35	1,145,000,000	4,980,750	30,750
2025	4.45	1,145,000,000	5,095,250	114,500

Meter Size	Total Meters in service	2024 BSC	Total BSC per 1/4	Total 2024 BSC Annual	2025 Proposed BSC	Total BSC 1/4	Total 2025 BSC Annual	Increase per 1/4	Increase per year/ meter
5/8	138	\$ 17.25	\$ 2,380.50	\$ 9,522.00	\$ 19.32	\$ 2,666.16	\$ 10,664.64	\$ 2.07	\$ 8.28
3/4	13141	\$ 17.25	\$ 226,682.25	\$ 906,729.00	\$ 19.32	\$ 253,884.12	\$ 1,015,536.48	\$ 2.07	\$ 8.28
1	429	\$ 34.28	\$ 14,706.12	\$ 58,824.48	\$ 38.39	\$ 16,470.85	\$ 65,883.42	\$ 4.11	\$ 16.45
1.5	120	\$ 61.96	\$ 7,435.20	\$ 29,740.80	\$ 69.40	\$ 8,327.42	\$ 33,309.70	\$ 7.44	\$ 29.74
2	112	\$ 96.80	\$ 10,841.60	\$ 43,366.40	\$ 108.42	\$ 12,142.59	\$ 48,570.37	\$ 11.62	\$ 46.46
3	40	\$ 202.68	\$ 8,107.20	\$ 32,428.80	\$ 227.00	\$ 9,080.06	\$ 36,320.26	\$ 24.32	\$ 97.29
4	10	\$ 306.42	\$ 3,064.20	\$ 12,256.80	\$ 343.19	\$ 3,431.90	\$ 13,727.62	\$ 36.77	\$ 147.08
6	2	\$ 624.09	\$ 1,248.18	\$ 4,992.72	\$ 698.98	\$ 1,397.96	\$ 5,591.85	\$ 74.89	\$ 299.56
0.5	78	\$ 17.25	\$ 1,345.50	\$ 5,382.00	\$ 19.32	\$ 1,506.96	\$ 6,027.84	\$ 2.07	\$ 8.28
Total			\$ 1,103,243.00		Total	\$ 1,235,632.16			

Revenue Increase **\$ 132,389.16**

BUDGET SUMMARY

	2025 PROPOSED	2024 ADOPTED	2023 ACTUAL	2022 ACTUAL	CHANGE (%)
EXPENSES					
WAGES AND BENEFITS	\$ 2,098,553	\$ 2,037,994	\$ 1,819,018	\$ 1,728,605	2.97
ADMINISTRATION EXPENSES	\$ 364,934	\$ 304,878	\$ 335,654	\$ 291,292	19.70
O & M EXPENSES	\$ 2,360,300	\$ 2,299,700	\$ 2,027,592	\$ 2,299,357	2.64
TOTAL OPERATIONAL COSTS	\$ 4,823,787	\$ 4,642,572	\$ 4,182,264	\$ 4,319,254	3.90
DEBT SERVICE COSTS	\$ 1,983,963	\$ 1,983,413	\$ 1,989,513	\$ 1,987,013	0.03
TOTAL EXPENDITURES	\$ 6,807,749	\$ 6,625,985	\$ 6,171,777	\$ 6,306,267	2.74
REVENUES					
METERED WATER SALES	\$ 4,980,750	\$ 4,950,000	\$ 4,847,596	\$ 4,827,480	0.62
BULK SALES	\$ 62,000	\$ 62,000	\$ 63,172	\$ 62,808	0.00
HYDRANT CHARGES	\$ 560,000	\$ 553,071	\$ 542,229	\$ 528,644	1.25
PRIVATE FIRE	\$ 36,000	\$ 36,000	\$ 34,158	\$ 34,841	0.00
HOOK UP FEE	\$ 70,000	\$ 70,000	\$ 43,884	\$ 71,650	0.00
BASIC SERVICE CHARGE	\$ 1,235,000	\$ 1,068,000	\$ 1,069,160	\$ 1,054,644	15.64
LEASE INCOME	\$ 149,467	\$ 149,467	\$ 140,762	\$ 137,849	0.00
INTEREST ON CAPITAL	\$ 60,000	\$ 60,000	\$ 5,000	\$ 3,039	0.00
MISCELLANEOUS*	\$ 30,000	\$ 30,000	\$ 38,025	\$ 57,721	0.00
TOTAL REVENUE	\$ 7,183,217	\$ 6,978,538	\$ 6,783,986	\$ 6,778,676	2.93
RESERVED, CAPITAL	\$ 487,800	\$ 352,553	\$ 612,209	\$ 472,409	38.36
DEBT SERVICE RATIO	1.19	1.18	1.31	1.24	

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

Clifton Park Water Authority
2025 Capital Plan

	2025		2026		2027		2028		2029	
	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation
Brass Goods	\$ 40,000	Annual Parts	\$ 40,000	Annual Parts	\$ 40,000	Annual Parts	\$ 45,000	Annual Parts	\$ 45,000	Annual Parts
Water Meters	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements
Fire Hydrants	\$ 20,000	4 hydrants annually	\$ 22,000	4 hydrants annually	\$ 24,000	4 hydrants annually	\$ 26,000	4 hydrants annually	\$ 26,000	4 hydrants annually
Boysack/ Pump station Improvements	\$ 77,300	11 of 66 actuators \$7,500, valves- 16" and 4-12" \$20,800, Scada \$23,000, scissor lift \$6,500, security gate \$7,000, Transfer Switch \$12,500	\$ 88,500	33 of 55 actuators, \$23,500, Scada \$65,000, Potassium Pump and motor \$8,000	\$ 112,000	22 of 22 actuators, \$17,000, Air scouter pump and motor \$45,000, Clear Kinns rd site to prepare for new shop \$50,000	\$ 500,000	Construct shop at Kinns rd site		
Water Main	\$ 40,000	Ruhle Rd North Replacement								
Office	\$ 88,500	Billing Software Update \$85,000, GPS Unit \$3,300								
Vehicles	\$ 62,000	Brake trailer \$20,000, Dump Trailer \$17,000, Used Skid Steer \$25,000	\$ 185,000	Excavator, 1 Utility Truck	\$ 55,000	1 pickup	\$ 155,000	Dump Truck		
	\$ 487,800		\$ 495,500		\$ 391,000		\$ 886,000		\$ 231,000	

CPWA Fund Balance \$ 3,568,355
As of 9/4/2024