



**CLIFTON PARK WATER AUTHORITY
BOARD MEETING**

**Tuesday, October 10, 2017
7:00 PM**

AGENDA

Privilege of the Floor

Old Business

- Tank Mixers – Knolltop, Blue Spruce and Miller Rd. Water Tanks
- Potential Water Main Replacement on Plank Road
- Adopt 2018 CPWA Budget

New Business

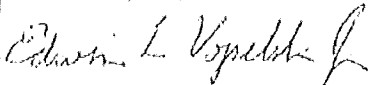
- Rate Covenant Resolution
- CPWA Cybersecurity Policy
- Health Coverage for Medicare-eligible Employees/Retirees

Other Business

- Approve Minutes of September 13, 2017 Meeting

TOWN OF CLIFTON PARK WATER AUTHORITY
661 CLIFTON PARK CENTER ROAD
CLIFTON PARK, NY 12065
(518) 383-1122 FAX -(518) 383-3161

CLAIMANT'S NAME: Silsing Electric, Inc.
500 South Street, P.O. Box 27
AND Rensselaer, NY 12144
ADDRESS:

DATES	QUANTITY	DESCRIPTION OF MATERIAL OR SERVICES	CLAIMED
10/6/2017		<p>The installation of mixing equipment in three (3) of its water storage tanks located at Blue Spruce, Knolltop and Miller Road Tanks Application for Payment #1 through 10/6/2017</p> <p>The maintenance guaranteed period shall end on 10/6/2018</p> <p>Approved by Engineer: </p> <hr/> <p>Edwin L. Vopelak, Jr., P.E. Project Principal C.T. MALE ASSOCIATES</p>	\$19,285.00

CLAIMANT'S CERTIFICATION

I, Kathleen Silsing, certify that the above account in the amount of \$19,285.00 is true and correct; that the items, services and disbursements charged were rendered to or for the CPWA on the dates stated; that no part has been paid or satisfied; that taxes, from which the CPWA is exempt, are not included; and that the amount claimed is actually due.

10/6/17 Date Kathleen Silsing Signature President Title

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 1 PAGES

TO OWNER:

PROJECT:

Electrical Service to Tank Mixers

APPLICATION NO:

1 Distribution to:

Clifton Park Water Authority

Clifton Park Water Authority

661 Clifton Park Center Road

Clifton Park, NY 12065

FROM CONTRACTOR:

Stirling Electric, Inc.

P.O. Box 27

Rensselaer, New York 12144

CONTRACT FOR:

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

C.T. Male

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	19,285.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	19,285.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	19,285.00

5. RETAINAGE:

a. of Completed Work

(Column D + E on G703)

b. % of Stored Material

(Column F on G703)

Total Retainage (Lines 5a + 5b or
Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)

	\$	0.00
	\$	19,285.00
	\$	19,285.00
	\$	19,285.00
	\$	0.00
CHANGE ORDER SUMMARY		
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$	\$
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Kathleen Stirling, President

Date:

10/16/17

State of: NY
County of: Rensselaer
Subscribed and sworn to before
me this 6th day of October 2017

Notary Public
My Commission expires:

KATHERINE A. DESSE
Notary Public, State of New York
No. 01DB019740
Qualified in Rensselaer Co.
Commission Expires 10/16/20

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By:

Date:

ARCHITECT:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

A.J. DOCUMENT G703

PAGE 1

APPLICATION NO:

CLIFTON PARK WATER AUTH.

APPLICATION DATE: 10/5/2017

ARCHITECT'S PROJECT NO:

[illegible]

Clifton Park Water Authority

Resolution # _____, 2017

Adopting 2018 Operating and Capital Budgets

NOW, THEREFORE BE IT

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts the 2018 Operating Budget and Capital Budget as attached.

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 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	\$ 95,246	\$ 90,803	\$ 92,901	4.89
	SUBTOTAL	<u>\$ 512,209</u>	<u>\$ 497,572</u>	<u>\$ 495,503</u>	2.94
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>\$ 756,215</u>	<u>\$ 728,312</u>	<u>\$ 691,535</u>	3.83

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	\$ 800,000	\$ 715,000	\$ 884,277	11.89
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>\$ 1,721,350</u>	<u>\$ 1,636,750</u>	<u>\$ 1,748,492</u>	5.17
TOTAL O & M		<u>\$ 2,891,044</u>	<u>\$ 2,765,504</u>	<u>\$ 2,839,136</u>	4.54

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	\$ 1,681,903	\$ 1,626,326	\$ 1,586,147	3.42
ADMINISTRATION EXPENSES	\$ 244,006	\$ 230,740	\$ 196,032	5.75
O & M EXPENSES	\$ 1,721,350	\$ 1,636,750	\$ 1,748,492	5.17
TOTAL OPERATIONAL COSTS	\$ 3,647,259	\$ 3,493,816	\$ 3,530,671	4.39
DEBT SERVICE COSTS	\$ 2,000,563	\$ 1,997,314	\$ 2,026,694	0.16
TOTAL EXPENDITURES	<u>\$ 5,647,822</u>	<u>\$ 5,491,130</u>	<u>\$ 5,557,365</u>	2.85
<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	\$ 459,964	\$ 523,843	\$ 977,828	
DEBT SERVICE RATIO	1.23	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



**RESOLUTION #___, 2017 – RESOLUTION ON THE ADEQUACY OF THE RATES TO
SUFFICIENTLY COMPLY WITH THE RATE COVENANT**

WHEREAS, the Clifton Park Water Authority has completed a review, taking into consideration the completion of any uncompleted water projects and issuance of future series of bonds if necessary to finance the completion of such water projects, of its financial condition for the purpose of estimating whether the net revenues for fiscal year 2017 will be sufficient to comply with the rate covenant contained in subsection (b) of the section 7.12 of the water system revenue bond resolution adopted November 16, 1993. Now, therefore be it

RESOLVED, that the Clifton Park Water Authority has estimated that its net revenues for fiscal years 2016 and 2017 will be sufficient to comply with the rate covenant contained in the subsection (b) of section 7.12 of the water system revenue bond resolution adopted November 16, 1993, and it is further

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby authorizes a copy of this resolution, certified by its chairman, an authorized officer, setting forth a reasonably detailed statement of the actual and estimated revenues, operating expenses, aggregate debt service, and any other estimates or assumptions upon which such determination was based to be filed with the bond trustee.

Roll Call Vote:

Mr. Gerstenberger	-
Mr. Ryan	-
Mr. Peterson	-
Mr. Taubkin	-
Mr. Butler	-

Clifton Park Water Authority

Resolution # _____, 2017

Adopting CPWA Cybersecurity Policy

WHEREAS, the Clifton Park Water Authority wishes to adopt a policy that provides guidelines for the safeguarding of information stored and utilized on its main office network and Supervisory Control and Data Acquisition (SCADA) network, now therefore be it

RESOLVED, that the Clifton Park Water Authority Board of Directors hereby adopts a cybersecurity policy, as attached.

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

Cybersecurity Policy Drinking Water System

GOVERNING BODY

The CPWA Administrator is designated as the person with responsibility for establishing and overseeing compliance with the security policy. The Administrator has the authority to define the cybersecurity rules applicable to the use of the system and the system configuration specific to cybersecurity risk mitigation.

CONFIGURATION MANAGEMENT

Limit functionality to reduce vulnerability

The configuration of the CPWA main office network and SCADA system and components is based on the principle of “least functionality”. The Administrator will ensure that the CPWA staff conducts a criticality assessment of system components (servers, workstations, network components, application software) on a periodic basis. Critical components will, in general, have their functionality limited to the monitoring and control functions they are required to perform. Hardware and software elements will be carefully evaluated for need and only allowed to remain when the need is clearly established. These components will also be configured to provide for maximum security without impeding the functionality of the control network.

All ports will be disabled that are not needed for use by the system to prevent the unauthorized attachment and loading of programs through portable devices such as flash drives.

Control the software installation process

Installation, modification and upgrades of software programs will be restricted to, or supervised by, authorized users typically possessing “Administrator” privileges. All applications to be installed must be pre-approved and the installation process must be conducted by an authorized person whose identity is verified.

ACCESS CONTROL

Identification and Authentication

Each user will be uniquely and positively identified before gaining access. Sharing of passwords will be prohibited to the extent practicable. Password administration will require the use of strong passwords. The Administrator shall be the keeper of passwords. Passwords shall be changed frequently. Passwords must not be reused. A challenge/response system to verify user authenticity will be used as practicable.

Principle of Least Privilege

Users will be limited to only those functions they need to execute on the system to meet their assigned tasks. The user sign-on establishes the extent of access allowed.

System design will ensure that ports, protocols and operating system services are also limited in their functionality based on “least privilege”. If the system cannot achieve this goal by design, then other appropriate compensating controls will be provided. The local user will not have administrative privileges for the operating system of the workstation that accesses the Office Network or SCADA control system.

Other

Disconnect the user after a certain idle period and require re-login. This prevents a workstation from remaining available while unattended. Disable Internet Access from the SCADA workstation(s).

PHYSICAL AND ENVIRONMENTAL SECURITY**Physical Access**

Areas that are openly accessible and areas that are restricted will be defined. The area containing the SCADA system will be a restricted area. Access to this area(s) will be limited to authorized personnel. Visitors to the SCADA area will be escorted and monitored. Access to the area(s) will be through an access device such as a key, a combination lock or key card system.

Utility Power - Backup electric power will be provided to all Office Network and SCADA components – Servers, Workstations, Programmable Logic Controllers (PLC), Remote Terminal Units (RTU), Network Switches – with appropriate Uninterruptible Power Supplies (UPS). UPS units will receive the proper scheduled maintenance.

MOBILE DEVICES

Mobile devices (laptops, tablets, smartphones, removable media (a.k.a. flash drives, thumb drives) and other such devices) represent a significant pathway for introducing unauthorized programs into the Main Office network and SCADA system. Connections shall be restricted to only those devices owned by the organization. These restrictions shall be enforced.

A monitoring system will be established to report unauthorized connections. The automatic execution of code on removable media will be restricted without direction from an authorized user.

ADDITIONAL SYSTEM AND COMMUNICATIONS PROTECTIONS

Firewalls

Firewalls will be used on the Main Office and SCADA networks to manage access from outside the networks. Firewalls will be properly configured to provide for maximum security without impeding the functionality of the control network.

Prevent unauthorized actions

A SCADA system user may have the ability to change set-points within automatic control loops and start and stop equipment remotely. These actions involve communication steps within the SCADA network. The system integrator/IT professional will be required to establish methods to manage this communication without compromising the safety of the network.

Track remote access

If the system will need to support access from remote (outside the control room) locations (e.g.; telecommuting staff, off-hours response), the Administrator will ensure that acceptable methods of connecting to the SCADA system have been carefully considered before implementation. View-only access is the preferred method; additional protections must be in place if additional functionality is desirable. All remote access will be subject to monitoring and audit.

RESILIENCY

Resiliency is the ability to quickly recover operational control of a water system after a disabling event. Operations staff must possess the ability to take over manual control of the various components of a water system until normal operating modes are restored. Back-up devices and protocols should be in place to quickly restore SCADA system components and software. The SCADA integrator will be actively engaged in the process of developing these response protocols.