

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
CHAUTAUQUA UTILITY DISTRICT  
February 7, 2022**

Present: Commissioners Kullberg, Kushmaul, and Metzger  
Also Present: Superintendent Michael Starks  
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.  
Phone Present: Commissioner Waasdorp

The meeting was called to order by Chairman Kullberg at 9:34 A.M. at the water treatment plant office.

After a review of the January 11, 2022, regular board meeting minutes, Commissioner Kushmaul made a motion to approve as written, seconded by Commissioner Metzger and approved.

Commissioner Kushmaul made a motion to confirm the bills for payment, seconded by Commissioner Metzger and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. He stated that the plant had been running as it typically does in the winter with higher flows on days the snow melted. Superintendent Starks discussed that the high-water alarm float in the headworks was bad and had to be replaced. Superintendent Starks said the operators were discussing and ordering parts to build a bypass around the polishing filter so that it can be removed from service when it needs maintenance.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks discussed that there were several leaks found on service lines on the grounds, with the biggest being the sprinkler line at the Minister's Union. The leaks had resulted in greater water demand on days while they were active. Superintendent Starks stated that the Water Plant would soon be replacing all its Bulk Chemical Storage Tanks with totes.

Mr. James Alexander from BWB called in and reviewed audit and financials. Mr. Alexander specifically commented that the audit went well and stated that Jami Koresko provided a quick turn around on all materials that he asked for. Mr. Alexander stated that the audit was done remotely and that the books were closed quickly. Mr. Alexander discussed specific changes to the format of the report, that he said were common to all organizations with audits. Mr. Alexander noted that the accountant's opinion now is the first document in the package, rather than the last. The Chautauqua Utility District received a "Clean Opinion" for the 2021 year, which is the highest level of assurance given by a CPA during an Audit. Upon there being no further questions, Mr. Alexander was thanked for his efforts and excused from the balance of the board meeting.

Superintendent Starks discussed the new Water Meter Reading System. Superintendent Starks explained the two bids that were received and why one was not responsive to the CUDs needs. Superintendent Starks reported that staff was focusing on the radio-read system which would require meter readers to do a drive-by. Questions were raised why we were not pursuing the cellular read system, with some Board members believing that instantaneous information was the justification for the project in the first place. Superintendent Starks reiterated that the number one concern is the lack of accurate data being

obtained and report from the current system, that the system is not being supported, and that the CUD is losing revenue due to the inaccuracies. Superintendent Starks stated that, while the cellular read system does provide good data, the cost is prohibitive for a utility of our size. Superintendent Starks said that the annual cost of the cellular read system is approximately \$50,000, which would require a significant rate increase. Superintendent Starks further stated that the remote read systems could provide instant data for troubleshooting leaks in that it would take only a few minutes to read the entire territory and a few more minutes to evaluate the data to find significant in-home leaks. Superintendent Starks stated that the CUD is still working with Badger meter to get more information on their system and the cost to replacement meters, as needed. Attorney Wright explained that, with the withdrawal of one bid, we are left with a single-bidder situation, and the General Municipal Law gives municipalities flexibility to be able to negotiate with a single bidder. Staff will progress this progress, and will ask for a special meeting if one is needed to approve a bid.

Superintendent Starks gave the board an update on the Street Lighting Project. Superintendent Starks stated that the Street Lighting Project is completed and that the inspection has been performed. Superintendent Starks will follow up with National Grid to confirm that they have received the inspection and will watch for a reduction in the CUDs electric bill.

The next board meeting is scheduled for Tuesday, March 1, 2022 at 9:30 A.M. at the water plant office.

Meeting Adjourned at 10:45 A.M. by Commissioner Kushmaul, seconded by Commissioner Metzger.

Marge Metzger  
Secretary