

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
February 14, 2023**

Present: Commissioners Faust, Boehner, Kushmaul and Metzger

Also Present: Superintendent Michael Starks

Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.

The meeting was called to order at 9:30 A.M. by Chairman Faust at the water treatment plant office.

After a review of the January 10, 2023 regular board meeting minutes, Commissioner Kushmaul made a motion to approve as changed, seconded by Commissioner Metzger, and approved.

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

The Board reviewed the 2022 year-end financials and the Overview of Statements prepared by Jami. There was conversation about the large loss shown in the Lighting financials. The Board questioned the allocation of 30% of the administrative expenses to the Lighting division. Superintendent Starks stated that 30% may no longer be accurate now that the project is completed, and will evaluate that allocation for 2023. The Board also requested that two years of information be shown on the Balance Sheet so that a year-to-year comparison can be made. Commissioner Boehner made a motion to accept the year end 2022 financials, seconded by Commissioner Metzger and approved.

After a brief discussion about changes to insurance that the Board asked Sloan Melhuish to put together, Commissioner Kushmaul made a motion to approve the insurance changes, seconded by Commissioner Metzger and approved.

The Board discussed changes they would like to make to the personnel policy regarding vacation time. Commissioner Boehner made a motion to change the section in the CUD personnel policy regarding vacation to state that an employee can only carry over 5 vacation days into the following year at the discretion of, and the permission of the Superintendent to no longer allow employees to cash out vacation time. The carried over time must be used by the start of the Chautauqua Institution season. A carry over of the Superintendent's vacation must be approved by the board. The motion was seconded by Commissioner Kushmaul and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that everything is running well. He stated that the Board will be seeing a bill for around \$13,000 for 18 replacement screens for the disk filter.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that a tech was still working with staff to resolve an issue with the cellular system that reports water storage reservoir tank depths to the water plant to know when the tank is full. The system has been reporting incorrect data and the tech is trying to resolve the issue.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that all the new registers and endpoints have been received and that we are just waiting for a fob used to turn on the registers and check for cell service, which should be delivered soon, and then installation of the new system can start. Starks also stated that the transfer of data for the new El Dorado billing software had started and Jami was working with the company to help with the transfer.

Superintendent Starks stated that there were no incident reports.

Superintendent Starks gave the board an update on the Street Lighting Project. Superintendent Starks stated that he, Bill, and Jami had created a spreadsheet to determine the amount of money that National Grid owes the CUD from the lowering of wattage by the replacement of the street lights to the lower wattage LED fixtures.

The next board meeting is scheduled for Tuesday, March 14, 2023 at 9:30 A.M. at the water plant office.

Meeting Adjourned by Commissioner Kushmaul, seconded by Commissioner Boehner.

Marge Metzger
Secretary