

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
January 16, 2024**

Present: Commissioners Faust, Waasdorp, Boehner, Metzger and Rovegno
Also Present: Superintendent Michael Starks, Personnel/Financial Administrator,
Jami Koresko
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.

The meeting was called to order at 9:29 A.M. by Chairman Faust at the water treatment plant office.

After a review of the December 12, 2023 regular board meeting minutes, Commissioner Rovegno made a motion to approve, seconded by Commissioner Boehner and approved.

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

After a brief discussion about the final renewal price for insurance from Sloan Melhuish, Commissioner Waasdorp made a motion to approve the renewal price, seconded by Commissioner Metzger and approved.

Ms. Koresko presented the internal 4th quarter financial statements. Ms. Koresko stated that all departments were under budget and expects a little fluctuation in the accrual basis numbers once the final adjustments for the audit were completed. Ms. Koresko stated that the internal audit is scheduled to begin Wednesday, January 17, 2024 and the target date to have a draft audit presented by Buffamante, Whipple, Buttafaro, CPA's would-be at the next board meeting. After a review and brief discussion, Commissioner Boehner made a motion to approve, seconded by Commissioner Waasdorp and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that things were going well except for a few winter storms. One of the two plant boilers is having issues and keeps throwing an error code that needed to be reset every few days. Superintendent Starks stated that the district has a maintenance contract with Stark Industry for boiler maintenance. Stark Industry was in for routine boiler maintenance and they determined that an electronic control board is having issues and another one was ordered. Superintendent Starks stated to the board that he did NCLSD calculations for 2023 and determined that they sent the Waste Water Treatment Plant 19.5 million gallons. The board asked Superintendent Starks and Counsel Mr. Wright to work on a new agreement with NCLSD based on last years calculation. Superintendent Starks also stated that he is working on new internet/fiber at the Waste Water Treatment Plant to replace the DSL, which he has discussed with Chautauqua Institution about jumping onto their fiber and they were open to the discussion.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that the chemical treatment of the distribution pumps at the Water Treatment Plant helped increase their capacity some but not to where they should be. Superintendent Starks stated that there are two options regarding the pumps...either replace or repair the pumps. Superintendent Starks stated that employees are going to try treating the

pumps again. Superintendent Starks stated that Water Treatment Plant employees have been working on lead inventory on water piping because of the new States Department of Health lead and copper requirements. Superintendent Starks stated that there is no mains or services on the grounds and if any lead joints are discovered during excavations, they are replaced. Superintendent Starks stated that the new pumps at the Water Treatment Plant booster pump station are running nice. Superintendent Starks also stated that the pump station pumps are much quieter and that electric consumption has significantly decreased with the new pumps. He has started gathering quotes for the installation of a backup generator for the station and is working on the paperwork and requirements to look at installing a natural gas service for the generator.

Superintendent Starks stated to the board that there is currently no heat in the district's office. Superintendent Starks stated that he's working on repairing the system and that he's reached out to the original installer and is still waiting to hear back.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that employees are still moving along with changing out meter readers and that employees are going to start changing out readers in condos very soon.

Superintendent Starks stated that there were no incident reports.

The board had a brief discussion about the website sample presented. The board requested that for the board members tab that their name, email, physical Chautauqua address and board titles be listed. Ms. Koresko believes the website will be up and running by the next board meeting.

The next board meeting is scheduled for Tuesday, March 12, 2024 at 9:30 A.M. at the water plant office.

Meeting Adjourned by Commissioner Waasdorp, seconded by Commissioner Metzger and approved.

Marge Metzger
Secretary