

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
March 12, 2024**

Present: Commissioners Faust, Boehner, and Rovegno
Also Present: Superintendent Michael Starks, Personnel/Financial Administrator,
Jami Koresko
Also Present: General Counsel Bill Wright from Wright Calimeri, PLLC.
Guest: James Alexander from Buffamante Whipple Buttafaro, PC

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 16, 2024 regular board meeting minutes, Commissioner Boehner made a motion to approve, seconded by Commissioner Rovegno and approved.

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

Mr. James Alexander from BWB begin the review of the 2023 audit and financials with the Commissioners making remarks for clarification in certain areas. Mr. Alexander specifically commented that the audit went well and stated that Jami Koresko provided a quick turn around on all materials that were asked for. Mr. Alexander stated that the audit was done remotely and that the books were closed quickly. Mr. Alexander noted that the Chautauqua Utility District received a "Clean Opinion" for the 2023 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.

After a brief discussion, Commissioner Boehner made a motion to invest \$690,000 from the district's Key Bank Savings Account, in a 6-month US Treasury at 5.21% thru Key Bank, seconded by Commissioner Rovegno and approved.

Superintendent Starks gave the board an update on the Wastewater Treatment Plant. Superintendent Starks stated that a small repair was made to the roof at the Wastewater Treatment Plant. Superintendent Starks stated that the Invent Filter panels were purchased. Superintendent Starks stated that the Asbury life station alarm system has been having issues, but believes it's been fixed. Superintendent Starks stated to the board that the Wastewater treatment plant employees are going to be completely cleaning out one of the SBR tanks and it will be put back online. Superintendent Starks stated that he's continued to send out sump pump letters to customer and that a total of 16 have been sent. All customers have been receptive to the letter and are changing their pumps. Superintendent Starks discussed with the board about Diamond Maps. Superintendent Starks stated that Diamond Maps would put all water and sewer lines, along with street lights, into a mapping system. This mapping system was suggested by local utility users and it was stated that this mapping system will help with creating an Influent and Infiltration study. Superintendent Starks stated that Jarrett Bates went to Wastewater School for two weeks but still has two more classes to take. Superintendent Starks stated that he is working with NCLSD to come up with an accurate total cost on processing wastewater for them.

Superintendent Starks gave the board an update on the Water Treatment Plant. Superintendent Starks stated that he has had contractors come by give estimates to have the roof repaired. Superintendent Starks stated that a rough estimate is around \$20,000. Superintendent Starks discussed the estimates for the new generator at the booster station that would supply water to Mandolin Ridge and to possibly move water towards Mayville. Superintendent Starks stated that the first quote he received was quite high, so he's going to get additional ones and verify the size of the generator that is needed for this application. Superintendent Starks noted to the board that the water plant purchased a new computer, monitor and printer. Superintendent Starks stated that the old computer was out of storage and windows software was no longer in working order. Superintendent Starks stated that the water department is going to be moving a customer on Whittier to a different 10 inch main very soon. This will help alleviate the customers problem with roily water all year. Superintendent Starks also stated that another property was flooded by a leak, which was located on Peck Ave.

Superintendent Starks gave the board an update on the Water Meter Reading System. Superintendent Starks stated that all the condos on the grounds are complete except for the St. Elmo, which is expected to be started within the next couple of weeks.

Superintendent Starks gave the board an update on Street Lighting. Superintendent Starks stated that he went over all street lighting billing from 2018 to 2023, which showed when the rates were changed. Superintendent Starks stated that the CUD is still anticipating a refund from National Grid, especially based on these findings. After a brief discussion, Commissioner Boehner made a motion to adopt the new street lighting checklist, seconded by Commissioner Rovegno and approved. Superintendent Starks and Bill Wright discussed the light at 1 North Lake. It was stated, after a review of the findings, that there will be no change in the light placement and will supply the customer with a checklist, notes and recommendations.

Superintendent Starks stated that there were no incident reports.

The board had a brief discussion about the website sample presented. The board agreed to the domain name of www.CUDCHQ.com for the new website.

The next board meeting is scheduled for Tuesday, April 16, 2024 at 9:30 A.M. at the water plant office.

Meeting Adjourned by Commissioner Boehner, seconded by Commissioner Rovegno and approved.

Marge Metzger
Secretary