

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAUTAUQUA UTILITY DISTRICT
November 5, 2024**

Present: Commissioners Faust, Waasdorp, Boehner 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 9:30 A.M. by Chairwoman Faust at the water treatment plant office.

After a review of the September 10, 2024 regular board meeting minutes, Commissioner Rovegno made a motion to approve as corrected, seconded by Commissioner Boehner and approved.

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

There was a brief review of the 3rd quarter, 2024 financial statements. Commissioner Boehner reviewed the overview of statements and discussed with the board. Ms. Koresko stated to the board that the budget looks like it will finish the year very close to what was budgeted and that all departments are currently under budget. Commissioner Rovegno made a motion to approve as written, seconded by Commissioner Boehner and approved.

Ms. Koresko went over the Water and Sewer Billing Collection. Ms. Koresko stated that there are a total of 127 unpaid accounts and she expects most of them to be paid within the next couple of weeks. Water termination is scheduled for Monday, December 16, 2024.

There was a brief discussion about employee salary reviews. The board approved a 3% increase to all employees for 2025, with the exception of part time being 10% over minimum wage. Superintendent Starks stated that he will complete employee reviews next month and depending on how well employees performed for the year, he may grant 4% to some employees. Commissioner Waasdorp approved the 3% increase, along with the 10% over minimum wage for part time employees, seconded by Commissioner Rovegno. Commissioners will approval final wage increase next month based on Superintendent Starks reviews.

Superintendent Starks gave the board an update on the SBR Railings at the Wastewater Treatment Plant. Superintendent Starks stated that the railings are scheduled to be done by the end of the year and should only take a couple of days to install.

Superintendent Starks gave the board an update on SBR Air Blower at the Wastewater Treatment Plant. Superintendent Starks stated that the air blower on the SBR has quit working and that a new one has been purchased for \$8,000. Superintendent Starks stated that the old blower is going to be repaired and used as a backup.

Superintendent Starks gave the board an update on the Main Plant Bypass Valve at the Wastewater Treatment Plant. Superintendent Starks stated that the bypass valve is currently closed, but is very difficult to function. Superintendent Starks stated that he received a quote to excavate the current pad and eliminate actuators, but the cost is very high, so he's decided to save money and have CUD employees do the work. Superintendent Starks stated that he is going to hold off until next year and have Chautauqua Institution help with the excavation with CUD employees.

Superintendent Starks gave the board an update on the Pneumatic Sludge Tractor at the Water Treatment Plant. Superintendent Starks stated that the Pneumatic Sludge Tractor is working, but has to be reset frequently. Superintendent Starks stated Water Plant Employees are working on a temporary fix in the interim to get another 3 years out of it.

Superintendent Starks gave the board an update on the Lead & Copper Results. Superintendent Starks stated testing for lead and copper has to be done every 3 years, with this year being the year to test. Superintendent Starks stated that 20 tests have to be submitted and with the 20 tests submitted, two came back a little high. Superintendent Starks stated that the two that came back a little high were samples that home owners submitted, but doesn't believe there's an issue with the two abnormal tests.

Superintendent Starks gave the board an update on the Service Line Inventory. Superintendent Starks stated that the service line inventory was sent into the state last month, along with a certified letter to the county. Superintendent Starks stated that there are about 300 service lines that the CUD hasn't physically seen.

Superintendent Starks gave the board an update on Recent and Future Distribution System Dig-Ups. Superintendent Starks stated that the CUD dug-up on Whitfield and tied into a new main and the water to those customers is much better. CUD also dug-up at Palestine and Crescent where they cut out a section of main and replaced, along with a new valve. Superintendent Starks stated the next dig-ups will be at Pratt and Scott to install new vales, along with upper block of Root to tie all the mains together.

Superintendent Starks gave the board an updated on 1 North Lake Street Lighting. Superintendent Starks stated that BECC is scheduled to come in and lower the light at 1 North Lake at the customer's cost.

Superintendent Starks gave the board an update on the Fiber Lease agreement with Chautauqua Institution. Superintendent Starks, along with General Counsel Bill Wright, stated that they are waiting to receive the finalized fiber lease agreement back from Chautauqua Institution. They expect it back at any time.

Commissioner Rovegno discussed the article about safer choices for laundry soap from the EPA. All Commissioners think it's a great idea to spread that information to CUD customers and hope to do so in the next billing letter, along with an article in the Chautauqua Daily during the season.

The next board meeting is scheduled for Wednesday, December 11, 2024 at 9:30 A.M. at the water plant office.

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

Marge Metzger
Secretary