Poughkeepsies' Joint Water Board

December 4, 2012
4:00 PM

Poughkeepsies' Water Treatment Facility

Agenda

1. **Approval of November 13, 2012 Minutes**
2. **Public Participation**
3. **Plant Status Report**
4. **Operating Budget Status**
5. **2013 Proposed Capital Budget Status Report**
6. **Wholesale Water Rate Status Report**
7. **Old Business**
8. **New Business**

Next meeting: January 8, 2013 4:30 PM?
POUGHKEEPSIES' WATER TREATMENT FACILITY

PWTF Budget Expense Status 11-25-12

Account Number	Description	Approved Budget	Adjusted Budget	Encumbrances	Expenses	Year End Spending	Total Expense	Balance
				90-19-8310				
7102	Salaries-Management	$ 111,002.00	$ 111,002.00	$ -	$ 98,193.45	$ 12,808.55	$ 111,002.00	$ -
7166	Reimburse-Health Ins.	$ 7,200.00	$ 7,200.00	$ -	$ -	$ 7,200.00	$ 7,200.00	$ -
7202	Computer Equipment	$ -	$ 2,036.40	$ 1,386.40	$ 778.49	$ 1,386.40	$ 2,164.89	$ (128.49)
7401	Office-General	$ 10,000.00	$ 9,330.00	$ -	$ 5,784.73	$ 250.00	$ 6,034.73	$ 3,295.27
7405	Office-Printing	$ 3,200.00	$ 3,200.00	$ -	$ 3,060.00	$ -	$ 3,060.00	$ 140.00
7406	Office-Postage	$ 3,000.00	$ 3,000.00	$ -	$ 1,746.76	$ 100.00	$ 1,846.76	$ 1,153.24
7407	Office-Fees/Permits	$ 4,381.00	$ 4,381.00	$ -	$ 2,030.00	$ -	$ 2,030.00	$ 2,351.00
7408	Office-Telephones	$ 6,420.00	$ 6,420.00	$ -	$ 6,654.57	$ 1,200.00	$ 7,854.57	$ (1,434.57)
7410	Employees-Travel	$ 1,426.00	$ 1,426.00	$ -	$ 321.34	$ -	$ 321.34	$ 1,104.66
7411	Employees-Training/Devel.	$ 200.00	$ 200.00		$ 1,300.00	$ -	$ 1,300.00	$ (1,100.00)
7435	Rent/Lease-Equipment	$ 1,680.00	$ 1,680.00	$ -	$ 2,807.81	$ 128.25	$ 2,936.06	$ (1,256.06)
7460	Contracted Services-Legal	$ 10,200.00	$ 10,200.00		$ 13,447.72	$ 2,500.00	$ 15,947.72	$ (5,747.72)
7461	Contract Ser-Engineering	$ 2,100.00	$ 150,215.00	$ 75,864.00	$ 74,114.84	$ 76,114.00	$ 150,228.84	$ (13.84)
7463	Contract Ser-Accounting	$ 7,500.00	$ 9,020.00	$ -	$ 8,925.00	$ 200.00	$ 9,125.00	$ (105.00)
7803	Social Security Tax	$ 7,400.00	$ 7,400.00	$ -	$ 6,105.53	$ 1,294.47	$ 7,400.00	$ -
7803.M	Medicare Tax	$ 1,800.00	$ 1,800.00	$ -	$ 1,427.91	$ 372.09	$ 1,800.00	$ -
7805	Life Insurance	$ 1.00	$ 1.00	$ -	$ 0.23	$ 0.77	$ 1.00	$ -
	Total 90-19-8310	**$ 177,510.00**	**$ 328,511.40**	**$ 77,250.40**	**$ 226,698.38**	**$ 103,554.53**	**$ 330,252.91**	**$ (1,741.51)**
				90-19-8320				
7107	Sal-UFOPJtWat	$ 422,452.00	$ 422,452.00	$ -	$ 375,592.53	$ 46,859.47	$ 422,452.00	$ -
7117	Overtime-UFOP	$ 45,200.00	$ 45,200.00	$ -	$ 14,577.64	$ 2,000.00	$ 16,577.64	$ 28,622.36
7140	Allowances-Meals	$ 160.00	$ 160.00	$ -	$ 176.00	$ 40.00	$ 216.00	$ (56.00)
7166	Reimburse-Health Ins.	$ 4,000.00	$ 4,000.00	$ -	$ -	$ 4,000.00	$ 4,000.00	$ -
7202	Computer Equipment	$ -	$ 900.00	$ -	$ 199.00	$ -	$ 199.00	$ 701.00
7215	Water Equipment	$ 15,000.00	$ 13,480.00	$ -	$ -	$ 5,000.00	$ 5,000.00	$ 8,480.00
	Sludge Plant Polymer pumps $5,000							$ -
7217	Building Equipment	$ 18,000.00	$ 18,000.00	$ 5,475.00	$ 11,514.00	$ 5,975.00	$ 17,489.00	$ 511.00
7410	Employees-Travel	$ -	$ 100.00	$ -	$ 414.09	$ -	$ 414.09	$ (314.09)
7411	Employees-Training/Devel.	$ 4,700.00	$ 4,600.00	$ -	$ 1,875.00	$ -	$ 1,875.00	$ 2,725.00
7412	Employees-Wearing Apparel	$ 1,225.00	$ 1,225.00	$ -	$ 1,139.06	$ -	$ 1,139.06	$ 85.94
	Safety apparel $200							$ -
7420	Mat & Supplies-Buildings	$ 10,000.00	$ 10,000.00	$ -	$ 4,644.91	$ 1,500.00	$ 6,144.91	$ 3,855.09
7423	Mat & Supplies-General	$ 40,000.00	$ 40,000.00	$ -	$ 30,227.91	$ 3,000.00	$ 33,227.91	$ 6,772.09
7424	Mat & Supplies-Vehicles	$ 5,000.00	$ 5,000.00	$ -	$ 318.11	$ 500.00	$ 818.11	$ 4,181.89
7426	Mat & Supplies-Water	$ -	$ 180.00	$ -	$ 173.60		$ 173.60	$ 6.40
7434	Rent/Lease-Uniforms	$ 8,300.00	$ 8,300.00	$ -	$ 5,985.00	$ 2,315.00	$ 8,300.00	$ -
7435	Rent/Lease-Equipment	$ 3,000.00	$ 3,000.00	$ -	$ 438.71	$ -	$ 438.71	$ 2,561.29
7440	Repair/Maint-Buildings	$ 32,000.00	$ 32,000.00	$ -	$ 16,593.70	$ 5,000.00	$ 21,593.70	$ 10,406.30
7443	Repair/Maint-Equipment	$ 66,500.00	$ 66,500.00	$ 13,585.00	$ 55,889.98	$ 14,585.00	$ 70,474.98	$ (3,974.98)
7444	Repair/Maint-Vehicles	$ 10,000.00	$ 10,000.00	$ -	$ 8,859.49	$ 1,140.51	$ 10,000.00	$ -
	Trailer Piston $5,500							
7446	Repair/Maint-WaterSystems	$ 66,500.00	$ 66,320.00	$ 14,739.80	$ 40,750.14	$ 19,739.80	$ 75,229.74	$ (8,909.74)
7448	Repair/Maint-Gasoline	$ 10,000.00	$ 10,000.00	$ -	$ 4,039.70	$ 5,960.30	$ 10,000.00	$ -
7449	Rpr/Maint-Service Contract	$ 54,756.00	$ 54,756.00	$ 3,233.20	$ 32,185.93	$ 8,233.20	$ 43,652.33	$ 11,103.67
7468	Contract Ser-Refuse Disp.	$ 5,200.00	$ 5,200.00	$ -	$ 2,989.84	$ 1,494.92	$ 4,484.76	$ 715.24
7470	Utilities-Electric-Power	$ 650,000.00	$ 570,000.00	$ 144,410.33	$ 427,993.92	$ 100,000.00	$ 527,993.92	$ 42,006.08

PWTF Budget Expense Status 11-25-12

Account Number	Description	Approved Budget	Adjusted Budget	Encumbrances	Expenses	Year End Spending	Total Expense	Balance
7477	Utilities-Fuel Oil/Gas	$ 60,000.00	$ 60,000.00	$ 3,541.12	$ 26,825.57	$ 25,000.00	$ 51,825.57	$ 8,174.43
7479	Refuse Disposal	$ 1,500.00	$ 1,500.00	$ -	$ 747.73	$ 1,500.00	$ 2,247.73	$ (747.73)
7803	Social Security Tax	$ 52,834.00	$ 52,834.00	$ -	$ 23,153.76	$ 29,680.24	$ 52,834.00	$ -
7803.M	Medicare Tax	$ 29,300.00	$ 29,300.00	$ -	$ 5,414.99	$ 23,885.01	$ 29,300.00	$ -
	Total 90-19-8320	**$ 1,615,627.00**	**$ 1,535,007.00**	**$ 184,984.45**	**$ 1,092,720.31**	**$ 307,408.45**	**$ 1,418,101.76**	**$ 116,905.24**
			90-19-8330					
7107	Sal-UFOPJtWat	$ 519,353.00	$ 519,353.00	$ -	$ 467,116.37	$ 52,236.63	$ 519,353.00	$ -
7117	Overtime-UFOP	$ 80,000.00	$ 80,000.00	$ -	$ 93,781.50	$ 12,000.00	$ 105,781.50	$ (25,781.50)
7140	Allowances-Meals	$ 800.00	$ 800.00	$ -	$ 560.00	$ 260.00	$ 820.00	$ (20.00)
7166	Reimburse-Health Ins.	$ 4,000.00	$ 4,000.00	$ -	$ -	$ 4,000.00	$ 4,000.00	$ -
7215	Water Equipment	$ 4,600.00	$ 4,600.00	$ -	$ 469.00	$ 4,131.00	$ 4,600.00	$ -
7407	Office-Fees/Permits	$ 380.00	$ 380.00	$ -	$ 1,266.80	$ -	$ 1,266.80	$ (886.80)
7410	Employees-Travel	$ 425.00	$ 425.00	$ -	$ 186.02	$ 325.55	$ 511.57	$ (86.57)
7411	Employees-Training/Devel.	$ 1,500.00	$ 1,500.00	$ -	$ 2,374.00	$ 75.00	$ 2,449.00	$ (949.00)
7412	Employees-Wearing Apparel	$ 1,800.00	$ 1,800.00	$ -	$ -	$ 1,800.00	$ 1,800.00	$ -
7426	Mat & Supplies-Water	$ 17,800.00	$ 25,271.36	$ -	$ 12,789.51	$ 12,481.85	$ 25,271.36	$ -
7428	Mat & Supplies-Chemicals	$ 420,000.00	$ 420,000.00	$ 96,703.69	$ 314,699.39	$ 81,703.69	$ 396,403.08	$ 23,596.92
7443	Repair/Maint-Equipment	$ 28,800.00	$ 29,900.00	$ 25,555.70	$ 17,269.77	$ 12,500.00	$ 29,769.77	$ 130.23
7449	Rpr/Maint-ServiceContract	$ 9,480.00	$ 9,480.00	$ -	$ 4,540.65	$ 4,500.00	$ 9,040.65	$ 439.35
7469	Contract Ser-Other	$ 33,465.00	$ 33,765.00	$ -	$ 21,039.70	$ 10,000.00	$ 31,039.70	$ 2,725.30
7478	Sludge Disposal	$ 75,000.00	$ 75,000.00	$ 22,521.92	$ 52,478.08	$ 14,000.00	$ 66,478.08	$ 8,521.92
7482	Lab Analsis & Chemicals	$ 35,400.00	$ 35,400.00	$ -	$ 22,156.70	$ 5,000.00	$ 27,156.70	$ 8,243.30
7803	Social Security Tax	$ 37,500.00	$ 37,500.00	$ -	$ 34,127.06	$ 3,372.94	$ 37,500.00	$ -
7803.M	Medicare Tax	$ 8,800.00	$ 8,800.00	$ -	$ 7,981.33	$ 818.67	$ 8,800.00	$ -
	Total 90-19-8330	**$ 1,279,103.00**	**$ 1,287,974.36**	**$ 144,781.31**	**$ 1,052,835.88**	**$ 219,205.33**	**$ 1,272,041.21**	**$ 15,933.15**
	TOTAL	**$ 3,072,240.00**	**$ 3,151,492.76**	**$ 407,016.16**	**$ 2,372,254.57**	**$ 630,168.31**	**$ 3,020,395.88**	**$ 131,096.88**
		Difference	***$ 79,252.76***					
Benefits and Overheads								
90-20								
7460	Contracted Legal Services	$ 10,000.00	$ 10,000.00	$ -	$ 4,360.35	$ -	$ 4,360.35	$ 5,639.65
7465	Contract Services TPAs	$ 3,000.00	$ 3,000.00	$ -	$ -	$ 3,000.00	$ 3,000.00	$ -
7490	Judgements/Claims	$ 5,000.00	$ 5,000.00	$ -	$ -	$ -	$ -	$ 5,000.00
7492	Insurance Unallocated	$ 60,000.00	$ 60,000.00	$ -	$ 43,641.38	$ 16,358.62	$ 60,000.00	$ -
7499	City Overhead	$ 156,000.00	$ 156,000.00	$ -	$ -	$ 156,000.00	$ 156,000.00	$ -
							$ -	$ -
							$ -	$ -
90-21							$ -	$ -
7801	State Retirement	$ 201,250.00	$ 201,250.00	$ -	$ 45,552.00	$ 195,948.00	$ 241,500.00	$ (40,250.00)
7804	Workers Compensation	$ 70,000.00	$ 70,000.00	$ -	$ 16,885.42	$ 53,114.58	$ 70,000.00	$ -
7805	Life Insurance	$ 2,415.00	$ 2,415.00	$ -	$ 1,871.80	$ 543.20	$ 2,415.00	$ -
7806	Unemployment Insurance	$ 1,500.00	$ 1,500.00	$ -	$ -		$ 1,500.00	$ -
7807	Disability Insurance	$ 800.00	$ 800.00	$ -	$ 328.44	$ 553.67	$ 882.11	$ (82.11)
7808	Health Insurance	$ 250,000.00	$ 250,000.00	$ -	$ 225,927.11	$ 49,072.89	$ 275,000.00	$ (25,000.00)
7811	Medicare Reimbursement	$ 5,200.00	$ 5,200.00	$ -	$ 3,296.70	$ 1,903.30	$ 5,200.00	$ -
7813	MTA Payroll Employer Tax	$ 3,815.00	$ 3,815.00	$ -	$ 3,163.13	$ 651.87	$ 3,815.00	$ -
90-22								

PWTF Budget Expense Status 11-25-12

Account Number	Description	Approved Budget	Adjusted Budget	Encumbrances	Expenses	Year End Spending	Total Expense	Balance
7920	Inter Fund Transfer Debt Service Fund	$ 25,700.00	$ 25,700.00	$ -	$ -	$ 25,700.00	$ 25,700.00	$ -
Total Benefits		**$ 794,680.00**	**$ 794,680.00**	**$ -**	**$ 345,026.33**	**$ 502,846.13**	**$ 849,372.46**	**$ (54,692.46)**
Total Costs		**$ 3,866,920.00**	**$ 3,946,172.76**	**$ 407,016.16**	**$ 2,717,280.90**	**$ 1,133,014.44**	**$ 3,869,768.34**	**$ 76,404.42**
		2011 Carry Over	***$ 79,252.76***					

PWTF Revenue Projections 11-25-12

Account Number	Fiscal Year Amended Budget	Y-T-D Amount	%Used	Total Revenue	Projected Balance
Fund: 90 Joint Water General Fund					
Department: 00 Revenue					
Account Classification: 214-Water Rev					
Water Revenues					
2140-001 Metered Sales Vill Wapprs	$468,800.00	$0.00		$181,157.26	($287,642.74)
2142 Unmetered Sales-City/Town	$1,800,000.00	$120,000.00		$1,800,000.00	$0.00
2143 Water Sales-Cobey Terr	$500.00	$288.30		$500.00	$0.00
2145 Water Sales-Dutchess Co	$1,420,000.00	$599,076.52		$1,468,000.00	$48,000.00
2146 Water sales- HP Green/Arb	$77,400.00	$31,559.68		$77,400.00	$0.00
2149 Payments Hess Energy	$20,000.00	$573.41		$573.41	($19,426.59)
HESS ENERGY	$20,000.00	$0.00		$0.00	($20,000.00)
214-Water Rev Water Revenues Totals:	**$3,806,700.00**	**$751,497.91**		**$3,527,630.67**	**($279,069.33)**
Account Classification: 220-IntgovtChg					
Intergovernmental Charges					
2378-02 Services to City Water	$60,000.00	$0.00		$60,000.00	$0.00

Account Number	Fiscal Year Amended Budget	Y-T-D Amount	%Used	Total Revenue	Balance
220-IntgovtChg Intergovernmental Charges Totals:	**$60,000.00**	**$0.00**		**$60,000.00**	**$0.00**
Account Classification: 240-InvestIncm					
Investment Income Revenue					
2401 Interest & Earnings	$200.00	$48.49		$200.00	$0.00
240-InvestIncm Investment Income Revenue Totals:	**$200.00**	**$48.49**		**$200.00**	**$0.00**
Account Classification: 261-PersPrSale Sale					
of Personal Property					$0.00
2650 Sale Scrap & Excess Mat	$0.00	$0.00		$0.00	$0.00
261-PersPrSale Sale of Personal Property	$0.00	$0.00		$0.00	
Totals:					$0.00
Account Classification: 270-MiscRev					
Miscellaneous Revenues					$0.00
2701 Refund Prior Yr. Expenses	$0.00	$78.83		$78.83	($78.83)
2770 Other Unclass Revenue	$0.00	$0.00		$0.00	$0.00
270-MiscRev Miscellaneous Revenues Totals:	$0.00	$78.83	$0.00	$78.83	
Account Classification: 500-IntfundTrf					
Interfund Transfers					$0.00
5040 IFT from Risk Retention	$0.00	$0.00		$0.00	$0.00
5091 IFT from Jt Water Capital	$0.00	$0.00		$0.00	$0.00
500-IntfundTrf Interfund Transfers Totals:	$0.00	$0.00		$0.00	$0.00
Fund Totals: Joint Water General Fund	**$200.00**	**$48.49**		**$278.83**	**($78.83)**

Grand Totals REVENUE		**$3,866,900.00**	**$751,546.40**		**$3,587,909.50**		**($278,990.50)**
TOTAL EXPENSES		**$ 3,946,172.76**			**$ 3,869,768.34**	**$**	**76,404.42**
	2011 Carry Over	***$ 79,272.76***		***Difference***	***$ (281,858.84)***		

Poughkeepsies' Joint Water Board

November 13, 2012
Minutes

Board Members	**Others**
Mark Newton	Randy Alstadt, Administrator
Mayor, John Tkazyik	Don Beer, Morris Associates
Paul Herman	David Wise, Gellert & Klein
Todd Tancredi	Milo Bunyi, City Finance Commissioner
Rich DuPilka	Keith Ballard, Town Water
	Doreen Tignanelli, Customer

1. Approval of October 2, 2012 Minutes

Mark Newton stated that in item #2 it should state the he not the Board would invest Not spend more if Board has long term commitment. Minutes were approved as corrected.

2. Public Participation

None.

3. Plant Status Report

Randy Alstadt reviewed his written report which included impact report on Hurricane Sandy. Randy expressed concern that now that City has required form be submitted for all purchases from $0.01 to $999.99 work is being unnecessarily delayed. Randy stated he is also experiencing delays in Purchase Order approvals. Mark Newton stated that City Budget Crisis should not stop progress at plant. Milo Bunyi stated that form is not City form but required by State auditors. Mark stated that State recommendations should not apply to water plant. Milo replied that if City is being sucked in due to loss of revenue plant budget needs to be adjusted. Milo stated that he submitted report showing costs at water plant will exceed revenues by over $226,000. Todd Tancredi suggested City should consider increase in water rates. Mark Newton questioned why Town should be impacted by City problems.

Paul Herman questioned why these problems were not identified in Town Audit. Mayor Tkazyik stated that Town was audited before revenue losses.

David Wise stated that this sounds like an inquiry Article 5G of municipal law. Milo stated that venture with Town is showing red. Mark Newton replied that Water Board does not have any revenue. City and Town are committed to fund their portion of operating budget as passed by Water Board, City and Town.

Milo stated that Joint Water Board Expenses have dramatically increased over the past 5-years which has negatively impacted City. Milo expressed concern that the amount taken from City Funds to supplement budget is too high. Mark Newton stated that budget has not increased dramatically. Milo stated costs for insurance

and retirement have increased.

Mark Newton asked City to provide Board auditors' report. Milo Bunyi replied that auditors have only reported to him verbally.

David Wise stated that auditors should take supplemental information.

Paul Herman expressed concern that Randy is being required to spend an unreasonable amount of time filling out Work Authorization requests for small purchases. Paul suggested Randy be provided a PCard (Purchasing Card). Mayor Tkazyik stated he has not been given one because his position is not City employee. Todd Tancredi suggested that if City is having problems paying Town will process bills. Mayor Tkazyik stated if Board authorizes PCard for Randy it will be acquired. Board unanimously approved acquisition of PCard for Water Plant Administrator.

4. Operating Budget Status

Randy Alstadt provided Board 2012 operating budget status. Randy stated that he projects 2012 expenses will be $85,526.24 less than the adjusted budget. Mark Newton question why budget is being under spent. Randy replied that sludge production, electric and chemicals are less due to better than average water conditions and reduction in daily production

Todd Tancredi asked Mark if was stating that plant expenses are to be paid by City and Town and that how municipalities fund the expenses is their decision. Mark agreed.

Todd Tancredi questioned if vendors not being timely is a problem. Randy stated that we get notices from vendors concerning late payments and at least two have refused to work for us if not paid promptly. Mark Newton questioned if City will be able to pay invoices. Mayor Tkazyik stated that City and Town should consider revising Joint Agreement to allow Town to pay plant invoices.

5. 2013 Proposed Capital Budget

Randy Alstadt stated that based upon proposed budget first phase of construction project is to move forward with replacement of centrifuges. Randy stated that the Town does not need to prepare a Map, Plan and Report and can move forward when City is ready. Mark Newton questioned what action City is taking to get funding.

Mark Newton questioned if the County will be part of funding source. Randy stated that contract requires payment if construction project is mandated through regulations. Mark stated that Ron Hicks indicated County will participate in costs to improve quality.

Randy stated that to get State Revolving Funds it will be necessary to fail a drinking water standard. He further stated that the new standard will be in effect July 2014.

Mayor Tkazyik stated that he does not want to see water produced go out of compliance. He then questioned cost to avoid noncompliance. Don Beer stated ozone will cost $14 million.

Milo Bunyi stated that board should solicit proposals for future design as required in state law.

6. IBM Letter concerning Water Purchase

No discussion.

7. Wholesale Water Rate Status Report

Randy Alstadt stated that he and Don Beer presented proposal at previous meeting that included fixed cost plus production cost. Don Beer pointed out that proposal would result in reduced revenues. Randy stated that further guidance from Board is needed before we can proceed.

Mark Newton expressed concern that splitting cost can show profit. Mark does not want to have contracts for water that is not used and prevents sale of water to others.

Mark directed Randy to put together a list of commitments that identifies reserve capacity.

8. Old Business

None.

9. New Business

Randy Alstadt requested Board go into Executive Session to discuss Personnel issue.

Board held Executive discussion.

The next regular scheduled meeting will be December 4, 2012 at 4:00 PM.