

**WAYNE COUNTY WATER AND SEWER AUTHORITY
AUDIT COMMITTEE MEETING MINUTES**

Meeting of: October 27, 2015

Location: Wayne County Water & Sewer Authority Operations Center
Walworth, New York

Present: David Lyon, Jean Johnson, Rick Stevens

Absent: LaVerne Bliiek, Mark Graf

Board Members: David Scudder, Robert Hutteman

Advisors Present: Michael Howard, Boylan Code

Staff Present: Martin Aman, Executive Director
Sheryl LaDelfa, Accounting Manager
Demaris Verzulli, Secretary of the Meeting

In the absence of Chairman LaVerne Bliiek, Ms. Johnson called the meeting to order at 3:50 p.m.

Adoption of Minutes:

Mr. Stevens moved, Mr. Lyon seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the March 24, 2015 meeting of the Audit Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash:

Mr. Aman reviewed the Annual Report on Water and Sewer System Operations, including the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash. This is prepared for the Bond Trustee as required by the Authority's Series 2011 System Revenue (Refunding) Bonds. After due discussion and deliberation, Mr. Stevens moved, Mr. Lyon seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Audit Committee accepts the Annual Report on Water and Sewer System Operations, including the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash and recommends that the same be approved and filed by the Board, effective as of October 15, 2015.

Discussion of Audit and Non-Audit services:

The Committee reviewed a proposal dated October 20, 2015 from Raymond F. Wager, CPA, P.C. for Audit services. After due discussion and deliberation, Mr. Stevens moved, Mr. Lyon seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend the engagement of Raymond F. Wager, CPA, P.C. to conduct Audit Services for the year ended December 31, 2015 for the Authority, according to the terms set forth in

the Engagement Letter for Accounting Services dated October 20, 2015, in an amount not to exceed \$11,100.00.

The Committee next discussed retaining Mr. Wager's firm for an additional year to prepare the 2016 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash for a set fee and to provide other non audit services at an hourly rate (based on the position of the person performing service) plus travel expenses as set forth in its letter dated October 12, 2015. After due discussion and deliberation, Mr. Stevens moved, Mr. Lyon seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend the engagement of Raymond F. Wager, CPA, P.C. to prepare the 2016 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash for an amount not to exceed \$1,550.00 and to provide other non-audit services according to the terms set forth in the Quotation for Agreed-Upon Procedures dated October 12, 2015.

There being no further business to come before it, upon a motion by Mr. Stevens, seconded by Ms. Johnson the meeting was adjourned at 4:02 p.m.

The following are attachments to the October 27, 2015 Board Meeting Minutes:

1. Raymond F. Wager, CPA, P.C. – Report on Applying Agreed-Upon Procedures
2. Raymond F. Wager, CPA, P.C. – Engagement Letter for Accounting Services
3. Raymond F. Wager, CPA, P.C. – Quotation for Agreed Upon Procedures

Respectfully submitted by:

Demaris Verzulli
Secretary of the Meeting