

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

Meeting of: March 27, 2018

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

Present: Committee members Jean Johnson, Chairman; LaVerne Blik; William Hammond, Donald Ross

Absent: Rick Stevens

Advisors Present: Thomas Zuber and Michael Debadts, Raymond F. Wager CPA
Michael Howard, General Counsel

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

Chairman Johnson called the meeting to order at 3:17 pm.

Adoption of Minutes

Mr. Ross moved, Ms. Johnson seconded and members present, with the exception of Mr. Hammond, who abstained, approved the following resolution:

RESOLVED, that the minutes of the March 9, 2018 meeting of the Audit Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

2017 Financial Audit

Mr. Zuber from the office of Raymond F. Wager, CPA, P.C. reviewed the Authority's Financial Executive Summary (copy attached) with the Committee. After discussion of the Restricted – Capital Reserve amount, Mr. Zuber agreed to revise the calculations and submit an amended report. Mr. Debadts reviewed the Internal Control Communication, explaining the purpose of this part of the audit and reviewing its recommendations.

After due discussion and deliberation, Mr. Hammond moved, Mr. Blik seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend that the 2017 Financial Statements, including the Executive Summary and the Internal Control Communication as prepared by Raymond F. Wager CPA and revised at this meeting be accepted and approved by the Authority Board, and following such approval and certification by the Chief Executive Officer/Chief Financial Officer of the Authority, such documents be filed with the Authority Budget Office and other designated recipients as required by the Public Authorities Accountability Act.

There was discussion of the written response to the Comptroller's audit draft report which was submitted by March 16 as required. After due discussion and deliberation, Ms. Johnson moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Audit Committee hereby ratifies and approves the Wayne County Water and Sewer Authority Audit Response Letter of March 14, 2018 in the form prepared by the Executive Director and directs its submission to the Rochester Regional Office of the State Comptroller.

The next meeting of the Audit Committee should be in October of 2018 to review the Report on Applying Agreed Upon Procedures and Statement of Forecasted Cash and award Audit and Non Audit Services. After due discussion and deliberation, Mr. Blik moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, to schedule a meeting of the Audit Committee of the Wayne County Water and Sewer Authority for October 23, 2018 at 3:30 p.m. before the regular Board meeting.

There being no further business to come before it, upon a motion by Mr. Hammond, seconded by Mr. Blik, the meeting was adjourned at 4:04 p.m.

These documents are attached to the March 27, 2018 Board minutes: 2017 Financial Statements, Executive Summary and Internal Control Communication

Respectfully submitted: 
Demaris Verzulli, Secretary of the Meeting