

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

**Meeting of:** October 29, 2019

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

**Present:** Jean Johnson, LaVerne Bliet, Donald Ross, Lori Furguson

**Absent:** William Hammond

**Board Members:** David Scudder, Dan LaGasse

**Advisors Present:** Michael Howard, General Counsel  
Thomas Zuber CPA, Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA,  
PC Division

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

Chairman Jean Johnson called the meeting to order at 3:35 p.m.

**Adoption of Minutes:**

Mr. Bliet moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the March 26, 2019 meeting of the Audit Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

Mr. Scudder, Board member, entered the meeting.

**Review of Mengel Metzger Barr Audit Procedure for 2019 Audit:**

Mr. Zuber gave the committee a brief overview of the audit procedure for the 2019 audit and reviewed new GASB Pronouncements. The one possibly impacting the Authority is concerned with leases, such as for copiers, and how to account for those leases.

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

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

RESOLVED, that the Audit Committee accept 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, 2019.

**Discussion of Audit and Non-Audit Services:**

Mr. Zuber reviewed the Engagement Letter for Accounting Services dated October 23, 2019. The members also reviewed the Quotation for Agreed-Upon Procedures dated October 23, 2019. After due discussion and deliberation, Ms. Furguson moved, Mr. Bliet seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend the engagement of Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division to conduct Audit Services for the year ended December 31, 2019 for the Authority for an amount not to exceed \$16,195.00, and to provide other non-audit services according to the terms set forth in the Engagement Letter for Accounting Services dated October 23, 2019.

Mr. Hutteman and Mr. LaGasse, board members, entered the meeting.

After due discussion and deliberation, Ms. Furguson moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend the engagement of Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division to prepare the 2020 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash for an amount not to exceed \$1,695.00 according to the terms set forth in the Proposal for Agreed-Upon Procedures dated October 23, 2019.

There being no further business to come before it, upon a motion by Ms. Furguson, seconded by Mr. Ross the meeting was adjourned at 3:52 p.m.

Attachment to these minutes: Overview of Audit Procedure

The following are attachments to the October 29, 2019 Board Meeting Minutes:

1. Annual Report of Water and Sewer System Operations, including Report on Applying Agreed-Upon Procedures
2. Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division. – Engagement Letter for Accounting Services
3. Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division. – Quotation for Agreed Upon Procedures

Respectfully submitted by:

Demaris Verzulli  
Secretary of the Meeting