

**WAYNE COUNTY WATER AND SEWER AUTHORITY
BOARD MEETING MINUTES**

Meeting of: October 27, 2015

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

Present: David Lyon, Raymond Walvoord, Jean Johnson, Rick Stevens, Robert Hutteman, David Scudder

Absent: LaVerne Bliiek, Mark Graf

Advisors Present: Michael Howard, Boylan Code

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Demaris Verzulli, Secretary of the Meeting
Sheryl LaDelfa, Accounting Manager (Financials portion only)

Visitors: Dan LaGasse

Chairman David Lyon called the meeting to order at 4:04 p.m.

I. Chairman's Report

Adoption of Minutes: Mr. Stevens moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the September 29, 2015 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Howard reported that he had received an email from Titus Falkenburg, Community Programs Director, Rural Development, notifying him that the Town of Arcadia and the Village of Newark are each separately eligible for RD funding. (Copy attached.)

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

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

RESOLVED, that the following statements are hereby authorized and directed to the Treasurer for payment: Water Authority Operational – (includes all) vouchers 15-1098 to 15-1236 totaling \$268,305.05.

Ms. Johnson presented the Financial Statements for the month of September. After due discussion and deliberation, Mr. Stevens moved, Mr. Walvoord seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for September 2015 be approved and accepted.

III. Agenda Items

Audit Committee Report

Ms. Johnson reported that the Audit Committee met on this day and reviewed the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash and recommended that it be approved and filed by the Board as a part of the Annual Report 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, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Annual Report prepared for the Bond Trustee as required by the Authority's Series 2011 System Revenue (Refunding) Bonds, including the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash be approved and filed, effective as of October 15, 2015 (copy attached.)

The Committee received quotes for preparation of the 2015 audit and for 2016 non-audit services and recommended the engagement of Raymond F. Wager CPA, P.C. for such services. After due discussion and deliberation, Ms. Johnson moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board award the contract for conducting Audit Services for the year ended December 31, 2015 for the Authority to Raymond F. Wager, CPA, P.C. for the amount of Eleven Thousand One Hundred dollars (\$11,100.00) as set forth in the Engagement Letter for Accounting Services dated October 20, 2014 (copy attached.)

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

RESOLVED, that the Board engage 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 (copy attached.)

Finance Committee Report

Mr. Lyon, Finance Committee Chairman, reported that at the Finance Committee meeting of October 22 the committee resolved to recommend that the board adopt the 2016 rate schedules and the 2016 Combined Authority Budget. After due discussion and deliberation, Mr. Stevens moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board accept the report of the Finance Committee.

Mr. Lagasse, a current councilman on the Lyons Town Board, entered the meeting and was introduced.

2016 Budget Discussion

Mr. Aman presented the Proposed 2016 Combined Budget and 2016 Water and Sewer Rate Schedules, and Mr. Monroe presented the 2016 Vehicle and Construction Equipment Budget. Discussion ensued. At 5:11 p.m. Mr. Stevens moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adjourn into Executive Session for discussion with counsel in regard to employee salaries and possible litigation.

The board returned to open session at 5:43 p.m. Discussion continued. After due discussion and deliberation, Mr. Stevens moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adopt the 2016 Water and Sewer Rate Schedules, copies of which are attached to these minutes.

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

RESOLVED, that the Board adopt the 2016 Authority Budget, a copy of which is attached to these minutes.

Manchester/Arcadia Water Supply Agreement

Mr. Aman explained the history of some Manchester customers who are connected to the Arcadia system. The agreement regarding them was assigned to the Authority but it expired in 2013. The Amended and Restated agreement continues the current situation through 2033, renewable for another 20 years. After due discussion and deliberation, Mr. Stevens moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign the Amended and Restated Intermunicipal Water Supply Agreement with the Town of Arcadia and the Town of Manchester, effective April 1, 2013.

Mr. Hutteman left the meeting.

Marion Water Projects

Mr. Monroe reported that he would be doing a walk-through of the Owls Nest project the following morning; the project is complete and substantially cleaned up.

Blind Sodus Bay Sewers Update

Mr. Monroe reported that the system is complete; the master meter and odor control stations now have electric services. The last odor control station should be completed in early November. Connections are being installed by private contractors or homeowners.

Port Bay Sewers Update

Mr. Aman reported that the design is progressing.

Canandaigua Road Bridge Replacement Project

Mr. Aman reported that at a special meeting of the board on October 22, the board awarded the bid for the directional drill under the canal to Turner Underground Installations. Turner was the low bidder by far, but the bids were well over the estimates. Mr. Monroe and Jim Halsey looked

at the area and determined that the length of the bore could be shortened. The contractor made a proposal for the shorter length based on his initial bid and this was acceptable. The work may start in several weeks.

Town/Village of Lyons Update

Mr. Aman reported that he, Mr. Lyon, Chuck Bastian from Bernard Donegan's' office and David Doyle of MRB Group had a work session with the Lyons Town Board, including Mr. LaGasse, to discuss the indebtedness the town is taking over from the dissolving Village of Lyons. A schedule of debt service was prepared so the town could better plan rates and payments.

Village of Wolcott Sewers Update

Mr. Aman reported that the village is sending approximately 120,000 gallons of wastewater per day to the Regional Plant. He and Mr. Lyon have a meeting with the mayor of the Village of Wolcott to discuss the debt service in which the Authority is participating and the sharing of the record drawings of the wastewater plant conversion so that improvements can be contemplated.

Town/Village of Macedon Update

Mr. Aman reported that he had asked Mr. Hammond, Town of Macedon Supervisor, for an update on the transfer of the deed to the wastewater plant. Nothing has been finalized, but there will be a Village Board meeting the following day at which endorsement is anticipated. The agreement for the Authority to operate the plant has not been signed by any parties as of yet.

Copier Discussion

Mr. Aman reported that the lease with Xerox Corp. on the main office copier expired a few months ago and he has obtained a new quote for 60 months on a copier with similar capacity, but faster and able to scan, though not print, in color. The copier is available on a piggyback bid with BOCES, and at a lower cost than the current lease. After due discussion and deliberation, Mr. Scudder moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign a 60 month lease with Xerox Corporation for a Model 5955APT copier at a base cost of \$121 per month plus a cost of \$0.0045 per print.

Monthly Report

Mr. Monroe presented his monthly report. In the western area, the Schoolhouse Road water main in Walworth was approved and the water main was re-installed to Authority specifications on the Tellier Road Bridge in Palmyra and subsequently approved. In the eastern area, the crew worked in conjunction with Cayuga County Water and Sewer Authority to complete more sewer main jetting, make one sewer tap and repair some manholes in Fairhaven. At the Regional Plant, the Roots blowers were put back into service. In Palmyra, the east side final clarifier at the wastewater plant was repaired and some collection system known trouble spots were flushed. Both water and wastewater systems operated normally. There was one repair of a water service tap in Arcadia and some repairs were made on Broad Street in Lyons where service to an abandoned house will be terminated. There are strides being made on the lost water situation in Lyons; crews alternate between detection and repair courses of action. There were 22 new

residential water service applications made, 19 in the western area and 3 in the eastern. There were 25 new residential water services installed, 22 in the western area and 3 in the eastern. There were 98 sewer applications made in the Blind Sodus Bay sewer district and two customers hooked up.

There being no further business to come before it, upon a motion by Mr. Walvoord, seconded by Mr. Stevens, the meeting was adjourned at 6:16 p.m.

Attachments:

1. Email to Michael Howard from Titus Falkenburg, RD, USDA
2. Raymond F. Wager, CPA, P.C. – Report on Applying Agreed-Upon Procedures
3. Raymond F. Wager, CPA, P.C. – Engagement Letter for Accounting Services
4. Raymond F. Wager, CPA, P.C. – Quotation for Agreed Upon Procedures
5. 2016 Water Rate Schedule
6. 2016 Sewer Rate Schedule
7. 2016 Combined Authority Budget

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting