

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

Meeting of: June 28, 2016

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

Present: David Lyon, LaVerne Blik, David Scudder, Dan LaGasse, Mark Humbert

Absent: Jean Johnson, Robert Hutteman, Mark Graf, Rick Stevens

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: None

Chairman David Lyon called the meeting to order at 4:00 p.m.

I. Chairman's Report

Adoption of Minutes: Mr. Blik moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the May 24, 2016 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman reported that in a verbal conversation with David Doyle of MRB Group, he was told that the USDA had given a preliminary eligibility determination to Arcadia Water District #12, and a full funding application would now be made immediately.

II. Treasurer's Report

In the absence of Ms. Johnson, Ms. LaDelfa presented the warrant and bills.

After due discussion and deliberation, Mr. Scudder moved, Mr. Humbert 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 16-696 to 16-849 totaling \$443,502.92.

Ms. LaDelfa presented the Financial Statements for the month of May. After due discussion and deliberation, Mr. Humbert moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for May 2016 be approved and accepted.

Mr. Aman reminded the board that Lyons National Bank had suggested that the Authority move some of its funds from the Money Market account to one or more Certificates of Deposit, since the rates

have been getting more competitive and thus favorable to the Authority. After due discussion and deliberation, Mr. Bliet moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to move \$1,000,000 (one million dollars) from the Authority's Money Market account into a twelve month Certificate of Deposit or Deposits with Lyons National Bank, and to move \$500,000 (five hundred thousand dollars) from the Authority's Money Market account into a six month Certificate of Deposit with Lyons National Bank, contingent on the certificates being fully insured.

III. Agenda Items

Governance Committee Appointment

Mr. Aman reminded the board that Ray Walvoord's retirement from the board left a vacancy on the Governance Committee. After due discussion and deliberation, Mr. Bliet moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that Mark Humbert be appointed to the Governance Committee of the Wayne County Water and Sewer Authority.

Discuss Vice-Chairman Position

Mr. Aman reminded the board that Mr. Walvoord had also been Vice-Chairman of the Authority. He and Mr. Bliet discussed this, and Mr. Bliet is willing to take the Vice-Chairman position. After due discussion and deliberation, Mr. LaGasse moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that LaVerne Bliet be appointed Vice-Chairman of the Board of the Wayne County Water and Sewer Authority.

Mr. Aman reported that Robert Hutteman had agreed to assume Mr. Bliet's former position of Secretary. After due discussion and deliberation, Mr. Bliet moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that Robert Hutteman be appointed Secretary of the Board of the Wayne County Water and Sewer Authority.

The board discussed who, in addition to Treasurer Jean Johnson and Chairman David Lyon, should be designated to sign Authority checks. After due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that LaVerne Bliet be authorized to sign checks of the Wayne County Water and Sewer Authority, and directed him to sign such paperwork necessary for that responsibility.

Marion Water Project – Southeast Quadrant

Mr. Monroe reported that 16,367 feet of pipe have been installed and all but two of the directional drills have been done. One small section of main has been tested. Mr. Monroe reported to the board the benefits that were realized with the purchase of a loader; it has made backfilling the trench and moving materials much more efficient and straightforward.

At 4:30 p.m. Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the board enter into Executive Session to discuss with counsel litigation strategy in regard to recent Authority events.

The board returned to open session at 4:45 p.m.

Port Bay Sewers Update

Mr. Aman reported that the Village of Wolcott has still not agreed to a date for a meeting to discuss this project and provide as-built drawings of the converted wastewater plant. Discussion about options ensued. Mr. Aman will approach the mayor again and discuss the situation.

Canandaigua Road Bridge Project – Macedon - CSX Rail crossing

Mr. Monroe reported that with the assistance of Burrows Brothers utility contractors and Steven Moffet from Osprey, a construction management firm contracted by CSX to oversee this project, an 8-inch ductile main was installed in the existing casing under the railroad tracks after the old asbestos cement pipe was pulled out. Mr. Moffet and the CSX flagman were highly complementary of the Authority crew and how they worked with the CSX representatives. The replacement main passed the pressure test and the line has been chlorinated. Soon this section of main will be able to be opened to provide an interconnection between the Town of Ontario and MCWA supplies on Route 31. This project came in under the amount the board authorized.

Town of Lyons Update

Mr. Aman reported that water usage has been steady in the former village area. One of the pumps in the pump station on Route 31 is being repaired due to corrosion on the impeller. This is being discussed with the manufacturer. The other pump is operational, and the Blue Cut Road pump station could serve as a backup if necessary.

Insurance Renewal

Mr. Aman reported that because of new requirements, the addition of the Macedon wastewater plant and facilities to the Authority's responsibilities, and the need for an installation floater policy to cover pipe and materials in transit, WCWSA coverage needed to be increased substantially. The policy renewal cost is \$99,293.65. After due discussion and deliberation, Mr. Scudder moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board authorize Mr. Aman to renew the Authority's insurance contract with NYMIR, through Eastern Shore Associates Insurance Agency, for the total amount of \$99,293.65 for the policy term of May 31, 2016 to May 31, 2017.

Town/Village of Macedon Update

Mr. Aman reported that the Authority began operating the Macedon wastewater plant two weeks before the official start date of June 1 because of some problems threatening the plant process. This situation resulted in the Village of Macedon receiving a notification of violation from the DEC; the Authority will assist in preparing a response. The plant is running much better now, and is staying within permit limits. Last week an informational meeting was held for the residents of the Town and Village; it was attended by fewer than forty citizens. The attendees appeared to understand the need

for the coming increase in total cost of water and sewer, which will include capital charges by the Town and Village to cover the considerable improvements planned to the wastewater plant and the replacement of the water main on Main Street (Route 31) as well as O&M charges by the Authority. An agreement has been made with Bakewise in regard to that company's sewer units and annual surcharge based on strength of waste. At this time, the Authority only has a contract with the Village and Town to operate the sewer facilities, and will be billing the customers for operation and maintenance. The Village retains operation of the water system for now and will continue to bill its customers for water use.

Village of Red Creek Sewers

Mr. Aman reported that a meeting with MRB Group was held and the decision was made that this addition to the Red Creek sewer system would not require odor control, but a provision would be made to flush the area with water if necessary. The addition is under design.

Regional Water Storage Tank Update

Mr. Aman reported that MRB Group has identified two suitable sites for a regional tank, both of which are proximate to Route 88 near the county's 911 towers and each of which would provide the desired elevation to build a ground storage style tank. Some of the participating communities have already approved their contribution toward the cost of the Technical Analysis. There will be a progress meeting with MRB on July 13.

Bunker Hill Water Tank Restoration

Mr. Monroe reported that four bids were received and opened the previous Friday, and MRB is going over them thoroughly before making a recommendation to the board. The apparent low bidder is Utility Services Company, which now employs the crew of the company that did a good job on the Walworth tank. The bid amounts ranged widely but even with the additional improvements of a new altitude valve and SCADA, the project should still be close to the anticipated budget of \$400,000. A recommendation to the board will be made at next month's meeting.

Monthly Report

Mr. Monroe presented his monthly report. Three hydrants found defective by the summer help were replaced in Walworth. Eight new residential services were installed, all in the western service area, and three water breaks were repaired. In the eastern area, some mixing valve maintenance was performed along with the Cayuga County Water and Sewer Authority, some sewer manholes were repaired and adjusted to grade to prevent inflow and infiltration and hydrant maintenance and painting continued. Operations in the Village of Palmyra were normal.

WCWSA Operations Center Expansion

Mr. Aman reported that a committee of WCWSA employees has convened to review space needs. Mr. Lyon and Mr. Bliet would like to be included in future meetings. A larger conference room is needed for training use, and a number of code issues must be addressed. In several weeks, MRB Group will have an initial draft of the expansion project, and Mr. Aman will have a report for the board at the next meeting. Mr. Bringewatt will be talking with more of the employees this week and will have his recommendations on Authority operations completed later in the summer.

Miscellaneous

Mr. Aman thanked the board for sending him to the national AWWA convention. He feels it is a volatile time in the water industry, with lead and other contaminants being looked at more closely and gaining national attention due to the problems in Flint, Michigan and Hoosick Falls, New York. He is glad to be able to keep up with both New York State and national trends. He also reported that he and other NYSAWWA members went to Albany to discuss current challenges in the water sector with the New York State Department of Health.

There being no further business to come before it, upon a motion by Mr. Scudder, seconded by Mr. Blik, the meeting was adjourned at 5:52 p.m.

Respectfully submitted:

Demaris Verzulli, Secretary of the Meeting