

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

Meeting of: August 23, 2016

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

Present: David Lyon, LaVerne Blik, Jean Johnson, Robert Hutteman, Dan LaGasse

Absent: Rick Stevens, Mark Graf, David Scudder, Mark Humbert

Advisors Present: Michael Howard, General Counsel

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. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the July 26, 2016 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman reported that in conjunction with the City of Canandaigua and other users of Canandaigua Lake water, the Authority published a water use advisory in the legal papers, since the lake is at a low level requiring that conservation measures be encouraged.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse 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 16-983 to 16-1142 totaling \$306,317.63.

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

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

III. Agenda Items

Marion Water Project – Southeast Quadrant

Mr. Monroe reported that the project is about 70% complete. The cleanup crew is installing services. Mr. Aman expressed the concern that there may not be enough time for Authority crews to do the pavement restoration. He reminded the board that for the Port Bay project, the Authority bid out the paving and turned out well. Because there is a cut-off date for obtaining asphalt, he would like to be able to accept a bid before the September board meeting. Mr. Howard is of the opinion that this would be acceptable. After due discussion and deliberation, Mr. LaGasse moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Director of Operations be authorized to advertise for bids for Pavement Restoration in the Town of Marion Southeast Quadrant Water Main Project, and to award a bid, provided that the unit price in that bid is less than or equal to the unit price for Asphalt Pavement Replacement in the Authority's Itemized Proposal to the Town of Marion.

Port Bay Sewers Update

Mr. Aman reported that progress is being made on the design details. He and Mr. Lyon attended a meeting at MRB Group to review some issues on the equalization facilities. Easements still remain to be obtained.

Canandaigua Road Bridge Project – Macedon - CSX Rail crossing

Mr. Aman reported that the replaced main under the railroad tracks has changed the water flows in the area. At some point in time, a control valve may be needed on Route 31 to balance the water purchases from MCWA and the Town of Ontario to help meet contract requirements. It is possible that the bridge over the canal will open sometime in September.

Town of Lyons Update

Mr. Monroe will address Lyons in his Monthly Report.

Town/Village of Macedon Update

Mr. Aman reported that the sewer operations are going well. Mr. Monroe will elaborate in his monthly report. The Authority has issued one sewer billing; the village customers were charged for the previous quarter, but the town customers were not billed since the town had been billing in advance, whereas the Authority bills in arrears. Since the village is expecting to turn over water operations to the Authority soon, it will be necessary to have a water contract. Mr. Aman and Mr. Howard hope to make this an addendum to the existing Town of Macedon water contract. They will be working on this in the next few weeks.

Village of Red Creek Sewers

Mr. Aman reported that the South Street project is at the DEC for review and should go to bid in the fall. A similar Canada Street project has been submitted for a funding request and an announcement of the result may be made in the spring.

Regional Water Storage Tank Update

Mr. Aman reported that he and Mr. Lyon met with MRB Group the past week and discussed items MRB will present at the next regional meeting on September 14. Tomorrow, Mr. Monroe, David Bodak, Arcadia Supervisor Jon Verkey and MRB representatives will shoot some ground elevations at a proposed tank site. MRB will be recommending the size of parcel needed and whether the tank site can include some of the adjoining county parcel of land. This is a major project, reaching into at least six towns.

Town of Arcadia Lease Agreement

Mr. Aman reported that the Town of Arcadia has received a letter of conditions from Rural Development, and the Water District 12 project is moving forward. Because of RD requirements that the lease agreement must cover at least the length of its loan, the Authority's agreement with Arcadia needs to be extended to 40 years, as other town leases have been. Mr. Howard and Arcadia attorney David Saracino have updated it. After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign an Amended and Restated Lease Agreement with the Town of Arcadia for 20 years, renewable automatically for an additional 20 years.

Cayuga County Water and Sewer Authority Meeting

Mr. Aman reported that he met with the temporary director of the CCWSA, Doug Selby, who took over when Michelle Baines left. They discussed some minor agreements between the authorities that have lapsed. These will be updated soon.

McAlpin/Wayne County IDA Water Main

Mr. Aman reported that Authority crews have installed most of the water main in the easement on the property. The contractor has installed the casing under Route 441, the pipe is in the casing and the tap on the main has been made. Tomorrow, Authority crews will complete the tie-in at the road. Then the watering of the main and the testing procedure will commence. When the line is approved by the Department of Health, an invoice will be sent to the Wayne County IDA for payment to the Authority.

Commonly Used Materials Bid

Mr. Monroe reported that on August 18 the annual commonly used materials bids were taken. Seven bids were received, but one was disqualified because the bidder failed to meet the bid requirement of including specification sheets for the materials bid. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

WHEREAS, the Members of the Authority, in accordance with Article 8 of the Authority's Procurement Policy, make the following determinations: (i) the proposed awardees have been found to be responsible; (ii) the proposed awardees have complied with the Authority's Procurement Policy; (iii) the proposed awardees have disclosed all information required by the Authority's Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority's Procurement Policy.

THEREFORE, BE IT RESOLVED, that the bids be awarded to the lowest responsible bidder as follows:

Category: Tapping Saddles: to Blair Supply for a category price total of \$359.38.

Category: Curb Boxes and Parts: to Martisco Corp. for a category price total of \$55.15.

Category: Water Main Repair Saddles: to HD Supply Waterworks for a category price total of \$988.00.

Category: Water Main Repair Couplings: to HD Supply Waterworks for a category price total of \$681.00.

Category: Hydrants: to HD Supply Waterworks for a category price total of \$3,410.00.

Category: Valve Boxes and Parts: HD Supply Waterworks for a category price total of \$300.00.

Category: Water Service Tubing: to HD Supply Waterworks for a price of \$0.29 per foot.

Category: Meter Setting Brass: to EJ Prescott Inc. for a category price total of \$243.80.

Category: Water Service Brass: to EJ Prescott for a category price total of \$213.20.

Category: C-509 Valves: to Blair Supply Corp. for a category price total of \$2,601.00.

Category: C-515 Valves: to EJ Prescott for a category price total of \$2,595.00.

Operations Center Building Expansion

Mr. Aman distributed drawings of the draft floor plan for the Operations Center expansion. There was discussion of including a drive-up window. Mr. LaGasse and Mr. Blik remarked that they did not feel the design of the entrance was suitable. Mr. Aman commented that the design is not final, and the architect from MRB Group will make a presentation of costs at the September board meeting. Construction is planned for the spring.

Paul Bringewatt & Associates Study

Mr. Aman reported that Mr. Bringewatt has met with Mr. Lyon and key employees, and will meet again with himself and Mr. Lyon in mid-September. Mr. Bringewatt expects to make a presentation to the board at the September meeting. Mr. Hutteman requested the report be emailed a week prior to the meeting for review.

Staffing Discussion

Mr. Aman reported that a young wastewater operator in training sent a resume and then requested an interview. This person would like to become a wastewater plant operator and his persistence, enthusiasm and potential impressed Mr. Aman and Mr. Monroe. The Authority could experience a need for an operator within a few years as older employees retire. Although an additional operator was not planned for in the budget, it is Mr. Aman's opinion that this is an unusual opportunity for the Authority. After due discussion and deliberation, Mr. Blik moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to hire a wastewater plant operator trainee at a starting wage and with a six month probationary period.

Canandaigua Lake Emergency Drill

Mr. Aman reported that he attended an emergency drill set up by the City of Canandaigua fire chief. This year the focus was on blue-green algae, which under certain conditions could prove to be a serious problem for Canandaigua Lake, and thus the water sold to the Authority by the Village of Newark supplying primarily the Town of Lyons. It was an enlightening drill and Mr. Aman wanted to share this with the board.

Surplus Equipment

Mr. Aman reported that a laser printer has been replaced and should be declared surplus and disposed of properly. After due discussion and deliberation, Mr. Hutteman moved, Mr. Blied seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following item be declared surplus and be disposed of in the most appropriate way: HP LaserJet P2015 printer, Serial Number CNB2R22461.

Monthly Report

Mr. Monroe presented his monthly report. Work was done to repair the altitude valve for the Wayne County Complex water tank operation. Two Village of Newark employees familiar with the valve assisted and rebuilt the Ross valve. Twenty-one new residential water services were installed, all in the western area, 16 of which were in the Marion Southeast Quadrant project. In the eastern area, there was a little spike in sewer lateral installations in the Blind Sodus Bay project. Crews assisted at Fairhaven State Park, using the Authority's sewer jetter to unplug an E-One force main blocked by sand. Assistance was also provided for sewer problems at the Wayne County Complex. The eastern area employees spent a good deal of time coordinating water supply with the eastern suppliers given the drought situation and high water demand. The Village of Sodus cooperated by operating their water plant for three shifts a day to supply the Authority. In Palmyra Village sewer operations, the sewer main relining project has begun and clarifier rehabilitation has continued. In Macedon wastewater operations, the digester burn-off igniter was repaired but still must be ignited manually. A digester mixing control issue was resolved with the assistance of Newark Electric. Jim Halsey led a project to construct an outflow water recirculation and reuse system to avoid using treated water for plant operation needs. In the month, there were four water service leaks and one mainline water valve leak the onset of which was fortuitously observed by Authority employee Joe Wizeman driving by.

There being no further business to come before it, upon a motion by Mr. Hutteman, seconded by Mr. LaGasse, the meeting was adjourned at 6:02 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting