

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

Meeting of: September 26, 2017

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

Present: LaVerne Blik, Jean Johnson, Rick Stevens, David Scudder, Dan LaGasse, William Hammond

Absent: Robert Hutteman, Mark Humbert, Kelley Allen

Advisors Present: Michael Howard, General Counsel

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

Visitors: None

Chairman LaVerne Blik called the meeting to order at 4:00 p.m.

I. Chairman's Report

Adoption of Minutes: Mr. Hammond moved, Mr. Scudder seconded and all members present except Mr. LaGasse, who abstained, approved the following resolution:

RESOLVED, that the minutes of the August 22, 2017 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman reported that the county, which runs the health plan in which the Authority participates, had notified him that the 2018 rate for the premium \$15 co-pay plan would remain the same and the rate for the \$25 co-pay plan would be reduced. He also reported that water testing done at the Village of Newark Water Treatment Plant because of evidence of blue-green algae in the Canandaigua Lake source showed no detectable levels in either the raw or finished water. The Authority purchases water from Newark to supply Lyons

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

Mr. Aman pointed out a voucher payable to Colacino Industries for a generator. This was an opportunity offered by Mr. Colacino for a demonstration model; the required procurement procedures were followed and Mr. Aman would like the board to approve the purchase. After due discussion and deliberation, Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the purchase of a 40KVA HiPower portable diesel generator, Serial Number U11700155 with a Cam Lock Power Distribution System, mounted on a GT-5 Single Axle trailer Serial Number 1M9BU0815HN631073 from Colacino Industries for the amount of \$18,871.55 be approved.

After due discussion and deliberation, Mr. Scudder moved, Mr. Stevens 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 17-1356 to 17-1562 totaling \$564,196.83.

Ms. Johnson presented the Financial Statements for the month of August. After due discussion and deliberation, Mr. Stevens 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 August 2017 be approved and accepted.

III. Agenda Items

Set Finance Committee Meeting Date

The Finance Committee meets in October several days before the regular board meeting to review the annual budget and fee schedules. It was the consensus of the Finance Committee members present that the meeting should be scheduled at 10 a.m. on Monday, October 23, 2017.

October Board Meeting Date Change

Mr. Aman reported that there is a forum on drinking water issues scheduled in Albany on the October board meeting day. He would like to be free to attend as a representative of an upstate surface water supplier if he is needed. Therefore he would like to reschedule the October meeting to Wednesday, October 25, 2017, at 4 p.m. The consensus of the board members present was that this was acceptable.

Set Audit Committee Meeting Date

The Audit Committee normally meets in October ahead of the board meeting, to review the Annual Report of Water and Sewer Operations prepared by MRB Group in compliance with the Authority's bond requirements, to review the Statement of Forecasted Sources and Uses of Cash report, and to discuss the proposals from the Authority's auditor, Raymond F. Wager, CPA, for the 2018 audit. It was the consensus of the Audit Committee members present that the meeting should be scheduled on Wednesday, October 25 at 3:40 p.m. ahead of the regular board meeting.

Update on Building Expansion

Mr. Aman reported that the building expansion is proceeding pretty much on schedule. The excavation for the basement portion went well in the sand and gravel soil and the weather has cooperated.

Mr. Aman reported that the Authority successfully closed on the bond for the building expansion on September 20. The pricing was favorable with a lower interest rate than had been anticipated.

Mr. Aman presented Change Order No.1 to the building contract. This concerns the security system which as specified and bid was, upon closer examination, proprietary and expensive to maintain. The change order for \$36,000 is for equipment and software that will be open architecture and more

affordable to maintain in the long run. After due discussion and deliberation, Mr. Scudder moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that Change Order No. 1 to the building contract in the amount of \$36,000 for alternative security system hardware and software be approved.

Mr. Ceratt reported that he has been working with three vendors on supplying a fuel management solution. The budget for this was \$20,000 and he has gotten quotes in the \$18,000 range. He also reported that he has been working with the Authority's consultants for SCADA and IT on selecting a phone system. They advised going with a hosted solution. Mr. Ceratt obtained three quotes from state bid vendors Spectrum, Schaller and Mitel Cloud Services. Of the three, Mitel is the best value. After due discussion and deliberation, Mr. Stevens moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that Mr. Ceratt be authorized to contract with Mitel Cloud Services for a hosted telephone system for the Authority's Operation Center.

Mr. Ceratt reported that he, Jessica Freling and Colleen VanDame have worked on selecting furnishings for the expanded building. Three vendors on the State Bid list were selected; each came and measured the areas and prepared a site plan. Some visits were made to customers of these vendors to see possible furniture in actual use. The vendor Workplace Interiors presented the most acceptable furniture line and was also the lowest cost provider. After due discussion and deliberation, Mr. LaGasse moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that Mr. Ceratt be authorize to contract with Workplace Interiors, Inc, to supply at State Bid prices the furniture for the expanded Authority Operations Center at a cost not to exceed \$90,000.

Mr. Ceratt reported that more information has been obtained and the budget for IT and the server room upgrade needs to be increased. After due discussion and deliberation, Mr. Stevens moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the building expansion budget for IT and the server room upgrade be increased to a cost not to exceed \$26,000.

Mr. Aman will revise the Building Expansion Budget accordingly and have it for the next month's meeting.

BOCES Co-operative Energy Bids

Mr. Aman reported that it is necessary to make a resolution to continue to participate in the BOCES electricity bid as the Authority has since 2015. After due discussion and deliberation, Mr. Hammond moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity; and

WHEREAS, the Wayne County Water & Sewer Authority is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o; and

WHEREAS, the Wayne County Water & Sewer Authority has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the appropriate agency of New York State and making recommendations thereon; THEREFORE

BE IT RESOLVED, that the Wayne County Water & Sewer Authority and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services; and

BE IT FURTHER RESOLVED, that the Wayne County Water & Sewer Authority agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director on behalf of the Wayne County Water & Sewer Authority hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Regional Water Storage Tank Update

Mr. Aman reported that he and Mr. Monroe met with the fire chiefs in Wayne County to present the plans for the Regional Tank and explain the impact it will have. He reported that the funding for the IMG grants has not been announced yet, but by February it will be necessary to exercise the purchase option on the land whether the funding has been announced or not.

Regional WWTP Feasibility Study Update

Mr. Aman reported that the study has been completed. The Town of Marion has now received a consent order which may help to secure additional priority points for future funding of necessary upgrades to the Marion WWTP, or more favorably, for funding of the Regional WWTP solution.

Arcadia WD #12 Construction Project

Mr. Monroe reported that as of today the pipe installation is just 475 feet short of completion, and then the crew will move on to restoration. All the areas in the project have been tested and approved by the Department of Health except for the current work area on VanAuken Road. Many customers have applied for service. A PRV has been planned for Old Lyons Road and the owner of a likely property there has been contacted and is open to the concept. There appear to be funds left in the project to cover this.

Bunker Hill Tank Painting Project

Mr. Aman reported that the repair of the leaking weld has been made; the tank has been filled, tested and is back in service. There was discussion about following the Authority's Capital Projects Plan by paying for a large project like this out of the Capital Reserve fund. After due discussion and deliberation, Mr. Hammond moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the cost of painting the Bunker Hill Water Tank be taken out of the Authority's Capital Reserve Fund as detailed in the Authority's Capital Projects Plan.

Port Bay Sewers Update

Mr. Aman reported that MRB Group informed him that both towns, Wolcott and Huron, are ready to go to bid. If the weather is good, the project may start over the winter; otherwise it will be a spring start.

Village of Red Creek Sewers

Mr. Aman reported that the Phase 3 sewer project is complete and the leftover dollars will go to sidewalk and storm drain improvements. One connection out of 21 has been made.

Village of Red Creek Water Operations

Mr. Aman reported that Authority employees continue to operate the Red Creek water system. The Village lost the two trainees they had hired. Mr. Aman reported that he has talked with the village about a longer term plan and working with Rural Water to prioritize such things as valve replacement.

Town of Sodus Update

Mr. Monroe reported that Authority employees have been operating out of a 1600 square foot portion of the Town of Sodus highway barns. The plan is to improve this building section and lease it from the town. It will be necessary before winter to better insulate the office portion, install a restroom, water heater, slop sink, and eye wash station. An E-One pump will be installed to pump waste to a manhole. These improvements will cost in the \$6,000 to \$10,000 range. Mr. Aman has had preliminary discussions with Supervisor Steve LeRoy, and Mr. Howard is drawing up an agreement. Preliminary discussions suggest that this will be a three-year lease effective on or about October 1, 2017 for \$200 per month and the Authority will pay utilities. The Authority's offsite storage insurance rider will cover the building contents. Mr. Howard hopes to make the building lease an addendum to the water system Lease Agreement. After due discussion and deliberation, Ms. Johnson moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to enter into an agreement with the Town of Sodus for the lease of an approximately 1600 square foot portion of the town highway barn for \$200 per month not including utilities, effective on or about October 1, 2017, and to make improvements to that portion at the Authority's expense to make it a suitable satellite operation, agreement to be subject to the approval of the Authority's General Counsel Michael Howard.

Town of Macedon Route 31 Water Project Update

Mr. Monroe reported that the contractor is now rushing to complete this long dragged out project. What remains to be done is abandonment of the old main, completion of the cross connections at the ends and the large crossings under Route 31. These tasks are hoped to be done this week and restoration will commence. Mr. Aman reported that the town got favorable bids on removing the old village water tank. He expects to meet with town officials to discuss the recent projects and the possible uses of surplus funds.

Monthly Report

Mr. Monroe presented his monthly report. The focus has been on the building expansion and finishing the Arcadia 12 project. Pavement and lawn restoration from service installations and repairs has been worked on throughout the system. Minor equipment issues required repairs at the Red Creek Regional Plant. Hydrant flushing has been the focus in the Village of Palmyra. In Lyons, the connection of groundwater wells to the former Village water treatment plant has been removed permanently; it is the responsibility of the Town of Lyons to carry out the abandonment of the wells per DEC requirements. Sludge management has been improved at the Macedon Wastewater Plant. In the month, 16 new water services were installed and two major repairs done: a 10-inch water line in Lyons broke and a valve on Route 31 in Macedon came apart. There were four hydrant and nine curb box repairs.

Personnel Discussion

Mr. Aman brought up the subject of future personnel needs, reminding the board of personnel retiring in 2018. Due to the large increase in business in overall workload and pending retirements, Mr. Aman would like to advertise for a full time receptionist now, rather than waiting until the first of the year as he originally planned. It was the consensus of the board that the position should be advertised and a range of salary should be included.

There being no further business to come before it, upon a motion made by Mr. Stevens and seconded by Mr. LaGasse, the meeting was adjourned at 5:53 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting