

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

Meeting of: November 28, 2017

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

Present: LaVerne Blik, Robert Hutteman, Jean Johnson, David Scudder, Dan LaGasse, Donald Ross

Absent: Rick Stevens, Mark Humbert, William Hammond

Advisors Present: Michael Howard, General Counsel

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

Visitors: None

Chairman LaVerne Blik called the meeting to order at 4:00 p.m. Mr. Aman introduced Donald Ross, the new board member from the Town of Sodus. The meeting adjourned for a tour of the building addition under construction. At 4:15 p.m. the meeting reconvened in the conference room.

I. Chairman's Report

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

RESOLVED, that the minutes of the October 25, 2017 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: Mr. Aman reported that he had heard this day from Brian Manktelow, Supervisor of the Town of Lyons, who informed him that the town had been awarded a grant of \$538,096 from the Lead Service Line Replacement Program administered by the NYS Department of Health for replacing water service lines that could contain lead. It appears the grant may cover replacing the entire service, from the main to the dwelling. Further details will be forthcoming.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. LaGasse moved, Mr. Scudder 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 17-1737 to 17-1924 totaling \$864,644.88.

Ms. Johnson presented the Financial Statements for the month of October. Ms. LaDelfa pointed out that one of the certificates of deposit at Lyons National Bank matured today. After due discussion and deliberation, Mr. Scudder moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the \$500,000 certificate of deposit maturing this day, November 28, 2017 at Lyons National Bank be reinvested for six (6) months at the same interest rate of 0.05%.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for October 2017 be approved and accepted.

III. Agenda Items

Set Date for December Board Meeting

Mr. Aman reminded the board that the regular date for the December board meeting would place it the day after Christmas, which is a holiday for the Authority this year. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the December meeting of the Board of Directors of the Authority be held on Tuesday, December 19, 2017 at 4 p.m. and be advertised according to law.

Update on Building Expansion

Mr. Aman reported that the building expansion is going well although a bit behind schedule. He distributed a revised budget including Change Order No. 2 for two proposed improvements. One would be to upgrade the finishing of the walls in the basement storage room to better resist water and mold. The second improvement was recommended by the Authority's IT consultants and would provide a separate heating and cooling unit for the room housing the server since it needed temperature control. Mr. Aman has been told that the cost of the two improvements would not exceed \$11,000. After due discussion and deliberation, Mr. Scudder moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that Change Order No. 2 to the building contract in an amount not to exceed \$11,000 for the upgrading of the basement walls and server room be approved.

Regional Wastewater Treatment Plant Roof Replacement

Mr. Aman reported that the bid opening was last week and there were six bids, one of which was non-qualifying. Four of the bids were very high, but the last bid opened was within the budget. Mr. Aman noted that the apparent low bidder had visited the Regional Plant and examined the buildings. Mr. Aman will ask the board to award the bid at the December meeting following confirmation that the bidder can obtain the proper bonds and insurance.

Regional Water Storage Tank Update

Mr. Aman recommended that the Authority plan to close on the tank site property in January, 2018 in order to allow time to complete needed preliminary tasks including title review and other due diligence activities. The Authority has until February 6, 2018 to exercise its option to purchase. Mr. Aman requested authorization to arrange for these preliminary services. After due discussion and deliberation, Mr. Scudder moved, Mr. Hutteman seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to undertake required due diligence preliminary to exercising the option to purchase the Regional Water Storage Tank site on Brantling Hill Road in the Town of Arcadia, including a property survey, geotechnical work including soil testing, additional legal services, a Phase I environmental assessment, title review, title insurance and coordination with the Town of Arcadia regarding the need for any required subdivision approval.

Mr. Aman reported that the project will be subject to the Notice of Intent procedures set forth in Agriculture and Markets Law §305 because the project is within an agricultural district. The Department of Agriculture and Markets is requiring that the Authority adopt a lateral restrictions policy to limit new connections to the water system. He distributed a proposed Lateral Restriction Resolution for consideration at the December meeting. It is modeled on the standard Ag and Markets format that Mr. Howard has revised to apply to the Authority.

Mr. Aman next updated the Board on the status of the project financing, noting that the Authority was not successful in its initial grant request, but had applied for 100% USDA financing. In discussions with the USDA, representatives have asked whether the Authority, which is managing the project, would consider making a capital contribution to the cost of the project from the Authority's reserves. Mr. Aman reminded the board that the Authority's capital plan indicates the potential for such a contribution given the strategic importance of the proposed project improvements including the transmission lines. Following discussion, board members noted that the Authority is already making a significant financial contribution in terms of engineering and legal fees, as well as securing the tank site. Mr. Aman noted that additional discussion is expected at the next USDA meeting the coming Thursday.

Regional WWTP Feasibility Study Update

Mr. Aman reported that not a lot of progress has been made. All the participants have been invited to the Macedon Town Board meeting on December 14 for an update. There is no news on the WQIP grant application.

Arcadia WD #12 Construction Project

Mr. Aman reported that the project is complete except for the pressure control vault. Mr. Monroe reported that the vault structure is in place, the valve will be delivered soon and the hatch is being fabricated. This is the kind of addition that is often possible when there are funds remaining at the end of a project.

Port Bay Sewers Update

Mr. Aman reported that Mr. Ceratt attended the bid opening. The bids came in very high; expectations had been for less than \$8 million and the low bid was a little over \$9 million. However, the projections had not included any grant money and, after the fact, the project was awarded some \$2.6 million in grants. As a result, costs are within approved limits and the project will now go forward with a probable late spring start.

Village of Red Creek

Mr. Monroe reported that some drainage work was completed along with the South Street sewer project. Authority crews replaced some galvanized water services for which the Authority will be reimbursed. Some more work is planned for the school holiday when shutting down areas with poor valve coverage will not leave the school without water. There is a new mayor of the village and the Authority's involvement in the village water operations will most likely be reviewed.

Alasa Farms Discussion

Mr. Aman reported that the Town of Sodus had an agreement with the Cracker Box Palace animal shelter at Alasa Farms whereby the not-for-profit organization received free water because it is at the end of a dead-end water line that would otherwise need extensive flushing to maintain water quality. In addition the organization assists the county by sheltering animals seized by law enforcement, among others. The Authority has been billing this customer since assuming the operation of the Sodus system. Cracker Box Palace has asked that the Authority give them the same arrangement as Sodus did. Discussion ensued. Mr. Aman will confirm with Wayne County the extent to which the organization is actually aiding the county and determine the degree to which the request conforms to the Authority's policies and procedures.

Town of Macedon Route 31 Water Project Update

Mr. Monroe reported that the contractor is done and the 12-inch line is up and running. Mr. Aman reported that Berry Plastics in the former village has finally hired a consultant to find leaks in its water system. Capital charges to improve the sewer and water systems have begun to be charged, using equivalent dwelling units based on water use. Berry Plastics is working to reduce its water use and also claim that their cooling towers evaporate up to 40% of the water used. They are asking for an immediate adjustment in their EDU count. Mr. Aman reported that he will follow the procedure of annual adjustment.

Town of Sodus Lease Update

Mr. Aman reported that the planned improvements to the building required for winter operations are underway. Final approval of the proposed contract is still pending.

Miscellaneous Meetings Report

Mr. Aman reported that he had had a number of IT-related meetings and a meeting on old "spaghetti lines" on roads in northern Wolcott. He expects there to be a meeting soon with the six towns involved in the Regional Water Tank Project. He has met with Scott Mooney of Boylan, Code in regard to updating the Authority's Employee Handbook. There was discussion of an online version.

Mr. Ceratt reported that he had completed a draft version of the Vulnerability Assessment and Emergency Response Plan. He expects to have them finalized by mid-December. Mr. Aman reported that a Walworth resident with a background in developing safety plans had approached him proposing to set up a safety manual.

Monthly Report

Mr. Monroe presented a short verbal monthly report since most of what he would report has been covered in the agenda. The year-end inventory is coming up and the crews are moving into the seasonal training cycle. He was pleased to report that the Macedon and Lyons wastewater plants are running well. Seth Galek has worked to get the Red Creek water operation to a status quo condition.

There being no further business to come before it, upon a motion made by Mr. Hutteman, seconded by Mr. LaGasse, the meeting was adjourned at 6:10 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting