

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

Meeting of: April 24, 2018

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

Present: LaVerne Blik, Jean Johnson, Robert Hutteman, David Scudder, William Hammond, Donald Ross

Absent: Rick Stevens, Mark Humbert, Dan LaGasse

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.

I. Chairman's Report

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

RESOLVED, that the minutes of the March 27, 2018 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: None.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills.

After due discussion and deliberation, Mr. Hutteman 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: Vouchers 18-545 to 18-706 totaling \$836,285.85.

Ms. Johnson presented the Financial Statements for the month of March.

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

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for March 2018 be approved and accepted.

Transfer to Capital Reserve

Mr. Aman drew the board’s attention to the analysis of operating cash on hand and Capital Reserve balances in the financial reports package. He and Ms. LaDelfa had arrived at the amount of \$300,000 to recommend for transfer into the Capital Reserve Account. After due discussion and deliberation, Mr. Hammond moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, to transfer funds in the amount of \$300,000 from operating funds into the Capital Reserve account.

III. Agenda Items

Award Bids

Mr. Monroe reported that the Authority had taken bids for materials for the coming construction season, for directional drilling and for the purchase of HDPE water main pipe. This last is needed because a section of main on Mill Street in Marion will be in close proximity to a sewer main, thus calling for fused pipe to meet Department of Health requirements. He received seven bids for the construction season materials. He read the totals for the winning bidders for these materials, informed the members that this bid was to be awarded on unit prices and requested authorization to award to the four lowest responsible bidders. After due discussion and deliberation, Mr. Ross 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 bid be awarded to the lowest responsible bidders as follows:

T. Mina Supply			Unit Price	Subtotal	
6” Gate Valve MJ x MJ - Clow	58	ea	\$418.50	\$24,273.00	
8” Gate Valve MJ x MJ - Clow	54	ea	\$665.90	\$35,958.60	
2-piece Valve Box with Lid - Sigma	112	ea	\$56.85	\$6,367.20	
Hydrant Unit, from MJ Inlet to Bonnet - AVK	58	ea	\$1,522.00	\$88,276.00	
				\$154,874.80	Total

Martisco Corp.			Unit Price	Subtotal	
1” SS Tapping Saddle for 8” PVC - Smith-Blair	78	ea	\$47.35	\$3,693.30	
				\$3,693.30	Total

EJ Prescott			Unit Price	Subtotal	
8” x 6” x 8” Anchor Tee - Sigma	58	ea	\$82.50	\$4,785.00	
8” MJ x MJ Solid Sleeve - Sigma	22	ea	\$58.50	\$1,287.00	
8” MJ x 8” MJ x 8” MJ Tee - Sigma	4	ea	\$86.00	\$344.00	
1” Corporation Stop - Lead Free Brass - AYMcDonald	78	ea	\$36.00	\$2,808.00	
1” Curb Stop - Lead Free Brass - AY McDonald	78	ea	\$72.50	\$5,655.00	

1" SS Insert	156	ea	\$1.00	\$156.00	
1" Polyethylene CTS 200 psi Water Service Tubing	2,000	ft	\$0.30	\$600.00	
8" 45 degree MJ Bend - Sigma	6	ea	\$46.75	\$280.50	
8" 90 degree MJ Bend - Sigma	2	ea	\$57.50	\$115.00	
8" 4-way Cross - Sigma	1	ea	\$91.25	\$91.25	
					\$16,121.75 Total

Core & Main			Unit Price	Subtotal	
6" Mechanical Gasket Pack with 4-1/2" T-Bolts - Sigma	200	ea	\$8.00	\$1,600.00	
8" Mechanical Gasket Pack with 4" T-Bolts - Sigma	350	ea	\$8.50	\$2,975.00	
8" Mechanical Gasket Pack with 6" T-Bolts - Sigma	15	ea	\$10.00	\$150.00	
8" MJ Restraints for PVC - Sigma	330	ea	\$28.00	\$9,240.00	
6" x 3 ft Anchor Pipe - Clear Water	40	ea	\$124.00	\$4,960.00	
6" x 2 ft Anchor Pipe - Clear Water	10	ea	\$101.00	\$1,010.00	
6" x 1 ft Anchor Pipe - Clear Water	8	ea	\$82.00	\$656.00	
Curb Box and SS Rod - Mueller	33	ea	\$39.00	\$1,287.00	
Underground Warning Tape, 1000 ft roll	32,000	ft	\$0.035	\$1,120.00	
					\$22,998.00 Total

Mr. Monroe reported that there were three bidders for the HDPE Water Main Pipe, and he requested authorization to award the bid to the lowest bidder, Core & Main. After due discussion and deliberation, Mr. Scudder moved, Mr. Hammond 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 awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority's Procurement Policy; (iii) the proposed awardee has 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 bid be awarded to the lowest responsible bidder, Core & Main, LP, as follows:

920 Linear Feet of 8" HDPE Water Main Pipe at the price per foot of \$13.21 for a subtotal of \$12,153.20; and 8 each of 8" Fusion to MJ Ends at the unit price of \$79.35 for a subtotal of \$634.80, for a total bid price of \$12,788.00.

Mr. Monroe reported that there were two bidders for the 2018 Directional Drilling bid, and although they were very close, based on the total cost for drilling in earth and in rock the low bidder was Burrows Brothers. After due discussion and deliberation, Mr. Scudder moved, Mr. Hammond 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 awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority's Procurement Policy; (iii) the proposed awardee has 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 bid be awarded to the lowest responsible bidder, Burrows Brothers, for the following:
Bore and Pull back 8" HDPE in earth, \$82.00 per linear foot.
Bore and Pull back 8" HDPE in rock, \$222.00 per linear foot.

Update on Building Expansion

Mr. Ceratt reported that the building is nearing substantial completion. The last phase of the furniture has been received and installed and the kitchenette finished. Soon the storage trailer will be emptied and returned to A Verdi. Mr. Aman reported that he had hoped to have a final budget for the board but he has not received all the numbers from the contractor. He reminded the board that there will be an additional change order. There was a discussion of naming one of the conference rooms in honor of the late Chairman, David Lyon. Mr. Monroe reported that the outdoor work would hopefully be completed by the end of May, but this would depend on the date the asphalt plants open.

Attorney Discussion

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

RESOLVED, that the Board enter into Executive Session to discuss with counsel matters which would imperil the public safety if disclosed.

Mr. Hutteman left the meeting.

At 4:58 p.m. Mr. Scudder moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board return to open session.

Regional Water Storage Tank Update

Mr. Aman reported that he would be meeting with USDA representatives the next day in Canandaigua. He has heard that the USDA is considering funding the project this quarter on a loan basis, and while this is a loan, it is an anchor funding source and there may still be grant opportunities.

Western Regional WWTP Project Update

Mr. Aman reported that he received a letter from the Environmental Facilities Corporation stating that the Authority is hardship eligible for up to \$20 million for this project. The Memorandum of Understanding is moving forward and a draft could be ready by the end of the month. The project will include decommissioning the existing facilities, specifically the Macedon wastewater plant. He informed the board that there are also customers in the Town of Palmyra who would need to be accommodated by the new facility through the Village of Palmyra.

Port Bay Sewers Update

Mr. Aman reported that Blue Heron, the contractor, expects to be on the site the week of May 20, 2018, reportedly with two crews, one working on each side of the bay. Mr. Aman reminded the board that construction on this project will likely extend into the 2019 season.

Village of Red Creek Water Operations

Mr. Monroe reported that there is little to report and that operations are going well.

Village of Red Creek Phase IV Sewers

Mr. Aman reported that this project servicing Canada Street is moving ahead.

Miscellaneous Water Projects

Mr. Aman reminded the board that the construction crew would be working on three major projects this year: Sodus Water District 11, South Geneva Road in Sodus, and Mill Street in Marion. While waiting for approvals from the Department of Health, the crew may also complete some small projects in Walworth and the Village of Palmyra.

Governance/Policies Discussion

Mr. LaGasse, Mr. Bliet, Mr. Ross and Mr. Scudder attended the employee training on April 13 and felt it was well done. After that, Mr. Scudder and Mr. Humbert met and worked on some policies such as how to handle accounts with excessive water use and thus a high bill. Mr. Aman reminded the board that he has been following a policy which is very similar to that used by the Onondaga County and Monroe County Water Authorities, but that the state auditors had recommended that it be formalized. Mr. Scudder would like to have a review of some policies with the administrative staff who handle these situations, and a Governance Committee meeting to finalize the new policies.

Miscellaneous Meetings Report

Mr. Aman reported that the Town of Arcadia has been making progress with setting up a proposed new Water District #17 with a number of people attending a meeting and signing a petition in favor of the district. He has also attended meetings in the Town of Huron, which is working on a new district to include North Huron Road, Lummisville Road and other areas. Property owners on Eagle Island in Huron are interested in public water again.

Monthly Operations Report

Mr. Monroe presented a verbal monthly report. Since the weather has improved he has received a lot of calls from customers wanting information about water services or when their lawn would be restored if there had been an excavation over the winter. He plans to finish restoration before the construction season starts. There has been an uptick in water service applications. There have been a number of service repairs, including one in front of the Macedon Town Hall, but no major breaks.

Mr. Aman reported that the Lakeshore News ran an article on the recent state audit, but he received no calls from customers about it.

There being no further business to come before it, upon a motion made by Mr. Scudder, seconded by Mr. Ross, the meeting was adjourned at 5:22 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting