

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

Meeting of: July 24, 2018

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

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

Absent: Robert Hutteman, Rick Stevens, Mark Humbert, Donald Ross

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. Scudder moved, Mr. LaGasse seconded, and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the June 26, 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.

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

RESOLVED, that the following statements are hereby authorized and directed to the Treasurer for payment: Vouchers 18-1033 to 18-1213 totaling \$605,823.27

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

After due discussion and deliberation, Mr. Hammond 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 June 2018 be approved and accepted.

III. **Agenda Items**

Eastern Regional WWTP

Mr. Aman reported that the roof replacement project should be completed by the next month's Board meeting.

Mr. Aman reported that the NYS DEC has issued new effluent disinfection requirements for treated wastewater discharge to the Red Creek plant's receiving stream (Red Creek.) The Authority will need to add disinfection to the Red Creek plant by 2023 in order to be in compliance with its new SPDES permit. Options include ultraviolet disinfection or chlorination and dechlorination. UV is the more practical, environmentally friendly and economical solution. Funding is available through the NYS DEC's Water Quality Improvement Project Program (WQIP.) MRB Group has revised their 2014 report on future WWTP improvements to include disinfection in the first phase of recommended improvements, and is preparing an application for a grant to cover most of the cost of a UV disinfection system and associated improvements. This cost would be approximately \$1 million, of which the WQIP grant would cover up to 75%, with the Authority providing the remainder. A necessary first step is to start the SEQR process by declaring the Authority's intent to be Lead Agency. After due discussion and deliberation, Mr. Hammond moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS, Wayne County Water & Sewer Authority Board (hereinafter referred to as WCWSA Board) has reviewed the SEQR Short Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as Board Engineer) on the above-referenced Red Creek Area Regional Wastewater Treatment Facility Improvements Project (hereinafter referred to as Action); and

WHEREAS, the WCWSA Board determines that said Action is classified as an Unlisted Action under the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the WCWSA Board determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; and

WHEREAS, the WCWSA Board determines that it is the most appropriate agency to insure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the WCWSA Board does hereby declare its intent to be designated as the lead agency for the Action.

BE IT FURTHER RESOLVED, that the Board Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing on or before noon on Monday, August 27, 2018.

The next resolution needed is in support of the WQIP Program application for funding. After due discussion and deliberation, Mr. LaGasse moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

Resolution of Support from the WCWSA for the New York State Consolidated Funding Application, Water Quality Improvement Project Wastewater Treatment Improvements for the RED CREEK AREA REGIONAL WASTEWATER TREATMENT FACILITY, WOLCOTT, NY

WHEREAS, the Board of Directors of the WCWSA supports the submission of a Consolidated Funding Application (CFA) on behalf of the WCWSA, for the Water Quality Improvement Project (WQIP) program, for upgrades to the WCWSA Red Creek Area Regional Wastewater Treatment Facility (the "Red Creek Plant"); and

WHEREAS, the New York State Department of Environmental Conservation provides a competitive statewide reimbursement grant program for local governments, administered to directly address documented water quality impairments; and

WHEREAS, the WCWSA received a letter from the New York State Department of Environmental Conservation indicating that upcoming modifications to the Red Creek Plant's State Pollutant Discharge Elimination System (SPDES) permit will include the addition of an effluent disinfection requirement; and

WHEREAS, if funding is received it will be utilized by the WCWSA to add a new Ultraviolet Disinfection system, providing a higher quality of effluent being discharged from the Red Creek Plant;

NOW THEREFORE BE IT RESOLVED, that the WCWSA Board of Directors, on behalf of the WCWSA, will complete the necessary actions to authorize expenditures for the Ultraviolet Disinfection system, and authorizes Executive Director Martin J. Aman to execute necessary documents relative to and as required for the CFA, WQIP; and

BE IT FURTHER RESOLVED, that the WCWSA Board of Directors recognizes and fully supports the submission of the CFA for WQIP on behalf of the WCWSA for the Ultraviolet Disinfection system for the Red Creek Plant.

Western Regional WWTP Project Update

Mr. Aman reported that a similar application will also be made for the proposed Western Regional WWTP. The SEQR resolution was previously done, but the WQIP resolution is needed. After due discussion and deliberation, Mr. Hammond moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

Resolution of Support from the WCWSA for the New York State Consolidated Funding Application, Water Quality Improvement Project Wastewater Treatment Improvements for the WESTERN WAYNE COUNTY REGIONAL WASTEWATER TREATMENT PLANT, PALMYRA, NY

WHEREAS, the Board of Directors of the WCWSA supports the submission of a Consolidated Funding Application (CFA) on behalf of the WCWSA, for the Water Quality Improvement Project (WQIP) program, for the proposed Western Wayne County Regional Wastewater Treatment Plant; and

WHEREAS, the New York State Department of Environmental Conservation provides a competitive statewide reimbursement grant program for local governments, administered to directly address documented water quality impairments; and

WHEREAS, the Town of Macedon, Town of Marion, and Village of Palmyra each owns and operates a wastewater treatment facility that is in need of major capital improvements in the near or immediate future; and

WHEREAS, the WCWSA is proposing to construct and operate the Western Wayne County Regional Wastewater Treatment Plant, located to the west of the existing Village of Palmyra wastewater treatment facility, which would service all three communities in a collaborative effort to replace aged, failing infrastructure while sharing capital costs; and

WHEREAS, if funding is received, it will enable the WCWSA to provide improved infrastructure in a cost-effective manner, elevating water quality for each of the involved communities, supporting growth and development in the area for years to come;

NOW THEREFORE BE IT RESOLVED, that the WCWSA Board of Directors, on behalf of the WCWSA, will complete the necessary actions to authorize expenditures for the Western Wayne County Regional Wastewater Treatment Plant, and authorizes Executive Director Martin J. Aman to execute necessary documents relative to and as required for the CFA, WQIP; and

BE IT FURTHER RESOLVED, that the WCWSA Board of Directors recognizes and fully supports the submission of the CFA for WQIP on behalf of the WCWSA for the Western Wayne County Regional Wastewater Treatment Plant.

Regional Water Storage Tank Update

Mr. Aman reported that most of the month's activity has centered on completing the application for USDA funding. An application to the EFC is being prepared as a backup plan, but funding from Rural Development (USDA) is the preferred option. For this roughly \$10 million project, the USDA wants a guaranteed loan from a local institution; Lyons National Bank will guarantee a loan of \$1 million. After due discussion and deliberation, Mr. LaGasse moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board of Directors of the Wayne County Water & Sewer Authority ratify the application to Lyons National Bank for a \$1 million guaranteed loan; and further

RESOLVED, that the Executive Director is hereby authorized to take such further actions and execute any and all further documents required to effectuate both the USDA direct loan and the guaranteed loan through Lyons National Bank.

Update on Building Expansion

Mr. Ceratt reported on the progress that has been made since the last board meeting. The parking lot has been striped, the stop and slow signs installed, the flagpoles have been installed, the faulty projector in the meeting room has been replaced and will soon be installed, he and Michael Klimchuk the IT consultant are working on scheduled upgrades, and the fuel management system is scheduled for installation next week. Colacino has been working on finalizing the systems that they installed. Mr. Ceratt and Jessica Freiling have been working with sign companies to obtain the signage for the building. Estimates range from \$4,400 to \$7,145 for the logo, aluminum lettering and frosted vinyl appliques on the windows. He feels the best option is a rigid foam logo offered by Sign & Lighting Services, LLC in Ontario. Mr. Scudder would like this to be in place before the CGI video is shot. Also, there are some punch list items outstanding. Mr. Scudder asked about the roof situation; Mr. Ceratt reported that there were no leaks in the one recent rainstorm. The one-year warranty on the roof will not start until there is agreement that the roof is fixed. Mr. Aman reported that \$50,000 is being withheld as retainage until the punch list items are satisfied.

Port Bay Sewers Update

Mr. Aman reported that the contractor is installing fused pipe and making reasonable progress. He expects there to be a progress meeting before the next board meeting. He remarked that the similar sewer system installed recently in the Blind Sodus Bay area has been experiencing some problems with trapped air in some force mains. A meeting is scheduled next week with the engineers and equipment suppliers to discuss possible remedies.

Miscellaneous Water Projects

Mr. Monroe reported that the Mill Street project should be substantially complete the next day with some asphalt still being installed. The hydroseeding is complete, water services have been swapped to the new main and DOH certification has been received.

Mr. Aman reported that the Sodus projects should be underway soon.

CGI Video Discussion

Mr. Ceratt reported that the revised script has been submitted to the voiceover crew and the video filming has been pushed back to August 30.

Employee Discussion

Mr. Aman reported on some personnel changes in the front office (reception area.) These changes are reflected in Schedule A, the Authority salary schedule. After due discussion and deliberation, Mr. Scudder moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adopt the revised Schedule A, the Authority salary schedule for 2018, a copy of which shall be placed on file in the office of the Executive Director.

Village of Red Creek Water Operations

Mr. Monroe reported that since the village passed its sewer connection requirement ordinance, the eastern crew has been busy inspecting sewer connections. The Authority bills the village for these services. The village has also cut down on the number of employees, necessitating more effort on behalf of the Authority in the daily water operation. The village installed a continuous chlorine injection system that works with their pumps with monitors, alarms and feedback control; the previous system was failing and had caused the village to issue boil water notices on two separate occasions.

Miscellaneous Meetings Report

Mr. Aman reported that there have been several meetings in support of the two current regional projects. There was a meeting with bond counsel Charles Schachter on the Rural Development (USDA) trust indenture issue. Mr. Howard reported that the Authority's bond indenture does not include language required by the USDA, which requires independent rights of access.

Monthly Operations Report

Mr. Monroe gave a verbal report. With the current drought conditions, a lot of time has been spent balancing the water being drawn from the various suppliers. There have been a large number of new water services installed. A key component of work was the Mill Street project, which was planned so it would be substantially completed ahead of the Sodus projects. A small project was completed for the Village of Palmyra; it was a thousand-foot water main replacement in the Kent Street area to facilitate the replacement of an old undersized main while also enhancing flows for a sprinkler system in the new highway barn. When the main is approved, the crew will switch over the water services.

There was discussion of water use by farmers in drought conditions, including ways of handling hydrant meters and sizing of mains in new districts.

There being no further business to come before it, upon a motion made by Mr. Hammond, seconded by Mr. Scudder, the meeting was adjourned at 5:30 p.m.

Respectfully submitted: Demaris Verzulli
Demaris Verzulli, Secretary of the Meeting