

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

Meeting of: August 28, 2018

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

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

Absent: Robert Hutteman, Mark Humbert

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

Recognition of Rick Stevens

Mr. Aman expressed to the Board his sorrow that Rick Stevens, Member of the Board, had passed away earlier this month. He asked that the Board make a resolution honoring Mr. Stevens and his long service to the Authority. Mr. Hammond moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority lost a dedicated member of the board on August 9, 2018 with the death of Richard O. Stevens; and

WHEREAS, the Authority Board wishes to recognize and honor Rick's life and his legacy of service to the Authority; and

WHEREAS, Rick devoted many years of dedicated professional service as a member of the Wayne County Water & Sewer Authority Board until his death; and

WHEREAS, Rick showed a dedication to this Authority that has allowed this Authority to maintain high standards, reasonable water and sewer rates, a safe and efficient working environment, and sound customer and employee relations;

NOW, THEREFORE BE IT RESOLVED that the Wayne County Water & Sewer Authority hereby recognizes the substantial contributions of Richard O. Stevens over the course of his membership and mourns his death; and

BE IT FURTHER RESOLVED that the Authority celebrates the memory of our colleague Richard O. Stevens and expresses its heartfelt condolences to the entire Stevens family; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to the family of Richard O. Stevens and recorded in the permanent minutes of this Board.

Mr. Aman reported that Lynn Chatfield, the Wolcott town supervisor, had recommended Lori Ferguson to fill the remainder of Mr. Steven's term and the Wayne County Board of Supervisors would be voting on her appointment on September 5.

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

RESOLVED, that the minutes of the July 24, 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. LaGasse 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 18-1214 to 18-1406 totaling \$491,309.44.

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

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

III. Agenda Items

Eastern Regional WWTP

Mr. Ceratt reported that all the submittals have been approved and all is in place for the work on the roof replacements to begin in the first or second week in September; the project should take only several days to complete. Mr. Aman reported that in regard to the new disinfection project, it is necessary to complete the SEQR process. He presented two resolutions to the board. The first is to declare the Authority as lead agency. After due discussion and deliberation, Ms. Johnson moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS, Wayne County Water & Sewer Authority Board (hereinafter (hereinafter referred to as WCWSA Board) has on Tuesday, August 28, 2018 declared its intent to be designated the Lead Agency for the Red Creek Area Regional Wastewater Treatment Facility Improvements Project under the provisions of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the WCWSA Board has provided written notices to this effect to the involved and interested agencies; and

WHEREAS, the WCWSA Board has not received any written objections from the involved agencies to the Board's being designated as the lead agency under the SEQR Regulations; and

WHEREAS, the WCWSA Board has previously determined that it is the most appropriate agency to insure the coordination of this Action and for making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the WCWSA Board does hereby designate itself as the lead agency for the Action identified above herein.

The second resolution is to declare that the project will have no significant adverse environmental impacts. After due discussion and deliberation, Ms. Johnson moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS, the Wayne County Water & Sewer Authority Board (hereinafter referred to as WCWSA Board) has determined the above referenced Action to be an Unlisted Action pursuant to Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the WCWSA Board has reviewed and accepted the completed Short Environmental Assessment Form Parts 1, 2, and 3 on the Action prepared by the MRB Group; and

WHEREAS, the WCWSA Board has completed the coordinated review and public comment period provided for under the SEQR Regulations; and

WHEREAS, the WCWSA Board has designated itself as lead agency under the SEQR Regulations for making the determination of significance upon said action; and

WHEREAS, the WCWSA Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in Short Environmental Assessment Form Parts 1, 2, and 3.

NOW THEREFORE BE IT RESOLVED, that said Action WILL NOT result in any significant adverse environmental impacts based on the review of the Short Environmental Assessment Form; and

BE IT FINALLY RESOLVED that the WCWSA Board does hereby make a Determination of Non-Significance on said Action, and the Board Chairman is hereby directed to issue the Negative Declaration as evidence of the WCWSA Board determination of environmental non-significance.

Western Regional WWTP Project Update

Mr. Aman reported that the board needed to make a resolution of support for the Water Infrastructure Improvement Act grant that is being submitted for the project. After due discussion and deliberation, Mr. Scudder moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

Resolution of Support from the WCWSA for the Water Infrastructure Improvement Act (WIIA) Grant for the WESTERN WAYNE COUNTY REGIONAL WASTEWATER TREATMENT PLANT, PALMYRA, NY

WHEREAS, the Board of Directors of the WCWSA supports the submission of a New York State Water Infrastructure Improvement Act (WIIA) grant application on behalf of the WCWSA, for the proposed new Western Wayne County Regional Wastewater Treatment Plant with a Total Project cost of \$33.5 million; and

WHEREAS, the New York State Environmental Facilities Corporation (EFC) administers grants to assist municipalities in funding wastewater treatment infrastructure projects for protecting or improving water quality and/or protecting public health; 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, authorizes Executive Director Martin J. Aman to submit such grant application and further authorizes Executive Director Aman to execute necessary documents relative to and as required for the WIIA application; and

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

Mr. Howard reported on the progress he has made in putting together a schedule of events that must happen in order to close on interim financing by the end of the year. The involved municipalities need to be willing to enter into an inter-municipal service agreement with the Authority and to commit to paying their pro-rata share of debt service as a component of the service fee as well as ongoing operating expenses. He has begun work on the form of the agreement and has based it on the form of IMA that was used when the Authority built the Red Creek Wastewater Plant and the Department of Corrections participated in funding the project. That agreement was approved by both the Attorney General and the Comptroller and Mr. Howard therefore felt the structure and re-payment provisions would serve as a useful model. When the draft is ready, he will present it to the Authority's bond counsel and the rest of the Authority's team and then he will send it to the other municipal attorneys. He noted that David Saracino, attorney for the Town of Arcadia, had brought the structure of the agreement (that was also reflected in the Memorandum of Understanding) to the Association of Towns and that organization was comfortable with it.

Regional Water Storage Tank Update

Mr. Aman reminded the board that the Environmental Facilities Corporation Intermunicipal Water Infrastructure Grant application for the Regional Tank Project was not successful last year, and the application will now be renewed with a request for the full \$4 million allowed. It is necessary to designate him as the official representative in the submission of the application. On motion duly made by Mr. Hammond and seconded by Mr. Scudder the following resolution was placed before the members of the Wayne County Water and Sewer Authority:

RESOLVED, that the Executive Director of the Wayne County Water and Sewer Authority, Wayne County, New York, is hereby authorized as the official representative of the Authority to execute and submit the application for grant assistance to the New York State Environmental Facilities Corporation (EFC) under the NYS Intermunicipal Water Infrastructure Grants (IMG) Program for the construction of a regional water storage tank and distribution system improvements with a maximum total cost of \$10,500,000 and is hereby directed and authorized to act in connection with the submission of these applications and to provide such additional information and to execute such documents as may be required in connection with the receipt, use and disbursement of said grant funds; and.

BE IT FURTHER RESOLVED, that the Board of Directors of the Wayne County Water and Sewer Authority will issue revenue anticipation bonds and/or notes to finance the remaining cost of the project.

After due deliberation and discussion, the question of the adoption of the foregoing Resolution was duly put to vote on roll call, which resulted as follows:

Mr. Humbert	VOTING	Aye
Mr. LaGasse	VOTING	Aye
Ms. Johnson	VOTING	Aye
Mr. Ross	VOTING	Aye
Mr. Scudder	VOTING	Aye
Mr. Hutteman	VOTING	Aye

The Resolution was thereupon declared duly adopted.

Update on Building Expansion

Mr. Ceratt reported that the month had been successful, with the fuel management system being put into operation, the parking lot striped and supplied with bumpers and the flagpoles up and flying flags. There are only a few minor things still to be addressed and the Authority is still holding the reserve until all is done. He was sorry to report that the installation of the signage on the building was delayed; he had hoped to have it in place for the photo shoot scheduled for this week in conjunction with the CGI video project. He invited the board to attend and be part of the group photo.

Port Bay Sewers Update

Mr. Aman reported that he had been to a progress meeting and the project is moving along with installation focused on the major roads. After Labor Day the contractor will move onto the private roads and the more built-up areas. The completion is still targeted for fall 2019.

Miscellaneous Water Projects

Mr. Monroe reported that the Mill Street, Marion, project was substantially wrapped up. On South Geneva Road in Sodus, 6,000 feet of main has been installed, with 400 feet on Stell Road, and the crew is completing restoration. The Sodus Water District 11 project has started; this includes 23,000 feet of water main and about six hundred feet of directional drills. David Doyle of MRB Group told him that the Town of Arcadia is pressing forward on Water District 17 and would like to start it this fall if possible.

Commonly Used Materials Bid

Mr. Monroe explained the concept behind the commonly used materials bid being based on unit prices in various categories of parts. He reported that on August 21 bids were received from five vendors and he presented a spreadsheet of the bid results on the new projection screen. After due discussion and deliberation, Mr. Ross moved, Mr. Scudder 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 Core & Main LP for a category price total of \$499.77.

Category: Curb Boxes and Parts: to F W Webb Co. for a category price total of \$50.92.

Category: Water Service Tubing: to Core & Main LP for category price total of \$2.27.

Category: Water Main Repair Bands: to Blair Supply Corp. for a category price total of \$3,458.12.

Category: Water Main Repair Couplings: to Blair Supply Corp. for a category price total of \$2,513.00.

Category: Hydrants: to Ti-Sales, Inc. for a category price total of \$3,627.14.

Category: Valve Boxes and Parts: to Core & Main LP for a category price total of \$337.76.

Category: Meter Setting Brass: to E J Prescott Inc. for a category price total of \$311.00.

Category: Water Service Brass: to Blair Supply Corp. for a category price total of \$998.58.

Category: C-509 Valves: to Blair Supply Corp. for a category price total of \$3,211.13.

Category: C-515 Valves: to Ti-Sales, Inc. for a category price total of \$2,922.22.

Category: Sewer Parts: to F W Webb Co. for a category price total of \$1,128.02.

BOCES Co-operative Electricity Bid

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, Ms. Johnson moved, Mr. Hammond 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.

CGI Video Discussion

Mr. Ceratt reported that the production schedule for the video project would start at 10 a.m. on this Thursday at the Red Creek Plant, then move to Sodus where the water main crew is working, and then to the operations building for a group video and other photos with Mr. Aman and the staff. He expects this part to be around noon and again invited the board to participate.

Village of Red Creek Water Operations

Mr. Aman reported that the operations had gone smoothly this month.

Designate New Records Management Officer

Mr. Aman reported that with the upcoming retirement of Colleen VanDame, the current Records Management Officer, it was necessary to appoint a replacement. After due discussion and deliberation, Mr. LaGasse moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that Jessica Freling be appointed the Records Management Officer for the Wayne County Water and Sewer Authority, effective immediately.

Designate New Procurement Officer

Mr. Aman reported that Mr. Monroe would like to relinquish the appointment of Procurement Officer. The Procurement Policy gives the Executive Director the power to select the Procurement Officer and Mr. Aman would like to appoint Mr. Ceratt. After due discussion and deliberation, Mr. Hammond moved, Ms. Johnson seconded and all members present unanimously approved the following resolution:

RESOLVED, that Derek Ceratt be appointed Procurement Officer for the Wayne County Water and Sewer Authority, effective immediately.

TIFFT Symposium Attendance

Mr. Aman reported that the TIFFT Symposium, a technical symposium of the AWWA, will be held the third week in September in Westchester County. Attendance has been budgeted for, but he asked the board to approve his attendance with two nights lodging. After due discussion and deliberation, Mr. Scudder moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to attend the AWWA TIFFT Symposium in September as a previously budgeted item.

Miscellaneous Meetings Report

Mr. Aman reported that he spoke with the Wayne County Director of Economic Development in hopes of learning the status of the Butler Correctional Facility. Most of the other meetings this month have been regarding the regional projects.

Mr. Aman reported that the Town of Marion informed him that one of the town's two wastewater treatment plant operators would be leaving, with only one operator left to work at the plant. The town requested assistance from the Authority, and therefore several Authority employees are being given additional training to be able to fill this need. There is no formal agreement yet but Mr. Aman expects it to be similar to the agreement with the Village of Red Creek to help with its water operations.

Monthly Operations Report

Mr. Monroe gave a verbal report. The construction projects have been the main focus. Tomorrow the Department of Health will be making a routine inspection of some of the eastern area facilities. In the Blind Sodus Bay sewer area, some changes have been made to provide better air release in the force mains. More information is needed to ascertain if the problem is a function of use, hidden high points in the force main, or something else. The pump manufacturer has set up a test where data is being collected and the results can be monitored on line with a data logger on loan as a demonstration system. The sewer plants are running well with flows down because of the generally drier weather, and periodic rain has taken the pressure off the water demand. The summer help program is winding down with two part-time employees working for a couple of days a week as they attend a local college. Mr. Monroe brought to the attention of the board a new hydrant marker he is testing to be integrated into future projects.

There was discussion of how the regional projects would be managed and by whom. Mr. Aman remarked that usually the engineering firm provides the inspectors for the actual construction oversight.

There being no further business to come before it, upon a motion made by Mr. Scudder, seconded by Mr. Hammond, the meeting was adjourned at 5:35 p.m.

Respectfully submitted: _____
Demaris Verzulli, Secretary of the Meeting