

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

Meeting of: November 27, 2018

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

Present: LaVerne Blik, Jean Johnson, David Scudder, Dan LaGasse, Mark Humbert, William Hammond, Donald Ross, Lori Furguson

Absent: Robert Hutteman

Advisors Present: Michael Howard, General Counsel
Bill Davis, MRB Group

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: Zach Bartlett

Chairman LaVerne Blik called the meeting to order at 4:03 p.m.

I. Chairman's Report

Mr. Blik introduced Zach Bartlett, who is interested in the Western Regional WWTP project.

Adoption of Minutes Mr. Howard remarked that he had suggested some minor technical changes to the wording of a few discussions. After due discussion and deliberation, Mr. Hammond moved, Mr. LaGasse seconded, and all members, with the exception of Mr. Ross, who abstained, approved the following resolution:

RESOLVED, that the minutes of the October 23, 2018 meeting of the Wayne County Water and Sewer Authority be accepted with the suggested changes.

Correspondence: Mr. Aman reported that he had received a report from Mr. Ross on a fire chiefs meeting he had attended. At this meeting Authority employee Scott Snyder gave the attendees an update on the Town of Sodus water system and the Authority's future plans; he also distributed system maps and other information. Mr. Ross remarked on the excellent job Mr. Snyder had done.

Mr. Aman also reported that the Authority was awarded a \$5 million Water Infrastructure Improvement Act (WIIA) grant for the Western Regional WWTP. He is still waiting for news about the WQIP Grant Application.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills. After due discussion and deliberation, Mr. Humbert 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 18-1741 to 18-1944 totaling \$905,266.11.

Ms. Johnson presented the Financial Statements for the month of October. After due discussion and deliberation, Mr. Humbert moved, Mr. LaGasse 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 2018 be approved and accepted.

Ms. LaDelfa reported that a \$500,000 Certificate of Deposit at Lyons National Bank would be up for renewal on December 2. She recommended renewing it for a 9-month term at 1.9 % interest. After due discussion and deliberation, Mr. Scudder moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, that the proceeds of the \$500,000 Certificate of Deposit maturing on December 2, 2018 be reinvested in a Certificate of Deposit with Lyons National Bank at 1.9 % interest rate for a term of nine months.

Mr. Aman reported that he had received a proposal from Paychex to handle the Authority's payroll and certain of the Human Resources services. He expects to have a meeting this week with the Authority's current payroll service, Complete Payroll, to find out what they can offer. Discussion ensued. It was the consensus of the Board that a committee consisting of Mr. Aman, Ms. LaDelfa, Mr. Ceratt and Ms. Johnson should review the proposals. This is a decision that needs to be made in time to start a new service, if necessary, at the beginning of 2019. After due discussion and deliberation, Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

WHEREAS, it has become the desire of the Authority administration to upgrade the payroll operation and outsource certain of the Human Resource services; and

WHEREAS, Mr. Aman the Executive Director, Mr. Ceratt the Technical Director, Ms. LaDelfa the Accounting Manager and Board member Ms. Johnson have agreed to form an *ad hoc* committee to review proposals for such services; THEREFORE BE IT

RESOLVED, that the Executive Director be authorized to execute a contract for payroll and select HR services for the calendar year 2019, with the payroll company of the committee's choice, for an amount not to exceed \$25,000 and to be subject to the approval of the Authority's General Counsel Michael Howard.

Mr. Davis entered the meeting.

III. Agenda Items

Set Date for December Board Meeting

Because the regular meeting date of the Authority Board falls on Christmas Day, it is necessary to reschedule the December meeting. After due discussion and deliberation, Ms. Johnson moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that the December meeting of the Board of Directors of the Wayne County Water and Sewer Authority be held on Tuesday, December 18, 2018 at 4 p.m. and be advertised according to law.

Western Regional WWTP Project Update

Mr. Aman introduced Bill Davis from MRB Group, who presented a Proposal for Professional Engineering Design and Construction Phase Services. The IMAs have been signed by all parties and now is the time to assemble the initial package for EFC in order to close on the short term financing. An engineering agreement is a required part of the package. Mr. Davis explained that the document he distributed to the Board is a condensed version of the actual EJCDC contract which will have to meet EFC standards and be reviewed by Mr. Howard as to form before execution and submission. Pertinent features of the proposal include the hiring of several sub-contractors and consultants, including Environmental Design and Research (EDR). Two engineers originally working for the engineering company GHD during the initial phases of the project have transitioned to EDR and will remain involved in the project. Mr. Howard has recommended that the Authority require an indemnification agreement from MRB and EDR because of this change in engineering firms.

Mr. Davis described the scope of services and the costs in the proposal. Basic Engineering Services including the Design Phase, the Bidding, and Construction Administration for a lump sum total of \$3,060,500.00, Construction Observation on an hourly basis not to exceed \$597,000, Post Construction Services estimated at \$58,000 and Additional Services including surveying, geotechnical investigations, grant administration and other services on an hourly basis, for a not-to-exceed total of \$545,000.00. Mr. Davis advised the Board that the \$4,260,500 total of this proposal is between 17% and 18% of the total estimated project construction cost, and that is the customary percentage for engineering. Mr. Aman reminded the Board that since the IMAs have been signed, all participants are committed to share the costs of the project, and that includes moneys the Authority has fronted for the initial phases of the project. When the short term financing is obtained, the Authority will be repaid for these expenditures. He also noted that as a professional services agreement, it need not be subject to competitive bidding.

Mr. Bartlett asked about the possibility of the plant receiving septage waste. Discussion ensued. This will be addressed in the design phase of the plant, sometime in 2019.

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

RESOLVED, that the Executive Director be authorized to execute and deliver the official Owner-Engineer Agreement with MRB Group for Professional Services for the Western Wayne County Regional Wastewater Treatment Plant project, including Engineering Design and Construction Phase Services for a total cost of \$4,260,500.00 with EDR included as an approved sub-contractor, subject to the approval of the Authority's General Counsel Michael Howard as to form and execution of an indemnification agreement by MRB and EDR in a form reasonably acceptable to the Authority.

Mr. Aman described the need to authorize funds for an aerial flyover of the project area to obtain topography that will aid in mapping and surveying. The work will be done by the firm of LaFave, White & McGivern out of northern New York State. This undertaking is included in the engineering proposal, but the Authority must advance the money to allow the flyover at the optimum time when the weather and lack of snow cover are right. After due discussion and deliberation, Mr. Humbert moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to execute and deliver an agreement with LaFave, White & McGivern, L.S., P.C. for aerial topography flights and ground control for the Western Regional WWTP Project for an amount not to exceed \$25,000.00.

Mr. Aman remarked that there will be a number of other professional contracts, including with bond counsel, financial consultants, attorneys and others. After due discussion and deliberation,

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

RESOLVED, that the Executive Director be authorized to execute and deliver various professional supplemental supporting agreements as necessary in support of the Western Regional WWTP Project and as required by the EFC, subject to the approval of the Authority's General Counsel Michael Howard.

Mr. Ross, Mr. Davis and Mr. Bartlett left the meeting.

Regional Water Storage Tank Update

Mr. Aman reported that the project did not get the IMG grant but the application could be submitted for the next available IMG grant offering.

Building Expansion Project Update

Mr. Ceratt reported that the Certificate of Occupancy has been received and posted, shades have been installed, some cabinetry has been added to the bathrooms, and other small finishing projects have been completed.

Asset Management Recap

Mr. Aman reported that he and Mr. Ceratt attended the NYWEA/NYSAWWA Asset Management and Utilities Specialty Conference earlier in the month and felt the information they obtained from the program and some of the attendees on various software packages was very enlightening. The featured speaker emphasized the need for a culture change within an organization if an asset management system is going to be successful.

Mr. Humbert left the meeting.

Port Bay Sewers Update

Ms. Furguson reported that progress on the project has slowed and that there will be another update in early December.

Miscellaneous Water Projects

Mr. Monroe reported that the installation of water main in the Sodus 11 project is complete and has been approved up to approximately the last 6,000 feet. The first round of samples taken there has passed and he expects the results on the second round of sampling tomorrow. All that is left before winter is to remove the sample taps to prevent their freezing. He reported that all the materials for the Arcadia WD 17 project have been received except for the pipe and some mechanical joint restraints. Pipe delivery has not been scheduled. Mr. Aman remarked that it appears this project will start in 2019 since the Department of Health has not approved the plans.

Mr. Aman reported that the Town of Huron Board has passed a resolution subject to a permissive referendum to establish Water District 8 and the thirty day estoppel period has begun. The Wadsworth Road project in the Town of Wolcott is still pending and may be a 2019 project. The residents of Eagle Island in Sodus Bay have approached the Town of Huron about getting public water out to the island.

CGI Video Update

Mr. Ceratt reported that the final video is available and he presented it on the white board screen. The video will be set up on the Authority's web site with the help of IT consultant Michael Klimchuk, and it should be available on the County's tour book site as well.

Village of Red Creek Water Operations

Mr. Monroe reported that some specific leak issues causing safety hazards in the village have been addressed. It appears that there is a large decline in the amount of water pumped from the well system, but this may be temporary considering the age and poor condition of the water system.

Miscellaneous Meetings Report

Mr. Aman reported that there are several meetings scheduled for the next few weeks, most of which concern the Western Regional WWTP Project.

Employee Handbook Discussion

Mr. Aman reported that he has asked Scott Mooney of Boylan, Code, who is working on the handbook, to be sure that new requirements regarding harassment training are included. Mr. Aman still intends to bring the handbook to the Board at the December meeting.

Monthly Operations Report

Mr. Monroe gave a verbal report. There were a considerable number of leaks in the past month. One, in the former Village of Lyons, was an 18-inch-long hole in a 6-inch cast iron main. He was pleased that this difficult repair, on a very snowy day, was handled in a very professional manner by the repair crew, managing the traffic and safety issues well. Another leak on Smith Road in Marion involved a baseball-sized hole in an 8-inch ductile main. On Old Lyons Road, another problem appeared within a short section of the new 12-inch main. The pipe manufacturer takes no responsibility, saying it is an installation problem but considering the total miles of pipe installed on that job without ensuing problems, this is not likely. A chart recorder has been set up to track the pressure and a pressure relief valve is being considered. Since the snow has come, the crews are shifting to maintenance mode but still installing water services. Some specialized equipment has been rented to install some services where there is rock in the Sodus 11 project. He was glad to report that the wastewater plants are running well.

Mr. Aman invited the Board members and Mr. Howard to the Authority's December 21 Christmas Open House lunch.

There being no further business to come before it, upon a motion made by Mr. Scudder and seconded by Mr. LaGasse, the meeting was adjourned at 6:14 p.m.

Respectfully submitted: *Demaris Verzulli*

Demaris Verzulli, Secretary of the Meeting