

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

Meeting of: August 24, 2021

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

Present: LaVerne Bliet, David Scudder, Dan LaGasse, Lori Furguson, Bill Hammond

Participating via Conference Phone:
Donald Ross

Absent: Robert Hutteman, Jean Johnson, Mark Humbert

Advisors Present: None

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Peter DiBenedetto, Operational Support
Sheryl LaDelfa, Accounting Manager
Jessica Freling, Administrative Assistant

Visitors: None

Chairman LaVerne Bliet called the meeting to order at 4:00 p.m. and led the meeting in the Pledge of Allegiance.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the July 27th, 2021 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

William Hammond entered the meeting at 4:04 p.m.

Correspondence

Mr. Aman announced that as of Monday, August 30, 2021, Paula Stewart will retire from the Authority. Mr. Aman noted that Paula has been a key part of the Authority for most of its established life and that she has been an integral part of the expansion and growth.

After some continued discussion, Mr. Scudder moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority formally recognizes the 25 plus years of dedicated service by Paula Stewart to this Authority and hereby thanks her for her many contributions to the growth and success of the Authority.

Be it further RESOLVED, that the WCWSA board extends its wishes to Paula for a wonderful retirement.

Treasurer's Report

Ms. LaDelfa invited questions on the warrant, which had previously been emailed to the Board members for examination. After due discussion and deliberation Mr. Scudder moved, Mrs. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following claims are hereby authorized and directed to the Treasurer for payment: Vouchers 21-1290 to 21-1426 totaling \$1,375,090.20.

Ms. LaDelfa expressed that the Income Statement looks very different from previous months. She spent a lot of time organizing the format to work with Sage. She explained that after meeting with Tom Zuber of Mengel, Metzger Barr, the suggestion was made that the capital expenses from the income statement be moved to the expense sheet. The reason it is so different is because of the contributions from the Towns and received grants from the projects. Mr. Zuber spends a lot of time in October going through a cash flow report and the auditors go through the general ledger so if there are any errors they would likely be caught in this new format. Mr. Aman commented that the current cash flow balances show that the Authority is doing very well this year and next year due to the contributions from grant money, a five-year projection would show an influx but it will come back down. Ms. LaDelfa invited questions on the Financial Statements for the month of July, which had previously been emailed to the Board members for examination. After due discussion and deliberation, Mr. Hammond 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 July 2021 be approved and accepted.

Ms. LaDelfa reported that a Certificate of Deposit with Lyons National Bank would reach maturity next month on September 2, 2021. Ms. LaDelfa recommended reinvesting it for nine months at a rate of 0.25%. After due discussion and deliberation Mr. Scudder moved, Ms. Furguson seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the proceeds of the \$511,897.53 Certificate of Deposit maturing on September 2, 2021 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.25% simple interest rate for a term of nine months.

II. Agenda Items

COVID-19 Update

Mr. Aman stated there is nothing new to report. Guidelines continue to change on a day-to-day basis and the Authority is trying to stay reasonable in following the recommendations as they come in. The Authority is back to wearing masks when not at work stations, while in meetings, in shared vehicles and other instances when employees are not able to practice good social distancing. Mr. Aman acknowledged that the Authority has been fortunate in not having many direct impacts on staff.

Regional Water Storage Tank Update

Mr. Aman reported that this has been a big month for the Regional Water Storage Tank project. Mr. DiBenedetto played a slideshow for the board showing the construction of the tank. It outlined the various stages of the build by PreLoad LLC, the contractor building the tank. The tank will be in the final stages of shotcrete as of Wednesday August 25th, 2021.

Mr. Monroe reported that there will be a meeting on Monday August 30, 2021 to discuss the logistics of filling the tank to check for leaks. Painting of the tank is also scheduled to start within the next few weeks and then the WCWSA logo can be added. Weather permitting, this work is scheduled to be completed in early September. Mr. Monroe also reported that installation of project transmission

mains has now been completed on Buffalo Road, Austin Road, Maple Ridge Road, Brantling Hill Road, Heidenreich Road as well as a portion of Route 88 between Austin Rd. and Brantling Hill Road. All water samples have now been approved except for one last section which is awaiting lab test results.

Mr. Aman reported that the Joy Rd. pump station building construction is well underway. The pad has been completed, including a trench for a sillplate to assist with keeping animals out and also a frost barrier to keep the frost from getting in. The parking lot has been excavated, the frame is up, windows have been installed and the siding is being put on the building. Mr. DiBenedetto showed several slides of the ongoing progress.

Mr. Aman reported from a financial standpoint the Authority has recently received approximately \$460,000 worth of grant funds from the IMG grant for this project. On Tuesday August 17th, 2021 a second reimbursement request was sent in for approximately \$700,000 more in funding and Mr. Aman expects to get notice Thursday August 26th, 2021 when those monies are expected to be received.

Western Regional WWTP Project Update

Mr. Aman reported that LaBella Associates was originally intending to have the SEQR amendment resolution and paperwork addressing the addition of a sludge dryer to the project prepared for the August Board meeting, however, it has been delayed and the Authority has to wait for a 30-day comment period to end so it is likely this will be ready for the September board meeting. The preliminary project plans and specs have been delivered to the Authority and are undergoing review by the Authority's WWTP Operators. The plans have also been delivered to NYS DEC and NYS EFC as the primary reviewing agencies. Mr. Scudder asked if the review of the plans should be done with MRB present since they are the engineering firm and can answer any questions or concerns that the Authority staff has when reviewing the plans. Mr. Aman responded that there are regular meetings every two weeks with MRB. The Authority has asked MRB Group to set up a meeting with NYS DEC. Mr. Aman and the engineers hope to meet with the DEC representatives in person to walk through the plans, since it is a complicated project. Mr. Aman reported that the boards of the Towns of Macedon and Walworth had a meeting to discuss how to deal with the sewer service area they share. They are working to put a mechanism in place to pay for repairs in the shared areas but Mr. Aman is confident that the Towns will come up with a solution.

Huron Water District #8

Mr. Monroe reported that construction for the project is well underway beginning August 3rd, 2021. As of August 24th, 2021 Authority crews have installed four thousand fifty-three feet of twelve-inch PVC and the directional drilling contractor has installed one thousand eighty feet of eight-inch HDPE pipe on North Huron Rd. and five hundred seventy-nine feet of eight-inch HDPE pipe on Lummisville Rd. He reported that the first section of main on this project is very close to testing and that there seems to be a lot of interest for water services from potential customers.

Pipeline Inspection Camera Bid

Mr. Aman took a moment to thank Mr. DiBenedetto for the time and effort he has put in to setting up demonstrations for various cameras. Mr. DiBenedetto stated that the last demo with J & J Equipment was completed although this demonstration was satisfactory in many ways, the J & J camera lacked several key features, including a wireless controller, synced cable reel with crawler and a proportional steering feature. Mr. DiBenedetto is making the recommendation that we award the CCTV pipeline inspection camera bid to Joe Johnson Equipment. Mr. Aman reminded the board that the Authority was awarded a \$50,000 grant to use towards this camera. Mr. Ross asked if the manufacturer EnviroSight has been around for a while, and if it is a local company. Mr. DiBenedetto informed him that while the parent company is housed in England, Joe Johnson Equipment is located in Rochester, NY and is responsible for any repairs and parts for the camera itself. As Joe Johnson Equipment has

a good reliable name and had great references. Mr. DiBenedetto asked for a resolution to award Joe Johnson Equipment for the purchase of the camera. 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 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 in conformance with the specifications, Joe Johnson Equipment, for the Envirosight Rover X CCTV sewer crawler camera system in the amount of \$77,933.00.

Commonly Used Materials Bid

Mr. DiBenedetto reminded the Board that each year the Authority advertises for bids for the materials that are most commonly used in meter repairs and replacement, water main and water service installation and repairs as well as sewer lateral installations and repairs. The bid is structured in categories with unit prices requested based on assumed quantities. The awards are made on the basis of the total of each category's unit prices. One bidder submitted a bid with some prices missing in several categories, thus disqualifying the bids for those categories. There were seven bidders and each was low in at least one category. He reported that these prices will only be good through January 2022 at which time the Authority will have to go out to bid for commonly used materials again due to ever changing price increases. However, the prices reflected in the received bids are representative of the trending climb in cost of materials. Mr. DiBenedetto also pointed out that the multirange tapping saddle and hydrant markers are new and that the sewer pipe was isolated from the sewer parts and pieces. After due discussion and deliberation, Mr. LaGasse moved, Ms. Furguson 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:

Category: Tapping Saddles: to Ferguson Waterworks for a category price total of \$686.15.

Category: Multirange Tapping Saddles: to T. Mina Supply East Inc. for a category price total of \$636.00.

Category: Curb Boxes and Parts: to F.W. Webb for a category price total of \$144.92.

Category: Water Service Tubing Copper Tube Size (CTS): to Blair Supply Corp. for category price total of \$3.77.

Category: Water Main Repair Bands: to Core & Main, LP for a category price total of \$3,893.25.

Category: Water Main Repair Couplings: to Core & Main, LP for a category price total of \$2,978.00.

Category: Valve Boxes and Parts: to T. Mina Supply East Inc. for a category price total of \$680.00.

Category: Hydrants: to Ti-Sales, Inc. for a category price total of \$8,622.28.

Category: Fiberglass Hydrant Markers: to Hy-Viz Inc. for a category price total of \$70.47.

Category: Meter Setting Brass: to F. W. Webb Co. for a category price total of \$785.01.

Category: Water Service Brass: to Core & Main, LP for a category price total of \$1,269.95.

Category: C-509 Valves: to Ti-Sales, Inc. for a category price total of \$3,307.36.

Category: C-515 Valves: to Ti-Sales, Inc. for a category price total of \$3,307.36.

Category: Sewer Parts: to Core & Main, LP for a category price total of \$953.60.

Category: Sewer Pipe: to Blair Supply Corp for a category price total of \$12.32.

Records Management report/update

Ms. Freling reminded the board that the Authority applied for a Local Records Management Inventory Grant in 2019 and on July 7th, 2021 notification was received that the Authority was awarded a grant in the amount of \$46,875. Ms. Freling further reported that a meeting was last week with a representative from K. Sickler Murphy, an MWBE certified establishment, who will be working on the Authority project with us. The Authority is waiting on a final approval from OSC and once that has been done a check for fifty percent of the grant will be sent to the Authority to begin work on the Records Management project. The project will consist of a complete inventory, review & identification of active and inactive paper records controlled by the Authority, the development of a Records Management Plan, Policies and Procedures designed to ensure the security, retention and appropriate disposition of all records for which the Authority is responsible and the destruction of all eligible records. This project is expected to be completed no later than June 2022.

Miscellaneous Meetings

Mr. Aman reported that the Authority is supposed to have results on the community solar RFQ that went out and should have an update by Friday, August 27th, 2021 which Mr. Aman intends to report on at the September board meeting.


Monthly Operations

Mr. Monroe reported that the Authority had a fairly typical month in construction averaging about six to eight services and around one sewer lateral replacement completed per week. There seems to be a steady demand from the agricultural side with labor camps in the eastern service area. Spray rigs seem to be steady as well with tank fillings. The Authority is utilizing about one third of the staff to get the third quarter TTHM and HAA5 testing done. Mr. Monroe reported that the Authority is taking this time to train Josh Kay and Travis DeLyser to prepare for the upcoming retirement of Dan Demay at the end of this year.

Mr. Monroe reported that on August 19th, 2021 there was a fairly large repair on the 8" water main at the intersection of Route 104 and South Geneva Road in the Town of Sodus. Mr. Monroe also reported that the crews were currently onsite in the Village of Palmyra assisting the Village with an ongoing issue at the intersection of Cuyler St. and West Jackson St. There is a twelve-inch main and a six-inch main that run parallel to each other in the intersection. The six-inch main has had two to three repairs and a hydrant leak for a while. When the crews went to open that up, they ended up having to shut down more valves than anticipated as some valves did not operate as they should. Mr. Aman stated that the Authority has a contract with the Village of Palmyra and Mike Boesel to assist the Village crew when making repairs but when it becomes a large repair above and beyond

standard repairs the Authority will typically step in to do the work. The Authority does receive compensation per diem for any work that is above and beyond the scope of the operating contract.

There being no further business, upon a motion by Mr. Hammond, seconded by Mr. Ross, the meeting was adjourned at 5:09 p.m.

Respectfully submitted by:  _____
Jessica Freling, Secretary of the Meeting