

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

Meeting of: April 26, 2016

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

Present: David Lyon, Raymond Walvoord, Jean Johnson, LaVerne Blied, Mark Graf, Rick Stevens, David Scudder, Dan LaGasse

Absent: Robert Hutteman

Advisors Present: Michael Howard, Boylan Code

Staff Present: Martin J. Aman, Executive Director
Demaris Verzulli, Secretary of the Meeting
Sheryl LaDelfa, Accounting Manager (Financials portion only)

Visitors: None

Chairman David Lyon called the meeting to order at 4:00 p.m.

I. Chairman's Report

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

RESOLVED, that the minutes of the March 22, 2016 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. LaGasse entered the meeting.

After due discussion and deliberation, Mr. Stevens moved, Mr. Walvoord 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: Water Authority Operational – (includes all) vouchers 16-415 to 16-563 totaling \$656,120.32.

Mr. Graf entered the meeting.

Ms. Johnson presented the Financial Statements for the month of March. After due discussion and deliberation, Mr. Blied moved, Mr. Stevens 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 2016 be approved and accepted.

Ms. LaDelfa reviewed the Corrective Action Plan in response to the Annual Management Letter (attached.)

Mr. Aman reported that Lyons National Bank had approached the Authority to offer a new rate on Certificates of Deposit, higher than the current rate the Authority is receiving in the Money Market account. The bank also is proposing to offer a program to accept water and sewer payments at the bank for a small charge. He will report to the board again when he has more details.

III. Agenda Items

Marion Water Project – North Main Street Water Main Replacement

Mr. Aman reported that this project has proceeded ahead of schedule, is nearly completed, and only about fifteen water services remain to be transferred to the new main.

Marion Water Project – Southeast Quadrant Project

Mr. Aman reported that the Town of Marion signed the construction proposal, the insurance has been obtained, Art Williams, Marion's attorney, has endorsed the project and the paperwork has been sent to Rural Development. A pre-construction meeting is planned for May 5; crews were moving pipe today. Extra insurance has been obtained for pipe in transit and stored off-site.

Port Bay Sewers Update

Mr. Aman reported that a productive meeting was held last Friday. A major decision was made to use above ground self-priming pumps in lift stations. These can be run in series, which is an advantage, and it is cleaner and safer for the crews to service the pumps.

Canandaigua Road Bridge Project – Macedon - CSX Rail crossing

Mr. Aman reported that the replacement of the leaking main in the casing underneath the railroad tracks has become more complicated. CSX does not generally allow HDPE fused pipe, and a new casing would need to be installed 25 feet deep. A video of the inside of the pipe revealed why there is a leak: a piece of pipe has broken right out. It is unknown why the casing is also leaking, but the next step, to pull out the water main pipe and video the interior of the casing, may expose the problem. The most advantageous solution for the Authority would be to install a ductile iron main in the existing ten-foot-deep casing. The original permits for the rail crossing as obtained by the Town of Macedon are being searched for, and Mr. Monroe is working on obtaining copies directly from CSX. An impact to this project is that the Village of Macedon is requesting the Department of Health to allow the decommissioning of the village water tank. In that case, Canandaigua Road would be an important secondary feed line for the village area. The tank has not been in use for some months, the SCADA equipment having failed. Mr. Aman requested that the board authorize a larger amount of money for the repair than was authorized at the March meeting. After due discussion and deliberation, Mr. Blied moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director or Director of Operations be authorized to expend up to \$60,000 for the repair and/or replacement of the water main under the CSX railroad track crossing on Canandaigua Road in the Town of Macedon.

Town of Lyons Update

Mr. Aman reported that the unaccounted-for water situation has not substantially changed from the last report and crews are still looking for leaks in the former village. This Saturday, the crew will be replacing some 80 feet of main in front of the old courthouse, the weekend work being necessitated by county business on week days.

Village of Wolcott Update/Discussion

Mr. Aman reported that there is still a lack of cooperation with the village and Clark Patterson Lee, their engineers. He has offered the ten cent increase in the water rate, but is still trying to schedule a meeting in regard to Port Bay sewers.

Town/Village of Macedon Update

Mr. Aman reported that the Lease Agreement for the Macedon Town, Village and Shared Sewer Facilities has been signed by the Authority and the Town and Village of Macedon. There will be meetings to discuss finances, determine fund balances, and confirm expenses. He has met initially with Bakewise and Berry Plastics to get a better picture on water use and sewer discharge. There will be a meeting tomorrow to review Bakewise again and confer with Chuck Bastian from BPD, Inc., and Ray Wager, who is closing the village books, about debt service. By May 15, sewer rates will need to be set, and included in the contract by June 1. Mr. Aman will present the rates for Authority board approval at the May meeting. Thursday the village is holding a special meeting to accept the bid on the replacement of the water main on Main Street (Route 31.) A number of changes have been proposed to the original project, including extending the replacement further both east and west, and possibly replacing some services in light of lead possibilities. The Authority allows plastic water service tubing instead of copper and that will lower some of the cost. There was discussion of how to incorporate operation of the water system in the new Sewer Lease Agreement, or as a separate agreement.

Town of Rose Water Contract

Mr. Aman reported that he and Mr. Lyon had a meeting with Town of Rose Supervisor Kenan Baldrige and Councilman Scott Converse about the water rate the town is charging the Authority. At \$2.75 per thousand gallons, it is far above the average wholesale rate the Authority pays to other suppliers. Mr. Aman and Mr. Howard will work on an updated contract with the town.

Village of Red Creek Sewers

Mr. Aman reported that the village received a grant for the next phase of sewers, by South Street near the community center, to include 20-22 homes. The project is designed to have grinder pumps and a low pressure system, although the trunk sewer behind the homes is 16 or so feet deep.

Regional Water Storage Tank Update

Mr. Aman reported that he and Mr. Lyon met with representatives of the towns of Williamson, Ontario, Sodus, Huron, and Marion, and Jon Verkey of Arcadia and Brian Manktelow of Lyons. It is now possible for the Authority to apply directly to Rural Development for funds, thus the Authority could borrow the necessary amount to fund this project, and costs would be assigned to participating communities based on their proportional part of the benefit. MRB has prepared a \$24,000 proposal for a technical analysis of the possibility of a regional water storage tank. Mr. Aman discussed this proposal at the meeting with the town representatives and it was proposed that the Authority, as the

lead in the project, would bear half the cost with the communities getting a benefit from the tank to pick up the balance. Cooperation among a group of communities opens up grant possibilities. Part of the MRB proposal is to work with the towns to identify appropriate properties to site two tanks, at first a 2 million gallon tank and maybe another in the future. Mr. Howard remarked that the participants should be made aware that there will be legal expenses to share, especially the drafting of Inter-Municipal Agreements. After due discussion and deliberation, Mr. LaGasse moved, Mr. Stevens seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Authority pay \$12,000, half the cost of the \$24,000 MRB Proposal for Professional Services; Regional Water Storage Tank – Technical Analysis, dependent on other communities involved in the project paying the \$12,000 balance.

Mr. Scudder entered the meeting.

Paul Bringewatt & Associates Proposal

Mr. Aman reported that he and Mr. Lyon met with Paul Bringewatt, a former Executive Director of the Monroe County Water Authority and now a consultant to municipalities. Mr. Bringewatt proposes to spend 40 hours at \$90 per hour to review the Authority's services and organization looking toward the future, including analysis of service areas, finances and staffing. He would then come and make recommendations to the board. Mr. Aman feels that an outside perspective on the growth possibilities of the Authority would be beneficial at this time of rapid expansion. After due discussion and deliberation, Mr. Bliet moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to sign an agreement with Paul Bringewatt & Associates for a review of the Authority's operations and organization, and recommendations for going forward, to be completed at a date to be specified, at a cost not to exceed \$3,600.

WCWSA Operations Center Expansion

Mr. Aman reported that he had a preliminary meeting on site with Scott Bova, an architect with MRB Group, to discuss some possibilities for expansion of the Authority's Operations Center. It was determined that the most practical and cost effective way would be to extend the front of the building out some forty feet for increased administrative and document storage space. Interior modifications of the existing building would be necessary as well. A room larger than the existing conference room is needed for training sessions and other gatherings. The new entrance would be on the north side of the building. MRB has made a Proposal for Programming and Conceptual Design Services for \$9,000, which would apply toward the cost of the actual project. After discussion, it was the consensus of the board to table this proposal until after input from Paul Bringewatt is received as part of his analysis of Authority operations.

Mr. LaGasse exited the meeting.

Surplus Vehicles for Auction

Mr. Aman presented a list of vehicles and equipment to be taken to the municipal auction in May, as discussed at budget time. After due discussion and deliberation, Mr. Bliet moved, Mr. Graf seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following equipment be declared surplus and sold at the Palmyra municipal auction: 2007 Chevrolet Pickup - Red (Lyons) VIN 1GCEK19B67E177112; 2004 Chevrolet Pickup - Red (Lyons), VIN 1GCEK19T34E188508; 2008 Ford Ranger

(V/Palmyra), VIN 1FTZR15E28PA53373; 2004 JCB 214 Backhoe, VIN SLP214TC4U0904514; 2009 Ford F450 Dump Truck, VIN IFDAF46R69EA35587; 2008 Interstate Trailer, VIN 1JKDLA4408M009719.

Sewer Use Rules

Mr. Howard reported that after one more work session with MRB Group to include input on technical details, the Sewer Use Rules will be ready to be reviewed by the board. Significant Industrial User permits have been set up. Towns will also need to adopt comparable sewer use rules; the Authority's rules will give them a head start on this.

Mr. LaGasse re-entered the meeting.

Monthly Report

In the absence of Mr. Monroe, Mr. Aman presented the monthly report. Valve repairs and replacements have continued in the former Village of Lyons. Regional Plant operators have continued sewer flushing in conjunction with the Cayuga County Water & Sewer Authority and been preparing for an upcoming inspection of water facilities by NYSDOH. The Village of Palmyra plant operators have been preparing for a new Distribution Pump installation at the Water Treatment Plant, and have raised some manholes in conjunction with the Village DPW.

There being no further business to come before it, upon a motion by Mr. Walvoord, seconded by Mr. Blik, the meeting was adjourned at 5:48 p.m.

Respectfully submitted:

Demaris Verzulli, Secretary of the Meeting