

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

Meeting of: April 20, 2017

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

Present: LaVerne Bliet, Jean Johnson, David Scudder, Dan LaGasse

Absent: Rick Stevens, Robert Hutteman, Mark Humbert, William Hammond, Kelley Allen

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Demaris Verzulli, Secretary of the Meeting
Derek Ceratt, Executive Administrative Assistant
Sheryl LaDelfa, Accounting Manager (Financials portion only)

Visitors: None

Chairman LaVerne Bliet called the meeting to order at 4:00 p.m.

I. Chairman's Report

Adoption of Minutes: In the absence of a quorum, approval of the minutes of the March 28, 2017 meeting of the Wayne County Water and Sewer Authority was tabled until the next board meeting.

Correspondence: Mr. Howard reported that Mr. Aman had received a letter from the NYS Department of Labor that he would like to discuss with the board. At 4:05 p.m. Mr. Scudder moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Board adjourn into Executive Session to receive advice from counsel.

The board returned to open session at 4:33 p.m.

II. Treasurer's Report

Ms. Johnson presented the warrant and bills. Mr. Howard advised that in the absence of a quorum, it would be acceptable to pay the bills before audit and accept the abstract at the next meeting. Discussion followed, and it was the consensus of the board to pay vouchers 17-514 to 17-650 totaling \$448,074.06.

Ms. Johnson presented the Financial Statements for the month of March. Discussion followed.

III. Agenda Items

Mr. Aman introduced new employee Derek Ceratt to the board; Mr. Ceratt will be working with him, Mr. Monroe and the administrative staff as an executive assistant.

Port Bay Sewers Update

Mr. Aman reported that he was at a meeting today with Town of Wolcott representatives. There are still over one hundred easements to be obtained but most of these are individual ones and will not hold up the project. The target date to go to bid has been June, but there may be a delay due to the difficulty in obtaining some easements.

Village of Red Creek Sewers

Mr. Aman reported that the preconstruction meeting for the South Street Sewer Project was held and construction should start soon. There may be excess funds, and the project could be expanded to include some additional improvements to the system such as a backup generator or spare parts for one of the pump stations.

Village of Red Creek Water Operations

Mr. Aman reported that the week before, the water operator in Red Creek quit and walked off the job. Mr. Aman was contacted by the mayor of the village who asked for help. Authority and Red Creek officials will be meeting with the DOH the following day to assess the situation, but in the meantime the Authority is assisting under an hourly agreement. Red Creek obtains its water from three wells, and there is no filtration, only chlorination.

Town of Sodus Discussion

Mr. Aman reported that the lease agreement with the Town of Sodus was signed; this supersedes the supply agreement with the town. The Authority began operations in the town on April 1 and the focus has been on hydrant testing and repair. There will be a public information meeting this evening about the transition to Authority operation. The Authority agreed to reimburse the town \$40,000 for the value of a large number of new radio read meters that the town had purchased out of its general fund; this will be done over a period of eight months in 2017. The Authority has taken possession of some equipment and an inventory of parts. Mr. Aman doesn't expect any delays in the signing of other agreements involved in this transition, namely those with the Town of Williamson and the Village of Sodus. Discussions with the Village of Sodus Point began with including a ten-cent per thousand gallon transmission fee and a ten-cent per thousand gallon regional storage tank participation fee, but the latter has been removed and discussions continue. There will be another meeting tomorrow, and Mr. Aman hopes the agreement will be approved by the village board at their April 26 meeting.

Town/Village of Macedon Update

Mr. Monroe reported that the primary focus has been on the water main replacement on Main Street (Route 31) by the contractor D. E. Tarolli, Inc. The contractor is working in two directions, from VanBortel Chevrolet going east and from Berry Plastics going west. Five different fuel storage tanks were uncovered and removed; the existing soil showed no significant contamination. The expectation is that the rest of the main will be installed in the next three weeks and the project will be wrapped up around July 4, after tying into the new main. The project is several months behind schedule due to the delay in obtaining a NYS DOT highway permit. Mr. Aman reported that the NYS DEC made an unscheduled visit to the Macedon wastewater plant and had favorable comments on how well the plant is running, the good quality of the effluent and the improved sludge process. A written report will follow.

Meeting with Bond Counsel

Mr. Aman reported that he met with Bond Counsel Charles Schachter, Mr. Howard, BPD, Inc. and several board members to discuss the building expansion and the merits of bonding versus using capital reserve funds for the building expansion and the painting of the Bunker Hill water tank in Macedon. Also discussed was the possible role of the Authority as a facilitator for the regional water tank and regional wastewater plant financial transactions. The participants discussed the relative merits of a debt sharing agreement versus a shared services agreement, which was deemed to be more acceptable. These contracts with the towns and villages must be carefully structured to guarantee a sufficient revenue stream to the Authority.

Regional WWTP Feasibility Study Update

Mr. Aman reported that there will be a meeting among the involved parties in early May. The engineers are starting in earnest to get the study under way, verifying operating costs and the environmental challenges. The participants are trying to find a way to roll the Town of Macedon's existing approved EFC funding into this project and thus are planning a trip to Albany to meet with the associated officials.

Regional Water Storage Tank Update

Mr. Aman reported that there will be a meeting of the participants the next day. To date he does not have confirmation from the supervisors of the towns involved that they have accepted responsibility for the other half of the Phase 2 cost. The Village of Sodus has also expressed an interest in participating in the study phase costs of the project.

Update on Building Expansion

Mr. Aman reported that the Authority has now hosted two pre-bid meetings and has advertised for bids twice to accommodate additional contractors who had verbally expressed an interest in the project but had been unable to attend the first meeting. Six sets of plans have been given out; the bids will be opened on May 4.

Mr. Aman brought up making an initial bond resolution, which was on the agenda but cannot proceed due to lack of a quorum. He informed the board that making such a resolution does not bind the Authority to bond, but is a needed step if the decision to bond is made. Mr. Howard remarked that timing of the resolution is important and must be done before so much as a shovel is put into the ground. Mr. Aman feels that the earliest the building expansion might start is June 1, so there is time. The resolution can be accepted at the same meeting as the bid for the project, perhaps at a special board meeting sometime in the second week in May. Mr. Howard reminded the board that a SEQR resolution must be made then as well, involving the painting of the Bunker Hill water tank in Macedon. He also recommended that the officers or Finance Committee hold a meeting to discuss the decision to bond before the whole board holds a vote on it.

Arcadia WD #12 Construction Project

Mr. Aman reported that the pre-construction meeting had been held and today the crew began installing main across the intersection of Welcher and VanAuken Roads. The Authority agreed with the county to do this first before the Highway Department reconstructs Welcher Road. The plan has been to start on the Arcadia project after cleanup in the Marion Southeast Quadrant project is finished, but cleanup has been slowed by weather and the Arcadia project start delayed until probably the first of May.

Construction/Safety Equipment

Mr. Monroe reported that the Authority is in need of some additional capital equipment. One item is a vibratory roller, one of which the Authority has been paying a considerable amount to rent over the past two years. This equipment is needed for use in road crossings, driveway repairs, and repairs in village streets. Altra Rental & Supply has a used 1.5 ton roller available for \$10,500. Procurement procedures have been followed in making this choice, the best of three available, and the Authority has a trailer rated for its use. However, because the cost exceeds the threshold for purchase without board resolution, Mr. Monroe will hold this purchase request until the next board meeting. The second item is a trench box. While the Authority has two, the recent increase in Authority service area has made it necessary to have equipment to allow three jobs to be done at a time. This trench box is aluminum, can be picked up by the mini-excavators, and will stack on the existing steel boxes. The cost is \$8,287.69 from Kundel Industries. The board agreed with Mr. Monroe that this purchase is necessary.

NYS Comptroller's Office Audit

Mr. Aman reported that the state auditors have begun to conduct the audit. There are two groups, an IT group focusing on the Authority's industrial controls (SCADA) and another group focusing on the Authority's retirement program and other areas. He is hoping to get some good recommendations from the audit due to the renewed scrutiny of IT system vulnerabilities.

Monthly Report

Mr. Monroe verbally presented his monthly report. Most of the crew's time has been spent preparing for the Arcadia project and doing cleanup on the Marion Southeast Quadrant project. There were some valve repairs and sewer lateral replacements done in Lyons, where the unaccounted for water has decreased. All the wastewater plants have experienced increased flows due to the rain. The Lyons plant had a non-compliance event related to the increased flow; the flowmeter ceases to record at a certain volume point, which was exceeded. The crew has been doing manhole rehabilitation two days a week in Lyons. In Palmyra, work has continued readying Fayette Street water and sewer appurtenances for the village's road replacement project. In Sodus, there have been some valve repairs and new service installations. An elusive leak has finally been discovered at the County Complex but a valve needs to be repaired to confirm the actual leak location. A difficult water service was installed in the Town of Huron; it was necessary to rent a Pow-r Mole head to drill through rock.

There being no further business to come before it, the meeting was adjourned at 5:50 p.m.

Respectfully submitted:

Demaris Verzulli, Secretary of the Meeting