

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

Meeting of: April 23, 2019

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

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Derek Ceratt, Technical Director
Jessica Freling, Administrative Assistant
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

Adoption of Minutes After due discussion and deliberation, Ms. Johnson moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the March 26, 2019 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.

After due discussion and deliberation, Mr. Scudder moved, Mr. Humbert 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 19-574 to 19-775 totaling \$511,344.10.

Ms. Johnson presented the Financial Statements for the month of March. 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 March 2019 be approved and accepted.

III. Agenda Items

Surplus Items

Mr. Monroe distributed list of surplus items. Some will go to the upcoming spring municipal auction and others will be auctioned on line by Roy Teitsworth, Inc. who runs the municipal auctions. At budget time, the Ford F-250 and one of the mini excavators were slated for the spring auction, but the decision now is to keep them until the fall auction to use in the Lyons lead water service replacement effort. After due discussion and deliberation, Mr. LaGasse moved, Mr. Humbert seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following items be declared surplus and disposed of at auction or otherwise appropriately in accordance with the Authority's Property Disposal Guidelines: one 340/80 R18 Michelin XMCL Radial tire, 25%-30% tread left; one 12.5-80 R18 Titan Contractor II tire, 20% tread left; two 16.9 R28 Michelin Agrbib Radial tires, 10%-20% tread left; one 19.5-24 Titan Industrial Tractor lug, nylon tire 12-ply 10%-20% tread left; one P235/70 R16 Continental tire on a 5-bolt steel rim; one 5 HP x 1.5" Homelite Centrifugal pump, S/N HP1780063; one 3/5 HP x 3" Diaphragm pump, S/N 050412YH; one Coleman Powermate 5 KW Generator with 5 HP Tecumseh engine, S/N 90650429; eleven (11) 400-watt metal halite high bay light fixtures; one 2011 Ford F-150 Super Cab, 6.5 ft box, 5.0 L engine, approximately 127,000 miles, VIN #1FTFX1EF1BKD38698; one 2014 Ford F-150 Super Cab, 6.5 ft box, 5.0 L engine, approximately 120,000 miles, VIN #1FTFX1EF7EFB33156; one 2019 8-ft Ford Super Duty box with tailgate and bumper; one set of used tracks from a T-750 Bobcat Track Loader; one Torch Cart; one 27 HP Kohler Command Pro 725cc engine, Model #CH740S.

Governance Committee Report

Mr. Scudder, Chair of the Governance Committee, reported that the committee had met prior to the board meeting and discussed the Whistleblower Policy, the Code of Ethics and the Governance Committee Charter. Mr. Howard had recommended that there be some changes in language to reflect guidance issued by the Authorities Budget Office and he would prepare amended documents for consideration at the next Governance Committee meeting, so no action was taken other than scheduling a May 28, 2019 meeting for before the regular board meeting, to review the policies and charter.

Cooperative Natural Gas Bid

Mr. Aman reported that it is necessary to make a resolution to continue to participate in the BOCES natural gas bid as the Authority has since 2015. After due discussion and deliberation, Mr. Hammond moved, Mr. Scudder 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 natural gas; 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 natural gas 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.

Western Regional WWTP Project Update

Mr. Aman reported that there would be a meeting on May 9 with representatives from all the communities involved. Progress has been made with the engineering and legal groups; Marion and the Town of Palmyra have executed the supplemental agreements consisting of Addendum No. 1 to the IMA and the Control Agreement. He hopes for an August closing on short term financing through EFC. There is a contingent lobbying for the acceptance of septic waste, and Mr. Aman is encouraging the engineers to include this in the design, possibly at the Marion pumping station. Mr. Aman also reported that he had attended an April 4 meeting at the Town of Walworth to get an update on that town's possible participation in the regional project. The cost of improvements mandated for the Walworth WWTP will be offset by the end of debt service obligations, and projected improvements would cost an additional \$3 to \$4 million beyond that. This appears to be much lower than the cost to install a force main and pay for upsizing the regional plant. Portions of the Walworth plant have been updated within the last several years and this seems to be the most logical strategy for the town to take. Mr. Aman will notify the other towns once the Authority receives Walworth's final decision.

Regional Water Storage Tank Update

Mr. Aman reported that bond counsel's efforts to address the USDA's comments without formally amending the Authority's bond indenture have been unsuccessful. As an alternative, the Authority could borrow by directly accessing the public bond market for almost the same rate as that offered by the EFC, with less red tape. In addition, Authority crews may be able to do some of the pipeline construction and be reimbursed by the project. Cost escalation is a factor since there is a lot of work for contractors right now which can unfavorably affect pricing. Mr. Aman has also become aware of a grant opportunity from the Northern Border Regional Commission and he intends to make an application. He and supervisors from the participating municipalities will be meeting with a representative of Congressman John Katko who sits on the House Committee on Transportation & Infrastructure. Mr. Aman plans to make the Congressman aware of this project and to request his

support for the grant application. It is necessary for the board to authorize Mr. Aman to make this application. 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 make and sign an application to the Northern Border Regional Commission (NBRC) for a grant for the Regional Water Storage Tank Project, and be authorized to sign any and all associated NBRC investment or other documents binding upon the Wayne County Water and Sewer Authority.

Port Bay Sewers Update

Ms. Furguson reported that the project is going well and over thirty grinder pumps have been installed, all on the west side of the bay. There has not been another update meeting, and she has not heard complaints from residents. Mr. Aman remarked that the Town of Huron needs to update its sewer use law; he has spoken with Supervisor Laurie Crane and Attorney Amy Kendall about this. There was discussion of the Town of Wolcott's requirements.

Miscellaneous Water Projects

Arcadia WD 17: Mr. Monroe reported that the construction crew has finally moved past a difficult area with a high pressure gas main. To date 8,300 feet have been installed with 5,200 feet pressure tested and awaiting sampling results. There have been some changes in the location of the main to accommodate some on site conflicts. He is pleased that the crew is approaching a clear area which will allow faster construction.

Arcadia WD 16: Mr. Aman remarked that there is not a lot new to report, and although the DOH approval remains pending, he still hopes for a July start.

Huron WD 8: Mr. Aman reported that there has been no substantial progress.

Mill Street, Marion: Mr. Monroe reported that there is no DOH approval yet but he hopes to start the project sometime in June.

Cavanaugh Associates Update (Non-Revenue Water Management)

Mr. Aman reported that although Cavanaugh seems to offer a standardized approach based on the free AWWA methodology, there have been some benefits from the initial analysis. Some helpful guidance was given on better recording of data and meter testing. Toward this objective, meter testing equipment has been ordered and large customer meters will be the first target. Mr. Aman reminded the board that a sum of money had been budgeted for this project, and only Phase 1A has been completed, but he intends to take some time to implement the current recommendations and evaluate the progress before deciding to move ahead with more consultation.

Miscellaneous Meetings

Mr. Howard reported that there was a meeting of the attorneys involved in the Western Regional WWTP Project to support the capital charge component and discuss adoption of sewer use ordinances that are consistent with the Authority's Sewer Use Rules (following DEC approval.)

Mr. Ceratt reported that there would be some OSHA training coming up. He also scheduled for May 22 a preemptive walk-through with PESH (Public Employee Safety and Health Bureau) in the form of a consultation in order to proactively address any safety concerns before a formal inspection might occur. He also reported that he has attended a train-the-trainer seminar that focused on updated

guidelines regarding discrimination and harassment prevention. This will allow him to provide annual mandatory training to the Authority staff.

Mr. Scudder inquired about the status of the wholesale water contract with the Town of Rose. Mr. Aman replied that he has heard nothing recently and the ball is in their court.

Monthly Report

Mr. Monroe presented a verbal monthly report. He has been busy filling in for others on various projects. He reported that there would be a pre-construction meeting this Friday, April 26 with the contractor installing the private property parts of the lead replacement water services in the Town of Lyons. So far there are only 19 signed agreements to replace the entire water service, out of 39 eligible properties. Out of 157 applicants, over half have been assessed. The consensus was that when residents see work being done on their street, they will become more interested and get involved. Mr. Scudder inquired about handing out an informational flyer; Mr. Monroe replied that a door hanger has been utilized in the areas of high probability of lead water services. The town had worked with the county real property office to determine the age of buildings involved.

Mr. Monroe reported that a secondary crew is finishing up the restoration on the Sodus Water District 11 project. He is also scheduling the installation of water services that are being requested every day, and cleanup of services and repairs from the winter months.

There was a discussion of the pressure relief valve on Ridge Road near the bridge over the southern end of Sodus Bay in the Town of Huron, and a hydrant on Lake Bluff Road knocked over in a motor vehicle accident.

There being no further business, upon a motion by Mr. Scudder, seconded by Mr. Humbert, the meeting was adjourned at 5:02 p.m.

Respectfully submitted by:



Demaris Verzulli, Secretary of the Meeting

