

**WAYNE COUNTY WATER AND SEWER AUTHORITY
AUDIT COMMITTEE MEETING MINUTES**

Meeting of: October 26, 2021

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

Present: Jean Johnson, LaVerne Blik, Donald Ross, William Hammond, Lori Furguson

Board Member: David Scudder

Advisors Present: Thomas Zuber CPA, Mengel Metzger Barr & Co. LLP; Michael Howard,
General Counsel

Staff Present: Martin Aman, Executive Director
Sheryl LaDelfa, Accounting Manager
Demaris Verzulli, Secretary of the Meeting

Chairman Jean Johnson called the meeting to order at 3:35 p.m.

Adoption of Minutes:

Mr. Blik moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the minutes of the March 23, 2021 meeting of the Audit Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

Discussion of the 2021 Report on Applying Agreed-Upon Procedures, Audit and Non-Audit Services, and Review of Audit Procedure for 2021 Audit

In Mr., Zuber's absence, Ms. LaDelfa distributed and briefly discussed the proposals from Mengel Metzger Barr for the usual yearly accounting services.

Mr. Zuber entered the meeting and reviewed the Engagement Letter for Accounting Services for the year ending December 31, 2021 and the Proposal for the 2022 Agreed-Upon Procedures. He remarked on the increase in transactions and the increased in time needed for audit given the large projects the Authority has in progress. He gave the committee a brief overview of the audit procedure for the 2021 audit. After due discussion and deliberation, Ms. Furguson moved, Mr. Hammond seconded and all members present unanimously approved the following resolution:

RESOLVED, to recommend the engagement of Mengel Metzger Barr & Co. LLP to conduct Audit Services for the year ended December 31, 2021 for the Authority for an amount not to exceed \$17,950.00, and to provide other non-audit services according to the terms set forth in the Engagement Letter for Accounting Services dated October 26, 2021.

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

RESOLVED, to recommend the engagement of Mengel Metzger Barr & Co. LLP to prepare the 2022 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses

of Cash for an amount not to exceed \$1,895.00 according to the terms set forth in the Proposal for Agreed-Upon Procedures dated October 26, 2021.

Mr. Zuber then reviewed the 2021 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash. This cash flow analysis is part of the annual Report on Water and Sewer System Operations prepared for the Bond Trustee as required by the Authority's Series 2011 System Revenue (Refunding) Bonds. Mr. Zuber and the Committee discussed the increased focus on this report given that the current projects have caused an increase in the volume of transactions. After due discussion and deliberation, Mr. Hammond moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Audit Committee accept the Annual Report on Water and Sewer System Operations, including the Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash and recommends that the same be approved and filed by the Board, effective as of October 15, 2021.

Mr. Zuber left the meeting.

There being no further business to come before it, upon a motion by Mr. Blied, seconded by Mr. Ross, the meeting was adjourned at 3:55 p.m.

The following are attachments to the October 26, 2021 Board Meeting Minutes:

1. Annual Report of Water and Sewer System Operations, including Report on Applying Agreed-Upon Procedures
2. Mengel Metzger Barr & Co. LLP – Engagement Letter for Accounting Services
3. Mengel Metzger Barr & Co. LLP – Proposal for Agreed-Upon Procedures

Respectfully submitted by:



Demaris Verzulli
Secretary of the Meeting