

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

**Meeting of:** Tuesday, October 25, 2022

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

**Present:** Jean Johnson, Lori Furguson, Donald Ross

**Absent:** LaVerne Blied, William Hammond

**Board Member:** David Scudder

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

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

Chairman Jean Johnson called the meeting to order at 3:30 p.m.

**Adoption of Minutes:**

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

RESOLVED, that the minutes of the March 22, 2022 meeting of the Audit Committee of the Wayne County Water and Sewer Authority be accepted with no changes.

**Discussion of the 2022 Report on Applying Agreed-Upon Procedures, Audit and Non-Audit Services, and Review of Audit Procedure for 2022 Audit**

Mr. Zuber reviewed the 2022 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. Discussion included the impact of the current Authority projects on cash flow. After due discussion and deliberation, Ms. Furguson moved, Mr. Ross 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, 2022.

Mr. Zuber reviewed the Engagement Letter for Accounting Services for the year ending December 31, 2022 and the Proposal for the 2023 Agreed-Upon Procedures. He explained how the assessment of risk impacted the time and effort in performing an audit, referring to the large projects the Authority has in progress. He reported that there is a new standard for accounting for leases, and although the leases the Authority has are low in cost, he expected to be developing a policy and procedure for handling them sometime in the future. He gave the committee a brief overview of the audit procedure for the 2022 audit, which will start in

February. After due discussion and deliberation, Ms. Furguson 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 conduct Audit Services for the year ended December 31, 2022 for the Authority for an amount not to exceed \$18,950.00, and to provide other non-audit services according to the terms set forth in the Engagement Letter for Accounting Services dated October 25, 2022.

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

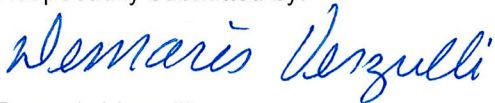
RESOLVED, to recommend the engagement of Mengel Metzger Barr & Co. LLP to prepare the 2023 Report on Applying Agreed-Upon Procedures and Statement of Forecasted Sources and Uses of Cash for an amount not to exceed \$2,150.00 according to the terms set forth in the Proposal for Agreed-Upon Procedures dated October 25, 2022.

There being no further business to come before it, upon a motion by Ms. Furguson, seconded by Mr. Ross, the meeting was adjourned at 3:51 p.m.

The following are attachments to the October 25, 2022 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