

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

Meeting of: July 23, 2019

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

Present: David Scudder, Jean Johnson, Dan LaGasse, Mark Humbert, William Hammond, Donald Ross, Lori Furguson

Absent: LaVerne Bliet, 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: Cheri Roloson and Robert Madison representing Cracker Box Palace, Sodus

In the absence of Chairman LaVerne Bliet, Secretary David Scudder called the meeting to order at 4:00 p.m.

Mr. Scudder invited the visitors to introduce themselves and state their business with the Board. Mr. Madison replied that they have questions about their water bills and payment. Ms. LaDelfa advised them that she would look into it and contact them. Mr. Madison also stated that Cracker Box Palace had an agreement with the Town of Sodus whereby the not-for-profit organization received a portion of its water for free because it is at the end of a dead-end water line that would otherwise need extensive flushing to maintain water quality. He would like the Authority to honor that agreement. Mr. Aman reminded him that the board had previously entertained that request and made the decision not to make an exception to the Authority's procedures for Cracker Box Palace. Mr. Scudder stated that the request was noted, would be taken under advisement and closed the discussion.

The visitors left the meeting.

I. Chairman's Report

Adoption of Minutes After due discussion and deliberation, Mr. Humbert moved, Mr. Hammond seconded and all members present, with the exception of Mr. LaGasse who abstained, approved the following resolution:

RESOLVED, that the minutes of the June 25, 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. Humbert moved, Mr. LaGasse 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 19-1148 to 19-1338 totaling \$797,410.02.

Ms. Johnson presented the Financial Statements for the month of June. After due discussion and deliberation, Mr. Hammond moved, Ms. Furguson seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Wayne County Water and Sewer Authority's Monthly Financial Statements for June 2019 be approved and accepted.

III. **Agenda Items**

Western Regional WWTP Project Update

Mr. Aman reported that a lot of time has been spent on the project, primarily regarding the Town of Walworth's request to be included. Mr. Howard explained the current situation and reviewed a draft Term Sheet outlining the proposed project structure. Including the town as a full project participant at this point could jeopardize the EFC hardship financing and grants. However, it might be possible to restructure the financing into a two-step process, which would involve adding enhanced capacity to the plant design pursuant to an amendment to the existing Service Agreement, with such enhanced capacity being allocated to the Authority or its designee. Under this scenario, the Authority would proceed with the closing of the currently approved \$35 million short term financing package with EFC with the costs allocated to the existing Participating Municipalities. Mr. Howard noted that his structure has been tentatively approved by the Authority's bond counsel; has been preliminarily discussed with counsel for Walworth and is being submitted to EFC for its approval.

There was discussion of Baldwin-Richardson's needs and challenges with the wastewater that plant produces. The Walworth wastewater plant has never been able to handle all the waste, and possible upgrades to that plant would likely not include taking all the Baldwin-Richardson wastewater. The Regional Plant is an opportunity for the company to be able to better deal with the difficulties of disposing their wastewater.

Mr. Howard also noted that there may be the potential for additional grant money; one new application is currently being finalized and is due for submission by July 26, 2019. No formal action from the board is needed at this time.

Regional Water Storage Tank Update

Mr. Aman reported that some progress has been made, with five out of six towns having passed resolutions recognizing the Williamson cap. The Town of Lyons meeting is this Thursday. Since there are new board members, Mr. Aman will attend to reinforce the benefits of this project for the town.

Mr. Howard highlighted several changes in the new draft of the Memorandum of Understanding based on discussions with the participants and evolving project needs. In addition to defining the Williamson Cap, changes include proceeding with the Project if bids come in higher than the estimated cost, but not to exceed 110% of that cost; establishing an Annual Connection and Improvement Fee that would allow out-of-district users to participate and contribute to the cost of the Project; and allowing the Authority the option of utilizing Authority personnel to construct the water main parts of the Project under a cooperative agreement with participants. There are considerable advantages to the Authority doing this construction: providing a revenue stream to preserve the Authority's debt ratio, mitigation of certain approval and compliance issues that go with third party contractors, and the ability to hold to the original cost calculated several years ago. This draft must be finalized with the engineers and attorneys for the participating municipalities.

Port Bay Sewers Update

Ms. Furguson reported that she is trying to organize an informational meeting on August 24th for the benefit of Port Bay area property owners within the new sewer improvement area. This meeting would likely include representatives from MRB Group, the towns of Wolcott and Huron, WCWSA and the Contractor (Blue Heron.) This meeting is tentatively planned to be held at a restaurant on Port Bay to discuss some issues, possibly combined with a progress meeting. Mr. Monroe reported that the contractor has worked out the tapping saddle issue with the manufacturer and engineers. Mr. Aman reported that the contractor has added a second crew installing grinder pumps since the project is behind schedule. In spite of that, the consensus is that the contractor is doing a decent job and is accommodating and answers questions promptly.

Miscellaneous Water Projects

Arcadia WD 17: Mr. Monroe reported that the project is complete except for a walk-through and final checklist.

Arcadia WD 16: Mr. Monroe reported that the project started yesterday (Monday) with a wet tap on Tellier Road, and over 1,000 feet have been installed. He is addressing some minor details on permit issuance and will be meeting with the DOT in regard to trees at the Whitbeck Road and Route 31 intersection.

Mill Street, Marion: Mr. Monroe reported that this project is on hold until the county dams the creek to start the culvert replacement. At that time, under the county's permit limits, the Authority will hammer the rock that has been a problem for directional drilling, and install the HDPE water main.

Lyons Lead Service Replacement Grant: Mr. Monroe reported that 18 out of 59 identified lead services have been replaced on the public side. The private part contractor has replaced 15 of the 18. He is waiting on stakeouts, which are backed up, in order to replace more services.

Miscellaneous Meetings

Mr. Aman reported that most of the meetings have revolved around the Regional projects. He and Mr. Ceratt attended the Ginna Emergency Drill at the County Emergency Management Office today.

Mr. Ceratt reported that the software committee continues to look at various software packages to move the Authority forward with inventory and work order management and other initiatives. A new possibility was presented the day before and will be explored further.

Mr. Scudder inquired about progress with the unaccounted-for water initiative. Mr. Aman reported that other projects have taken precedence but utilization of the meter testing apparatus will be the first step in following the Cavanaugh Associates recommendations.

Monthly Report

Mr. Monroe presented a verbal monthly report. Outside of the projects, cleanup continues on older excavations, including installing asphalt repair. The summer crew is focusing on hydrants in Walworth, Macedon and Gananda as well as in the eastern service area. Mr. Ross remarked on how much better the Sodus system is being maintained. Mr. Hammond inquired about the roofs on the Operations Center and Eastern Regional Plant buildings; there have been no problems. Mr. Ceratt reported that he will be meeting with a paint rep the next day to discuss the digester covers at the Eastern Regional Plant. Mr. Monroe reported that the new hydrant markers will be installed on all new hydrants and in the projects and a fixed number for replacement will be budgeted for annually.

Butler Correctional Discussion

At 5:00 p.m., Mr. Humbert moved, Mr. LaGasse seconded, and all members present unanimously approved the following resolution:

RESOLVED, that the Board enter into Executive Session to discuss with counsel strategy on an issue involving possible litigation.

At 5:12 p.m. upon a motion by Mr. LaGasse, seconded by Mr. Humbert, all members present unanimously approved the following resolution:

RESOLVED, that the Board return to open session.

New Business

Mr. Aman reported that he might have a conflict with the date of the September meeting. He would like to address this at the August meeting.

Mr. Aman brought up the Cracker Box Palace situation. Mr. Howard advised that the Authority is not obligated to honor the agreement they had with the Town of Sodus since the Authority had not assumed that obligation; the Comptroller frowns on *ad hoc* policies. Mr. Aman will look at the agreement with Sodus and Mr. Scudder asked that it be put on the August meeting agenda.

There being no further business, upon a motion by Mr. Humbert, seconded by Ms. Furguson, the meeting was adjourned at 5:28 p.m.

Respectfully submitted by:


Demaris Verzulli, Secretary of the Meeting