

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

Meeting of: May 25, 2021

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

Present: LaVerne Blik, David Scudder, Jean Johnson, Robert Hutteman, Dan LaGasse

Participating via Conference Phone:
Donald Ross, Mark Humbert, Lori Furguson

Absent: William Hammond

Advisors Present: Michael Howard, General Counsel

Staff Present: Martin J. Aman, Executive Director
Jason Monroe, Director of Operations
Peter DiBenedetto, Operational Support
Jessica Freling, Administrative Assistant
Sheryl LaDelfa, Accounting Manager
Demaris Verzulli, Secretary of the Meeting

Visitors: None

Pursuant to the Governor's Executive Order No. 202 of March 7, 2020 and extended by Executive Order No. 202.108, declaring a State disaster emergency to address the threat that COVID-19 poses to the health and welfare of New York State residents and visitors, this meeting of the WCWSA Board of Directors was held via conference phone and recorded in accordance with the Public Officers Law, Article 7, Open Meetings Law, as amended.

Chairman LaVerne Blik called the meeting to order at 4:00 p.m. and led the meeting in the Pledge of Allegiance.

I. Chairman's Report

Adoption of Minutes

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

RESOLVED, that the minutes of the April 27, 2021 meeting of the Wayne County Water and Sewer Authority be accepted with no changes.

Correspondence: None

Treasurer's Report

Ms. Johnson invited questions on the warrant, which had previously been emailed to the Board members for examination. After due discussion and deliberation, Mr. Scudder moved, Mr. Ross seconded and all members present unanimously approved the following resolution:

RESOLVED, that the following claims are hereby authorized and directed to the Treasurer for payment: Vouchers 21-741 to 21-926 totaling \$3,840,901.73.

Ms. Johnson invited questions on the Financial Statements for the month of April, which had previously been emailed to the Board members for examination. After due discussion and deliberation, Mr. Hutteman 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 April 2021 be approved and accepted.

Ms. LaDelfa reported that a Certificate of Deposit at Lyons National Bank would reach maturity next month on June 4. Ms. LaDelfa recommended reinvesting it for nine months at a rate of 0.30%. After due discussion and deliberation, Mr. LaGasse moved, Mr. Scudder seconded and all participating members unanimously approved the following resolution:

RESOLVED, that the proceeds of the \$500,000 Certificate of Deposit maturing on June 4, 2020 be reinvested in a Certificate of Deposit with Lyons National Bank at a 0.30% simple interest rate for a term of nine months.

II. **Agenda Items**

Governance Committee Report

Mr. Scudder, Chair of the Governance Committee, reported that the committee had met prior to the Board meeting. Discussion included the committee charter, the possibility of including website links to recorded meetings, and keeping up with COVID-19 guidance. Mr. Scudder advised that there was no need to revise the Charter at the present time. Mr. Howard reported that the committee had discussed statutory requirements of the Board members, one being the need for each Board member to complete the annual Board evaluation (which the ABO had recently rejected as incomplete since all members had not submitted the evaluation). Another statutory requirement is the need for each Board member to complete the annual financial disclosure; discussion of this requirement ensued.

COVID-19 Update

Mr. Aman reported he has been closely tracking evolving CDC and NYS guidance regarding social distancing and mask wearing, and by staying in touch with other New York authorities and, along with others, has made the decision to no longer require mask wearing and social distancing at work for employees who have been fully vaccinated. Approximately half of employees have been vaccinated.

Huron Water District #8

Mr. Aman reported that a construction proposal has been submitted to the Town of Huron, and construction could start after the 4th of July. In an effort to reduce directional drill costs, some easements have been obtained so that open trench installation of pipe can be done instead of drilling in the right-of-way in those areas.

Regional Water Storage Tank Update

Mr. Aman reported that site preparation for the tank is proceeding; stone is being put down and compacted for the base. He was pleased to report that the Authority closed on the Joy Road pump station property; the owner, Scott Johnson, and his attorney were a pleasure to work with and the process went smoothly. Construction on the pole barn will start in August, giving Authority crews time to prepare the site.

Mr. DiBenedetto reported that on the previous Thursday bids were opened for the concrete vaults and the materials for the vaults. There were three bids for the vaults; Burnett Concrete Products was the lowest bidder meeting all the specifications. After due discussion and deliberation, Mr. Hutteman moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

WHEREAS, the Members of the Authority, in accordance with Article 8 of the Authority's Procurement Policy, make the following determinations: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee has complied with the Authority's Procurement Policy; (iii) the proposed awardee has disclosed all information required by the Authority's Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority's Procurement Policy;

THEREFORE, BE IT RESOLVED, that the bid for Regional Water Tank Project Concrete Vaults be awarded to the lowest responsible bidder, Burnett Concrete Products, Inc. of Wolcott, New York, for three concrete vaults at \$10,100 each for a total of \$30,300.

Mr. DiBenedetto then described the bid tabulation for the Regional Water Tank Project PRV and Check Valve Vaults Materials Bid. There were five bids; the award will be divided among four bidders. After due discussion and deliberation, Mr. Hutteman moved, Mr. LaGasse seconded and all members present unanimously approved the following resolution:

WHEREAS, the Members of the Authority, in accordance with Article 8 of the Authority's Procurement Policy, make the following determinations: (i) the proposed awardees have been found to be responsible; (ii) the proposed awardees have complied with the Authority's Procurement Policy; (iii) the proposed awardees have disclosed all information required by the Authority's Procurement Policy; and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law and the Authority's Procurement Policy;

THEREFORE, BE IT RESOLVED, that the bid for the Regional Water Tank Project PRV and Check Valve Vaults Materials be awarded as detailed in the list of Award Items attached to these minutes.

Western Regional WWTP Project Update

Mr. Aman reported that a lot of engineering and sub-consulting activity has been going on to finalize the design and obtain permits. There is work to be done at each of the pump station locations, including obtaining easements, instituting ground leases, and arranging for electrical service and other required utilities. Sub-metering may be possible. A berm planned for screening purposes between the Palmyra WWTP facility property and Breen's will need to be smaller than planned or possibly replaced by a fence, since the location is directly under the new route of the electrical lines. The Authority is working with NYSEG to obtain NYSEG's written consent and approval of the planned Authority improvements given the restrictions that normally pertain to relocated electric lines. He also reported that a gas sludge dryer has been proposed in lieu of the formerly contemplated autothermal thermophilic aerobic digestion (ATAD) system for processing sludge at the new WWTP. This option will still allow for Class A biosolids to be produced, but will also greatly reduce the volume of sludge if landfill disposal becomes necessary. The plant will require one or more properly licensed operators; additional system operators will work on the collection system components. Mr. Aman was happy to also report that Baldwin-Richardson in Macedon has brought in an engineer who is proposing a membrane pre-treatment system which could mitigate strength-of-waste concerns associated with the company's difficulty to treat food waste. This would reduce Baldwin-Richardson's strength of waste charges, balancing out some of the expense of the membrane system.

Prospective Infrastructure Projects Discussion

Mr. Aman reported that David Doyle and Bill Davis of MRB Group and he had held a meeting on infrastructure funding. There is an application deadline in July for submitting projects ahead of the Consolidated Funding Application (CFA) timeline. The Town of Lyons wants to apply for funding for some wastewater plant and pump station upgrades. The Authority was not successful in getting a WQIP grant in 2020 for the Regional Wastewater Treatment Plant Project. Mr. Aman would like to re-submit an application for this grant. There are another two projects for which he would like to try and obtain funding. One is extending a section of watermain from Ridge Road east of the Village of Wolcott, along Route 104 in the Town of Butler south of Wolcott, and continuing to Limekiln Road. This \$1.5 million project would help serve Merrell Farms, a very large dairy farm, among other customers, as well as enable development of the Whiskey Hill / Route 104 area. Another project is the estimated \$750,000 replacement of the old, leak-prone 1.3-mile section of ductile iron water main on South Wayneport Road in Macedon that has been a problem stretch for some years. The cost for MRB Group to prepare applications for these three projects would be less than \$5,000. After due discussion and deliberation, Mr. Hutteman moved, Mr. Scudder seconded and all members present unanimously approved the following resolution:

RESOLVED, that the Executive Director be authorized to execute and deliver an agreement with MRB Group to prepare three applications for potential infrastructure funding: resubmit the Regional Wastewater Treatment Plant Project WQIP grant application and prepare applications to list the following projects on the NYS Intended Use Plan (IUP) list with the Environmental Facilities Corporation: \$1.5 million for a 12-inch water main along Route 104 in Wolcott and Butler from Ridge Road east of the Village of Wolcott to Limekiln Road and \$750,000 to replace a 1.3-mile section of 8-inch ductile iron water main on South Wayneport Road in the Town of Macedon, at a cost not to exceed \$5,000.

Community Solar Discussion

Mr. Aman reported that he, Mr. Howard and Derek Ceratt have been working to analyze whether it would be appropriate to use a consultant such as Usource (a subsidiary of NextEra Energy) to explore the Authority's participation in a community solar project. Mr. Howard had arranged a conference call with the Deputy General Counsel of NYSEERDA (New York State Energy Research and Development Authority) who advised that these types of consultants are frequently used by municipalities and while not required, can be helpful. Mr. Howard reported that discussion with Usource produced a tentative contract under which they would develop an RFP based on the Authority's requirements and would be paid by a selected developer only if the Authority proceeds with a community solar project. After due discussion and deliberation, Ms. Johnson moved, Mr. Hutteman seconded and the following resolution was passed with seven votes in favor and one (Mr. LaGasse) against:

RESOLVED, that the Executive Director be authorized to enter into a consulting agreement with Usource, LLC, to explore the available NY Community Solar Programs at no up-front cost to the Authority, with payment to be made by a selected developer from project costs only if the Authority chooses to go forward with a program.

Mr. Aman also reported he had been approached by Jim Colacino of Newark Electric about the possibility of installing electric vehicle charging stations for Authority use and perhaps the public. Apparently, there are grants to provide up to 90% of the cost. The cost is up to \$8,000 for the equipment and \$12,000 for the installation. The share for which the Authority would be responsible could be paid in in-kind services such as excavation. Mr. Aman will have more information for the Board at a future meeting.

Monthly Operations

Mr. Monroe reported the results of the May 8 municipal auction. Seven pieces of equipment were auctioned, and while some didn't produce the return that was hoped, overall the auction returned approximately \$4,500 more than expected. Two trucks were retained for summer help to use; these may be placed in a fall auction. He reported that in the preceding month crews have concentrated on the Regional Water Tank Project transmission mains. Since March 18, 13,500 feet have been installed in the Project. The crew is now just 960 feet short of the intersection of Brantling Hill Road with Route 88. Crews have also put effort into cleanup of last year's construction areas. The service crew has been installing eight to ten services a week. Mr. DiBenedetto reported that he and Ms. Verzulli have been working on bids with the next ones to be directional drill bids for the Huron 8 and Regional Tank Projects. He reported that pipe prices have gone up \$10 per foot since the Authority awarded the pipe bid in March, and there is the real possibility that the manufacturer, JM Eagle, will not be able to obtain resin and produce pipe in the near future. He has been in daily contact with the Authority's supplier but no delivery date has been available. He displayed photos of the access road to the tank site and of the tank pad being prepared. Mr. Monroe reported that the contractor used 3,000 gallons of water today to aid in vibratory compaction of the crushed stone base. Mr. DiBenedetto showed before and after photos of some water meter replacements in Wolcott and Huron in which large meters were replaced with smaller ones that will better record low flows. Mr. Monroe reported that the slurry seal in the Operations Center parking lot and driveway has been completed and all the cuts made when the building was expanded have been covered and sealed. The striping will be scheduled as soon as possible.

Ms. Freling reported that the 2020 Water Quality Reports have been completed, delivered to the Department of Health, and are available on the Authority website, www.wcwsa.org.

There being no further business, upon a motion by Mr. Hutteman, seconded by Mr. Scudder, the meeting was adjourned at 5:35 p.m.

Attachment to these minutes:

Regional Water Tank Project PRV and Check Valve Vaults Materials Bid Award Items

Respectfully submitted by:


Demaris Verzulli, Secretary of the Meeting

Regional Tank Project Vault Fittings Bid May 20, 2021

Award Items

Ferguson Waterworks

Item	Quantity	Unit Price	Subtotal	Manufacturer
1/4" x 3" Nipple	6 each	\$ 1.35	\$ 8.10	Merit Brass
8" MJ Solid Sleeve	2 each	\$ 120.15	\$ 240.30	Tyler Union
12" MJ Restraints, Megalug style, for PVC	4 each	\$ 75.10	\$ 300.40	Tyler Union
8" MJ Restraints, Megalug style, for PVC	2 each	\$ 37.80	\$ 75.60	Tyler Union
			\$ 624.40	

FW Webb

Item	Quantity	Unit Price	Subtotal	Manufacturer
12" Flange by Flange Check Valve, Clow 1106CW or equiv	2 each	\$ 4,189.00	\$ 8,378.00	Pratt 8001
8" Flange by Flange Pressure Regulating Valve Singer 106-PR or equiv	1 each	\$ 5,373.28	\$ 5,373.28	Cla-Val
3/4" Threaded Coupling LF	6 each	\$ 3.73	\$ 22.38	Merit Brass
3/4" x 1/4" Bushing	6 each	\$ 2.97	\$ 17.82	Merit Brass
1/4" Brass Ball Valve with Lever LF	6 each	\$ 7.11	\$ 42.66	Apollo Valves
Adjustable Pipe Support for 12" Pipe	6 each	\$ 143.20	\$ 859.20	Trumbull
Adjustable Pipe Support for 8" Pipe	3 each	\$ 137.15	\$ 411.45	Trumbull
12" x 6 foot Flg x Flg CL53 DI Spool Piece	1 each	\$ 1,198.63	\$ 1,198.63	C&B Piping
12" x 3 foot Flg x Flg CL53 DI Spool Piece	3 each	\$ 965.10	\$ 2,895.30	C&B Piping
12" x 1 foot Flg x PE CL53 DI Spool Piece	1 each	\$ 439.18	\$ 439.18	C&B Piping
12" MJ Restraints, Megalug style, for DIP	4 each	\$ 63.69	\$ 254.76	EBAA Iron
8" MJ Restraints, Megalug style, for DIP	2 each	\$ 29.53	\$ 59.06	EBAA Iron
12" MJ Gasket and 4" Fluorocarbon-coated Bolts	8 each	\$ 24.63	\$ 197.04	Birmingham
8" MJ Gasket and 4" Fluorocarbon-coated Bolts	4 each	\$ 17.49	\$ 69.96	Birmingham
			\$ 20,218.72	

Blair Supply

Item	Quantity	Unit Price	Subtotal	Manufacturer
12" Full Face Flange Gasket with 304 SS Hardware	7 each	\$ 108.00	\$ 756.00	Birmingham
8" Full Face Flange Gasket with 304 SS Hardware	2 each	\$ 56.00	\$ 112.00	Birmingham
12" MJ Solid Sleeve	4 each	\$ 242.00	\$ 968.00	Tyler Union
			\$ 1,836.00	

Core & Main

Item	Quantity	Unit Price	Subtotal	Manufacturer
12" Flange by Flange OS&Y Gate Valves	2 each	\$ 2,371.00	\$ 4,742.00	Kennedy
12" x 3/4" CC Brass Saddle Double Strap LF	4 each	\$ 193.00	\$ 772.00	Ford
8" x 3/4" CC Brass Saddle Double Strap LF	2 each	\$ 133.00	\$ 266.00	Ford
3/4" CC x MIP Ball Corp LF	6 each	\$ 43.00	\$ 258.00	Ford
1/4" Brass Tee LF	6 each	\$ 4.00	\$ 24.00	Lansdale
2-1/2" x 200 psi Glycerin Filled Pressure Gauge with 1/4" MIP Bottom Connecti	6 each	\$ 9.00	\$ 54.00	Boshart
8" x 6 foot Flg x PE CL53 DI Spool Piece	1 each	\$ 475.00	\$ 475.00	US Pipe
8" x 3 foot Flg x PE CL53 DI Spool Piece	1 each	\$ 331.00	\$ 331.00	US Pipe
			\$ 6,922.00	

Total of all parts

\$ 29,601.12

