

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
January 23, 2019

Board of Directors: Paul Dudley, Christie Waters, Francis Mitchell, Herbert Marshall, Mike Quill, John Miller (absent), Robert Reohr (absent), Robert Cerza (absent), Tucker Whitman (absent). **Non-Members Attending:** Jay Sawyer (Fair Haven), Rick Galbato (Attorney, Galbato Law Firm), Lanie Pantori (Senior Accounting Clerk), Jeanine Wilson (Director), Janice Sarnicola (Senior Clerk), Joe Carson (CCWSA), Karl Rindfleisch (CCWSA), Charlie Ripley (Cayuga County Legislature)

Paul Dudley called the meeting to order at 1:00 pm.

Approval of Agenda

A motion by Herb Marshall to approve the agenda as presented. Seconded by Fran Mitchell. Unanimously approved. Carried.

Approval of Minutes

A motion by Fran Mitchell to authorize and approve the Meeting Minutes of December 19, 2018 as presented. Seconded by Herb Marshall. Unanimously approved. Carried.

WELCOME

Privilege of the floor

Water Operation and Maintenance – Karl Rindfleisch/Joe Carson:

- Karl and Jeanine continue to work with the Village of Union Springs negotiate a contract.

County Sewer District 2 – Jay Sawyer:

- Jay stated Pump Station 3 had a failed and thus replaced the 10 year old transducer at the wet well. The life expectancy of this unit is 10-12 years. The replacement controller in the main panel is not adjustable for varying levels. Without this unit the wet well will rise higher than it should and future problems will occur. Jay contacted **Colacino Industries** and received a quote and assistance with the installation of the new unit. The quote received is \$1440 for a new digital optimal control pad to help control the levels in the wet well.

A motion by Fran Mitchell for CCWSA to purchase the new digital optimal control pad from Colacino Industries in the amount of \$1440 which will include installation and a warranty. Seconded by Christie Waters. Unanimously approved. Carried.

Advisor (Regional Master Plan) Doug Selby:

Doug stated the Regional Master Plan draft is complete and published on the project website (wsamasterplan.com). Board members have received the draft. Doug stated he has sent the draft to New York State, Citizen Advisory Committee and the staff at Cayuga County (Steve Lynch-Planning Board and Eileen O'Connor-Cayuga County Health Department). Municipal Restructuring Funds (MRF) is a local assistance program designed to stimulate permanent property tax reductions resulting from shared services and municipal consolidations. Doug stated that he will work with Jeanine to schedule a meeting with the New York State Representative Project Administrator to discuss further interest in the Regional Master Plan. On February 14 the draft will be closed for any further comments and the consultant will complete The Regional Master Plan for a final report by March 1, 2019. Discussions have already started with Aurora about what could be implemented and how CCWSA could coordinate with their efforts.

DIRECTORS REPORT: Jeanine Wilson

WATER/SEWER UPDATES:

- Annual review and updates to the inventory, properties and system equipment underway by water maintenance staff. Update of cost for materials and equipment complete.
- Collaboration with Town of Brutus to supply water to a new district. Fire flow testing was completed and the town engineer is working on the district formation report. This new district has the potential to provide public water to a portion of Hamilton Road and Ball Road in Brutus. Brutus owns, operates and maintains its systems. CCWSA supplies water from Auburn connection on State Street, Route 38 to Route 31 connection at West Brutus Street for this district.

- Route 34/Vitale waterline project – Expectation is that a water line extension will be completed, connection at Montross Lane, to supply water to a portion of Route 34 (north), Sennett this spring. Final information now received to finalize the agreement.
- Springport/CCWSA collaboration continues to be successful, sharing laborers and equipment; cutting costs of services to customers.
- Discussions continue with the Village of Union Springs to seek collaboration and shared service agreement with possible opportunities to complete infrastructure upgrade project. Meetings continue with potential of shared services with additional towns and villages for water and sewer infrastructure operations.

County Sewer District 2

- Fuel delivery was completed by County Highway for emergency generators.
- Preventative maintenance – testing and daily operations standard throughout cold weather season.
- Annual review and updates to the inventory, properties and system equipment completed.
- Ongoing collaboration with town assessor, village code enforcement and county real property staff. Interest in vacant parcel charges is ongoing. Discussions continue regarding Cayuga County Sewer District 2 – District Formation was approved in 2005 and each tax map parcel to be charged per an EDU assessment table. Classification codes are outlined and each tax parcel within the outline of the district must be charged per district formation.
- Continued discussion regarding CCWSA presence and need for warehouse/maintenance building with office space. Collaboration for shared services and property eminent.

Master Regional Plan and Report

B & L and CCWSA continue review for production of final report for water and sewer condition assessments and opportunities for a second water source for the county. The final draft was released on January 14. Comments are encouraged through February 14, 2019. The final publication will be released on or before March 1. An abbreviated presentation to the County Legislature will be scheduled; expectation is February. The final draft report was distributed to the Citizen Advisory Committee, Legislators, Municipal Partners, Board members and the media for review and comments.

Miscellaneous

- Meetings and various discussions continue to set a roadmap to provide safe, secure water and sewer services to benefit various areas of the county. Assistance from the County Legislature continues to be a necessary part of this process.
- CCWSA has opportunities for growing our agency's service area; therefore, we are continuing to search for a more efficient office environment, preferably with a building for operations. If anyone has suggestions please contact the director to discuss.
- Board of Director's meetings held on the 3rd Wednesday of each month in the Hotaling Conference Room, County House Road at 2pm.
- FY18 Audit preparation continues. Additional information will be sent to the Inero Audit Team prior to their arrival on Monday, January 28.

Outreach/Meetings: See report distributed to Board.

Financial Treasurer – Christie Waters

The Accounts Payable report for CCWSA Operations and Capital was presented by Lanie Pantori (Senior Account Clerk) for payment.

A motion by Christie Waters to authorize and approve payments of the Accounts Payable report as presented. Seconded by Herb Marshall. Unanimously approved. Carried.

Audit Chairman – Fran Mitchell:

Fran reviewed the bank reconciliation reports from December 31, 2018 and found no exceptions.

A motion by Fran Mitchell was made to accept the reconciliation report as presented. Seconded by Herb Marshall. Unanimously approved. Carried.

- Fran requested to review the 2018 Operating Results and Suggested Budget Changes dated December 31, 2018 for the entire year. This report is subject to audit which may change the current numbers. There are a number of budget changes and CCWSA is well under budget for water and sewer.
- Fran request a review of the Balance Sheet compared to the previous year. In spite of losses (due to depreciation), the cash position has increased.

A motion by Fran Mitchell for approval of the presented reports subject to the understanding that the audit process may modify these reports. Seconded by Herb Marshall. Unanimously approved. Carried.

Rick Galbato:

Rick stated with regards to the Vitale water line, Jeanine received the estimate of the cost of the project. Rick will be sending out the easements and the agreement package to Ben Vitale and his attorney for review.

A motion by Mike Quill to authorize CCWSA Board Chairman, Paul Dudley or Director of CCWSA, Jeanine Wilson to sign the agreement package with the Vitale Company for the North Street waterline project. Seconded by Christie Waters. Unanimously approved. Carried.

Rick stated at the last board meeting, a motion was made to authorize Karl and Jeanine to negotiate a contract with the mayor of the Village of Union Springs to install valves and hydrants in the Village of Union Springs. CCWSA will act as the contractor for this project. The valves are installed under pressure and would require a trained team to install. That portion would go out to bid for supply and installation. For the installation of the hydrants, the recommendation is for the Village of Union Springs to pass a Standardization Resolution to standardize the hydrants as Mueller Hydrants to be the preferred hydrant for the Village of Union Springs for efficiency and economy. Paul Dudley asked Rick about the Liability Insurance needs. Rick stated the agreement will call for CCWSA to add the Village of Union Springs as an additional insured. CCWSA will have to provide proof of insurance. The company doing the valves has to have appropriate insurance also.

A motion by Herb Marshall to authorize CCWSA to move forward with an agreement with the Village of Union Springs and sign any necessary documentation subject to the approval of Rick Galbato and Tim Carpenter (MRB Engineer); and to move forward with the advertisement for bids when appropriate. Seconded by Fran Mitchell. Unanimously approved. Carried.

New Business:

Governance Committee Meeting was held January 9, 2019: Attendees: Bob Reohr, Fran Mitchell, Herb Marshall, Janice Sarnicola, Jeanine Wilson, Tim Carpenter (MRB Group Engineering):

A motion by Herb Marshall to appoint Tim Carpenter as Engineer of Record for CCWSA for FY2019, and Rick Galbato as attorney for CCWSA for FY2019. Seconded by Fran Mitchell. Unanimously approved. Carried.

A motion by Herb Marshall to reaffirm the Standard Work Day Resolution for Employees (RS2418). Documentation will be held on file with CCWSA. Seconded by Fran Mitchell. Unanimously approved. Carried.

- 2019 CCWSA Annual Evaluation of Board Performance was distributed and completed by all Board Members that were present.
- Authorities Budget Office Policy Guidance regarding the Acknowledgement of Fiduciary Duty was distributed and signed by all present Board Members.

The next regular scheduled meeting will be held on Wednesday, February 20, 2019 at 2:00pm in the Hotaling Room.

A motion by Mike Quill to adjourn at 2:50pm. Seconded by Herb Marshall. Unanimously approved. Carried.

Respectfully submitted,

Janice Sarnicola, Senior Clerk, CCWSA