

CCWSA BOARD MEETING  
Minutes of February 19, 2020 at 2:00pm  
7413 County House Road, Auburn, NY

***Mission Statement: The Authority is a governmental agency constituting a public benefit corporation. Its purpose is to serve the people of the County. The Authority ensures the health and welfare of the County by providing and protecting the water and waste water services to the County District.***

**Board of Directors Present**

Paul Dudley, Vice-Chair; Christie Waters, Treas.; John Miller; Charles Ripley; Francis Mitchell; Herbert Marshall; Mike Quill. Robert Cerza (Absent)

**Administration & Advisors**

Jeanine Wilson, Director; Pat Baum, Senior Acct Clerk; Doug Selby, Advisor; Seth Jensen, City of Auburn MU Dir.; Mark Colopy, Financial Adv.

**Approval of Agenda**

Mark Colopy was added to the agenda by Paul Dudley.

***A motion was made by Herb Marshall to approve the agenda with the addition of Mark Colopy speaking. It was seconded by Fran Mitchell. Unanimously approved and carried.***

**Approval of Minutes January 22, 2020**

***A motion was made by Fran Mitchell to approve the minutes of 1/22/20. It was seconded by Herb Marshall. Unanimously approved and carried.***

**Welcome & Privilege of the Floor**

FY19 Financial Report – Review and Discussion, Insero, CPA's, Patrick Jordan & Conrad White.

Patrick stated that Conrad and he met with the CCWSA Audit Committee last week. They met with Fran again today and will be making a couple adjustments and then will send the finished product to the board. He reviewed the "Communication with those charged with Governance at the Conclusion of the Audit" which is a three page letter. They stated that the appropriate accounting policies have been followed and no new policies were adopted in 2019. The financial statement disclosures are neutral, consistent and clear. They encountered no significant difficulties in dealing with management in performing and completing the audit. Conrad thanked the Director Wilson, Fran and Pat for their ability to retrieve all documents and information in an efficient and quick manner. The stated that working with the team has been smooth and he hopes to continue working with CCWSA in the upcoming years.

Patrick reviewed "The Executive Summary for December 31, 2019 Audit Report and Findings". He reviewed the five year look at the "Statements of Net Position" along with the revenues, expenses and changes in Net Position. He reviewed the "Statements of Cash Flows." Herb Marshall stated that the total operating revenue has gone down in all five years. Fran stated that this is due to selling less water and having less loss of water because leaks have been fixed and also due to the advance in more efficient showers and toilets. Depreciation also shows this as a downward trend.

***A motion was made by Herb Marshall to approve the FY19 Financial Report. Seconded by Fran Mitchell. Herb thanked Fran, Christy and the staff for doing a fine job with the financial records. Unanimously approved and carried.***

Jeanine stated that she has requested a new proposal from the Auditors for another three year term; we are at the second term with the Auditors. Every five years we are required to change representatives at a firm to be the lead of our audit. We can have the same firm but someone different has to be in charge for transparency and security reasons. Conrad overlooks the process of the audit and other team members have the detail work.

**Reports**

**Water Operations (Rindfleisch/Carson)** No written report but the Director reported that they have been working on finishing up the hydrant work in Union Springs. They put two more in and have two left to install, hopefully next week. We will have some cleanup and pavement work to finish the project with the Village of Union Springs.

Joe has been working with Jay to set up the grinder pump test and repair station. Repairing our own pumps in-house will be very efficient.

Karl will be attending a meeting with Jeanine at the town of Throop on Saturday morning to discuss a Centerport & Sine Road water district. Karl has been sitting in on meetings with Doug and Jeanine with legislators regarding the regional master plan and operations.

The County Attorney contacted Herb regarding the sewer lines between the jail, nursing home and the Children's Residential Center. Currently if there is a problem with the line they call in someone to fix it and there's been the discussion about turning the operations and maintenance over to the CCSWA. Nobody at the County has detailed maps from when it was installed in 1987 and we are not sure if anyone else is serviced on that line. The jail use to be on a septic system but then with the nursing home and the children's home it became too much for the system to handle. This line ties into the City of Auburn at North Street. Mr. Miller asked about a chain of command. Jeanine stated that they contacted Herb because he was involved at the county back in that time period and supposed he would have memory of the initial project. The chain of command is normally that if a board member gets a request they usually come to the Director who would request a discussion with the County. At this time we don't own nor do we operate or maintain the sewer line. In this case the City would then be notified of an issue with the sewer line due to the connection for flow.

#### **County Sewer District 2 (Sawyer)**

No written report, but verbal by Jay Sawyer. Jay stated that the E-one Grinder Pump test station is at 95% complete. Lake Ontario high water is predicted for Fair Haven for this spring and summer. We need to come up with a plan. I am going to be meeting with Cayuga County Emergency Services tonight to discuss this. It is at 246 right now which is approximately 20 inches higher now than last year. They are predicting it is going to go to 250 – 251, if it goes to 251 we then will have 30 businesses, homes or camps that will be shut off from the sewer system because they will be under water. If I (Jay) do not plug their sewer laterals that go into the main the bay water would end up in our sewer system and that would take us completely out of business. Jay talked to Jeanine and others and he has ordered some plugs to stop the bay water to going into the sewage system. Jay received 5 plugs on E-Bay for \$16 a piece instead of the normal \$40 each. These plugs can be reused as long as they are not left out in the sun and they should not be in the sun at all for what we are using them for. Jay has a camera to get a visual and if he sees the water is up to the level that it is causing trouble in the home. He would pull the power and plug it off. The owner's need to know and we are getting a plan together to notify them. We need to protect our system. Three places out of the thirty are in the town of Sterling. Jay, Jeanine and Elected Officials need to be onboard with a plan with electric, cable, water and sewage authorities. They are predicting at least a foot higher levels than last year. I want to snorkel at least five more grinder pumps, pipes will allow them to still function under water. If it gets to 250 I will need to snorkel seven more pumps. I have most of the parts available and it takes about an hour to snorkel a pump. The quickest it raised last year is about an inch a day. If it is about 6-8 inches we are going to snorkel it and will not wait. The Emergency Management department representatives are meeting tonight, the village has to take care of the water and we have to take care of the sewer system. Emergency Services is the leader on this. We are tracking our cost of snorkeling, we are prepared to install quickly, but if it is cold the covers could crack so 50 degrees would be a better temperature condition to work under. Jay stated that if the systems are snorkeled properly it is almost as good as if they were on dry land.

#### **County Infrastructure Report/Master Plan (Selby)**

Regarding the Honoco Road Sewer proposal that the Board approved at last meeting, Jeanine and Doug have finalized the negotiations on the grant funding for the preliminary engineering report. They also were approved to negotiate the Water Line preliminary engineering report proposal and were to report back to the

board. The final cost is \$14,300 and we would need the board's approval to go ahead and spend the funds to do the study. We negotiated \$10,000 taken off the cost of the water proposal if we did the Sewer and Water at the same time. The question is how do we come up with the funds to do that?

***A motion was made by Herb Marshall to approve making the \$14,300 available to do the water survey and giving Jeanine the authority to sign for this study. This was seconded by John Miller. Unanimously approved and carried.***

Fran said that the funding will be taken from the Water and Sewer Funds 50/50.

We did get a final proposal from MRB for the regional study. We explained to them and now they understand how we need to create a Multi Jurisdictional entity and to look at how to assess cost and know what is reasonable, fair and who's in and who's out. We needed to prepare a proposal for a fairly inexpensive public outreach or public education. We proposed them to do a map plan and report which is a District creation which looks good but we want to interview the people who would conduct the public education part because it appears to be something fairly new for MRB. Doug recommends a Steering Committee for the public outreach portion of the project. It looks like a good proposal as presented to all today. Their schedule calls for them to deliver the draft report in July, then we can go out on the road to propose several forms of communication. There is many ways to communicate this to the people through website, small group and public meetings. Doug showed a presentation to refresh the members in attendance of what they are trying to do. He pointed out the health issues, safety issues and economic issues that might occur if there was suddenly no water. We created the Master Plan that looked at the existing facilities and what is needed in the future to come up with a second source of supply of water and some improvements to the water supply to Cayuga County. This is all based on a regional approach and not looking at each individual area. The identifying challenges are deteriorating info structures, main breaks, aging systems, not enough water pressure and lack of modernizing the system. We spend more money working on these things individually then if we do it collectively. This is a regional project from the ground up which involves a new supply intake from Cayuga Lake which is 10 times the volume of Owasco Lake and is more stable and can absorb more impact than Owasco Lake. The Master Plan recommended this project use Owasco Lake water and Cayuga Lake to be our second source. This involves a deep water intake in the area of Long Point State Park, south of the Village of Aurora. A new state of the art water treatment plant is to be designed for today's needs and be expanded for additional capacity in case needed. This would be a new section of pipe from Springport to the water treatment plant that would be a line that could go into two directions. This would allow the municipalities to buy water wholesale. This plan will be extending to new customers, with Honoco Road being part of that. Wholesale water would be uniform no matter in which town or village you reside. Today this is a \$39,000,000 project, designed to be a cooperative project that we will do our best to advocate and present it to the public which includes 17 municipalities.

Mark Colopy said wishful thinking the maximum grant from USDA would be 25%. It is not what it was 10 years ago when you did Fair Haven when the government had money to spend on infrastructure. There have not been much involving infrastructures in the past 10 years including water and highways. Mike Quill wanted to know if the board members have any issues with the project or if they are willing to support the project? If we have this big project it is more than our staff can handle. As a board are we going to step up? We need to either commit to this project or let it go. Herb Marshall said we need to get a committee to sit down and look at all of the alternatives and weather we are in or out. We need an internal committee with finance, the county, Seth from the city, Doug Selby, Jeanine and Mark Colopy and everyone involved on a committee. We would like to see Mike Quill chair that committee.

We are requesting \$150,000 from the county for the final proposal MRB for the regional study. We need this engineering plan to even apply to the DEC for a water supply intake; it is a major component to this project.

***A motion was made by Christie Waters to give the Director the authority to execute the MRB proposal contingent on the funding to finalize the contract and give her the ability to work out the finances. This was seconded by Mike Quill. Unanimously approved and carried.***

Mark Colopy came to speak to the board about his work that he has done regarding the master plan project from 2017 to date. We did not receive approval to use the grant funding for this expense until more recently. Therefore, he held off his billing until we received a grant which would cover CCWSA cost. From this point forward he will be billing CCWSA on a monthly basis. He had provided the breakdown detail of his last billing with itemized detail of his charges.

***A motion was made by Herb Marshall to include Mark Colopy's invoices in this month's AP invoices to be paid and it was seconded by John Miller. Unanimously approved and carried.***

**Current Activities/Project Updates** (Wilson, Director) – Written report presented prior to meeting. Dialog was presented throughout this meeting.

**Financial** – Christie Waters (Treasurer); Fran Mitchell (Audit Cte Chair)  
February 19, 2020, Accounts Payable Reports and Pre-approved payment report.

***Christie Waters made the motion to pay the bills including Mark Colopy's invoices and that was seconded by Fran Mitchell.***

Fran Mitchell, Audit Chairman  
- Reconciliation report(s)

***Fran Mitchell stated that he reviewed the checking accounts reconciliation with no unusual findings and made the motion to accept the reconciliation report and that was seconded by Herb Marshall. Unanimously approved. Carried.***

- 4th Qtr/Final FY19 Budget v Actual Financial Report (presented at Jan 2020 meeting)

**A motion by Herb Marshall to authorize and approve the Q4 Final FY19 Budget vs Actual Financial Report as presented and reviewed. Second by John Miller. Unanimously approved. Carried.**

**Legal** – Attorney Riccardo Galbato, Galbato Law Firm – (No Legal report or discussion)

#### **New Business/Old Business Updates**

Discussion and/or Action Items

- Waterline project, Rte. 34 & Montross Ln, Sennett
- Board Committees - membership: Audit, Governance, Personnel, Finance/Project Mgmt.  
Discussion for next meeting: additional committees suggested by Mr. Miller:  
Technology, PR, Strategic Planning, Engineering
- Request for meeting change: from April 15 to April 22, 2020 at 2pm

***Herb Marshall made the motion to adjourn the meeting and that was seconded by Fran Mitchell.***

**Next Meeting : March 18, 2020, 7413 County House Road at 2pm**

**Adjourn**

**Respectfully submitted,**

**Patricia Baum, Senior Account Clerk**