

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
February 20, 2019

Board of Directors: Paul Dudley, Christie Waters, Francis Mitchell, Herbert Marshall, Mike Quill, John Miller (absent), Robert Reohr (excused), Robert Cerza (absent), Tucker Whitman (absent). **Non-Members Attending:** Jeanine Wilson (Director), Janice Sarnicola (Senior Clerk), Lanie Pantori (Senior Accounting Clerk), Joe Carson (CCWSA), Karl Rindfleisch (CCWSA), Charlie Ripley (CC Leg.)

Paul Dudley called the meeting to order at 2:00 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 Herb Marshall to authorize and approve the Meeting Minutes of January 23, 2019 as presented. Seconded by Fran Mitchell. Unanimously approved. Carried.

WELCOME

Privilege of the floor: Leslie Spurgin, Conrad White & Pat Jordan

Insero, CPA's presentation of CCWSA's FY2018 Financial Report. Pat Jordan (Insero) was introduced and will be replacing Leslie Spurgin to work with CCWSA moving forward due to mandate of changing partners at auditing firms. Leslie Spurgin presented the draft report with discussion regarding management and recording keeping. The Executive Summary was reviewed pointing out that there were no issues receiving information during review or throughout discussions with staff and/or management. Herb Marshall requested that in the future the water and sewer financials to be separated for ease of review; for discussion and decision making processes. Conrad agreed that this request could be done and would be an asset to the board.

Water Operation and Maintenance – Karl Rindfleisch/Joe Carson

Joe stated it has been quiet regarding water operations. There were no major problems and repairs were quick. Karl stated CCWSA is continuing the process regarding the valve and hydrant replacement project in Union Springs. The valve replacement is going out to bid for the purchase and installation of the valves. When the bids are received CCWSA will have a definite cost. The project is scheduled begin in early April.

County Sewer District 2 – Jay Sawyer

Jay is out of town this week. Wayne County is the backup for CCWSA in his absence. Jeanine stated at this time there is nothing of consequence to report.

Advisor (Regional Master Plan) Doug Selby

Doug stated he is closing in on finalizing the Regional Master Plan. The public comment period ended February 14th. Doug has received comments from areas of Cayuga County who are interested in the future development of the Master Plan. The consultants will finalize the report and Doug would like to have time reserved at the March board meeting for the presentation. Doug presented a brief review of the highlights and financing of the Regional Master Plan and discussed what potential involvement CCWSA's would have to help benefit the County. Ultimately, it would be the decision of the CCWSA Board, the Legislature and various town officials.

DIRECTORS REPORT: Jeanine Wilson

WATER/SEWER UPDATES:

- Annual review and updates to the inventory, properties and system equipment underway by water maintenance staff. Updates of cost for materials and equipment complete.
- Route 34/Vitale waterline project – Final amendments to the Agreement were provided to Vitale. No additional response has been received by our attorney. The execution of the agreement is pending, awaiting their final approval. Expectations is that a

water line extension will be completed, connected at Montross Lane to supply water to a portion of Route 34 (north), Sennett this spring. The public supply will provide service to properties that have requested water from CCWSA.

- Springport/Fleming/CCWSA – water towers must be inspected by June 2019. A meter replacement program will be set for summer 2019 for Springport Water District 1. New home connections continue and a new development (winery) connection is to be scheduled weather permitting. Collaboration continues to be successful, sharing laborers and equipment; cutting costs of services to customers.
- Agreement ready for execution with the village of Union Springs to complete infrastructure upgrade project.
- CCIDA meeting re: discussion for CCWSA to handle a new low pressure sewer line at the Aurelius Industrial Park to service Cayuga Milk Ingredients and Grober, and possible future customers at the park.
- Extreme cold weather conditions create issues with water and sewer appurtenances; especially when the temperature rises and lowers rapidly. Extra care and caution is deemed necessary.

County Sewer District 2

- Preventative maintenance – testing and daily operations standard throughout cold weather season. Mild weather will provide time to jet/flush a portion of the district's sewer lines. Annual cleansing helps prevent negative issues.
- Annual review and updates to the inventory, properties and system equipment completed.
- Continued discussion and disclosures with property owners, town assessor and 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.
- Annual review and updates to the inventory, properties and system equipment is complete.
- Preparation for spring opening of Fair Haven – NY State Park – and seasonal use homes/cottages and parks.

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 14th. B&L and CCWSA are preparing the final report for water and sewer condition assessments and recommended opportunities for a second water source for the county. The draft report was released to the County Legislature, City representatives, Community Advisor Committee (CAC) and Municipal Partners and publically for continued final comments prior to the final bond publication. Comments will be accepted through February 14, 2019.

Miscellaneous:

- Meetings and 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.
- FY18 Financial Report/Audit is underway with Insero, CPAs. The report must be complete and submitted to the Authority Budget Office by March 31 annually. Draft was submitted by Insero and submitted to our board for review.
- **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 3rd Wednesday each month in Hotaling Conf. Room, 2pm.

Outreach/meetings:

- ✚ *Jan 24 – County Economic Forecast Luncheon; Feb 6 – CPUSA; Feb 7 – Conference call w/DOS rep. John Demarest & Doug S.; Feb 11 – Town of Springport; Feb 14 – Public Works (postponed from 12th/weather related); Feb 15 – mt w/Tim Carpenter (MRB) & Karl R. re: Aurelius Industrial Park sewer issues; Feb 19 – CCIDA; Feb 20 – Audit Committee with Insero, CPA's*

Future:

- ✚ *March 7 – WQMA; March 11 – Town of Springport; March 12 – CCPUSA; Public Works; March 19 – CCIDA; Village of Union Springs; March 28 – State of the County and City Luncheon*

Jeanine stated the bids have been made public for the insertion valves for the Union Springs project and the deadline for the bids is March 6.

Jeanine states she has contacted the Civil Services Commission for applications for Senior Account Clerk as Lanie Pantori has given her resignation and is moving on to another assignment. The Board has wished her well in her future endeavors.

Jeanine stated she and Karl met with Tim Carpenter (Engineer MRB Group Engineering) and is keeping him updated on CCWSA projects.

New Business

- Jeanine and Karl met with Tracy Verrier from the Cayuga County IDA regarding the sewage line at the Aurelius Industrial Park which currently includes Cayuga Milk Ingredients Plant and Grober Inc. with the possibility of future additional development. Jeanine also went to the IDA meeting and requested a letter of intent for CCWSA to consider this line for operation and maintenance. Herb stated they had not yet voted on it. They have eliminated their immediate problem and are looking ahead for their future needs. The Milk plant is still looking at the financing of this and would like this completed within a year.
- Paul Dudley stated that Tucker Whitman has been appointed as the new Chair of the Cayuga County Legislature and will no longer be available to serve on the Board of Directors for CCWSA. The Board of Directors recommends that Charlie Ripley (Cayuga County Legislature – District 9) be appointed to the CCWSA Board of Directors. The Board will move forward with necessary procedures.
- Jeanine stated that CCWSA was named in a lawsuit regarding a person who fell on a storm drain cover in Auburn. CCWSA has no business with the water and sewer within the City of Auburn and this information has been given to our appropriate representatives as this case moves forward.

A motion by Herb Marshall to authorize and approve the FY18 Financial Report as presented acknowledging the professional, good working relationship Inero has continued to have with the Staff, Management and the Board of Directors of CCWSA. Seconded by Christie Waters. Unanimously approved. Carried

Attorney – Rick Galbato

Rick Galbato is absent and has contacted each board member via e-mail presenting a Standardization Resolution for consideration regarding the valve project in Union Springs. Rick stated the resolution can be adopted by a three-fifths vote (at least 6 board members voting yes). The resolution is expected to be voted on at the March Board meeting. Jeanine was asked to contact Emergency Management to find out what hydrants are used throughout the county.

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 Herb Marshall to authorize and approve payments of the Accounts Payable report as presented. Seconded by Mike Quill. Unanimously approved. Carried.

Audit Chairman – Fran Mitchell

Fran reviewed the bank reconciliation reports through January 31, 2019 and found no exceptions.

A motion by Fran Mitchell to accept the reconciliation report as presented. Seconded by Christie Waters. Unanimously approved. Carried.

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

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

Respectfully submitted,

Janice Sarnicola, Senior Clerk, CCWSA