

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
April 17, 2019

Board of Directors: Paul Dudley, Francis Mitchell, Herbert Marshall, Mike Quill (excused), Christie Waters, John Miller, Robert Reohr, Robert Cerza (absent).

Non-Members Attending: Charlie Ripley (Cayuga County Legislature), Jeanine Wilson (Director), Janice Sarnicola (Senior Clerk), Rick Galbato (Attorney)

Paul Dudley called the meeting to order at 2:00 pm. Paul welcomed Charlie Ripley as CCWSA newest Board Member.

A motion by Herb Marshall to approve the agenda and minutes as presented at the Board Meeting on March 20, 2019 due to no quorum was present. Also, approval of all the motions and the prepared resolution presented at the March 20, 2019 meeting. Seconded by Charlie Ripley. Unanimously approved. Carried.

A motion by Bob Reohr to approve agenda as presented for April 17, 2019 meeting. Seconded by Fran Mitchell. Unanimously approved. Carried.

A motion by Bob Reohr to approve the minutes presented from the March 20, 2019 board meeting. Seconded by Fran Mitchell. Unanimously approved. Carried.

Attorney - Rick Galbato

- Rick stated he has communicated with Jeanine Wilson, Andy Tehan (CCWSA insurance agent) and Cayuga County Workers Compensation to provide insurance to the Village of Union Springs in accordance with our master agreement between CCWSA and the Village of Union Springs for the replacement project of the valves and hydrants in the Village of Union Springs. Insurance documents from sub-contractor were reviewed and approved and are also consistent with bid requirements.
- Rick stated he has not recently heard from Mr. Vitale or their attorney Norm Chirco regarding the North Street water line project. The Vitale's have documents needed for the easement and master agreement in order to move forward.

PRIVILEGE OF THE FLOOR

Water Operation and Maintenance – Karl Rindfleisch/Joe Carson (absent)

Jeanine stated in Karl and Joe's absence:

- All water consumption readings from the city and throughout are in good shape. The town of Springport has very high unaccounted for water loss for in the north section of the water system along the lake. New York Rural Water is scheduled for next week to assist with the search for the source of the leak. Two master meters will be replaced in the system.
- In the Village of Union Springs, CCWSA had a construction meeting. A test hole was dug and restored to check the water line. This is moving forward and work will be starting on the project in the Village of Union Springs the first week in May; installing insertion valves. Once the valves are in place, CCWSA will install the new hydrants.
- CCWSA worked on a ground water issue at Bayside Marina in Fair Haven with one of the hand holes that collects water and was causing water issues with the customer's property. The drainage was repaired and the customer is now satisfied.
- CCWSA purchased a used test unit for the grinder pumps for future repairs.

Herb Marshall asked if there has been any progress on the Aurelius waterline. Jeanine stated she has the preliminary design from the engineer.

County Sewer District 2 – Jay Sawyer

- Jay Sawyer stated operations seem to be running very smoothly. The lake level is up but not at flood level to date. The current water level is 8-10" above normal lake level.
- Joe Carson worked with Jay last week on the air release valves. The valves are removed from the manholes, cleaned and reinstalled.
- Jay stated as part of the annual spring maintenance the flushing of the gravity mains and valves will begin in the next couple of weeks.

Bob Reohr asked if there had been any further discussion regarding an office and storage facility for equipment in Fair Haven for CCWSA.

Jeanine stated she has been in contact with the Mayor of Fair Haven. Fair haven is offering space on Stafford Street. The mayor also stated Fair Haven is still considering additional office space in their facility. Their design has been reconfigured since we last spoke to them regarding this.

Advisor (Regional Master Plan) Doug Selby

The Master Plan report is complete and has been accepted by CCWSA Board of Directors. The board also authorized Jeanine and Doug to start the process for planning activities to move forward with projects. Doug and Jeanine met with the Cayuga County Legislature to discuss the essence of the Master Plan. The Citizen Advisory Committee will be briefed on April 18 at 3pm. A meeting was held with the Village of Aurora with future meetings planned. Mayor Bennett believes the Master Plan will have a positive outcome for Aurora and the community to create a regional project. Wells College has agreed to continue to operate their system as long as needed.

A presentation will be made to the Association of Villages on May 28 in Aurora. Some have expressed interest in future projects and growth. Jeanine and Doug will meet with the CCWSA's financial advisor to discuss financial strategies. An application for water draw from Cayuga Lake is underway and requires a one year cycle for water testing period. Doug stated CCWSA will need to make some very important business decisions and commitments regarding the future of the Authority.

DIRECTORS REPORT: Jeanine Wilson

WATER/SEWER UPDATES:

- Seasonal cleanup will be ongoing through May 2019.
- Annual water quality report prepared and sent to all customers of this agency as mandated.
- Ongoing water quality testing and sampling throughout districts.
- Collaboration with NYS Thruway Authority to reconnect their infrastructure with the new water main on Route 31, Mentz/Montezuma.
- Springport sewer district preventative maintenance is underway. Flushing of the low pressure lines is necessary to prevent blockage and stagnation from seasonal vacancies throughout the districts.
- Contract executed with the Village of Union Springs to provide services throughout. Insertion valves and hydrants will be installed.
- Town of Springport sewer repair at marina. CCWSA operational personnel assisted.

County Sewer District 2

- Preventative maintenance – testing and daily operations standard throughout spring season.
- Collaboration with Village of Fair Haven to install manhole risers on Fancher Avenue Spring 2019.
- Ongoing collaboration with town assessor, village code enforcement and county real property staff.
- Preparation for spring opening of Fair Haven – NY State Park – and seasonal use homes/cottages and parks.
- Purchased grinder pump testing equipment; will allow testing and repairs in house.
- CCWSA operational personnel assisted contractor (Sawyer) in pulling and repairing flush valves (3). Also pulled and repaired air release valves in the sewer system. More to follow.
- Fancher Ave is the final road to be paved since sewer district installed. Per CCWSA agreement with village – CCWSA will purchase manhole risers and electric handhole risers. One time only for paving in the district.
- Electric handhole at Bayside Marina – Electric handhole was holding water. CCWSA operational personnel installed drainage to the bay. The property owner is currently satisfied.



Master Regional Plan and Report

- The Master Plan has been approved by the Water and Sewer Authority. Meetings with municipalities are continuing to schedule the processes necessary to achieve the purpose of the plan.

Miscellaneous:

- Meetings and discussions continue to set a roadmap to provide safe, secure water and sewer service 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.
- The FY18 Financial Report was approved in February and delivered to the County Treasurer's Office as required for its AUD.
- Public Authority Accountability Act reporting completed.
- Board of Director's meeting held 3rd Wed. each month in Hotaling Conference Rm., County House Rd.

Outreach Meetings:

-  March 21 – Town of Ledyard
-  March 28 – State of the County & City

- ✚ March 29 – Bayside Marina (with/ ops and engineering
- ✚ April 5 – Village of Aurora
- ✚ April 8 - Town of Springport
- ✚ April 9 – Public Works
- ✚ April 10 – Village of Union Springs
- ✚ April 14 – Town of Springport
- ✚ April 16 – CCIDA*
- ✚ Village of Fair Haven*

Future:

- ✚ April 18 – Citizen Advisory Committee*
- ✚ May 13 – Town of Springport*
- ✚ May 14 – Public Works*

*scheduled

Financial Treasurer – Christie Waters

The accounts payable report for CCWSA Operations and Capital was presented by Jeanine Wilson for payment. Attorney Rick Galbato's invoice was received after billing reports were final. The Board consensus is that this invoice will be paid in the May billing period.

A motion by Christie Waters to authorize and approve payments of the Accounts Payable report as presented with the exception that Attorney Rick Galbato will be paid in May. Second by Herb Marshall. Unanimously approved. Carried

Audit Chairman - Fran Mitchell

Fran reviewed the bank reconciliation for March 31, 2019 and found no exceptions. The first quarter is complete.

A motion by Fran Mitchell was made to accept the reconciliation reports as presented. Seconded by John Miller. Unanimously approved. Carried

Fran presented a report on the First Quarter results vs the Annual Budget, a report for water, a report for sewer and a report for capital project.

New Business:

- Christie Waters asked where CCWSA stands with the hiring of a Senior Account Clerk. Jeanine stated she has begun the interview process. Jeanine has been doing the account clerk duties during the vacancy.
- Herb Marshall would like to thank Charlie Ripley for attending his first Board of Directors meeting as an official member of the board.

A motion by Herb Marshall to adjourn at 3:30pm. Seconded by Fran Mitchell. Unanimously approved. Carried.

The next regular scheduled meeting will be held on Wednesday, May 15, 2019 at 2:00pm in the Hotaling Room.

Respectfully submitted,

Janice Sarnicola, Senior Clerk, CCWSA