

CCWSA BOARD MEETING
MINUTES
April 22, 2020 at 2:00pm (Virtual)
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 - Chair, Mike Quill - Vice Chair, Christie Waters - Treas., John Miller, Charles Ripley Francis Mitchell, Herbert Marshall, Robert Cerza & Peter Adams

Administration & Advisors

Present: Jeanine Wilson - Director; Pat Baum - Senior Acct Clerk; Doug Selby - Advisor; Joe Carson – Operator & Jay Sawyer, CSD2 Contractor

Approval of Agenda

Herb Marshall pointed out that on the Draft of the Agenda, under the Board of Directors - Paul Dudley's title is Chair and Mike Quill should be listed as Vice Chair.

A motion was made by Herb Marshall to approve the agenda with changes being made as mentioned. Second by Fran Mitchell. Unanimously approved. Carried.

Reports

Water Operations (Rindfleisch/Carson)

- Water Operations - **Joe Carson** shared that they have the Vitale Project all buttoned up. They have had the water tested and the customers are all hooked up and the water is flowing. He is working on the CCWSA Annual Water Quality Report and will be working with DOH to finish that. Curb stops are being repaired. Restoration work to be completed in Union Spring. I am working with Jay completing grinder pump repairs; we are all set up at the garage for that type of work. We picked up the new backhoe that we purchased and we will put that to good use.

County Sewer District 2 (Jay Sawyer)

- **Jay Sawyer** reported that everything is overall running well up in Fair Haven. They are still trying out the “Bubbler” at Pump Station 4. He is moderately happy with that but is going to make a few changes and see if he will like that better. We had some issues down at Shady Shores that Joe and Jay corrected yesterday and got that under control. Fair Haven has had terrible winds and had a big ash tree drop down on one of our power drops on Wildwood Road but the Village DPW crew came over and helped and got it straightened out. There was only a little cosmetic damage done by the tree. Yesterday Lake Ontario rose almost 5 inches from midnight to 8 o'clock last night. That puts the level up to 247.6 on the report that was submitted which should have stated 249 which is the critical level in Fair Haven. Jay is still predicting the first or second week in May is when we will reach that level. He hopes he is wrong but we have all the parts to snorkel the grinder pumps to prepare for whatever happens.
- Flygt pump repair – see quote
A request was submitted in the packet for around \$14,000 (\$14,359.30) to cover an issue at Pump Station 2. That is the pump station that pumps our waste water a little over seven miles to the waste treatment plant. When the system was originally set up we had a 30 horse pump and an older 60 horse pump that went into that wet well to push it out to the sewer plant. Two years into that project they placed another 60 horsepower pump into the wet well. The original older model 60 horse power pump, with only 4,300 hours on it, needs a new volute which is the base of the pump where the impeller actually creates a whirlpool and creates the pumping action. Both the volute and the impeller parts have worn out and need to be replaced. So those two pieces together are like \$12,000 (\$13,125.30) and installed and shipping is quoted at around \$14,000. We need to replace or repair that pump because it is not pumping gallons per minute nearly as efficiently as it should and if we have a major rain event like last year that extra 60 gallons per minute makes a huge difference in that

pump station. Bob Cerza and Jay discussed that they need more information and prices on the pump repair or replacement and they will get some quotes and get back to the Board with what they discover.

- Jay also stated that they are planning on doing smoke testing in a few weeks, on 6 or 8 different streets. We hope to get the testing done on May 5th, with a rain date of May 7, before the lake level is too high.

County Infrastructure Report/Master Plan (Selby)

- **Doug Shelby** states he has been working with Jeanine to close out the Local Government Efficiency Grant for the Master Plan with the NY Department of State. We are finishing that project within the contract time frame; we are waiting on paperwork now with the Department of State in order to close that out. The application process for two grants has begun with the Northern Border Regional Commission, which is an agency created with federal money to certain states connected with the Great Lakes. Cayuga County qualifies for the grant as an economically depressed area which only requires a 20% match and we can ask for \$1,000,000. If we were not in an economically depressed area it would require a 40%-50% match.
- Jeanine and I have identified two projects that we thought would be good candidates for us and we have stated the process. The first project being a water transmission pipeline, metering station, chlorination station and back flow prevention. This plan replaces the pipe line itself that is deteriorated in the Aurelius owned facilities between Auburn and the CCWSA pipeline at Experimental Road. That is estimated to cost around \$1.1 million dollars so the application and for the grant would be \$880,000 the balanced to be paid by the CCWSA match or some other program that we would have to get. The second project would include the connection between the City of Auburn to the CCWSA pipeline at Potter Road including the transmission pipeline, metering station and chlorination facilities. Right now the Authority relies on one connection for the municipalities from the City of Auburn and if that connection fails there will be no water flowing north. This project has been a concept for a number of years but we were waiting for Auburn which recently finished their connection from Quarry Road to Potter Road and further up Route 34 to connect to the new CCWSA waterline constructed by Vitale construction. That is an estimated \$2,075,000 project.
- Later on in the meeting we will be an item requesting you to approve Jeanine to have authority to submit those applications. Paul Dudley stated that Doug has proposed two very important projects and he would think that we should proceed with these. Herb Marshall asked if there was any issue with applying for both grants or is there a limit on how many you can apply for. Doug assured him that there was no limit and that we could apply for both of these grants. Rick asked if these projects are in the existing water districts. Jeanine stated that the line would be connecting the two districts and it is considered part of the 38/31 benefit area. They are both considered improvements to what we have now. The connection from the City to Experimental Road that is outside that districts boundary but it is still supplying our service area. Rick said we should know if any portion of this is in an already established Cayuga County Legislature County District and there are two of them out there and it sounds like according to Jeanine it taps into one of those districts and we need to make sure if it is or not. It would actually connect to the pipeline for both districts from the City to Experimental Road that goes to District 3 (aka 1A), it is called both and the one on North Street would connect to Water District 2. Paul said he thinks it is safe to authorize funding for this to complete both of these projects. Doug stated that what they need now from the board is a resolution authorizing the Chair and/or the Director of Operations to submit the grant applications and to be able to sign all documentation associated with receiving the grant before we financially commit.

A motion was made by Herb Marshall to authorize the Chair and/or the Director of Operations to submit the grant applications and to be able to sign all documentation associated with receiving the grant. It was seconded by Bob Cerza. Unanimously approved and carried.

- Doug stated that we will have to argue that we have an economic benefit to it and we are not far enough along with the other project to do that. We can apply again next year if it still exists.

Current Activities/Project Updates (Wilson, Director)

Jeanine Wilson sent out her report to the board and Joe has talked about some of it. We are operating at full staff and we have the one part time office employee working from home and she has been able to help us get our bills out and complete various reports that we've been working on. We have plenty of room here in the office and we have been practicing our "social distancing." We have been working with Springport on some issues in one of the housing developments. A home is under construction with no access to water or sewer connection. Karl has been instrumental in working with the town and the property owner's engineer. We have been communicating with Fran regarding our finances remotely since he has not been able to join us.

Financial – Christie Waters (Treasurer); Fran Mitchell (Audit Cte Chair)

- April 22, 2020, Accounts Payable Reports and Pre-approved payment report;
- Fran Mitchell stated he saw an issue with the numbers that appeared on the "Paid Invoices" spread sheet. Approval of the report was held off to give Pat Baum time to review the spread sheet. Corrections were made on the spread sheet of the bills that were already paid correctly. The spread sheet was then e-mailed out again to the board members.

A motion was made by Christie Waters to authorize the paying of the bills and to approve the previously paid bills, except four identified to be corrected and resubmitted. The invoices will be listed on a corrected spreadsheet and re-submitted to the Board. Seconded by Mike Quill. Unanimously approved and carried.

A motion by Fran to accept and approve the reconciliation report as submitted with no exceptions. Second by Herb Marshall. Unanimously approved. Carried.

Fran stated that Quarter 1 (Jan/Feb/Mar) financials – Budget vs Actuals Report has been presented. He requested that it be reviewed and if anyone has questions please contact him any time. He will be asking for approval of the report at the May meeting.

Paul recognized Peter Adams and asked everyone to introduce themselves to him since he is our new board member. Attorney Galbato thanked Peter for his previous acceptance and approval of CCWSA constructing a water line with Vitale Construction in the Town of Sennett. Mr. Adams is the former town Supervisor for Sennett.

- Fran Mitchell, Audit Chairman
 - Reconciliation report(s)
 - 1st Qtr/Final FY20 Budget v Actual Financial Report (submitted but no action was taken.)

Legal – Attorney Riccardo Galbato, Galbato Law Firm – Updates

- Resolution: Authorization for Director and/or Chair to execute documents i.e. funding application with Northern Border Commission

Rick Galbato stated that he e-mailed to the board members a prepared resolution for the Honoco Road environmental review study for a sanitary sewer along Honoco Road to the Village of Aurora wastewater sewage plant as part of a district for the Town of Ledyard, the Village of Aurora and the Town of Genoa. In January 2020 we passed a couple of resolutions in regards to grant agreements and grant funds and expenditures in order to proceed with the Preliminary Engineering Report Study only. The funding agency has requested a SEQRA review for an engineering study only. There are a couple of provisions in the resolutions that represents the SEQRA regulations that an engineering study with no commitment to the project is a Type 2 Action under the SEQRA so no environmental review is needed. If and when we proceed with the project, we would be mandated to complete a more significant SEQR environmental review. We would be putting on notice the DEC the County Health Department and every municipality the Town of Ledyard, Village of Aurora and the Town of Genoa. The prepared resolution has been presented and we need a motion to approve. The prepared resolution is to declare a Type 2 Action for the Cayuga County Honoco Road Collection System Study (Sanitary Sewer) Study - Preliminary Report Only.

A motion by Bob Cerza to authorize and approve the resolution authorizing the Chairman and/or the Director of Operations to execute the Grant Agreement and to sign any and all documents in regards to this resolution and project. John Miller seconded the motion. Motion was approved carried unanimously.

Doug stated that we have a resolution of support with the Town of Genoa, the others have not passed any resolution but they have not objected to it. Jeanine stated she had a conversation with the supervisor of the Town of Ledyard recently and she did let him know that we were working toward a water and sewer project for Honoco Road and the immediate area.

- NEPA compliance – review for Northern Border Commission funding application

Rick stated that on the two projects that Doug had presented earlier are applications for Federal funding, therefore, we have to fill out a five page questionnaire to be NBRC compliant. Based on the motion that was just previously approved the board authorized the Chairman and/or the Director of Operations to execute this Grant Agreement and to sign any and all documents in regards to this resolution. The document will complete environmental compliance questions such as wet land, wet plains, wilderness, scenic rivers, historic archeologist sites, and other environmental questions.

New Business/Old Business Updates

Discussion and/or Action Items

- Resolution: SEQRA for Honoco Road PER (preliminary engineering report) grant.
- Proposal - Glatfelter – Liability and casualty insurance policy – review (renewal July)

Herb suggested that Jeanine tell the insurance company that we are very satisfied with their service and coverage but under these conditions right now we do not like the proposed \$500 increase that would have to pass on to our customers. Jeanine stated that the potential to increase of the policy was actually higher but our agent discussed the increase and was able to decrease it to the proposed amount. Jeanine will discuss with Andy Tehan (Wright Agency rep) and will see what she can do to get a further reduction.

- Proposal – Inero CPAs (same as presented March 2020)

Discussion: Paul stated that we have had a good working relationship with Inero as our auditors of record for approximately 6 years.

A motion was made by Herb Marshall to authorize and approve a three year agreement to continue the engagement for auditing services for the CCWSA annual financial review with Inero CPAs as our auditors of record. Seconded by Christie Waters. Unanimously approved and carried.

- Proposal – MRB/Town of Throop Water District

A motion by Herb Marshall to authorize and approve the MRB Engineers’ proposal to complete a Map Plan and Report for a new water district in the Town of Throop, Centerport and Sine Roads. Second by Fran Mitchell. Unanimously approved. Carried.

Herb thanked Jeanine for setting up the remote access to meet.

Next Meeting

- **May 20, 2020**, 7413 County House Road at 2pm

A motion by Herb Marshall to adjourn at 3:10pm. Second by Fran Mitchell. Unanimously approved. Carried.

Respectfully submitted,

Patricia Baum
Senior Account Clerk