

CCWSA BOARD MEETING
Minutes for July 22, 2020 at 1:00pm
7413 County House Road, Auburn, NY

Board of Directors

Paul Dudley, Chair Mike Quill, Vice-Chair Christie Waters, Treas. John Miller, Francis Mitchell, Herbert Marshall, Peter Adams, Charles Ripley

Administration & Advisors

Jeanine Wilson, Director; Pat Baum, Senior Acct Clerk; Tim Carpenter, MRB Engineering; Karl Rindfleisch, Water/Sewer Ops;

Remotely Attending was: Doug Selby, Advisor; Jay Sawyer, CSD2 Contractor; Mark Colopy, Financial Advisor

Approval of Agenda

Charlie Ripley made a motion to accept the July 22 agenda. Fran Mitchell 2nd the motion. The motion was unanimously approved and carried.

Approval of Minutes, June 17, 2020

Herb Marshall made a motion to accept the June 17, 2020 minutes. Fran Mitchell 2nd the motion. The motion was unanimously approved and carried.

Welcome: Tim Carpenter, MRB – update on activities.

Tim talked about the Honoco Road – Water Preliminary Report draft has been delivered to Jeanine and the Sewer report is also complete at this time. Tim said to review the reports and then he will be back at the next meeting to talk about them. You are supposed to have 10 feet between your water and your sewer lines. We plan on asking the Health Department if we can lower that to being 6 feet apart since it is a continuous low pressure pipe which is less likely to have leakage. Honoco Road is owned by the association and the actual home owners own the section of road that is in front of their homes. Legal settlements will be needed. The association has to do their own maintenance on the roads so it would benefit them to become a county road. The cost will be in the reports. Honoco Road is an old Rail Road bed that we will have to dig up.

Herb Marshall stated that it is \$82,000 to cover the County Wide Map Planning Report. Tim says that that this is totally different then Honoco Road. This is to prepare a Map Planner Report for the entire county for all of the water and the sewer infrastructures. So we can count up the number of people in the county wide water and sewer district to see how many are in the county wide district so we can spread the cost over the whole county. If there are 18,000 persons and the map planner says it is a \$20,000,000 project divided by 18,000 people it cost is \$x per person served. This allows them to look at a project to see how much the project will cost per person served and that way the funding agency can decide if that cost makes sense. This does not include piping to Springport. It is easy to come up with the cost of the pipe to add in to that. In the estimate you were given for the Honoco Road Water area, there were three options; one was to bring water from Aurora to Honoco Road that was about \$6,000,000. The second option was to build a small new water treatment plant at Long Point and water Honoco Road with that and that was around \$8,000,000. For \$10,000,000 build a small plant at Long Point and connect to Honoco Road and to the village of Aurora. The plant size is not adequate enough for the whole county; it would just give Aurora plenty of fresh water for Honoco Road and back up for Aurora. It would not be large enough to reach out to the City of Auburn.

Eventually we could install a modular plant which would provide three times that much water and we have the space in this place and we could then reach the City of Auburn with the right amount of water. If you put in the larger pump it would be big enough to spread over the whole county. They will start out with the larger pipe. This cost could be spread over a much larger district.

John Miller stated that what prevents growth of the south end of the county is the lack of water and sewer. Ithaca is expanding because it has the proper water and sewer and their economy is getting lifted up. Cottages and homes all down on the Honoco Road would benefit from the sewer and water being installed. The shore line has not been developed yet and it is due to the lack of sewer and water. Herb Marshall pointed out that we need the Town of Ledyard Board to agree with us proceeding with this project. They have not met with the CCWSA recently. Karl stated that the Ledyard Supervisor agrees to Honoco Road but he does not want to encourage growth in the agricultural community of Ledyard. He does not support any water lines going east of Route 90. He agrees with developing anything west of Route 90. Springport wants water to the whole town. The Town of Ledyard, because it is an agriculture town, the Town Supervisor does not want to pay for hook ups where there are no houses and they will never have houses on. John Miller stated that the supervisor does not necessarily reflect what the town people want or even the majority of his board. A big part of this project is the PR portion and going to the towns and the people to present the plan and educate them and convince them. We need a resolution from Aurora's Board stating that they want us to do this project. We need to get permission from the state park, who says they will allow us to put a pipe into the lake there. We will need access to the facility to pump the water. We need a commitment out at the college since they own their own water system. We need to make sure the background work is done so we know we are good to go ahead. Are they going to pay us to take their water system off their hands? Long Point has very deep water closer to shore and would be easier than getting the water out of Aurora. With the \$82,000 project the larger County Map Planner allows you to concentrate on other areas such as Fair Haven in future years because you will have a good base map.

Tim Carpenter stated the water treatment plants have to clean up the lake water and there is a modular design about the size of a van. It cleans up the water intake helps clean up the water with micro filtration. It is a pretty simple way to operate it with not a lot of chemicals being added to the water, it makes it clean enough to drink and chlorinates it. You can add more of these modulators next to each other later on and also use storage tanks.

Centerport/Sine Rd Water district (Town of Throop - draft) waters a lot of hay fields. The area may not be developed but the water and sewer makes it much easier to develop it. There seems to be some interest in it from the grant agency. We would accept 25% in a grant but we are not sure what is available yet for the next year. Mark is advising us on that. We will go back to Throop once we have better numbers. Mark Colopy stated that their USDA call was promising as far as grants. The FYE is September so by September 2021 the market rate for a loan of this size currently is 1.875% and intermediate rate if 1.5%. This is a high cost district and there are not any USDA grants currently available so we are looking at the next school year. We received some additional information from the EPA they have some money to award in the next fiscal year that is set aside for infrastructure projects. They are looking for applicants; they have large contingent funds for water. We expect to be working consolidating funding but it might not have any this year with the Covid 19 issues. These rates are good through the 3rd quarter of 2020 and possibly for the 4th quarter also. Within the next couple of weeks we will meet with Eric the Supervisor of the Town of Throop. Peter Adams asked in regards to the percentage on loan is it possible to ask for up to 50% grants? We are waiting for the grant guidance to

see if we fall into the sweet category, they say what kind of projects they are looking for each year. We are ready for Honoco Road but not for the larger County Map Project. The Ways and Means Committee approved the \$82,000 last night. There is a whole laundry list of things to do in order to get this permit. We need to commit to give the \$82,000 to move to the next stage. Everyone wants to see the engineer report first. A large part of it Long Point is wooded and not developed so they should be willing to give us an acre of property to work on. They are land rich and not asking for a lot of water frontage.

Herb Marshall made a motion to approve the spending of \$82,000 on the County Map Project as long as we get approval of the Ledyard Town Board, the Village of Aurora Board, we do not get a negative reaction from the park and that we get a letter of approval for the new water system from the college. Charlie Ripley 2nd the motion. The motion was unanimously approved and carried.

Response from the 4 places involved that must agree on moving forward with this project would be the Park, the Village of Aurora, Wells College and the Town of Ledyard. We should put a drop dead date on the sample agreement letter to make it time sensitive and they can reword it as they feel fit. We need to put some effort into educating the entities and help them understand and become well adverse with this project. They are nervous so they need to know we are serious and we plan to move forward. We need to go on the road and do our PR and get them to understand the plan to make them more comfortable before the letters go out to the entities. Everyone needs to be comfortable knowing we have the plan and we are committed. In the letter we give them a brief description with a time line of when we need approval from them. We need this approval before we know the finances because we are not sure of the cost yet but we need to know if they are on board with the concept and then we can work on the cost. We need to let the entities know that we have a commitment from the county and from CCWSA. We need to take this on the road, it is a phase approach maybe we should present this all one big meeting. Going from Aurora to Springport is doable right now and it is part of the Master Plan. We definitely need to put water and sewer on Honoco Road at the same time. The DEC was very happy about the sewer going to Honoco Road. Selling the water and sewer projects together will be very helpful. Jon Miller said rather than sending a letter to the head people to send to their members it makes more sense to invite them all to a meeting or go to each of the entities individually to get them comfortable. We then can send or hand them a commitment letter.

Reports

Water Operations (Rindfleisch/Carson)

Karl stated that we purchased a high pressure pump for Fair Haven. The old pump was not strong enough. The new pump flushed the sewer tanks out well and was performing much better. We want to get a flushing schedule set up in Fair Haven.

Joe and Karl have been doing some curb box and valve box repairs along the way. Two thirds of the black top is done in Union Springs. The restorations on the valve and hydrant job will be all completed hopefully by our next meeting.

The project in Aurelius is approximately 2,200 feet of piping for the West Genesee Street. West Genesee Street is a county road. We can do some test holes ourselves to see what we have as far as the rock and problems that we might run into and report back at the next meeting. We can probably do the waterline in house except for the 2 parts of flooring or casing pipes that have to go under Genesee Street and then there is going to be a mechanical set for the meter building. I assume the County Health Department is going to ask us to re-chlorinating so that building will be comparable to what we have at State Street now. We can probably do the site work for that but that is going to be a crane and the 2 borings will be

expensive. We buy water that goes to Springport in the Fleming District through the Town of Aurelius, they have an 8 inch pipe that we are using right now for roughly 2,000 feet to transition that water. They have couplers off that pipe so there is also concern about who is losing water and who is using the water. As we move forward that pipe is no longer viable.

County Sewer District 2 (Sawyer)

Jay Sawyer stated that everything was running smoothly, especially after flushing out the lines in Fair Haven. We did receive the Flygt for the Pressure Pump II. The lake level is good. We had a very busy 4th of July with a lot of people around. Rick Galbato sent everyone the revised agreement and he will send it to Jay. Rick Galbato explained the changes to Jay Sawyer's new contract with CCWSA.

Mike Quill made a motion to accept the contract between Jay Sawyer and CCWSA that will take effect June 1st, 2020. Charlie Ripley 2nd the motion. The motion was unanimously approved and carried.

County Infrastructure Report/Master Plan (Selby)

Doug Selby has been in contact with NY Park of the Finger Lakes and Regional Engineer who has forwarded information to the Regional Director and Capital Programs Manager. He hopes to hear back from them soon. This past Monday he and Jeanine had a conference call with NY EFC regarding the Honoco Road grant. At present CCWSA will receive \$25,000 from the grant which covers the cost of the engineer contract. CCWSA is committed to a \$5,000 match on the grant. We learned that we can access \$30,000 of grant funds without triggering extra reporting requirements and use the money to pay for staff time and additional work outside the engineer's current contract including administrative duties and surveys north and south of Honoco Road for potential additional customers. The CCWSA will need to increase its match to \$6,000. So, for an additional commitment of \$1,000 by CCWSA we can access an extra \$5,000 in grant funds.

Herb Marshall made a motion to accept the \$1,000 increase in the match on the Honoco Road Grant, going from \$5,000 to \$6,000. Peter Adams 2nd the motion. The motion was unanimously approved and carried.

Current Activities/Project Updates (Wilson, Director)

Jeanine stated that she and Doug Selby went to the County Legislature's Public Works meeting. They had questions on why we originally asked for \$150,000 and then the proposal came in at \$82,000'so we asked for that amount instead. It went through Ways and Means Committee last night and the legislature's meeting is next week. We will be engaging the engineer on that and get it started. We met with a gentleman Matt Horn in early March regarding the PR part of the project. We will circle back around and meet with him again. The college was satisfied with what is going on with their water treatment plant. They did find that even with the Covid-19 shutdown that there meter was still spinning due to big water leak. They have done some work on their end and are very happy that we are going ahead with the Master Plan. Jeanine will get a letter from the College.

We received our new Office Lease from Soil and Water. The cost is still the same as last year.

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

Christie Waters had questioned Jeanine on two large items from the list of unpaid bills. One was Xlym which Jeanine reminded her was the back flow preventer pump repairs for Fair Haven Sewer. We purchased grinder pumps for Springport and they will repay us for them.

Christie Waters made a motion to approve to pay the unpaid invoices. Charlie Ripley 2nd the motion. The motion was unanimously approved and carried.

Fran Mitchell made a motion to approve the June 2020 Bank Reconciliations. Herb Marshall 2nd the motion. The motion was unanimously approved and carried.

Fran Mitchell asked if anyone had any questions on the 6-month Annual Budget vs. Actual – Water and Sewer which will be presented for approval at the next meeting. Paul Dudley asked why the water application fee was 250% over budget. Fran said it is hard to budget this item since it is for application fees and hook ups. Since this is an income item so that means we brought in more income than he predicted. The late payments and late fees are holding up our cash flow. If these are not paid by the end of the year they are added to the customers' taxes, the county gets a collection fee and we get a onetime 10% penalty fee. Herb also asked if the Contracting Income 51,000 due to the Vitale Project. The Union Springs Contract we were expecting to collect all of that in 2019 but it ran into 2020. On the Service calls, we were looking at over \$20,000 to replace the back flow prevention pumps and it was only \$7,250 to get the Back Flows rebuilt. Mark Walker did a great job rebuilding them.

Legal – Attorney Riccardo Galbato, Galbato Law Firm – Updates
Rick previously discussed Jay Sawyer's Independent Contract updates.

New Business/Old Business Updates

Two recommendations were submitted to Public Works for a new CCWSA Board Member to replace Robert Cerza. The Legislators discussed it and they will make a decision next Tuesday.

Herb Marshall stated that in the Project Management meeting they decided to have their meetings on a set date each month, half way between the Legislatures's meeting and our board meeting. This was done so if our board members could attend if they wished since it is already scheduled on a set date and would be on the schedule and announced. He also stated that he would like to recommend that we keep Doug Selby on for the rest of this year for part-time to work with Jeanine on such projects as the sewer line for the Milk Plant. Herb would like to see Jeanine and Doug go to the Milk Plants board to get this moving. We need Doug to work with the DEC to get permission for the sewer line. We need someone to go to these two boards and explain to them that we need a letter of agreement from them so we can move forward. Once we get started with this we are into several big things, we are connecting Aurora to Springport, putting a pumping station into Cayuga Lake and these are very extensive programs. We need to be on top of this. I think personal contact with the people we are dealing with is very important. Jeanine stated that Doug is already under an annual contract with CCWSA and she can assign any task that the board wants Doug to do. She said that if they were to hire Doug as an employee they would have to get a title under Civil Service and since we have already contracted with Doug it was not necessary. Herb said if we have Doug under contract he is good with that. The letter that I have from Mr. Ellis replied to my concerns that they plan on coming back to the board with a new project that will involve creating several new jobs.

It is really important for the college to have that sewer put in and somebody needs to help them understand what they are going to have to pay for. Paul Dudley pointed out that this concerns the IDA because we do not take over the ownership of the line until they turn it over to us. Paul feels that IDA should be hiring Doug not CCWSA. Herb stated that if we are going to take it over we should have the say so in how it is set up. IDA hired an engineer firm from Wisconsin the Probes Group who are very familiar with the dairy industry and has come up with an engineer plan. What is happening now is they

need the ability to flow a lot more sewer through the existing sewer lines which is not capable of handling it. There will be a new full pressure sewer line into the city. The DEC is reviewing all the flow reports from last year and that is where they stand with that. They began the grant application for the funding but they are waiting for these reports. The existing lines would need a major over haul for the city to be able to handle this flow. Mike stated that it is the DEC that is holding us up.

The Town of Aurelius would have to pump out that line daily for a while and then it would go down to doing it weekly. We do not have a sewer agreement with the city right now. Jeanine met last year with Seth to work on a sewer agreement. Right now there are only two entities within the complex over there and then the balance are available for use, but right now it would only be the two entities to share the cost of that project. IDA is going to be funding the project or making financial arrangements and we will be taking over the agreement of the commercial entities to pay for the flow and the capital project. John stated that the Cayuga Dairy is working with IDA to expand and bring more jobs and things would move smoother and faster if Doug was involved and then when they give it to us it would already be to our specifications. Doug says he has the time to do it and we need him to put our input in. Herb stated that IDA is not getting it done so we need to get it done. We can charge Doug's time back to the new district. We will be responsible for the line so we need to make sure it is done properly. We will take over the line as soon as it is installed. Doug can help get this moving. The existing sewer line belongs to the Town of Aurelius and eventually Aurelius will want to turn it over to CCWSA. All new businesses will go onto this new line and we need to make it capable of handling the load. Doug can hound the DEC for the permits and hurry up the process. Doug and Jeanine have already reviewed the plans with the engineers. Doug would be a go between for the CCWSA and the Milk Plant. The Milk Plant is at a complete war with Aurelius and threatened to move their whole plant because of the sewer problems. Doug could work on the agreement between all parties, the IDA, DEC, the Milk Plant, Aurelius and the CCWSA. No motion was needed for Doug to continue to work on this until the end of this year, Jeanine already has the authority to have Doug work on whatever the board sees fit.

Jeanine re-affirmed that she was going to take action to fill vacancy of Senior Clerk which has been vacant since December 2019. She wanted to update the board and let them know that she plans on re-cannvassing and start the interview process even if it has to be done remotely.

The NYS Retirement Section 41j was discussed. As stated in our CCWSA hand book we have the 41j as a benefit. This benefit allows the employees to apply their unused sick leave towards additional service credits at retirement according to the 41j rules. This was added to our employee hand book but was never filed for with the NYS Retirement system. Jeanine was looking for permission to move ahead and implement this benefit. Employees that have been in the NYS Retirement System a longer time with a lower tier level can use 165 days towards years of service and others with less time which would be a higher tier number can use 100 days, these are based on what tier the employee is set at. The cost of this is an annual fee of \$226 based on the number employees at the time.

Christie Waters made a motion to approve CCWSA filing for the NYS Retirement Section 41j at an annual fee, based on our number of employees. Francis Mitchell 2nd the motion. The motion was unanimously approved and carried.

Next Meeting

- **August 19, 2020**, 7413 County House Road at 1pm

Adjourn