

CCWSA BOARD MEETING  
MINUTES  
September 16, 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 Andrew Rindfleisch Absent: Charley Ripley

**Administration & Advisors**

Jeanine Wilson, Director; Pat Baum, Senior Acct Clerk; Rick Galbato, Attorney; Doug Selby, Advisor; Jay Sawyer, CSD2 Contractor, Mark Colopy, Financial Advisor (virtual); Tim Carpenter, MRB Engineering; Karl Rindfleisch, Wtr/Swr Ops

**Approval of Agenda**

Herbert Marshall requested the addition of an Executive Session with Rick Galbato to discuss possible litigation.

***Andy Rindfleisch made the motion to accept the agenda, with the addition of an "Executive Session" for September 16, 2020 and Fran Mitchell 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

**Approval of Minutes, August 19, 2020**

***Herb Marshall made the motion to accept the minutes for August 19, 2020 as presented. Andy Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

**Reports**

**Water Operations (Rindfleisch/Carson)**

We assisted the town of Springport in repairing. We finished blacktop that we had left to do in Cayuga County - Route 38/31 District where we had a water main break which damaged a driveway. We are working on tidying things up before the weather changes. The Village of Union Springs restorations are complete and the clerk for Springport has to give us an invoice for the use of their man power and equipment for helping with the blacktop. We would love a project like this every year.

**County Sewer District 2 (Sawyer)**

Fair Haven is doing well and the water level is no threat at this point. We have been testing a Wet Well Wizard that has had two bubblers in Pump Station 2 which is the largest pump station that we have. I am not extremely happy with that even though we have saved about \$700 in chemicals using this demo this year compared to last year. Jay received quotes yesterday on a 3 bubbler wet well system which would be much better and we would get much more savings and it is approximately \$3,000 more than the 2 bubbler wizard. The 2 bubbler wet well works great in Wayne County but their wet well is round and ours is rectangular and we are not getting the performance that we need out of the 2 headed bubbler system. The bubblers put oxygen into the waste water by causing turbulence. The total cost of the 3 head is \$14,593. This unit would be set permanently into the wet well. The most expensive part of the unit is the 3 hp compressor and is built to run 24/7 for 365 days a year. The benefit of putting more air into the waste water is that it takes less bioxide as treatment. Wayne County purchased the 2 headed unit for their wet well and they were experiencing a 30-40% reduction on their liquid nitrate (similar to Bioxide) usage. The usage varies on the time of year and temperature so they have not saved that much in the past few months but it was great in the spring. Our estimated savings if we went to the 3 bubble head system would be about 30% or approximately \$9,000. The two bubbler system is about \$11,000 and the three is approximately \$14,600. The life expectancy for the compressor is minimally 7 years and the maintenance requires you to pull them out of the wet well and clean them once or twice a year with a pressure washer. The two bubbler unit is just on loan, as a demo to see what works best for each application. In a year in a half it should pay for itself. We can put it into Wet Well #2 within a few weeks of when we order it. Pump Station 4 may need something different sometime but Pump Station #1 & #3 are not experiencing any problems. We can purchase it and install it this 2020 budget year.

***Andy Rindfleisch made the motion to give Jay the approval to purchase the 3 Bubbler Head Wet Well Wizard for County Sewer District 2 @ Pump Station 2. Peter Adams 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

The Village of Fair Haven and the Town of Sterling are going to have two projects coming up this fall. One is a Storm Sewer District that they are going to form on West Bay Road. This starts at the Colloca Estate Winery on West Bay

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Road and goes to Lake Ontario. The storm sewer system is expected to run 80% parallel to our low pressure sewer lines down through the area. There will be a lot of excavation and I am available to oversee the project at the critical points. It will be a self sufficient system for the rain water to go back to the lake and the bay. The second project they are going to be digging over our gravity mains at the CCWSA pump station 3. The Village's break wall will be strengthened and they will be rehabbing the storm sewer work that goes over our top of our gravity mains, similar to West Bay Road. We have low pressure lines, lateral lines and power lines in the project area. Jay has already sat in on their meetings and is aware with what is going on. This is funded by the Ready Projects. The bid for the contracts has not gone out yet.

Sometimes when we are jetting or have a lateral problem we need to use a sewer inspection camera and for the past 9 years we have been borrowing Wayne County Water and Sewer Authority's camera. That camera is no longer in use, it has been sent to the repair shop several times but it has not worked properly camera is now broken. The estimated cost of a new camera is about \$5,600.00 to do what we need and have the longevity we need. The original camera was purchased with grant funds that we could not use and was re-distributed to WCWSA and they purchased the camera and have let us use it. A discussion took place about purchasing a camera if WCWSA does not purchase a new one and having a joint ownership with WCWSA. Jay will speak with them and set up some guide lines as far as restrictions on who is authorized to use it to make sure the operator is trained to use it properly. If we need to purchase this camera it would go on our 2021 budget.

***Fran Mitchell made a motion to amend the proposed fy2021 budget to allow for the additional purchase of equipment (camera) not to exceed \$5,600 and Andrew Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

**County Infrastructure Report/Master Plan (Selby & Carpenter, MRB)**

Doug gave an update regarding the IDA sewer project, Aurelius low pressure sewer project which is being designed and built by the County IDA to serve the industrial park. It needs to be operational in March of 2021 to meet the new discharge amount from the Cayuga Milk Ingredient Factory is going to discharge into the system. There was a report submitted to the DEC in February and it took DEC about 6.5 months to give review comments back to the IDA which they received about two weeks ago. The engineer was to respond to this within the week and that has not happened. Herb stated that IDA had met yesterday afternoon and had the engineering firm on the phone during the meeting. They were hired to design both of the projects, the new Force Main Well and correcting the other main problem on Eagle Drive. The IDA hired them to do both jobs and he felt there would be no issue to get DEC's permission to build both lines but we have to commit to handle the new flowage when their new project comes on line. They expect to have everything completed in December so we can go to bid on it in January. Doug stated that he feels that it will be a tight construction time frame. The IDA contractors should be able to get the Eagle Drive portion done first which will take care of the extra sewage flow projected and then the Force Main can come after that. Herb stated that both will be the IDA's line ultimately will be turned over to CCWSA. So this will all be operational in the budget year of 2021 and CCWSA will be running that lift station and Force Main for the Industrial Park. We don't have a proposed budget amount for that but it will be the Authorities responsibility to operate and maintain that pumping station and the power cost. The Authority will also have to set up rates and charges to pay for the operational cost of the system. We would have to ask the engineers to come up with some preliminary figures for our budget. CCWSA will probably be required to treat in the wet well of the lift station. Now it goes by the lift station that is owned by the Town of Aurelius and they have to put some type of biological block in there to help consume some of the residual nutrients. The big issue is when you separate the line with the industrial flow from the other flow that comes in to the existing pipe line we do not really know which is contributing to the problem of the current pumping station. The engineers seemed to believe it was the nutrients from the warm milk getting into the sewage that is why the force main should help by taking the nutrient load out of the original line. The Milk Plant has a very extensive pretreatment system to take it down to standards that are acceptable by the City of Auburn.

Tim Carpenter from MRB stated that we have made a lot of progress in the past couple of months on the County Water District project. The Map Plan and Report which is a drawing of the new district and the report that shows how many EDUs we think it should be and what the actual project should be. The project includes a new plant at Long Point plus a new distribution main from Aurora up to Union Springs/Springport to connect the loop all the way up to Auburn. A smaller part of the project is to make sure the transmission main is in good shape. We have really advanced

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with that and have a rough estimate of the cost and the number of EDUs that are involved which leads into the meetings with the attorneys. Rick Galbato and Chris Palermo have discussed the actual formation of a district and the legal items that are included in doing that. A meeting scheduled to continue this next Monday with them to keep advancing this process and to make sure that footing on our legal aspect on how we do this is right in line with what it needs to be. We have also invited people from each of the towns and villages to be on a steering committee to meet on September 29<sup>th</sup>. At that point we will get the committee together and describe to them what the project is and what the benefits are to each of their communities so we can get questions from them on what this is all about and hopefully start earning their support for the project. Paul encouraged board members to attend this meeting. John asked; what were the determining factors where the line was going to run and was it based on where existing lines were or expansion of the communities. Who made these decisions and what informed these decisions. Tim stated that the starting point was the county wide report that was done which put the map together of where the existing lines are and where the existing service areas are in the county. Using that as a starting point, the team then went through the various towns where there are large areas that are not yet developed. Doug said that goes back to the Master Plan which evolved through a lot of activity to be a district that was comprised of everyone who is on Owasco water right now. The map does not include every town and every village in the county, just those areas that have the water. Tim thought the steering committee could explore and tell us that is good but there are these other areas that we would like to see included. The boundaries will be redefined by these meetings. Doug will send everyone the Map Planning Report with the drawing of the proposed district and changes as they happen. John asked who is going to pay for the additional lines if they are requested. This will be one referendum involving everyone who ever is identified as a benefited parcel by the proposed report; the individual that are affected would get a vote. Those who do not benefit from the project do not have a vote. The County Legislature will set up the voting standards according to the state law and interpreted by the Comptroller's Office. Chris Palermo is helping with the rules of the voting and the voting will most likely happen on one day.

Some portions of this project such as the line from Aurora to Springport might be the kind of project that an authority might take under their own advisement to do and seek their own funding. Wayne County is doing a pretty big project right now that has some similarity to this. It does not have to be an all or nothing it could be bits and pieces. We have found it to be about 19,000 EDUs within the district that we are contemplating and the project might be \$30,000,000 - \$35,000,000 the way I see it for the new treatment plant plus the transmission spine improvements. We will review those numbers with Jeanine and Doug so we are firmed up before we go to the Steering Committee. We are working hard to determine what the cost of water would likely be coming out of the new plant like this. We need to determine the cost of operations and maintenance in knowing that it will be one of the questions that the steering committee will have. The City of Auburn has approximately 50% of the total edu's for the project. There are a couple of hundred lots on Honoco Road which could be a benefit to the project. The Master Plan portion that we want to consider is the total supply of water so that we could size the plant correctly for future growth. Those that would benefit from it would pay for the cost. In general I think the main part of the project is well defined and I do not think there are many areas for pet projects.

Herb discussed the West Genesee Street improvement that he says needs to be done in order to do this whole southern portion. Tim said that the West Genesee Street improvement center in Aurelius it would cost CCWSA \$680,000 for CCWSA workforce. It requires 2,700 linear feet of pipe along West Genesee Street. Two under-road crossings will be necessary. With the associated meter pit and chlorination station and other items that are there are all in this cost. If Karl and crew are putting in the pipe I priced it at \$45 per linear foot, recent bid projects that I have designed are priced at \$55 per linear foot. Herb stated that the grant we applied for this project already turned us down and we have been working on getting this done for 3 years and we have already had a problem with the Town of Aurelius and their use of the line on the other side of the road. Herb would like to see Karl get started on this project and see how we come out as far as the original cost of that portion of the project was proposed to be. Karl stated that he would feel comfortable starting the line from Springport to Aurora in house right away. This would get the project started and provide a water supply to the Village of Aurora. Paul asked where the money would come from to buy the materials and Fran suggested that we would have to get a bond to cover the expenses because we do not have \$680,000 currently in the budget. Tim said it would have to be an in-house, low interest loan because it would take the government a year to figure out the funding. Fran stated that CCWSA would have to put the funds up front and then it would take 30 years to make the funds up with the rates but we would have to pay for it up front and we do not have the funds available now. Herb Marshall stated that Aurelius gave us an ultimatum which would cost us

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more. Jeanine stated that Mark Colopy is online and he stated that the 1st Qtr of 2021 starting October 1st intermediate loans from USDA are at 1.75% so we can look at that, the numbers are just coming in for October. Mark and Jeanine will work on that. There is no question, stated Herb that we can get the funding to do this and then with a rate increase make our money back. Herb proposes that we do the project on West Genesee Street Road in Aurelius to create a new line which would give us the capability to run the all of the water south of Auburn. Mike requested a special meeting to get the details ironed out so we can totally understand this and have more clarity of what we are looking at and what are financing options on. It would be good to have the cost list and a map of what we are actually looking at doing. We have a meeting with the attorneys on Monday and then with the steering committee the next week. Tim said at this point we need to meet with the steering committee and go from there. The line to Aurelius will be an improvement that will benefit the County Wide item but not necessarily a necessity to the County Wide item so it is a valid project that CCWSA could consider independently to the larger project. Jeanine stated that so far we have 10 of the 17 steering committee members identified which consist mostly of Town Supervisors.

**Current Activities/Project Updates (Wilson, Director)**

Due to the previously discussions today Jeanine asked the members to please read her report and to let her know of any questions.

Andy noted an action item to get a budget for next year from the engineers for the Milk Plant. Doug Selby said that he would follow up on that to get estimated cost. The Authority will need to bear the cost of the O&M and find a way to get this reimbursed through the rates within the industrial park.

**Financial** – Christie Waters (Treasurer); August 19, 2020, Accounts Payable Reports and Pre-approved payment report

Christie Waters asked for a motion to pay the bills. Pat added that on the list of unpaid bills the MRB invoices and the Manufacturer Trust Bond payments were added to the list and have been presented today.

***Andy Rindfleisch made the motion to pay the bills and Fran Mitchell 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

***Fran Mitchell, Audit Chairman – made the motion to approve the reconciliation report(s) on the Cayuga Lake National Bank accounts for August 31, 2020, he found no exceptions. Andrew Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

Fran Mitchell addressed 2021 Water and Sewer Budget proposal. He wanted to point out that the new proposed budget has a 3% increase in budget from 2020 for all employees except for the Senior Clerk (new hire) which will be the starting salary based on the exiting salary of the last candidate.

***Fran Mitchell made a motion to accept the 3% salary increase as stated as presented in the revised, proposed budget. Herb Marshall 2<sup>nd</sup> the motion. The motion was approved by 7 board members, with Andrew Rindfleisch abstained, and the motion was carried.***

Fran Mitchell noted that he would like to include in the proposed budget the depreciation on a 2014 used Chevrolet Malibu auto that was purchased this year and in the 2021 budget he had not yet included the \$2,250.00 for annual depreciation for 4 years. Also, Fran suggested adding the North Street Water Main (Vitale project) the increase in cost from upsizing waterlines from 6" to 8", which have a 30 year annual depreciation of \$778 per year. This was not on your current proposed budget and Fran would like it to be added.

***Fran Mitchell made a motion to accept the changes to the proposed budget as it stands with the depreciations for the Chevrolet Auto and to depreciate the extra cost on the North Street Water Main. Christie Waters 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

Fran also just wanted to point out that it is in the budget that he had increased the contingency in the amount of \$6,000 and there were no comments. Fran stated that the 2020 budget year had \$9,000 contingency in each of the water and sewer funds which Fran considered inadequate so he increased each fund to \$15,000.00.

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**Legal** – Attorney Riccardo Galbato, Galbato Law Firm – Updates

Everything has already been discussed but has a need for an executive session at the end of the meeting.

**New Business/Old Business Updates**

Insero CPAs – FY20 review will be out on the week on November 30, 2020 to start our review and then they will complete it in February 2021. We have to have it in to the Public Authority's web site by the end of March 2021. We are on our second 3 year contract with Insero, CPAs and we have changed the person in charge of the annual audit which is the proper procedure for an auditing firm.

Board Membership recommendations (term expirations Dec 31, 2020) Christie Waters, Mike Quill both agreed to have their names given to the Legislatures to stay on the CCWSA Board for an additional 3 year. Jeanine Wilson will contact Charlie Ripley to see if he would like to stay on the board.

***Herb Marshall made the motion to have Christie Waters, Mike Quill and Charlie Ripley's names given to the Legislatures as nominees to stay on the CCWSA Board for an additional 3 year. John Miller 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.***

***A motion by Herb Marshall to move into Executive Session to discuss possible litigation. Second by Mike Quill. Unanimously approved. Carried.***

***A motion by Herb Marshall to return to open session at 3:20pm. Second by Fran Mitchell. No decisions were made during session.***

**Next Meeting**

**October 21, 2020, 7413 County House Road at 1pm**

***A motion to adjourn by Herb Marshall 3:25pm. Second by Fran Mitchell. Unanimously approved carried.***

Respectfully Submitted,  
Patricia Baum  
Senior Account Clerk