

**Cayuga County
Water and Sewer Authority
Annual Report**

2021

FY2021

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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 wastewater services to the County district.

Authority Background

The Cayuga County Legislature, after a due diligence review of the water and sewer infrastructure needs of county residents, acknowledged the need of the formation of a public authority. A public entity was thereby developed and now known as the Cayuga County Water and Sewer Authority. This entity was approved on July 26, 1995 as a “component unit” of Cayuga County, sponsored by Cayuga County via county and state legislation. The Authority is a corporate governmental agency constituting a public benefit corporation and is a “public district.”

The Cayuga County Water and Sewer Authority District enabling legislation states: “There is hereby defined and established a district to be known as the Cayuga County Water and Sewer Authority District which shall embrace all of the territory located within the county of Cayuga.” The Authority is governed by an uncompensated Board of Directors consisting of nine members, who must be residents of the county, citizens of the United States and who are confirmed by the County Legislature for three-year terms, on a rotational basis. The Officers, elected annually by the board, consist of a Chairperson, Vice-Chairperson, and a Treasurer who are members, and a Secretary who need not be a member of the board.

Staff structure in FY21 included: one full-time Director of Operations; one full-time Senior Account Clerk, one full-time Senior Clerk; one part-time Typist, two full-time Water Maintenance Person and one part-time Water/Sewer Maintenance Mechanic.

Activities and Accomplishments

Water

- Continued focus on preventative maintenance (hydrant flushing, valve maintenance, curb stop exercised, sampling, etc.)
- Provided operations and maintenance services for Town of Mentz Water District 2
- Provided supervisory and operations/maintenance services for Towns of Springport & Fleming
- Request for water transmission supply to Centerport/Sine Road, Town of Throop. Engaged engineer and team to formulate a plan toward completion.
- Continuing water meter, curb stops (water shut-off equipment) and pit upgrades/replacements throughout water districts
- Installation of new services as requested
- Responded to Dig Safe location requests, i.e., emergencies and planned
- Engaged our engineer for preliminary engineer report for proposed water system to multiple areas south of the Village of Aurora, Towns of Ledyard and Genoa, NY
- Engaged engineer to develop plan for second connection to the Auburn water supply system, North Street Road with connection to Potter Road waterline.
- Installed new 8” waterline to replace old, undocumented water line in the Town of Throop. The area now has proper fire protection and a reliable, safe water supply.

Sewer

- Preventative maintenance to low pressure and gravity system facilities, County Sewer District 2, Fair Haven, Town of Sterling, NY.
- Air release valve upgrades; to prevent failure.
- Coordination/inspection of sewer connections

- Sewer main flushing to prevent sewage buildup and odor issues, several times on upper section West Bay Road.
- Continued focus on preventative maintenance (sewers cleaned, wet-well resealed and two “wizards” installed, servicing of generators, etc.).
- Engaged our engineer for preliminary engineer report for proposed low pressure sewer system to south portion of county for Towns of Ledyard and Genoa, NY.
- Responded to Dig Safe location requests, i.e., emergencies and planned.

Miscellaneous

- Continued conversations regarding CCWSA “Mission, Vision, Values, Goals” with respect to proposed regional cooperation.
- Continued advancing information technology systems for backup capacity and security measures.
- FY21 Financial Report completed, reviewed, and accepted by the Board of Directors on March 16, 2022 to meet the mandated deadline for public authorities.
- Engagement/outreach:
 - Attendance at various county and municipal meetings.
 - Update: CCWSA continues conversations with municipal and county leaders to develop a Regional Water Project with financial assistance from the Cayuga County Legislature. This initiative provides support for a regional water project to connect and establish areas that do and do not currently have a public water supply. A Map, Plan and Report was accepted by CCWSA and submitted to the County Legislature to continue future planning and development throughout the county to create a safe, reliable public water supply for our communities. The CCWSA engineer is completing the various tasks for an environmental review. The documents will be submitted to funding agencies upon completion. This project is a multi-phased, multi-funded endeavor to support water and sewer services along the Cayuga Lake corridor within Cayuga County.

Authority Board

The Authority is governed by an uncompensated Board of Directors consisting of nine members who are appointed by the Cayuga County Legislature. The members are appointed to three-year terms, three annually.

The powers of the Authority are exercised by the Board at a meeting duly called and held where a quorum of five members is present. No action is permitted to be taken by the Authority except pursuant to the favorable vote of at least five members. The board may delegate to one or more of its members, or to one or more of the officers, agents or employees of the authority, such powers, and duties as it may deem proper.

In fiscal year 2021, the Board of Directors was comprised of: Paul Dudley (Chairman), Christie Waters (Treasurer), Michael Quill (Vice-Chairman); members Francis Mitchell, Herbert Marshall, John Miller, Benjamin Vitale, Andy Rindfleisch and Michael Quill.

Public Authorities Accountability Act Committees

Governance Committee: F. Mitchell, B. Vitale, and H. Marshall (Chair)

Audit Committee: F. Mitchell (Chair), J. Miller, C. Waters and M. Quill.

Project/Finance Committee: H. Marshall (Chair), C. Waters, M. Quill, A. Rindfleisch

Personnel Committee: H. Marshall, F. Mitchell, B. Vitale (Chair)

Financial Reporting

The revenues, expenses, assets, and liabilities as of December 31, 2021 are set forth in the audited financial statements prepared for the Authority by Insero & Co. CPAs LLP, Ithaca, NY.

Assessment of Effectiveness of Internal Controls/Procedures

The recommendations from the Authority's auditing firm, Insero & Co. CPAs LLP, in regard to the Authority's internal controls based on their audit of the fiscal year ended December 31, 2021 are incorporated within the year end audited financials prepared by their firm.

Management's Assessment of the Effectiveness of Internal Control Structure and Procedures

The Cayuga County Water and Sewer Authority has developed policies and procedures to provide reasonable assurance that assets are safeguarded from unauthorized acquisitions, use of, or disposition of assets that could have a material effect on the Authority's operations, financial statements, and reports and that the records of the Authority reflect only authorized transactions.

The Authority's system of internal controls is evaluated annually by the Authority's management and administrative staff. Independent, external auditors also review the internal control system of the Authority in order to determine compliance with generally accepted accounting principles and safeguards for the purpose of making recommendations to the Board of Directors.

The Authority has established an Audit Committee in accordance with the Public Authorities Accountability Act. This committee meets with management and periodically with the independent external auditors to ensure these groups are fulfilling their obligations and to discuss auditing, controls, and financial reporting matters. The Audit Committee Chairman meets with management and Senior Account Clerk – typical schedule is once a week, overseeing budgetary compliance and mandated reporting requirements.

This statement verifies that management has documented and assessed the internal control structure and procedures of the Cayuga County Water and Sewer Authority for the year ending December 31, 2021. This assessment found the Authority's internal controls to be adequate, and to the extent that deficiencies were identified, the Authority has developed corrective action plans to reduce any corresponding risk.

Real Property Transactions

The Cayuga County Water and Sewer Authority did not have Real Property Transactions in 2021.

Personal Property Transactions

The Cayuga County Water and Sewer Authority did not have transactions of personal property in 2021.