

CCWSA BOARD MEETING  
MINUTES  
March 17, 2021 at 1:00 pm  
7413 County House Road, Auburn, NY

**Board of Directors**

Paul Dudley, Chair; Mike Quill, Vice-Chair- Virtual; Christie Waters, Treas.-Virtual; John Miller-Virtual; Francis Mitchell; Herbert Marshall; Peter Adams-Virtual; Andrew Rindfleisch and Ben Vitale

**Administration & Advisors, Misc.**

Jeanine Wilson, Dir.; Patty Schoonmaker, Sr. Clerk; Pat Baum, Sr. Acct. Clerk; Karl Rindfleisch, Wtr/Swr Ops; Joe Carson, Wtr. Maint. Person; Rick Galbato, Attorney-Virtual; Doug Selby, Advisor-Virtual; Jay Sawyer, CSD2 Contractor-Virtual; Mark Colopy, Financial Advisor-Virtual; Tim Carpenter, MRB Engineering; Seth Jensen, Dir. of Municipal Utilities(Auburn)-Virtual; Paul Lattimore(IDA); Patrick Jordan (Insero, virtual); Chris Plate (Insero)

**Approval of Agenda**

**Herb Marshall made the motion to accept the agenda as presented. Andy Rindfleisch seconded the motion. The motion was unanimously approved and carried.**

**Approval of Minutes, February 17, 2021**

**Fran Mitchell made the motion to accept the minutes for February 17, 2021 as presented. Andy Rindfleisch seconded the motion. The motion was unanimously approved and carried.**

**Welcome:** P. Jordan (remote) and C. Plate (in-person)

FY20 Financial Report, Insero CPA's – Chris Plate and Patrick Jordan-Virtual. Patrick Jordan reported that Chris Plate was one of the auditors that came to CCWSA to collect information for the audit, everything went well. Patrick noted that the audit process was done a little differently this year, more remote. Patrick discussed the FY20 Financial Report and presented the Executive Summary on the screen for ease of review. He stated that the audit went fine. No new accounting standards or policies added or necessary. Patrick explained the reporting model which gives a 5 year financial look back of information. He also discussed: Depreciation and capital assets; Cash flows and operating revenues; Management's Discussion and Analysis. This review was informative.

Herb Marshall had questions for Patrick. He stated that our operating revenues were up a bit, but our operating expenses were up substantially, and our net position was down substantially; he asked - you don't see any problem with that direction? Patrick said it was a comparison of 2019 which had contracts with Union Springs and Springport and the rates were a little higher; 2018 was a better measurement, but net assets and fund balances are healthy.

Paul Dudley said we need another project to assist municipal operations. The Union Springs project boosted us up in 2019 and now we do not have the same type of project income.

Herb also noted that our depreciation is 33% of our total expense for part of our budget and wanted to know if that was high for our size business. Patrick noted that it is a noncash expense. It is an estimate of how strong you are going to depreciate the lines of the infrastructure that could be easily lengthened and that is a board decision. Fran Mitchell pointed out that the depreciation back in 2016 through 2019 was considerably higher because we did change the 38/31 depreciation from a 30 year to a 40 year and said we may want to consider that for the future, I don't think there are any questions that the 30 years is reasonable for a water line, but he stated that he does not know much about a sewer line.

Herb had questions regarding pension charges and the state fund. There was discussion about pension

liability going up at a high rate, but Patrick and Fran noted that will change as of March of this year and come back down. Herb had another question about what total deferred outflow of resources are. Patrick explained that basically it is smoothing out the liability over “a number of years.” Fran added that deferred outflow is anticipated future funding.

Ben Vitale had questions regarding depreciation. He said with this type of authority, we build water lines and sewer lines and then we depreciate them, but we never set money aside to replace that when the time comes because we always look for grant money to do that. Fran stated that CCWSA does have a fund set for that purpose for the water main. A discussion was held on grants, depreciation, and funding.

**Herb Marshall made a motion to approve and accept the FY20 Financial/audit report as presented. Andy Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

### **Reports**

#### **Water Operations (Rindfleisch/Carson)**

Karl Rindfleisch reported that field operations are at a lull, but that they are gearing up for the Centerport Road project and he anticipates movement in the next two weeks. He is watching the thaw. He noted that the water lines are in relatively good shape.

Joe Carson noted that he has been working with Jay on projects in Fair Haven. Also, he has repaired three grinder pumps for the Town of Owasco that we invoiced Owasco for that service.

#### **County Sewer District 2 (Sawyer)**

Jay Sawyer reported that overall operations are running very smoothly in Sewer District #2. Lake levels are holding incredibly low. He reported that he and Joe built and installed Bubbler at PS 4 that is now working extremely well, beyond expectations. The bubblers will hopefully save a lot in the cost of the chemicals used in the wet well. He is not sure yet of the total cost but estimated under \$3000 complete parts, labor and installed. Parts were under the estimated amount and cost and labor was at lower time frame. Rough cost currently is \$2400 to \$2500. He noted that he and Joe serviced WCWSA brakes on their Jetter, cleaned, lubed, and adjusted brakes and replaced bad brake battery. Brakes were hanging on the Jetter when we borrowed it last fall. I told WCWSA at that time that we would fix the issue with the brakes since they were kind enough to let us use the equipment at no charge. Jay reported that the Town of Sterling Storm Sewer District #2 construction started March 1<sup>st</sup>. The project is projected to be completed in mid-May with project cost at approx. \$2.7m. Much of the storm sewer infrastructure will be installed over or near CCWSA sewer infrastructure. To date the project has gone smoothly. The project is widening West Bay Road by five feet. Jay asked them to shift the addition to avoid covering our grinder pumps. The digging part of the project is 25% done. Jay will be over seeing the tricky parts of the digging, like over force mains, low pressure lines and electric lines owned by CCWSA.

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

##### **IDA, Aurelius low pressure sewer project (Doug Selby)**

Doug reported that we are continuing to provide support for the IDA Industrial Park Sewer Project that will eventually be transferred to CCWSA for ownership and operation. Doug and Herb reported that the bids were opened at IDA for their project, and they accepted the low bidder, Highlander. They have met with people involved and are ready to start 1<sup>st</sup> phase of construction.

##### **County Water District project (Selby & Carpenter)**

Doug and Tim reported that they continue to work on formation of the proposed new Regional Water District. They noted that they refined a preliminary proposal on a phasing approach for the project. The first phase previously defined by the CCWSA Board would be a new pipeline from Springport through the Village of Aurora and continuing to the end of Honoco Road. Aurora and users of the new water lines would bear most of the capital cost, but CCWSA would spend an estimated \$1.6 million to oversize the pipelines for

regional use when the new Long Point water treatment plant becomes operational. Doug noted that they have prepared presentation materials for the proposed phasing plan to present to the Project Management Committee, the CCWSA Board and the Public Works Committee of the Cayuga County Legislature.

Doug also reported on the Honoco Road project that they have reviewed and commented on the sewer preliminary engineering report prepared by the MRB Group. The report recommended a low pressure sewer system using grinder pumps and pumping stations to serve Honoco Road. He also noted that they reviewed and commented on the water preliminary engineering report prepared by MRB Group. The report for water offers several different alternatives and the Engineer is requesting a decision by the CCWSA prior to finalizing the report. A discussion was held on the feasibility of this project moving forward.

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

Jeanine's report stated that she will meet with MRB later this week regarding the Centerport Road to Peach Tree Road water (upgrade) project. She also noted that CCWSA will continue the policy of requesting customers to mail in payments to avoid personal contact. Jeanine reported that the monthly and quarterly water quality testing and sampling throughout districts continues as mandated by NYS and CCDOH. She received updated sampling information from DOH, including projected due dates. She noted that additional industry webinars are being conducted to assist in the ever-changing industry standards. We are continuing water and sewer supervisory duties in the Town of Springport/Fleming Districts as agreed through Dec. 2023. Karl will submit estimated costs to this potential connection. She also noted she met with Weedsport water ops for new connection on Hamilton Road. DOH has been notified and is agreeable. Weedsport engineer contacted Jeanine to discuss and review the connection. A new meter will be installed as will the proper pressure reducing apparatus and a double check valve to protect the main system.

Discussion was held on what the Village of Aurora's position was regarding the County Wide Water District and the Wells College pumping station/treatment plant. They discussed options of the Wells College water system, the need for new pumps and the project option of receiving the water supply as a second source from Cayuga Lake at Long Point.

**County Sewer District 2** - Jeanine reported that NYS DigSafely requests are being logged, alarms for malfunctioning grinder pumps checked and main pump stations are monitored daily. Annual training is necessary and must be certified through DigSafely training to be qualified to dig anywhere in NYS. Jeanine's report stated that the Bubbler system was assembled and installed by Joe and Jay providing the technical work and labor. This is expected to save funds that would normally be used for chemical balances. Also, Joe and Jay cleaned and lubricated the WCWSA Jetter equipment. We will continue to utilize this equipment for cleaning our sewer lines that transport the materials to the treatment plant.

**Master Regional Plan and Report** - Jeanine's report stated that the CC Regional Water System project team met to further discussion on moving toward conclusion of the scope of this project. The Project Management Committee met to review the most recent information before it was presented to the CC Public Works Committee on Tuesday, March 9<sup>th</sup>. The current slide presentation that was provided to the CCWSA Board which outlined the proposed phased project was provided to the PW committee. The presentation provided an outline of the status of the project proposal and the committee chair provided time for Q&As.

**Miscellaneous-** FY20 Financial Report - Fran, Pat and Jeanine met with Inero on Wednesday, March 3<sup>rd</sup> for a first review. A meeting was held with the Audit Committee and Inero reps on March 10, 2021 to review the draft document. A copy of the final draft was sent to Board members for review and comment. This review was finalized, reviewed, and approved today. **Covid 19 Info:** All staff is now approved to receive the vaccine. Water and Sewer operations are considered "essential" as they continue to monitor our systems daily, provide customer service and meet mandates as required. Contact with the public is kept at a minimum.

**Financial** – Christie Waters (Treasurer); Fran Mitchell (Audit Cmte. Chair)

Christie Waters presented the March 17, 2021 Accounts Payable Reports and pre-approved payment report for approval.

**Herb Marshall made a motion to approve the invoices for payment and Andy Rindfleisch 2<sup>nd</sup> the motion. The motion was unanimously approved and carried.**

**Fran Mitchell, Audit Chairman made a motion to approve the Reconciliation reports for February 28, 2021 bank accounts and Herb Marshall seconded the motion. The motion was unanimously approved and carried.**

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

Rick stated that all his items had already been discussed during this meeting except to note that if you have a committee meeting with more than four board members, it makes a quorum, and you must advertise the meeting. Discussion was held on whether we should invite the whole board to committee meetings and advertise the meeting. Discussion concluded to stick to the four committee members and the committee chair brings the recommendations to the board.

**Herb Marshall moved to adjourn our Board Meeting at 2:45 pm. Ben Vitale seconded the motion. Unanimously carried.**

**Next Meeting**

**April 21, 2021 at 1:00 pm, 7413 County House Road**

Respectfully Submitted:

P. Schoonmaker & J. Wilson