

CAYUGA COUNTY WATER AND SEWER AUTHORITY
Board of Directors Meeting
7413 County House Road, Hotaling Conference Room
March 20, 2019

Board of Directors: Paul Dudley, Francis Mitchell, Herbert Marshall, Mike Quill, Christie Waters (excused), John Miller (absent), Robert Reohr (excused), Robert Cerza (absent).

Non-Members Attending: Charlie Ripley (Cayuga County Legislature), Jeanine Wilson (Director), Janice Sarnicola (Senior Clerk), Joe Carson (CCWSA), Karl Rindfleisch (CCWSA), Rick Galbato (Attorney), Ben Vitale (Cayuga County Legislature), Tracy Verrier (Executive Director, CEDA), Tim O'Brien (Industrial Pretreatment Coordinator, Auburn Municipal Utilities).

Paul Dudley called the meeting to order at 2:00 pm

It is declared that a quorum is not present for today's meeting. This Board Meeting will continue today as an informal discuss of topics that could help CCWSA build consensus and gain clarity on current and relevant issues. **These discussions will continue at the next board meeting which is scheduled to be held on April 17, 2019 with expectation that a quorum will be present for voting and approving these minutes and the motions and resolutions contained herein.**

A motion by Herb Marshall to authorize and approve the Agenda as presented. Second by Fran Mitchell. (Consensus/approval of board members in attendance.)

A motion by Herb Marshall to authorize and approve the February 20, 2019 Minutes as presented. Second by Fran Mitchell. (Consensus/approval of board members in attendance.) .

Discussion

Tracy Verrier spoke regarding the IDA sewer line in the Town of Aurelius that is insufficient for the current needs of the Industrial Park on Eagle Drive. An upgrade to a force/low pressure sewer main is needed. Installing a new sewer main will also allow capacity for additional development within the Industrial Park; which currently occupies CMI and Grober Inc. The request by the CCIDA is to find out if the CCWSA would be interested in providing operational/maintenance and billing services for the new low pressure sewer line to the Industrial Park, Aurelius.

The present Board Members were all in consensus of providing services to the future low pressure sewer main to be installed for the Industrial Park in Aurelius. There is expectation of further discussion and a vote at the April Board Meeting.

Water Operation and Maintenance – Karl Rindfleisch/Joe Carson

- Karl stated that everything is quiet and CCWSA is continuing to move forward with the Union Springs project of valve and hydrant replacement.
- Joe stated he has completed the upgrade of the enclosed utility trailer that is used in the County Sewer District 2, Fair Haven, for maintenance and emergency operations.

County Sewer District 2 – Jay Sawyer

- Jay Sawyer stated Pump Station 4 wet well will be scheduled for repaired in April/May weather dependent.
- The water level is up 18-19 inches above the normal but so far not as bad as two years ago. Unfortunately, there is still a lot of snow pack in the area that will contribute to the high water levels. This situation will continue to be monitored and reported.

Advisor (Regional Master Plan) Doug Selby

Doug stated the Regional Master Plan document is complete. Doug and Jeanine have prepared a presentation for future meetings with members of the Cayuga County Legislature, municipal partners and the CCWSA advisors. The consensus of the board members attendees at this meeting is affirmative – that the Regional Master Plan shall be approved as presented. Doug stated CCWSA will need to continue to discuss the Regional Master Plan and reaffirm what has been discussed today. A future vote will be scheduled, on the agenda for the April 2019 meeting to adopt the plan as a guidance document. CCWSA needs to take the first steps to determine the economic benefit and identify and implement the immediate projects that are needed. There will be grants that need to be applied for and

applications completed and submitted, etc. CCWSA will need to determine how to grow as an organization to execute this plan.

A motion by Herb Marshall to authorize and adopt the Regional Master Plan for the Efficient Delivery of Water and Sewer Services in Cayuga County as prepared by Barton & Loguidice, 2019. Second by Mike Quill. (Consensus/approval of board members in attendance.)

DIRECTORS REPORT: Jeanine Wilson

WATER/SEWER UPDATES:

- Route 34/Vitale waterline project – Expectation is that a water line extension will be completed, connected at Montross lane to supply water to a portion of Route 34 (north), Sennett this spring.
- Springport/Fleming/CCWSA – water towers must be inspected by June 2019. A meter replacement program will be set for summer 2019 for Springport Water District 1. Farm now using pond water for cattle and wash, RPZ installed per specifications. Collaboration continues to be successful, sharing laborers and equipment; cutting costs of services to customers.
- Agreement fully executed for the Village of Union springs infrastructure upgrade project.
- Bid opening completed March 6, 2019.
- Water ops personnel working with Springport personnel to repair grinder pumps.
- CCIDA meeting re: discussion for CCWSA to handle a new low pressure sewer line in Aurelius Industrial Park to service Cayuga Milk Ingredients and Grober, and possible future customers at the Park. Letter of intent to request assistance from CCWSA received by Chairman Dudley.
- At the Public Works meeting on March 12th, the committee approved a resolution for Charlie Ripley to replace Tucker Whitman as a member of our board of Directors.

County Sewer District 2

- Preventative maintenance – testing and daily operations standard throughout cold weather season. Mild weather will provide time to jet/flush a portion of the district’s sewer lines. Annual cleansing helps prevent negative issues.
- Continued discussion and disclosures with property owners, town assessor and village code enforcement and county real property staff. Interest in vacant parcel charges is ongoing. Discussions continue regarding Cayuga County Sewer District 2 – District Formation was approved in 2005 and each tax map parcel to be charged per an EDU assessment table. Classification codes are outlined and each tax parcel within the outline of the district must be charged per district formation.
- Preparation for spring opening of Fair haven – NY State Park – and seasonal use homes/cottages and parks.

Master Regional Plan and Report

- B&L and CCWSA production of final report for water and sewer condition assessments and opportunities for a second water source for the county. Doug and I presented a brief report, highlighting specific conditions of the report to the County Legislatures Public Works and Planning/Economic Development committees. We will begin to meet with Municipal Partners on March 21st.

Miscellaneous

- Meetings and discussions continue to set a roadmap to provide safe, secure water and sewer services to benefit various areas of the county. Assistance from the County Legislature continues to be a necessary part of this process.
- FY18 Financial Report/Audit final report was received from Insero, CPA’s. The information will be submitted to the Authority Budget Office by March 31.
- CCWSA has opportunities for growing our agency’s service area; therefore, we are continuing to search for a more efficient office environment, preferably with a building for operations. If anyone has suggestions please contact the director to discuss.
- Board of Director’s meetings held 3rd Wednesday each month in Hotaling Conf. Room, 2pm.

Outreach/meetings:

- ✚ March 4 – Galbato Law; March 11 – CEDA – grants presentation; Town of Springport; March 12 – Public Works Committee; March 13 – Planning/Economic Development; March 19 – Galbato Law; CCIDA

Future:

- ✚ March 21 – Town of Ledyard
- ✚ March 28 – State of the County & City
- ✚ April 8 – Town of Springport
- ✚ April 9 – Public Works

Financial Report

The Accounts Payable report for CCWSA Operations and Capital was presented for payment. There is an existing resolution for CCWSA which states if there are not enough board members for a quorum the bills would be paid with a retroactive approval. This is to alleviate paying a late fee penalty on payments owed. The accounts payable report for March will be reviewed at the April meeting for motion to approve retroactive payments.

A motion by Fran Mitchell to authorize payment of invoices on the report presented. Second by Herb Marshall. (Consensus/approval of board members in attendance.)

Audit Chairman – Fran Mitchell

Fran reviewed the bank reconciliation reports from February 28, 2019 and found only 1 exception, being JLI lab has not cashed their \$150 check as of this date. The bank reconciliation for February will be discussed at the next meeting in April for a motion to approve.

A motion by Fran Mitchell to accept the review and report of the financial reconciliation through February 28, 2019. Second by Herb Marshall. (Consensus/approval of board members in attendance.)

Rick Galbato

- Rick presented a resolution for review and approval regarding the bids for the insertion valve work to be completed in the Village of Union Springs. This resolution documents reasoning for the recommended approval of the insertion valve contract to Ontario Water Tap LLC. The Director and Operation Personnel recommend approval of the bid as submitted by Ontario Water Tap, LLC; instead of the higher bid offered by Adhan Piping Co. It is determined that the Adhan contract would require extra work in performing the excavation by CCWSA per each installation. Prior to the advertisement for bids for this contract, the Director had been provided guidance by the board to approve the bid most acceptable, upon review and approval by the attorney. Due to the review of the bids and the qualifying information, the director has asked the board to review and approve the recommendation, if acceptable by the board and attorney. The consensus of the members attending is to move forward with the recommended award but will be resolved with approval at the April 2019 meeting, in expectation of a quorum present.

A motion by Fran Mitchell, with all information considered, to accept and approve the resolution prepared by Attorney Galbato (see attached) regarding the bid of \$102,349 on April 3, 2019, by Ontario Water Tap, LLC, to supply and install twenty (20) insertion valves per the CCWSA contract with the Village of Union Springs. Approval is subject to the approval of insurance requirements by the Director and Attorney. Second by Mike Quill. (Consensus/approval of board members in attendance.)

- Rick stated that he and Jeanine had met with the Attorney for the Town of Aurelius and discussed the water loss in Aurelius' water system, before and after the CCWSA water meter pit on Experimental Rd.

New Business:

Jeanine distributed the final CCWSA FY18 Financial Report, prepared by Insero, CPAs. The report was approved by the board of Directors at the February 2019 meeting.

A motion by Herb Marshall to adjourn. Second by Fran Mitchell. (Consensus/approval of board members in attendance.) Today's meeting was adjourned at 3:15 pm.

The next regular scheduled meeting will be held on Wednesday, April 17, 2019 at 2:00pm in the Hotaling Room.

Respectfully submitted,

Janice Sarnicola, Senior Clerk, CCWSA