

CCWSA BOARD MEETING
Minutes
September 15, 2021 @ 1pm
7413 County House Road, Auburn, NY 13021

Board of Directors

Paul Dudley, Chair Mike Quill, Vice-Chair-Absent Christie Waters, Treas.-excused John Miller-remote
Francis Mitchell Herbert Marshall David Schenck Andrew Rindfleisch-remote Ben Vitale (1:20 pm)

Administration & Advisors, Misc.

Jeanine Wilson, Dir.; Patty Schoonmaker, Sr. Clerk; Karl Rindfleisch, Wtr/Swr Ops; Doug Selby, Advisor; Mark Colopy, Financial Advisor-Remote; Tim Carpenter, MRB Engineering; Rick Galbato, Attorney

Approval of Agenda

Paul Dudley requested amendments to the agenda. He requested that a discussion be held on the purchase of another building for the authority and discussion on Board appointments.

Paul Dudley made a motion to accept the agenda with amendments. Herb Marshall 2nd the motion. The motion was unanimously approved and carried.

Approval of Minutes, August 18, 2021

Fran Mitchell made the motion to accept the minutes for August 18, 2021 as presented. Herb Marshall 2nd the motion. The motion was unanimously approved and carried.

Reports

Water Operations (Rindfleisch/Carson)

Karl Rindfleisch reported that work continues on Centerport Road with installation of an 8" waterline to upgrade the existing substandard waterline. So far approximately 1700 feet of pipe has been laid. He reported that they have been spending more time in Fair Haven flushing while Jay is away. He also noted that we have hired a new water maintenance operator and he is working out well. He has a strong electrical background which is helpful. He cautioned the Board that we need to increase pay rates for water operators in order to keep new employees. He also discussed backflow tests they have been doing, general operations and other miscellaneous information.

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

IDA, Aurelius low pressure sewer project (Doug Selby)

Doug Selby reported that we continue to provide support for the IDA Industrial Park Sewer Project that will eventually be transferred to CCWSA for ownership and operation. He noted that he virtually attended the August CCIDA meeting discussion on the sewer project status. He also reported that he continues to work on formation of the proposed new Regional Water District including participating with Tim C. and Director Wilson in a presentation of the Final Draft of the Map, Plan and Report to the Auburn City Manager Dygert in preparation for a formal City Council presentation. He also virtually attended the Cayuga County Ways and Means Committee discussion of the Final Draft Map, Plan and Report. He also virtually attended the August CCWSA Board meeting and in person for the September Project Management meeting. He noted that there has been no activity on the Honoco Road project this month. A discussion was held on whether CCWSA should spend the \$24,000 on the SEQR for the project. Herb Marshall noted that we could request funding from the County for at least half the cost but said we should go ahead whether we get help from the county or not.

Herb Marshall made a motion to authorize and approve the proposal from MRB for \$24,000 to complete the SEQR for Regional Water Project, including the new water intake in Cayuga Lake with treatment plant. This includes the Honoco Road water and sewer area, inclusive of the entire Regional Water Project Master Plan. The motion was 2nd by Ben Vitale and unanimously approved and carried.

A lengthy discussion was held regarding the Throop Centerport/Sine Rd. project. The Town of Throop is supportive of the project and it was decided that CCWSA would hire Tim Carpenter of MRB to do the SEQR, per the proposal as submitted.

Herb Marshall made a motion to authorize the engagement of Tim Carpenter, MRB, to complete the environmental

review (aka SEQR) for the Throop Centerport/Sine Road Project for \$3,400. Dave Schenck 2nd the motion and it was unanimously approved and carried.

Rick Galbato suggested that the Board make a motion consenting for the Town of Throop to be the lead agency for the water expansion project.

Ben Vitale made the motion authorizing and consenting for the Throop Town Board to be the lead agency under SEQR for the water project on Centerport/Sine Road. The motion was 2nd by Dave Schenck and was unanimously approved and carried.

Current Activities/Project Updates (Wilson, Director)

- **Water/Sewer Updates-**

Jeanine reported that monthly and quarterly water quality testing and sampling throughout districts continues as mandated by NYS and CCDOH. Life Science Lab tech retired; and we may need to begin delivering water samples to East Syracuse lab in the near future. She noted that we began working with a new MWBE analyst. The program is evolving, more documentation is needed, but typically we don't meet the criteria for procurement opportunities. We are continuing with new lead rules inventory of all systems and private property systems mandated. Continuing with training webinars. Also continuing with water and sewer supervisory duties in the Towns of Springport/Fleming districts. She noted that installation of 8" waterline on Centerport Road is ongoing. Correct size lines, valves, hydrants and new connections to existing curb stops will complete the upgrade. As of September 14, 2021 we have 1,720' of waterline installed out of 2,600 total. Jeanine also reported that the Village of Weedsport and water maintenance personnel are continuing their due diligence regarding the probable connection of water to the Village of Weedsport at Hamilton Road. The Village's engineers are working to complete the plan. A new meter will be installed along with proper pressure reducing apparatus and double check valve for protection of CCWSA water supply. The Village Clerk reported that budgetary constraints currently are slowing the process. Jeannine noted that Town of Brutus contacted her to discuss low residuals to their connection at Pump Road. This is a normal seasonal issue but is now compounded by a change in their current pumping cycle and low usage. She reported that we are currently flushing through a hydrant on Towpath Road to be sure to keep the residual to the proper range.

- **County Sewer District 2 –**

Jeanine reported that Jay Sawyer is out of the area for the month of September and our crew is maintaining the sewer system in Fair Haven and will continue to with emergency backup of the workforce by Wayne County WSA technicians. She noted that flushing of sewer system on west side of the bay continues approximately every two weeks. This system is helping to maintain proper pressures, preventing service disruption. A Fair Haven business sewer duplex station malfunctioned on 9/11/21. Joe Carson was available to investigate. WCWSA tech was contacted to assist. NYS DigSafely location requests are maintained daily and alarms for malfunctioning grinder pumps are checked and the main pump stations are monitored daily.

- **Master Regional Plan and Report –**

Jeanine reported that the CC Legislature accepted the final draft of the Cayuga County Regional Water District Map, Plan and Report at their August 2021 meeting. The resolution approved the final draft and CCWSA beginning the environmental reporting process at the CCWSA Project Committee meeting. Jeanine also reported that on August 24th, she, Doug and Tim (MRB) met with City Manager Jeff Dygert, Utility Director Seth Jensen and Mayor Quill to discuss the project and main components that will be provided to the City Council in the near future.

- **Miscellaneous -**

Jeanine noted that the annual Anti-Harassment training for staff is scheduled for September 22nd and all employees will attend. Also, the FY22 Budget draft is available and presented electronically for review. Authority Budget Office deadline for uploading the information is November 1st. She also noted that MRB provided proposals for environmental reports (SEQRA) for the Regional Water Project and Honoco Road (Water/Sewer). She reported that Aaron Wilde accepted a full-time position as Water Maintenance Person (official title). Aaron has experience in large infrastructure project, running and maintaining machinery (Large and small) and managing large budgets. He has already proven to be a positive addition to our operations. The Project Management Committee met to review the Throop Waterline Project. Our representatives also met again with Supervisor Ridley in Throop and the attorneys to review options for a waterline to the residents along Centerport Road, Reyer Road and Sine Rd. Mark Colopy provided a financial outline. The funding fiscal year begins in Oct. The personnel Committee met to discuss the future of CCWSA, wages and amendments to the employee handbook. Jeanine noted that she attended a meeting with representatives from the County to review certain parcels held for water infrastructure. A purchase offer was received from a farm contiguous to these properties

for possible installation of a private solar panel project. Discussion is continuing. She also noted that the IDA is self-funding the sewer line project to the Aurelius Industrial Park. Director Verrier resigned her post Sept. 10th. The County Soil and Water District has unlocked the doors for entry to the building but is asking unvaccinated to continue to mask, others to use their own discretion. Small meeting attendance is welcomed.

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

Christie Waters was absent from the meeting. Fran Mitchell presented the September 15, 2021 Accounts Payable reports and pre-approved report for approval.

Herb Marshall made a motion to approve the invoices for payment as presented and Ben Vitale 2nd the motion. The motion was unanimously approved and carried.

Fran Mitchell presented the Reconciliation reports with no reservations.

Fran Mitchell made a motion to approve the Reconciliation reports for August 30, 2021 bank accounts and Dave Schenck 2nd the motion. The motion was unanimously approved and carried.

Fran presented a draft of the FY2022 Water/Sewer Budget to the Board for their review and recommendations. Fran is recommending with respect to Health Insurance that we raise the \$10,000 to \$17,500. Fran also noted that it was suggested that we add to the budget line in water \$20,000 for salaries and wages which is not specifically allocated the anything.

Legal– Attorney Riccardo Galbato, Galbato Law Firm – Updates

CCIDA, CCWSA agreement has already been discussed. Also the Throop water project has previously been discussed.

New Business/Old Business Updates

Project Management Committee – Update. We covered the updates previously in the meeting.

Personnel – updates

Ben Vitale (Chair of PC) The Personnel Committee met and gave Fran some recommendations to put into next year's budget. They did not decide on specific wages but agreed to wait 4-6 months and review again.

York Street Property-

Jeanine reported that the York St. property has become available again. She asked to Board to consider purchasing the property and moving the Agency's offices and workspace into our own building. A discussion was held considering owning vs. leasing and a location for growth. The board felt that the office space at the York St. property would be sufficient for the Agency but they were not sure whether all our materials and equipment would be able to find a home. It was decided that the Board members that could make it would go look at the property to make a determination as to whether purchasing it would be worth the Agency spending money on repairs and remodeling it.

Board Member Appointment –

Appointments will be coming up as terms end Dec 31 annually. Paul Dudley noted that he will not be running again. Fran Mitchell noted that he will not be running again but will stay on until a replacement is found. David Schenck will run for a three year term.

Herb Marshall moved to adjourn the Board Meeting at 2:30 pm.

Next Meeting

October 20, 2021 at 1:00 pm, 7413 County House Road

Respectfully Submitted:

Elaine Bona, Typist