

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

# 2017

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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 waste water 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, 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 FY17 included: one Full-time Director of Operations (began February 2017), one full-time Senior Clerk (began September 2017), one part-time Typist, one full-time Senior Account Clerk, one full-time Water Maintenance Person and one part-time Water/Sewer Maintenance Mechanic.

## **Activities and Accomplishments**

### **Water**

- Continued focus on preventative maintenance (hydrant flushing, bolt replacement, etc.)
- Provided operations and maintenance services for Town of Mentz Water District 2
- Continuing water meter and pit upgrades/replacements throughout water districts
- Completed restoration of area of replacement of Peachtree Road waterline
- Reduced water rate to appropriate area(s) due to pay down of capital debt
- Responded to 275+ Dig Safe Requests (combined water/sewer)

### **Sewer**

- Preventative maintenance to low elevation system facilities, County Sewer District 2, Fair Haven, Town of Sterling, NY. Monitor extreme flooding at Little Sodus Bay/Lake Ontario
- Coordination/inspection of approximately 35 sewer connections
- Sewer main flushing to prevent sewage buildup and odor issues
- Repair/seal driveway to main pump station
- Continued focus on preventative maintenance (sewers cleaned, servicing of generators, etc.)
- Responded to 275+ Dig Safe Requests (combined water/sewer)

### **Miscellaneous**

- Hired employee to fill full time position as Senior Clerk.
- Hired Director of Operations (FT) to fill vacant position.
- Continued conversations regarding CCWSA “Mission, Vision, Values, Goals”
- Continued advancing information technology systems for backup capacity and security measures.

- Engagement/outreach:
  - Attendance at county and municipal meetings
  - Attended meeting with Department of Health regarding the Village of Moravia, outside water supply/system to Town Support Moravia water system to assist community efforts to provide safe potable water to residents connected to the aging infrastructure.
  - Weedsport Speedway – Execution of Agreement between the Village of Weedsport, Mohawk and CCWSA for water and sewer upgrades/services.
  - Awarded a NYS Local Government Efficiency grant for a Regional Master Plan for the Efficient Delivery of Water and Sewer Services to Cayuga County. The project is intended to document current water and sewer systems; develop an efficient master plan for replacement, upgrading and/or expanding systems throughout Cayuga County. A consultant was hired; assessments of water/sewer systems began, a Citizen Advisory Committee (CAC) formed; and various meetings have been conducted to meet the conditions of the award.

### **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 are 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 2017, the Board of Directors was comprised of: Paul Dudley (Chairman), Christie Waters (Treasurer), Robert Reohr (Vice-Chairman); members Aileen McNabb-Coleman, Francis Mitchell, Herbert Marshall, John Miller, Robert Cerza and Michael Quill.

### **Public Authorities Accountability Act Committees**

**Governance Committee:** R. Reohr (Chair), F. Mitchell, J. Miller, A. McNabb-Coleman and H. Marshall.

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

**Finance Committee:** C. Waters (Chair), A. Coleman-McNabb, M. Quill, R. Cerza and H. Marshall.

### **Financial Reporting**

The revenues, expenses, assets and liabilities as of December 31, 2017 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 regards to the Authority's internal controls based on their audit of the fiscal year ended December 31, 2017 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.

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, 2017. 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 2017.

**Personal Property Transactions**

The Cayuga County Water and Sewer Authority transactions of personal property in 2017 consisted of: Sold one 2005 Ford pickup truck; purchased one 2017 Chevy pickup truck.