

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

# 2020

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FY2020

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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 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 FY20 included: one Full-time Director of Operations; one full-time Senior Account Clerk, one full-time Senior Clerk – filled vacancy Oct; one part-time Typist, one full-time Water Maintenance Person and one full time (3/4) 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 Honoco Rd, town of Ledyard, NY
- Engaged engineer to develop plan for second connection to the Auburn water supply system, North Street Road with connection to Potter Road waterline.

### **Sewer**

- Preventative maintenance to low pressure and gravity system facilities, County Sewer District 2, Fair Haven, town of Sterling, NY.
- Air release valve upgrades; “smoke” testing indicating potential issues in the system
- Coordination/inspection of sewer connections
- Contractor provides oversight to protect CCWSA sewer system from error within the town of Sterling Storm Water Sewer project.

- 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 Honoco Rd, town of Ledyard, 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.
- FY20 Financial Report will be completed, reviewed and anticipated to be acceptable by the board of directors by March 31, 2021 to meet the mandated deadline for public authorities.
- Engagement/outreach:
  - Attendance at various county and municipal meetings,
  - Update: NYS Local Government Efficiency Grant for a Regional Master Plan for the Efficient Delivery of Water and Sewer Services to Cayuga County documented current water and sewer systems; developed an efficient master plan for replacement, with potential planning for upgrading and/or expanding systems throughout Cayuga County. CCWSA continued 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. Discussions are ongoing and a Map, Plan and Report will be finalized 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.

### **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 2020, the Board of Directors was comprised of: Paul Dudley (Chairman), Christie Waters (Treasurer), Michael Quill (Vice-Chairman); members Charlie Ripley, Francis Mitchell, Herbert Marshall, John Miller, Robert Cerza (deceased), Andy Rindfleisch and Michael Quill.

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

**Governance Committee:** F. Mitchell, Peter Adams, Charley Ripley and H. Marshall.

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

**Project/Finance Committee:** H. Marshall (Chair), C. Waters, M. Quill and R. Cerza.

**Personnel Committee:** H. Marshall, Francis Mitchell, Charlie Ripley and Peter Adams.

### **Financial Reporting**

The revenues, expenses, assets and liabilities as of December 31, 2020 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, 2020 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, 2020. 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 2020.

### **Personal Property Transactions**

The Cayuga County Water and Sewer Authority did not have transactions of personal property in 2020.