



MEETING SUMMARY

MUNICIPAL PARTNER COMMITTEE | MEETING #1
CAYUGA COUNTY WATER AND SEWER AUTHORITY | REGIONAL MASTER PLAN
SEPTEMBER 19, 2017

OVERVIEW

The Cayuga County Water and Sewer Authority (CCWSA) hosted a kick-off meeting for its Municipal Partner Committee on September 19, 2017. This document contains a summary of the meeting.

WELCOME

Paul Dudley, CCWSA Board of Directors Chair, welcomed the group to the meeting and explained the purpose of the project, which is to identify the most cost-effective approach to serving the current and future water and wastewater needs for all of Cayuga County.

Jeanine Wilson, Executive Director of CCWSA thanked everyone for attending. She noted that the purpose of this first meeting with the Municipal Partners was to share information about the project goals, scope, and schedule, as well as answer questions and gather feedback from participating municipalities.

Jeanine provided background about CCWSA, noting that the authority was established in 1995 as 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. The CCWSA is governed by a nine-member board appointed by the Cayuga County Legislature based upon recommendations from the CCWSA Board of Directors. Board members are typically appointed for three year terms unless filling a position that has been vacated in mid-term. Board members serve without compensation.

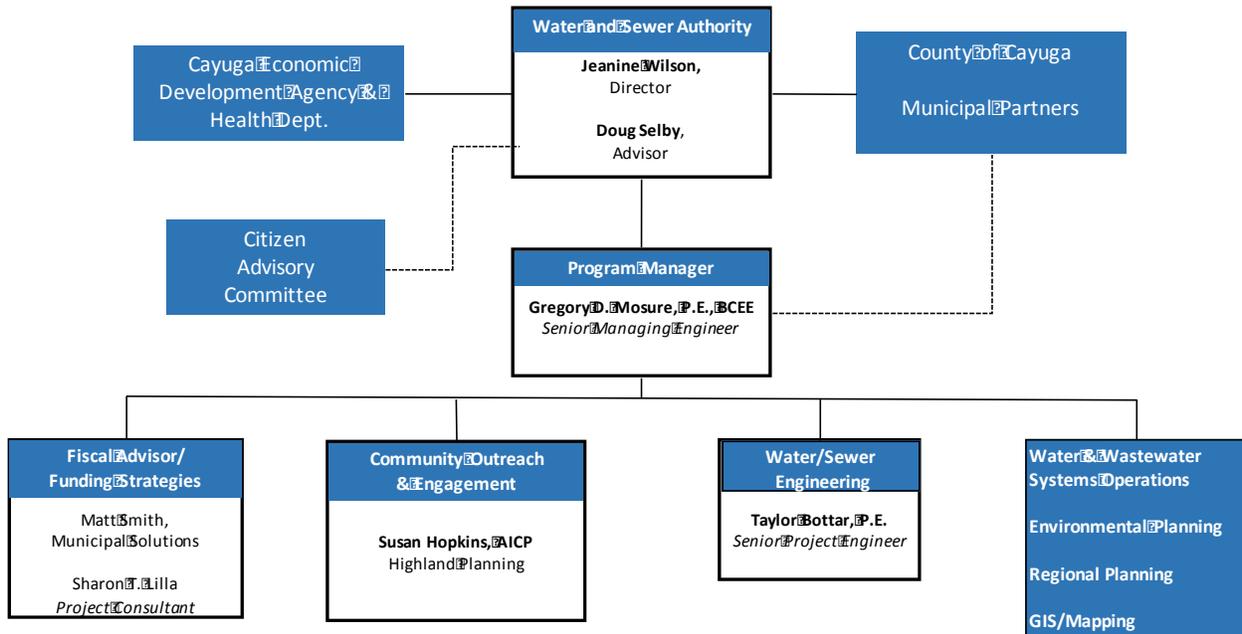
PROJECT BACKGROUND & PURPOSE

Doug Selby, Advisor to CCWSA, provided additional the background about the project and its purpose. There has been interest in developing a regional master plan. Last year, the authority was successful in obtaining a \$100,000 Local Government Efficiency Grant through the New York State Department of State (NYSDOS), with a matching commitment of \$100,000 from Cayuga County in order to undertake a regional master plan for Cayuga County. The drivers for the project are public health and water quality, creating redundancy and resiliency of water supplies, aging infrastructure, financing of capital improvements, and looking for opportunities for improved operational cost-savings. There are 22 supporting/participating municipalities, including towns, villages, City of Auburn, and Cayuga County.

Doug reiterated that the purpose of the project: to develop a feasible and comprehensive plan that stakeholders endorse.

PROJECT ROLES AND RESPONSIBILITIES

Doug Selby provided an overview of the various stakeholder committees, staff and consultants and summarized their roles and responsibilities for this project. The chart below lists key staff, committees, and consulting team members.



The project will be lead and managed by the CCWSA, with guidance from the Municipal Partner Committee, the Cayuga Economic Development Agency, and the Cayuga Health Department. In addition, CCWSA will convene a Citizen Advisory Committee for the purpose of keeping members of the public informed, answering questions, and soliciting feedback about the project. The technical analysis and preparation of the master plan will be led by Barton & Loguidice, with assistance from sub consultants (Highland Planning and Municipal Solutions).

SURVEY RESULTS

CCWSA administered a survey about water infrastructure in January 2017. Doug presented results of the survey to the group. A summary of key points is below:

- Six out of ten entities have water systems that are 50 to 100 years old;
- Five out of six collection systems are 40 to 100 years old;
- Four out of five have water supply systems that are 25 to 50 years old. Four out of five wastewater plants are 25 to 46 years old;
- Five of nine get their water directly or indirectly from Owasco Lake through the city of Auburn intake and treatment system. One gets its water from Lake Ontario via OCWA and three use groundwater;
- Most respondents noted that water and wastewater plants have excess capacity;
- Of the five respondents with their own wastewater treatment systems, all but one report using half or less than half of their available capacity. One facility is operating at 85% of capacity.

- Six out of ten water distribution and collection systems are 50 to 100 years old.
- Five out of 6 collection systems are 40 to 100 years old. These are systems that are having capacity issues and potentially collapsing.
- Water systems and sewer treatment plans are at capacity. Auburn is operating a 28% capacity.
- The average water rate is 5.82/1,000 gallons. The average bill for water is \$28.

The results of the survey will help inform the technical team as it begins working on the analysis of water/sewer systems in the county.

COMMUNITY ENGAGEMENT

Sue Hopkins, from Highland Planning described the community engagement process for the project. She noted that the goals of engagement are to identify and engage different types of stakeholders throughout Cayuga County (i.e. municipal leaders, customers, general public, etc), provide easily accessible information and regular opportunities for feedback, and share outcomes of the process and how feedback helped inform the master plan.

As part of this project, the team will prepare a Community Engagement Plan that identifies stakeholders and engagement activities. In order to gain agency and stakeholder perspectives, Highland Planning conducted interviews with municipal leaders, agency staff and community stakeholders to inform the creation of the Engagement Plan. The main findings were:

- Infrastructure is old and repairs/replacements have been deferred;
- Transparency about rates/calculation is key;
- Develop more visibility and recognition for CCWSA within the County;
- Provide education about rates the function and value of water and sewer services;
- Communities in Cayuga County are eager to have systems mapped/identified;
- Multiple stakeholders mentioned the Onondaga County Water Authority (OCWA) as a potential model for success;
- Support for the idea of CCWSA expanding its services and role;

Sue noted that the input received during these interviews would be used to refine and finalize the Community Engagement Plan. She reiterated a point that Doug made earlier about the role of the Municipal Partner Committee. That is, CCWSA staff and consulting team members will be looking to Municipal Partners to be ambassadors to the project. In practice that will mean helping to educate their constituents about the project and its outcomes, as well as helping the team distribute information, meeting notices, and other communications over the course of the project.

Sue summarized the engagement activities that are currently outlined in the Engagement Plan. These will be refined after today's meeting and over the course of the project:

- Committee meetings (Municipal Partner Committee and Citizen Advisory Committee)
- Information sharing via FAQs, newsletters, blog posts
- Project website
- Social media
- Email blasts
- Press releases
- USPS mail/utility bills

PROJECT WEBSITE

A project website is located at: <http://wsamasterplan.com>

The website will contain contact information, as well as all project-related materials and information throughout the duration of the project.

PROJECT SCOPE

Gregory Mosure, Program Manager with Barton Loguidice, presented the project scope and schedule. The scope is divided into three key phases:

1. Existing Systems Assessment

- Water and Sewage System Assessments
- Condition Assessment
- GIS mapping of collection/distribution systems
- Condition Reports
- Draft and Final Operational Efficiency and Capital Improvement Plan

2. Alternative Sources of Supply

- Existing Source Water Quality, Quantity, and Needs Assessment
 - Cayuga Lake at (V) Aurora
 - OCWA
 - Groundwater source(s)
 - Seneca River
 - Bolton Point Water System
 - Other – Lake Ontario, barge canal, smaller lakes
- Alternative Source Workshop
 - WSA, Cayuga County, CAC
- Alternative Source(s) Analysis and Cost

3. Serving the Unserved

- Existing system mapping
- Define potential areas conducive to public water and sewer:
- Private Water and Sewer Users, Public Water and Sewer Interest Surveys
- Potential Public Water and Sewer Expansion Options and Capital Costs
- Recommended Improvements

PROJECT SCHEDULE

Greg Mosure presented an overview of the project schedule, which includes the following key dates:

- Regional Kick-offs and Condition Assessments: Fall 2017

- Interest Surveys: Winter 2017/2018
- Draft Regional Master Plan Workshop: Spring 2018
- Final Regional Master Plan: Summer 2018

DISCUSSION & QUESTIONS

- What will be the level of detail for the condition assessments?
 - It will be as specific as possible, identifying anything that is visible. The intent is to identify individual motors and pumps. The team will not be televising sewer lines. Some of what we assess may not be visible, but the operator will know the history.
- Our community provides service to another community adjacent to it. There are no maps of the water system. Will there be people out in the field to try to help us locate our systems?
 - We will not be using line locators or generating new maps from scratch for this project.
- Would you identify the need to map a system as a recommendation in the plan?
 - Yes. And the plan could provide a cost estimate for that work. In addition, this study will serve as a significant portion of work needed to prepare a preliminary engineering report. It will help communities position for grant funding.

