

**Cayuga County Industrial Development Agency
Regular Meeting
First Floor Conference Room
2 State St.
Auburn, NY
November 21, 2017 at 3:30pm**

Chairman Ray Lockwood called the meeting to order at 3:30pm, noting that a quorum was present.

ROLL CALL:

Present: Ray Lockwood, Herb Marshall, Andrew Rindfleisch, Grant Kyle (Arrived at 3:58pm), Paul Lattimore, John Latanyshyn (Arrived at 3:43pm), Gina Speno

Excused: Andrew Rindfleisch

Others Present: Tracy Verrier (CEDA); Joe Sheppard (CEDA); Rick Galbato (Galbato Law Firm), Timothy O'Brien (City of Auburn), Manuel Silveira (Grober), Charlie Balko (Grober), John McCadden (CMI), Grant Wall (CMI), Keven Bucklin (CMI), Ed Ide (Town of Aurlius), Ken Knutson (Barton & Loguidice) Brian Skidmore (Barton & Loguidice), Kevin Ellis (CMI), Jeanine Wilson (CCWSA), Erik Stork (The Probst Group) (Arrived at 4:15pm)

SEWER PROPOSAL PRESENTATION #1

Mr. Knutsen and Mr. Skidmore from Barton & Loguidice presented their proposal to conduct a preliminary engineering study to increase the sewer capacity at the CCIDA industrial Park.

Mr. Skidmore discussed the design and engineering of the current sewer system at the park and the studies that they have conducted there in the past.

Staff members from Both Cayuga Milk Ingredients (CMI) and Grober discussed the limitations that exist with the current system, stating that they are only able to achieve discharges of 200 Gallons Per Minute (GPM) as opposed to the 850 GPM that the system was designed to allow.

Ms. Verrier asked Mr. Knutsen and Mr. Skidmore to explain their experience working with the dairy industry. Mr. Knutsen explained that they have worked with Hood to create an equalization system in Oneida, as well as a similar facility in Connecticut. He then discussed their prior experience with the industrial park and their institutional knowledge of the existing system. They then discussed the ways that they would take the dairy industry into consideration while conducting the study, noting that they would look at both flow rates and pretreatment and would work hand in hand with the industries to ensure that the lines are kept clear and that the effluent is properly treated.

Both Mr. Ellis and Mr. Silveira discussed their desire that a flow test be conducted on the system in order to find the actual capacity of the line instead of the theoretical one. Mr. Knutsen discussed the testing that they planned on conducting and stated that they could conduct a flow test. Mr. Marshall asked if the City would be able to handle the additional flow. Mr. O'Brien confirmed that they could. Mr. Skidmore discussed the language within the proposal outlining how they would work with the City, Town and tenants to determine the capacity of the lines. Mr. Knutsen summarized the proposal and noted that he felt the success of the study would be dependent upon all parties working together.

The Board and committee thanked Mr. Knutsen and Mr. Skidmore for their time. They left the meeting at 4:00pm.

MEETING MINUTES:

Mr. Kyle moved to approve the minutes of the October 17, 2017 Regular Meeting, seconded by Mr. Marshall. All members present voted in favor, motion carried.

BILLS AND COMMUNICATIONS:

Mr. Sheppard presented bills from The Citizen for the Sewer RFP Public Notice (\$43.74) and NYSEG for October service at the industrial park (\$99.31). All bills totaled \$143.05. Mr. Marshall moved to pay the bills, seconded by Mr. Latanyshyn. All members present voted in favor; motion carried.

REPORT OF THE TREASURER

Mr. Sheppard reviewed the budget report and the PILOT Invoice and Disbursement Report. Mr. Sheppard noted that all of the Fall PILOT Payments had been received and disbursed. Mr. Latanyshyn moved to accept the Report of the Treasurer; seconded by Mr. Kyle. All members present voted in favor, motion carried.

UNFINISHED BUSINESS

CEDA Staff Update: Ms. Verrier discussed the Consolidated Funding Application awards noting that she anticipated them to be announced prior to the December regular meeting.

Ms. Verrier explained that Mr. Sherman had assembled a Craft Beverage Industry peer group. She stated that they had a successful meeting and expressed her hope that more brewers would come to future meetings.

Ms. Verrier noted that although the County had approved the new contract with CEDA in October, they were now waiting for approval of the budget that provided CEDA's funding.

Ms. Verrier then explained that Mr. Sherman is continuing to meet with area businesses and is conducting monitoring visits. She then discussed Ms. Riester's work with entrepreneurs, stating that the Rural Pitch competition was very successful, and had just concluded. She concluded, stating that they are looking at closing out the year and various year-end initiatives, noting that workforce development would be on the list.

Mr. Ellis discussed the existence of grant funds for the generation of industrial hemp. Mr. Lockwood noted that Ms. Riester had already spoke to him about the grants, that she was looking for land, and if he knew of any farmers that might be interested in the program. Ms. Verrier asked that if anyone heard of any interested parties to please let Ms. Riester know, noting that she was looking for acreage.

NEW BUSINESS:

Annual Meeting: Ms. Verrier discussed the Annual Meeting, noting that it was generally a lunch meeting held at Springside Inn. Mr. Marshall moved to hold the Annual Meeting on December 19 at the Springside Inn, seconded by Mr. Lattimore. All members present voted in favor, the motion carried.

Nominating Committee: Ms. Verrier discussed the need to form a nominating committee to meet before the December 19th regular meeting to send recommendations to the County. Mr. Lockwood appointed Ms. Speno, Mr. Latanyshyn, and Mr. Marshall. Mr. Marshall asked if the committee should meet and propose officers prior to receiving appointments from the Legislature. Mr. Lockwood stated that the committee should meet and Ms. Verrier to send a letter recommending that Ms. Speno and Mr. Marshall retain their seats.

Upcoming Events: Ms. Verrier provided information on upcoming events.

Mr. Ellis discussed progress at the CMI Plant expressing his concern regarding the global overproduction of milk.

SEWER PROPOSAL PRESENTATION #2

Mr. Stork from The Probst Group presented a proposal to conduct a preliminary engineering study to increase the sewer capacity at the CCIDA industrial Park. He discussed the team that would be conducting the study, a case study highlighting their experience in the Dairy Industry, along with a description of the history of the company and the company's perspective. He also explained that they have the capabilities to conduct the engineering study, and then the design / build of the system, or just the design.

Mr. Ellis asked about their design / bid experience. Mr. Stork discussed the consulting work that they have conducted in the past, which has included conceptual design planning, and budgeting. He then discussed the processes that they employ when their scope of work involves design/ build, plant operations management and consultation, and analysis.

Mr. Stork then discussed the Probst Group's experience working with the design and engineering of large plants and systems. He then outlined the time line found within their proposal, noting that work could begin within two weeks following the signing of contracts and that the report could be completed within 4 weeks following site visits. He also stated that this time line was dependent upon the availability of information and the cooperation of those involved.

Mr. Marshall then explained the current problems that are occurring at the industrial park including the foaming issues in the line and the lack of capacity and asked if there was any difference in analyzing a system that carries Dairy waste as opposed to standard waste. Mr. Stork explained the process that they would use to analyze the capacity of the line, noting that they would verify the diameters of the pipes, the design basis, that they could handle the type and amount of effluent, and that they would analyze the source water. He then discussed their experience working with the dairy industry, noting that 65-70% of their business resides with large dairy plants in Wisconsin.

Mr. Ide discussed the current foaming issues and asked Mr. Stork if they have had experience dealing with this issue in the past. Mr. Stork stated that they had experienced this issue in the past. He then discussed his experience with this issue and explained the potential causes and solutions. He continued, explaining the process that they would use to validate the pre-treatment systems and determine the cause of the problem.

Ms. Verrier asked if they had an engineer licensed in NY State. Mr. Stork stated that they did, and if needed that engineer would stamp all work.

Ms. Speno asked if all of their work would be guaranteed. Mr. Stork confirmed that it would be.

The Board and Committee thanked Mr. Storvic for his time. Mr. Storvic left the meeting at 4:45pm.

The Board and Committee discussed the hiring of the consultant firm. Mr. Marshall moved to hire The Probst Group to complete the preliminary study, seconded by Mr. Kyle. Mr. Ellis, Mr. Silveira, Mr. Ide, and Mr. O'Brien all agreed, noting that it was necessary for a new look at the problem to be had. A roll call vote was taken and recorded as follows:

NAME	Yes	Nay	Absent	Abstain
GRANT KYLE	X			
JOHN LATANYSHYN	X			
PAUL LATTIMORE	X			
RAYMOND LOCKWOOD	X			
HERB MARSHALL	X			
ANDREW RINDFLEISCH			X	
GINA SPENO	X			

EXECUTIVE SESSION:

Mr. Latanyshyn made a motion to enter into Executive Session to discuss matters involving the proposed acquisition, sale or lease of real property; seconded by Mr. Kyle. All members present voted in favor. The Board Entered Executive Session at 5:03pm

Mr. Latanyshyn moved to exit Executive Session; seconded by Mr. Kyle. All members present voted in favor. The Board Exited Executive Session at 5:18pm.

OLD BUSINESS (Cont.)

Sewer RFP (Cont.): The Board discussed the contracting of The Probst Group to conduct the engineering study at the industrial park as well as the scope of the study. The Board discussed the need to conduct physical testing to confirm the capacity of the current system and requested that a physical test be added into the final scope of services agreement, as opposed to theoretical testing. The Board discussed various ways to pay for the study, including the use of funds awarded as part of the CFA Grant, and cost sharing among the IDA, Town, and current tenants. Ms. Verrier noted that the grant is reimbursement based and that no money would be able to be spent prior to the award announcement.

Motion to adjourn made at 5:43pm by Mr. Marshall, seconded by Mr. Kyle. All present voted in favor, motion passed.

Respectfully submitted,
Joseph Sheppard

Next regularly scheduled meeting: Tuesday, December 19, 2017 at 12:00pm.