

MEMORANDUM

**TO: Board Members
Seneca County Water and Sewer Authority**

**FROM: Matt Horn, Organizational Advisor
MRB Group**

Date: March 24, 2026

RE: Operations and Accomplishments – 2025

The Seneca County Water and Sewer Authority has operated in earnest since March, 2025. The inaugural year of Authority operations was focused on establishing the organizational infrastructure necessary to act as an Authority, as well as familiarization activity surrounding County water and sewer infrastructure.

Operations and accomplishments included:

Organizational

- Established Board leadership structure and appointed officers and committees
- Created and adopted mission statement and bylaws
- Developed and adopted policies required for organizational health and compliance with PAAA compliance
- Appointed Executive Director (Interim) to guide day-to-day operations, as well as consulting advisors (legal, engineering, organizational, finance)
- Created and launched website

Operational

- Reviewed locations and capacity of Countywide water and sewer infrastructure
- Toured water and wastewater treatment and distribution/collection systems to understand capacity and needs
- Collaborated with Seneca County and the Village of Waterloo to evaluate partnership opportunities for operation of County water and sewer districts