

**Members Attending:** T. Anderson, S. Beardsley, J. Deming, E. Gott

**Excused:** P. Brooks, M. McKeown, T. Saunders

**Absent:**

**Others attending:** M. Baines (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), B. Harris (Account Clerk/Typist), E. Wies (Clark Patterson Lee), J. Campbell (Kruk & Campbell, P.C.)

### Approval of Agenda

**Motion:** *E. Gott moved and J. Deming seconded to approve the agenda as presented. Carried unanimously.*

**Approval of Minutes** – January 30, 2019 Organizational Meeting & Regular Board Meeting

**Motion:** *E. Gott moved and J. Deming seconded to approve organizational meeting minutes and regular board meeting minutes dated January 30, 2019. Carried unanimously.*

**Privilege of the Floor** – None.

**Financial report:** R. Lewis reviewed the Financial report with the Board (on file with Secretary).

**Motion:** *S. Beardsley moved and J. Deming seconded to approve the Financial Report. Carried unanimously.*

Other item(s) discussed under the financial portion of the meeting:

- **LCWSA Acct 11639 (6059 Boller Ave, Town of Livonia) – Emergency Call Out Charge (\$317.00)**  
The Board reviewed a letter that had been submitted by the property owner at the above referenced address, requesting that he be refunded the \$317.00 charged to his account for an after-hours call out. The property owner assumed that the water had been shut-off (at the curb stop) at the property line, and attempted to proceed with some plumbing modifications. The LCWSA emergency number was contacted when his contractors cut the water service line and discovered that the water had not been shut off. The Board reviewed LCWSA’s existing “Customer Service Call Policy” (C05-200) and agreed that LCWSA staff responded appropriately and billed the customer’s account in accordance with the policy, and therefore there will be no adjustments to the charges on the account.
- **Annual Internal Controls Self-Assessment Template**  
M. Baines reminded the Board that the Authorities Budget Office (ABO) requires that all public authorities complete an annual assessment of the effectiveness of their internal control structures and procedures. In Spring 2018, following completion of the self-assessment for Year 2017, there was a brief discussion that the lengthy questionnaire currently being utilized by LCWSA may be modified for the 2018 assessment, in order to simplify the process and provide greater clarity. R. Lewis and M. Baines presented an example to the Board of a self-assessment questionnaire in which a sliding scale (1 Weak – 5 Strong) was used to “rank” an organization’s internal controls as it relates to policies, procedures, and processes. The Board was supportive of using this as a template moving forward.

- **NYSAWWA Spring Water Event (April 16-18, 2019 – Saratoga Springs, NY)**  
M. Baines requested approval from the Board to attend the New York State American Water Works Association (NYSAWWA) Spring Water conference, which is held annually in April in Saratoga Springs, NY.

*Motion: E. Gott moved and J. Deming seconded to approve M. Baines' attendance at the Water Event in Saratoga Springs, NY from April 16-18, 2019. Carried unanimously.*

**Bills:** R. Lewis reviewed the monthly bills.

*Motion: E. Gott moved and J. Deming seconded to approve paying Total Operating & Projects expenditures of \$1,060,430.36 as follows: Operating Expenditures in an amount not to exceed \$64,548.01; DOCCS Project Expenditures in an amount not to exceed \$4,322.50; Lakeville WWTP Upgrades Project expenditures in an amount not to exceed \$990,605.01, with payment of \$200,084.25 to Hewitt-Young Electric, LLC to be withheld until its MWBE Utilization Plan is approved by NYSEFC; and Other Projects in an amount not to exceed \$954.84. Carried unanimously.*

*Motion: E. Gott moved and J. Deming seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$123,077.32. Carried unanimously.*

### **Operations and Capital Report**

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary). The following item(s) were further discussed by the Board:

- **DOCCS Water Supply Project – Notifications re: Water Service Hook-ups**  
M. Kosakowski and M. Baines informed the Board that the notification package to property owners along the corridor was being finalized and will include a list of Frequently Asked Questions (FAQs), which may help to minimize the volume and length of phone calls from property owners who are interested in connecting to the new water system. S. Beardsley requested that a copy of the notification package be provided to the Board for informational purposes, once it has been finalized and sent out.

### **Other Business**

#### **Generator Maintenance & Related Services (2018 Contract) – Penn Power Systems**

The following resolution related to the generator maintenance was reviewed by the Board:

- **RESOLUTION NO. 2019 – 01 AMENDING GENERATOR MAINTENANCE & RELATED SERVICES (2018 CONTRACT) WITH PENN POWER SYSTEMS (A DIVISION OF PENN POWER GROUP, LLC)**

WHEREAS, Resolution No. 2018-09 awarded the “Generator Maintenance & Related Services (2018 Contract)” to Penn Power Systems; and

WHEREAS, the scope of work for the Contract included the following:

- Perform preventive services on various LCWSA generators (lump sum), and
- Provide additional/emergency services, on an as-needed basis (billed hourly); and

WHEREAS, Penn Power Systems has completed the Full Service Preventive Generator Maintenance Work and has recommended that the following additional work be completed at various generator locations:

- Install 9 volt battery upgrade to Kohler transfer switches (8 locations)

- Replace air filter unit for 350kW Kohler-Hemlock, then run and test system.
- Remove and replace control board, transformer power board, protective board membrane for 35kW Onan-Seneca Foods, then program transfer switch, and test system.

WHEREAS, Penn Power Systems has submitted Proposals #1C6D-6923-JRF, 1C69-AAA3-JRF, and 1C5B-97FF-JRF (attached hereto) to complete the above referenced work; and

WHEREAS, LCWSA staff have reviewed the quotes and believe these costs to be reasonable, and that this work is necessary to ensure continued reliability of LCWSA’s existing generators; and

WHEREAS, the most cost-effective and expedient manner to complete the additional work is to amend the existing contract with Penn Power Systems; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board hereby authorizes amending the “Generator Maintenance & Related Services (2018 Contract)”, to include the above referenced work, for a not-to-exceed amount of \$5,845.18.

***Motion: S. Beardsley moved and J. Deming seconded to approve Resolution No. 2019-01 Amending Generator Maintenance & Related Services (2018 Contract) With Penn Power Systems (A Division Of Penn Power Group, LLC), for a not-to-exceed amount of \$5,845.18. Carried unanimously.***

**LCWSA Staffing: Seasonal Laborers – Establish 2019 Salary and Authorize to Fill Two (2) Positions**

M. Baines and R. Lewis noted that these two (2) positions were included in the 2019 budget. 2018 was the first year that LCWSA hired seasonal laborers directly, in lieu of contracting out the mowing to a private contractor. In addition to mowing of all the sites, a significant amount of miscellaneous maintenance that had been deferred at various sites was also completed. Therefore, LCWSA staff recommends that we continue to utilize two (2) seasonal laborers to assist our Building Maintenance Person (Tom Kuch) during the Spring/Summer/Fall season. The Board discussed establishing the hourly wage rate for the two (2) positions for the 2019 season.

***Motion: E. Gott moved and J. Deming seconded to establish the Seasonal Laborer wage rate for 2019 at \$13.00/hour, and to authorize the Executive Director to fill the two (2) positions. Carried unanimously.***

**Lakeville Wastewater Treatment Plant (SPDES NY0032328) – Consent Order Update**

E. Wies and J. Campbell reviewed the compliance schedule (on file with Secretary) with the Board, including those items that are due by March 4, 2019:

- *IIA. Respondent shall submit within four (4) weeks of the effective date of this Order a Plan that lists specific projects that it proposes to address certain causes of inflow, with specific addressing actions, a schedule for completing the actions and a cost estimate for the projects that shall not be less than \$25,000. Respondent has indicated that the project it will propose shall involve manhole repair and replacement.*
- *IIC. Respondent shall submit a list of any known sources of inflow and infiltration already under repair, together with a schedule for completing the repairs, within four (4) weeks of the effective date of this Order.*

J. Campbell noted that for Compliance Item IIF (revisions to Sewer Use Ordinance) the DEC has already provided a copy of its model sewer use law with some supplemental review comments that should be incorporated into the document, with a draft due to the DEC at the end of May 2019. E. Wies noted that one of the more labor-intensive tasks will be the preparation of the comprehensive Infiltration & Inflow (I/I) report (Compliance Item IIB), which is also due at the end of May 2019.

## **Communications**

The following item(s) were provided to Board members for informational purposes. No action taken.

- Syracuse.com Article “Onondaga County faces \$500 million sewer bill to save creeks, jobs” (February 18, 2019)

### ***Executive Session***

***Motion: J. Deming moved and E. Gott seconded that the Board adjourn and reconvene in Executive Session at 9:42 am for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and that T. Anderson act as Chairman and M. Baines act as Secretary, and J. Campbell remain present. Carried unanimously.***

***Motion: J. Deming moved and S. Beardsley seconded to end the Executive Session at 10:20 am. Carried unanimously.***

The Board reconvened in regular session. The following report was presented.

### **REPORT OF EXECUTIVE SESSION**

The Board of Livingston County Water & Sewer Authority having met in Executive Session for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; hereby reports as follows:

No action taken.

Dated February 27, 2019

T. Anderson

M. Baines, Secretary

***Adjourn: Motion: E. Gott moved and J. Deming seconded to adjourn the board meeting at 10:22 am. Carried unanimously.***