

Members Attending: T. Anderson, S. Beardsley, P. Brooks, E. Gott, M. McKeown, T. Saunders

Excused: J. Deming

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), Z. Anderson (Clark Patterson Lee), J. Campbell (Kruk & Campbell, P.C.)

Call to Order – With a quorum present, Chairman T. Anderson called the meeting to order at 8:00 am.

Approval of Agenda

Motion: *P. Brooks moved and S. Beardsley seconded to approve the agenda as presented. Carried unanimously.*

Approval of Minutes – July 24, 2019 Regular Board Meeting

Motion: *M. McKeown moved and T. Saunders seconded to approve regular board meeting minutes dated July 24, 2019. Carried unanimously.*

Privilege of the Floor – None.

Financial report: R. Lewis reviewed the Financial report with the Board (on file with Secretary). R. Lewis informed the Board that she will be participating in further training on the Abila Sage accounting software. R. Lewis also noted that informational meetings have been completed with various banks regarding services that can be provided to meet LCWSA's current and future banking needs, which will help in the development of the banking RFP.

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

Other items discussed under the financial portion of meeting:

- **2019-2020 Insurance Renewal**
Representatives from Tompkins Insurance were unable to attend the Board meeting, but provided information in advance of the meeting summarizing 2019-2020 vs. 2018-2019 premiums in tabular format. R. Lewis and M. Baines reviewed the information with the Board, and noted that most premiums had remained the same but there was an increase of approximately \$5,000 in the General Liability policy, which was attributable to a pending open claim. The overall increase in annual premium is approximately 6.4% (\$85,696.34 for 2019-2020 vs \$80,532.92 for 2018-2019).
- **NYSAWWA Tift Symposium (October 2-3, 2019 – Buffalo, NY) – M. Baines Travel Request**
M. Baines requested approval from the Board to attend the New York State American Water Works Association (NYSAWWA) Tift Symposium/Fall Water conference, to be held in Buffalo, NY.

Motion: *E. Gott moved and M. McKeown seconded to approve M. Baines' attendance at the NYSAWWA Tift Symposium/Fall Water conference in Buffalo, NY from October 2-3, 2019. Carried unanimously.*

Bills: R. Lewis reviewed the monthly bills.

Motion: *E. Gott moved and S. Beardsley seconded to approve paying Total Operating & Projects expenditures of \$454,399.46 as follows: Operating Expenditures in an amount not to exceed \$194,573.72; Project Expenditures in an amount not to exceed \$259,825.74. Carried unanimously.*

Motion: *E. Gott moved and T. Saunders seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$198,541.07. 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:

- **Boil Water Advisory + Water Usage on DOCCS Water Infrastructure**

M. Kosakowski and M. Baines noted that the positive Total Coliform results that triggered the Boil Water Advisory was likely caused by insufficient chlorine residual in the system, due to minimal usage on the waterline which has led to long detention times in the Dennison Road Tank. Although the automatic flusher on Sonyea Rd has been running for several hours on Mon/Wed/Fri (since early Spring), that does not appear to be moving a sufficient volume of water to keep up the chlorine residual. In response to this, LCWSA staff will be increasing the number of days and duration of time that the automatic flusher will be running in an effort to increase the chlorine residual until such time that the prison connects to the system.

Other Business

Lakeville WWTP Upgrades Project (Phase 1) – Contract No. 1 (Crane-Hogan), Change Order No. 6

E. Wies circulated copies of proposed Change No. 6 (on file with Secretary) to the Board for review and approval. This proposed change order includes the installation of an intake fan and stainless-steel ducting in the influent chamber of the influent building as requested by NYSDEC, and a mini-split heat pump to be added to the bio-tower control building to more effectively control temperatures and therefore lengthen the useful life of the variable frequency drives (VFDs).

Motion: *S. Beardsley moved and M. McKeown seconded to approve Change Order No. 6 to Contract No. 1 (Crane-Hogan) of the Lakeville WWTP Upgrades Project, in the amount of \$38,347.92 for: HVAC Improvements to Influent Chamber and Bio-tower Control Building. Carried Unanimously.*

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

- **I/I Flow Monitoring – CPL Presentation**

E. Wies and Z. Anderson provided a summary of the data that has been collected to date from the eight (8) flow monitoring locations. The flow meters have been in place for approximately 3 months, and have captured a significant amount of information including flow data from the major rain event that occurred in late June 2019. This information will allow us to prioritize problem areas and will help to identify next steps in LCWSA's I/I reduction program.

- **Sewer Use Rules & Regulations – NYSDEC Review Comments**

J. Campbell provided a brief update to the Board that NYSDEC had recently completed its review of the draft Sewer Use Rules & Regulations and proposed Intermunicipal Agreement template that LCWSA submitted at the end of May 2019. NYSDEC review comments were minor, and based on discussion with NYSDEC Attorney, Dennis Harkawik, it would be acceptable for the Board to approve both documents at the September 25, 2019 Board meeting.

LCWSA Countywide Water System Improvements Project

▪ **Proposed Project Scope**

E. Wies reviewed major components of the proposed project with the Board, which include:

- *ARS interconnection:* Installation of approximately 17,000 to 22,000 linear feet of water main to connect the existing Consolidated Water District in the Town of Groveland to the existing American Rock Salt water system and water storage tank.
- *Groveland Station interconnection:* Installation of approximately 2,000 linear feet of water main connecting the existing Groveland Station water main and the existing water main in the Town of Groveland.
- *Additional storage at Shelly Road:* Replacement of the existing Shelly Road water storage tank with a new, higher capacity water storage tank
- *Countywide miscellaneous improvements:* SCADA Controls systems upgrades and improvements throughout the water system, installation of TTHM removal systems at several water storage tanks throughout the consolidated water district, and installation of new water meters for LCWSA customers throughout the consolidated water district; and

▪ **EFC WIIA Grant Application – Resolutions**

M. Baines reminded the Board that at the July 24, 2019 Board meeting, the Board declared its intent to act as lead agency for SEQRA review and perform a coordinated review of the proposed Type 1 action. This coordinated review has now been completed and all involved agencies have consented to the Board's request to be designated Lead Agency. As part of the EFC WIIA Grant Application, the Board is also required to adopt a bonding resolution and a resolution authorizing submittal of the WIIA grant application. The Board reviewed the following three (3) draft resolutions (on file with Secretary):

- **RESOLUTION NO. 2019 – 06**

AUTHORIZING THE ISSUANCE OF THE AUTHORITY'S SYSTEM REVENUE NOTES, 2019 AND THE APPROVAL AND EXECUTION OF RELATED DOCUMENTS

Motion: E. Gott moved and M. McKeown seconded to approve Resolution 2019-06 Authorizing the Issuance of The Authority's System Revenue Notes, 2019 and the Approval and Execution of Related Documents. Carried unanimously.

- **RESOLUTION NO. 2019 – 07**

CLASSIFYING THE LCWSA COUNTY WIDE WATER SYSTEM IMPROVEMENTS AS A TYPE I ACTION, ESTABLISHING LEAD AGENCY AND DETERMINING THE SIGNIFICANCE OF SUCH ACTION, AND DIRECTING THAT THE NEGATIVE DECLARATION BE PUBLISHED IN ACCORDANCE WITH SEQRA.

Motion: E. Gott moved and P. Brooks seconded to approve Resolution 2019-07 Classifying the LCWSA Countywide Water System Improvements as a Type I Action, Establishing Lead Agency and Determining the Significance of such Action, and directing that the Negative Declaration be published in accordance with SEQRA. Carried unanimously.

- **RESOLUTION NO. 2019 – 08**

AUTHORIZING SUBMITTAL OF WIIA GRANT APPLICATION FOR

COUNTYWIDE WATER SYSTEM IMPROVEMENTS PROJECT, AND APPROVAL AND EXECUTION OF RELATED DOCUMENTS

Motion: E. Gott moved and P. Brooks seconded to approve Resolution 2019-08 Authorizing Submittal of WIIA Grant Application for Countywide Water System Improvements Project, and Approval and Execution of Related Documents. Carried unanimously.

- **EFC WIIA Grant Application – Professional Services (Engineering, Bond Counsel)**

In order to assemble and submit the EFC WIIA Grant Application, LCWSA staff will need both engineering and bond counsel assistance. The Board reviewed the following proposals: (1) CPL Engineering Services Proposal (dated August 26, 2019) – Proposed fee: \$2,400; and (2) Harris Beach Bond Counsel Proposal (dated August 27, 2019) – Proposed fee: \$3,000 (for drafting of Authorizing Resolution, Supplemental Resolution and Associated Documents).

Motion: E. Gott moved and P. Brooks seconded to approve the CPL proposal for Engineering Services for Countywide Water System Improvements (EFC WIIA Grant Application), in the amount of \$2,400. Carried unanimously.

Motion: M. McKeown moved and S. Beardsley seconded to approve the Harris Beach proposal for Bond Counsel Services for Countywide Water System Improvements (EFC WIIA Grant Application), in the amount of \$3,000. Carried unanimously.

- **Establish Capital Project & Preliminary Budget (\$10,000)**

M. Baines recommended that the Board establish a 2019 Capital Project for “LCWSA Countywide Water System Improvements” and establish a preliminary budget of \$10,000 to cover the above expenses.

Motion: E. Gott moved and T. Saunders seconded to establish a 2019 Capital Project entitled “LCWSA Countywide Water System Improvements” with a budget of \$10,000. Carried unanimously.

Town of Lima Water Districts 1-4 (~120 Customers) – Proposed Services Agreement (Billing/Collection/Meter Purchasing/Sharing of Meter Equipmt)

R. Lewis and M. Baines informed the Board that they had met with the Town of Lima Supervisor (Mike Falk) recently regarding the potential development of an intermunicipal services agreement between the Town and LCWSA that would cover:

- *Billing and Collection Services* for the Town’s water customers in Town of Lima Water Districts 1, 2, 3, and 4, including all labor, postage, materials and equipment necessary to perform the services.
- *Use of Authority’s AMR Equipment* for Town personnel to complete customer water meter readings in the Town’s Water Districts.
- *Direct Purchase of Residential Water Meters* (5/8” x 3/4” Size), which will be provided to the Town “at cost” based on the volume pricing that LCWSA has established with the authorized meter vendor.

The Town has indicated that it will be proceeding with a phased water meter replacement program which will involve upgrading to a drive-by/radio frequency-based Automatic Meter Reading (AMR) system, and the Town recognizes that cost savings can be realized through the sharing of services, including the use of the LCWSA’s AMR equipment, and the direct purchase of water meters through LCWSA.

R. Lewis and M. Baines noted that LCWSA has been providing billing and collection services to the Town of Geneseo since 2001, through a shared services agreement, and therefore this existing agreement will be used as a template in the development of the agreement with the Town of Lima. The Board recommended that LCWSA staff prepare a draft services agreement for review and approval at the September 25, 2019 Board meeting.

Communications

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

- Copy of CPL PowerPoint presentation from Town of Groveland Public Water Informational Meeting (re: Potential Water Districts off DOCCS line) that was held on August 20, 2019 (Groveland Town Office, ~50 attendees).
- “Village of Herkimer, Water and Sewer Financial Operations” Audit Report by Office of NYS Comptroller (August 2019).

Adjourn: Motion: P. Brooks moved and S. Beardsley seconded to adjourn the Board meeting at 10:18 am. Carried unanimously.