

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

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

**Absent:**

**Others attending:** M. Baines (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk)

**Call to Order** – With a quorum present, Chairman T. Anderson called the meeting to order at 9:30 am.

### **Approval of Agenda**

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

### **Other Business**

#### **2019 Budget – Increase to Capital Equipment Budget: New Dump Truck (\$100,000 to \$103,000)**

M. Kosakowski and M. Baines reminded the Board that the purchase of a new dump truck was approved as part of the 2019 Capital Equipment Budget, back in October 2018. The budget that was established at the time was \$100,000. Based on recent quotes that have been obtained, LCWSA staff is requesting an increase in the budgeted amount to \$103,000.

**Motion:** *E. Gott moved and J. Deming seconded to authorize an increase in the budgeted amount for a new dump truck from \$100,000 to \$103,000. Carried unanimously.*

#### **Re-Levy of Unpaid Water/Sewer Charges – Proposed Policy re: Acceptance of Customer Payments after Re-Levy Deadline**

As a follow-up to the discussion at the September 25, 2019 Board Meeting regarding customers who elect to make payments after the re-levy deadline, LCWSA staff has developed the following draft policy for review by the Board:

#### **ACCEPTANCE OF CUSTOMER PAYMENTS AFTER RE-LEVY DEADLINE**

*C2019-001*

*Customers who elect to make a payment for accrued water and/or sewer charges after the re-levy deadline, shall have their payment applied to their next quarterly bill as a credit on their account.*

R. Lewis and M. Baines noted that although it has always been LCWSA's practice to apply that payment as a credit on the next quarterly bill, LCWSA staff felt it was necessary to formalize this as a policy given the recent issue with Livingston County Department of Real Property Tax Services in which an LCWSA customer was refunded the re-levy amount by the County but the customer had already received a credit on their LCWSA account, which will now need to be reversed approximately one year later.

**Motion:** *E. Gott moved and M. McKeown seconded to approve LCWSA Policy C2019-001 "Acceptance of Customer Payments after Re-Levy Deadline" as presented, and to direct LCWSA staff to forward a copy of the approved policy to Livingston County Department of Real Property Tax Services. Carried unanimously.*

## **2020 Draft Budget Presentation/Workshop**

R. Lewis and M. Baines conducted a PowerPoint presentation (on file with Secretary) covering the following budget related items:

1. Budget Review
  - o 2015/2016/2017/2018 (Approved vs Actual)
  - o 2019 (Current Year)
2. Look Ahead (2020)
  - o Factors impacting Revenues/Expenses
  - o Budget Assumptions
  - o Estimated Revenues/Expenses
3. Water & Sewer Rates/Fees
  - o Review of Rates (2015-2019)
  - o Permit Costs & Misc Fees
  - o Proposed 2020 Rates/Fees
4. On the Horizon
  - o Current/Future Projects
  - o Other Impacts

R. Lewis and M. Baines reminded the Board that a final budget will need to be approved at the October 23, 2019 Board Meeting, in order to meet the Authorities Budget Office (ABO) submittal deadline of November 1, 2019. In accordance with LCWSA's enabling legislation, a public hearing will need to be scheduled in order to approve the proposed 2020 Rate and Fee Schedule.

***Motion: E. Gott moved and M. McKeown seconded to schedule a public hearing on the proposed 2020 Rate and Fee schedule on October 23, 2019 at 8:05am at the Watershed Education Center, 5828 Big Tree Road, Lakeville NY 14480, to hear all comments, and to direct LCWSA staff to provide the required public notice of such hearing. Carried unanimously.***

***Adjourn: Motion: S. Beardsley moved and T. Anderson seconded to adjourn the meeting at 11:37 am. Carried unanimously.***