



Special Meeting Minutes
Date: October 10, 2018

APPROVED
October 24, 2018

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

Excused Absent: T. Saunders

Others attending: M. Baines (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), E. Wies (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: S. Beardsley moved and J. Deming seconded to approve the agenda as presented. Carried unanimously.

Other Business

RESOLUTION NO. 2018-21 DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY

WHEREAS, in accordance with Section 24 of the Livingston County Water & Sewer Authority (LCWSA)’s Purchasing and Disposition Policy (F20-000), the LCWSA Board hereby declares the following equipment as surplus, as the three (3) vehicles are no longer being used by LCWSA staff:

<u>Year</u>	<u>Description</u>	<u>Serial No/VIN #</u>
2008	Ford F 150	1FTPX14548KD70051
2012	Chevrolet Silverado (w/ Plow)	1GC2KVC9CZ305795
2014	Ford F 150	1FTFX1EFXEFB77880

WHEREAS, LCWSA intends to auction the equipment at the next municipal equipment auction to be held in October 2018 in Monroe County, New York; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board hereby authorizes the Director of Operations to execute and deliver such documentation as necessary to auction said equipment at the next appropriate municipal equipment auction.

Motion: E. Gott moved and J. Deming seconded to approve Resolution 2018-21 Declaring Certain Equipment as Surplus Property. Carried unanimously.

Lakeville Wastewater Treatment Plant (SPDES NY0032328)

▪ **Upgrades Project**

The following draft change orders to Contract No. 1 (General Construction) and Contract No. 2 (Electrical Construction) (on file with Secretary) were reviewed by the Board:

Change Order No. GC-1 – Contract No. 1 (Crane-Hogan Structural Systems, Inc.)

Sludge Line Installation, Bio-Tower Media & Intermediate Pump Station Modifications Credit/Deduct of (\$99,354.54)

Change Order No. EC-1 – Contract No. 2 (Hewitt Young Electric, LLC)

*Generator Modification from Natural Gas to Diesel
Credit/Deduct of (\$32,000.00)*

Motion: E. Gott moved and P. Brooks seconded to approve Change Order No. GC-1 to Contract No. 1 (Crane-Hogan Structural Systems, Inc.) resulting in a net decrease of \$99,354.54 to the construction contract. Carried unanimously.

Motion: E. Gott moved and P. Brooks seconded to approve Change Order No. EC-1 to Contract No. 2 (Hewitt Young Electric, LLC) resulting in a net decrease of \$32,000.00 to the construction contract. Carried unanimously.

▪ **NYSDEC Meeting (September 27, 2018) – Discussion**

E. Wies, J. Campbell, and M. Baines provided the Board with a de-brief on the meeting that was held on September 27, 2018 between DEC Region 8 staff (Karis Manning, Michele Vincent, Pradeep Jangbari, Dennis Harkawik, Esq.) and LCWSA staff and representatives (M. Baines, M. Kosakowski, CPL: E. Wies, D. Insinna, Kruk & Campbell: J. Campbell) regarding the Order on Consent (Case Number R8-2180803-83) and Notice of Violation that were recently issued by DEC. Although several items were discussed, the primary focus of the meeting was a discussion on whether a potential increase in the permitted design flow from 0.98 MGD to 1.27 MGD would be a more appropriate long-term solution, given the increasing flows to the plant, the recent flow violations, and potential future growth and development within the service area. LCWSA staff and its representatives indicated to DEC that prior to making that decision, the LCWSA Board would need to be given the opportunity to fully discuss the potential cost and operational impacts of increasing the permitted design flow. E. Wies noted that with a permitted design flow over 1 MGD, a new SPDES permit will include a requirement for phosphorus treatment, which is typically achieved through chemical addition (e.g. alum), which E. Wies has estimated would increase expenses by approximately \$30,000 per year (based on application of approx. 90 gals/day of alum). A temporary/portable chemical feed system could be installed initially. E. Wies indicated that funding would be available through the DEC Water Quality Improvement Program (WQIP) for a more permanent installation in the future. An increase in sludge generation can also be anticipated, which would increase sludge hauling expenses, but these are anticipated to be minimal based on the existing costs to have sludge removed from the WWTP site.

If the Board proceeds with a permit modification application, it is anticipated that it would be approximately 3-4 months before a new draft SPDES permit would be issued. J. Campbell noted that the Order on Consent is currently being revised to eliminate those items that DEC has acknowledged that it received in prior correspondence, including the Fast Report on Significant Industries (FROSI) forms. In addition, it is anticipated that the fines that were originally proposed will be reduced, with approximately \$25,000 to be committed to an infiltration/inflow (I/I) reduction project as part of a compliance directive. E. Wies also noted that an updated project narrative has been submitted to the DEC to address all remaining concerns regarding the size/dimensions of the clarifier and bio-tower currently under construction, to enable DEC to approve the upgrades project.

Motion: M. McKeown moved and E. Gott seconded to authorize LCWSA staff to submit a Permit Modification Application to NYSDEC to increase the permitted design flow of the Lakeville Wastewater Treatment Plant from 0.98 MGD to 1.27 MGD. Carried unanimously.

2019 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
 - 2015/2016/2017 (Approved vs Actual)
 - 2018 (Current Year)
2. Look Ahead (2019)
 - Factors impacting Revenues/Expenses
 - Budget Assumptions

- o Estimated Revenues/Expenses
- 3. Water & Sewer Rates/Fees
 - o Review of Rates (2014-2018)
 - o Permit Costs & Misc Fees
 - o Proposed 2019 Rates/Fees
- 4. 2019 Capital Improvement Plan
 - o Proposed Projects
 - o Proposed Vehicle/Equipment Purchases

R. Lewis and M. Baines reminded the Board that a final budget will need to be approved at the October 24, 2018 Board Meeting, in order to meet the Authorities Budget Office (ABO) submittal deadline of November 1, 2018. In accordance with LCWSA's enabling legislation, a public hearing will need to be scheduled in order to approve the proposed 2019 Rate and Fee Schedule.

Motion: E. Gott moved and J. Deming seconded to schedule a public hearing on the proposed 2019 Rate and Fee schedule on October 24, 2018 at 8:05am at the Geneseo Town Hall, 4630 Millennium Drive, Geneseo, NY, 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 E. Gott seconded to adjourn the board meeting at 10:40 am. Carried unanimously.