

August 22, 2018

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

Excused Absent: E. Gott

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

M. Baines requested that two (2) additional items be added under the “Communications” portion of the agenda:

- Update on Proposed Village of Livonia Water System Pressure Improvements (Meadow Dr, Shelly Rd, etc.) Project
- Request from Property Owner at 3592 Shoreline Drive re: Sanitary Sewer Hookup to RV

Motion: *M. McKeown moved and P. Brooks seconded to approve the agenda as amended. Carried unanimously.*

Minutes – June 27, 2018 Regular Board Meeting

Motion: *P. Brooks moved and S. Beardsley seconded to approve regular board meeting minutes dated June 27, 2018. Carried unanimously.*

Privilege of the Floor

T. Anderson welcomed new board member, Ted Saunders, who has been appointed by the County Board of Supervisors to fill the unexpired term (to 12/31/19) of Frank Miller. T. Saunders provided some background on his professional experience in the insurance industry, some of the volunteer organizations he has been involved with over the last several years, and his experience with the management of the Groveland Water Corporation prior to the system being turned over to LCWSA. Through that experience, T. Saunders noted that he developed an appreciation of the “true value” of water.

Financial report: R. Lewis reviewed the Financial report with the Board. R. Lewis provided some additional updates to the Board on the following:

- **Switch in Payroll Companies:** LCWSA will be transitioning to Complete Payroll from Paychex later on this Fall. The switch is primarily driven by Complete Payroll’s ability to offer a more customized solution that will better fit LCWSA’s specific needs, especially with the employee transition.
- **Insurance Renewal:** LCWSA staff met with Tompkins Insurance recently to review paperwork for the upcoming renewal period (Effective Date: 08/18/18). The 2018-2019 Insurance premiums will be presented at the August 22, 2018 Board Meeting.
- **Lakeville WWTP Upgrades, EFC Disbursement Request:** The first request to EFC was submitted on August 19, 2018 for all invoices submitted to date on the project (~\$74,000). EFC has indicated that it typically takes approximately 5 business days for the request to be approved and the funds to be wired to LCWSA.

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

Other items discussed under the financial portion of meeting:

APPROVED

Constellation Energy – Renewal of Electricity Supply Agreement (MEGA Program)

M. Baines and R. Lewis informed the board that they had met with the new Constellation Energy representative (Jim Reale) on July 3, 2018 to review the existing rate (\$0.06280/kWh), and discuss a potential new rate as LCWSA's current supply contract will be expiring September/October 2018. M. Baines and R. Lewis circulated a handout (on file with Secretary) identifying three (3) options and corresponding fixed supply rates if LCWSA were to continue with Constellation Energy, as the electric supplier:

12 months – \$0.04518/kWh

24 months – \$0.04505/kWh

27 months – \$0.04455/kWh (expires December 2020)

P. Brooks indicated that there are other suppliers in the marketplace, and recommended that LCWSA staff contact Blue Rock Energy to verify their supply rates. The Board tabled action on this item until the next board meeting.

Employer/Employee Deferred Compensation Plans

J. Campbell circulated copies of draft resolutions for the adoption of two (2) separate deferred compensation plans:

- 401(a) Employer Deferred Compensation Plan (*Resolution 2018-12, on file with Secretary*)

- 457(b) Employee Deferred Compensation Plan (*Resolution 2018-13, on file with Secretary*)

J. Campbell explained that in order to provide a similar level of benefits for the employees to be transferred from the County to LCWSA, the Authority must establish the above plans, which will become effective January 1, 2019. It was noted that LCWSA is already a participant in the New York State Deferred Compensation Plan (NYSDCP), which is a 457(b) plan. The Board discussed whether it was necessary to terminate participation in the NYSDCP immediately, or whether this action could be postponed until a later date. The Board requested that J. Campbell and M. Baines obtain clarification on this question. J. Campbell stated that the resolutions name the Executive Director as Trustee of the Plans, and also establish a committee comprising: the Chairman of the Board of Directors, Treasurer of the Board of Directors, Executive Director of the Authority and Unit President, to assist in the administration of the plan.

Motion: P. Brooks moved and J. Deming seconded to approve Resolution 2018-12 – Adoption of the Livingston County Water & Sewer Authority Section 401(a) Matching Deferred Compensation Plan.

Motion: P. Brooks moved and J. Deming seconded to approve Resolution 2018-13 – Adoption of the Livingston County Water & Sewer Authority Section 457(b) Governmental Deferred Compensation Plan.

Bills: R. Lewis reviewed the monthly bills.

Motion: J. Deming moved and M. McKeown seconded to approve paying the bills for Operating and Project Expenditures in an amount not to exceed \$255,787.29, DOCCS Project Expenditures in an amount not to exceed \$62,623.80, and Lakeville WWTP Upgrades Project Expenditures in an amount not to exceed \$42,670.65.

Motion: M. McKeown moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$18,503.96, Commodities in an amount not to exceed \$25,173.44, and for Miscellaneous Expenses in an amount not to exceed \$120,931.12. Carried unanimously.

Operations and Capital Report

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

RFP for Generator Maintenance & Related Services (2018 Contract)

M. Kosakowski noted that the annual maintenance on various LCWSA generators needs to be performed, and a request for proposal (RFP) was sent out to five (5) qualified contractors and a total of two (2) proposals were received by the submittal deadline of July 20, 2018 at 4 pm. The following resolution was presented to the Board for their review:

RESOLUTION NO. 2018-09 – AWARDING GENERATOR MAINTENANCE & RELATED SERVICES (2018 CONTRACT) TO: PENN POWER SYSTEMS (A DIVISION OF POWER GROUP, LLC)

WHEREAS, the Livingston County Water & Sewer Authority (LCWSA) solicited proposals from five (5) qualified contractors to:

- Perform preventive services on various LCWSA generators, and
- Provide additional/emergency services, on an as-needed basis; and

WHEREAS, two (2) proposals were received by the submittal deadline of July 20, 2018 at 4:00 pm; and

WHEREAS, LCWSA staff has completed a review of the proposals and recommends awarding the 2018 Contract to Penn Power Systems (A Division of Penn Power Group, LLC), having an address of 350 Bailey Avenue, Buffalo, New York 14210, who has been identified as the lowest, responsible, responsive contractor; and

WHEREAS, the Price Proposal Sheets submitted by Penn Power Systems are included herein, and;

WHEREAS, Penn Power Systems proposes to complete the Full Service Preventive Generator Maintenance work for a lump sum amount of \$20,127.00, and provide Additional/Emergency Services (As-Needed Basis) for a rate of between \$139.00-\$233.00/hour (depending on call-out day/time); and

WHEREAS, the LCWSA Board accepts the recommendation of award; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board hereby authorizes the Executive Director to enter into a contract with Penn Power Systems (A Division of Penn Power Group, LLC) for "Generator Maintenance & Related Services (2018 Contract)", subject to review by the LCWSA Attorney.

Motion: S. Beardsley moved and M. McKeown seconded to approve Resolution 2018-09 – Awarding Generator Maintenance & Related Services (2018 Contract) To: Penn Power Systems (A Division Of Power Group, LLC). Carried unanimously.

Boil Water Notice – West Lake Rd

As a follow-up to the email that was sent to the Board on July 20, 2018 notifying them of the positive e.coli result at our sample site on South Cove Lane (PS 1W), M. Kosakowski indicated that on July 22, 2018 the water source for West Lake Road customers was switched back to Geneseo, and since this time we have received one negative sample result and are awaiting a second negative sample result, which would trigger the lifting of the Boil Water Notice. LCWSA staff will continue to keep the Board updated on the situation.

Other Business

RFQ for IT Support (Migration Services and IT Upgrades)

As a follow-up to the discussion at the June 27, 2018 Board Meeting, LCWSA issued a request for qualifications (RFQ) to three (3) qualified IT companies to assist in the transition. The following resolution was presented to the Board for their review:

RESOLUTION NO. 2018-10 – AWARDING INFORMATION TECHNOLOGY (IT) SUPPORT – MIGRATION SERVICES AND IT UPGRADES (YEAR 2018) TO: LAYER 3 TECHNOLOGIES, INC.

WHEREAS, as of January 1, 2019, information technology (IT) support to the Livingston County Water & Sewer Authority (LCWSA) will no longer be provided by the Livingston County IT department; and

WHEREAS, this change is part of a larger organizational initiative that involves the transition from County-leased employees to LCWSA employees; and

WHEREAS, LCWSA solicited qualifications from three (3) qualified firms to provide IT support services in connection with email and data migration, and related IT upgrades that will need to be completed by January 1, 2019; and

WHEREAS, three (3) qualifications packages were received by the submittal deadline of July 20, 2018 at 4:00 pm; and

WHEREAS, LCWSA staff has evaluated the qualifications packages in accordance with the criteria and corresponding weighting identified in the Request For Qualifications (RFQ), which included: Firm Qualifications (30%), Relevant Experience (30%), Project Understanding/Approach (20%), References (10%), and Fee Schedule/Pricing Structure (10%); and

WHEREAS, Layer 3 Technologies, Inc., having an address of 1645 Lyell Avenue, Suite 200, Rochester, New York 14606, was determined to have the highest scoring qualifications package; and

WHEREAS, LCWSA staff recommends awarding “Information Technology (IT) Support – Migration Services and IT Upgrades (Year 2018)” to Layer 3 Technologies, Inc.; and

WHEREAS, the LCWSA Board accepts the recommendation of award; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board hereby authorizes the Executive Director to negotiate a final scope and fee, and enter into a contract with Layer 3 Technologies, Inc., for “Information Technology (IT) Support – Migration Services and IT Upgrades (Year 2018)”, subject to review by the LCWSA Attorney.

Motion: M. McKeown moved and J. Deming seconded to approve Resolution 2018-10 – Awarding Information Technology (IT) Support – Migration Services and IT Upgrades (Year 2018) To: Layer 3 Technologies, Inc. Carried unanimously.

RFP for Vendor Support (Water Meter Replacement Program – Phase 1)

As a follow-up to the discussion at the June 27, 2018 Board Meeting, LCWSA issued a request for proposal (RFP) to four (4) qualified vendors to assist LCWSA in upgrading to an Automatic Meter Reading System (AMR), with Phase 1 consisting of the purchase of the necessary AMR equipment and approximately 300-400 new water meters. The following resolution was presented to the Board for their review:

RESOLUTION NO. 2018-11 – AWARDING WATER METER REPLACEMENT PROGRAM – PHASE 1 TO: TI-SALES, INC.

WHEREAS, the Livingston County Water & Sewer Authority (LCWSA) solicited proposals from four (4) qualified vendors to assist LCWSA in upgrading to an Automatic Meter Reading System (AMR), with Phase 1 consisting of the purchase of the necessary AMR equipment and approximately 300-400 new water meters; and

WHEREAS, as part of its 2018 Capital Plan, the LCWSA Board established a budget of \$120,000 to complete Phase 1 of a multi-phase, comprehensive Water Meter Replacement Program, with the primary drivers of increasing operational efficiencies and improving meter/billing accuracy; and

WHEREAS, four (4) proposals were received by the submittal deadline of July 20, 2018 at 4:00 pm; and

WHEREAS, LCWSA staff has evaluated the proposals in accordance with the criteria and corresponding weighting identified in the Request For Proposal (RFP), which included: Price Proposal (50%), Qualifications/Experience (30%), References (10%), Scalability (10%), and Warranty (10%); and

WHEREAS, Ti-Sales, Inc., having an address of 36 Hudson Road, Sudbury, Massachusetts 01776, was determined to have the highest scoring proposal; and

WHEREAS, LCWSA staff recommends awarding "Water Meter Replacement Program – Phase 1" to Ti-Sales, Inc.; and

WHEREAS, the LCWSA Board accepts the recommendation of award; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board hereby authorizes the Executive Director to enter into a contract with Ti-Sales, Inc., for "Water Meter Replacement Program – Phase 1", for a not-to-exceed amount of \$120,000, subject to review by the LCWSA Attorney.

Motion: M. McKeown moved and J. Deming seconded to approve Resolution 2018-11 – Awarding Water Meter Replacement Program – Phase 1 To: Ti-Sales, Inc. Carried unanimously.

Lakeville WWTP Disinfection Study – Recommended Treatment Technology (Clark Patterson Lee)

E. Wies circulated a handout (on file with Secretary) to Board members summarizing the two (2) treatment technologies that were evaluated as part of the study: Chlorination (Alternative No. 1) and UV Disinfection (Alternative No. 2). E. Wies reviewed the advantages and disadvantages of each alternative and corresponding capital costs and estimated operation & maintenance (O&M) costs. Although Chlorination had a lower capital cost, this alternative had higher O&M costs. Additional disadvantages include: storage/handling requirements and the unknowns regarding future chemical costs. Therefore, CPL is recommending UV disinfection as the preferred treatment technology to meet the seasonal effluent disinfection requirements that are now included in the SPDES permit for the Lakeville WWTP. The estimated project cost is \$1,255,000. E. Wies reminded the Board that the treatment system will need to be operational by May 1, 2022, and this is considered an eligible project under the NYSDEC Water Quality Improvement Program (WQIP), which will cover 75% of the capital costs.

Motion: P. Brooks moved and S. Beardsley seconded to accept CPL's recommendation to proceed with UV disinfection as the preferred treatment technology at the Lakeville WWTP, and to authorize CPL to submit a WQIP application on behalf of LCWSA for the proposed project.

Communications

The following updates were provided to Board members:

- ***LCWSA Employee Transition – Update***
M. Baines provided a brief update to the Board on recent discussions with the County Administrator regarding potential participation in the County's Workers Compensation Plan.

Since the June 27, 2018 Board Meeting, there have been two (2) meetings with CSEA that have been focused on finalizing a draft agreement. CSEA also met with staff on July 9, 2018 to review draft agreement and address questions/concerns regarding the transition.

It is anticipated that the next several Board meetings will include several items that the Board will need to take action on including, but not limited to: approval of draft CSEA agreement, creation of new Civil Service Positions, adoption of new policies, etc.

- ***Approval of "Exempt" Status for LCWSA Executive Director***
We were recently notified by the Personnel Department that the NYS Civil Service Commission has approved the request (Filing date: June 12, 2018).
- ***Update on Proposed Village of Livonia Water System Pressure Improvements (Meadow Dr, Shelly Rd, etc.) Project***
M. Baines informed the Board that the Village was contemplating submitting a grant application to cover the costs of the project. The Village has indicated that even if they are not successful in obtaining the grant, they will still proceed with borrowing the necessary funds.
- ***Request from Property Owner at 3592 Shoreline Drive re: Sanitary Sewer Hookup to RV***
LCWSA staff had been contacted recently by a residential property owner on Shoreline Drive who was requesting to extend his existing sanitary sewer lateral to serve an RV that would be parked in the driveway and used intermittently throughout the summer. The Board discussed this request, and had some significant concerns about allowing permanent modifications to existing sanitary laterals on residential properties to serve RVs. The primary reason is that this type of modification encourages longer-term/more permanent use that will not only be difficult for LCWSA to monitor but also for the local Code Enforcement Officer. The Board felt that the most appropriate way for RVs to discharge their waste, was through the use of a designated dump station.

Motion: J. Deming moved and M. McKeown seconded to deny the property owner's request to modify the existing sanitary lateral for the purposes of serving an RV, for the reasons noted above, and directed LCWSA staff to notify the property owner of this decision. Carried unanimously.

Adjourn: Motion: P. Brooks moved and S. Beardsley seconded to adjourn the board meeting at 10:22 am. Carried unanimously.