

APPROVED
July 29, 2015

Members Attending: H. Stewart, G. Moore, T. Anderson, F. Miller

Excused Absent: D. Kriewall, P. Brooks, S. Beardsley

Others attending: M. Kosakowski, C. VanHorne, R. Lewis

Operations and Capital Report

M. Kosakowski reviewed the Operations report with the Board (on file with the Secretary).

The Board reviewed the information presented regarding Contract Operations of the LCWSA sewage treatment plants (on file with secretary) and general consensus was to proceed with the RFP process. The RFP and tentative agreements are under review by J. Campbell, LCWSA Attorney.

The Board reviewed the update on the activities related to the overflow issues in the Lakeville Sewer Collection system (on file with secretary). C. VanHorne provided the update document that was prepared for the Town of Livonia Board (on file with secretary). It was noted that the Engineering Report would be prepared by the July 29th meeting. E. Wies will be in attendance to review the study with the Board.

M. Kosakowski reviewed the Capital Report with the Board (on file with the Secretary). C. VanHorne reported on the Prison project. T. Anderson advised and the Board concurred that J. Campbell should be updated on the current agreement already negotiated with DOCCS, and have him involved with the final amendment. Also the Board consensus was to move the LCWSA July meeting to July 29th to provide as much time as possible to complete the amendment. C. VanHorne noted that the tentative meeting scheduled with the Farmers for extra capacity was canceled to provide additional time needed to recalibrate the Water system hydraulic model.

Motion: T. Anderson moved and F. Miller seconded to cancel the July 22, 2015 meeting of the LCWSA and re-schedule the meeting for 8am on July 29, 2015 at the Geneseo Town Hall, 4630 Millennium Drive, Geneseo, NY. Carried unanimously.

Lastly, C. VanHorne reviewed the policy guidelines for the LCWSA Operations in place since 1996.

Motion; G. Moore moved and F. Miller seconded to re-affirm that the statements in the following resolution are the general policies of the LCWSA and as such shall be used as a guideline for Operations.

RESOLUTION 1996 ADOPTING GENERAL OPERATING POLICIES FOR THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

WHEREAS, The Board from time to time will pass general policies to conduct the business of the Authority, now therefore be it

RESOLVED, That it is the general policy of the LCWSA that the Wholesale rate for water will not include costs which are for retail service, and

RESOLVED, that it is the general policy for the LCWSA that the Capital Cost of bringing water to new service areas is to be borne by the new service areas, and

RESOLVED, that it is the general policy of the LCWSA that the cost of up sizing distribution mains to serve as transmission mains shall be borne by all users. The minimum size main for distribution shall be 8", and

RESOLVED, that the LCWSA will establish rates which will cover all its costs, including debt service, capital repairs and replacement, new facilities, administration, operations, maintenance, insurance, adequate reserves, and all related personnel, operational, and contractual expenses. The rate structure shall be determined by the LCWSA Board.

Originally N. Sparks moved and M. Kane seconded to approve resolution general policies. Carried. Minutes of October 16, 1996.

Financial report: R. Lewis reviewed the Financial report with the Board.

R. Lewis reviewed the Village of Mt. Morris Letter, and spread sheets (on file with the Secretary). The Board made the following motion:

Motion; G. Moore moved and F. Miller seconded to authorize the full payment of \$18,241 to the Village of Mt. Morris for under billing of water throughout 2014. Carried unanimously.

R. Lewis presented budget transfer (on file with the secretary).

Motion: T. Anderson moved and G. Moore seconded to authorize the budget transfers per the budget transfer form. Carried unanimously.

Motion: F. Miller moved and T. Anderson seconded to approve the Financial Report. Carried unanimously.

Business Session

Minutes – regular minutes dated May 27, 2015

Motion: G. Moore moved and S. Beardsley seconded to approve minutes dated May 27, 2015. Carried unanimously.

Bills: R. Lewis reviewed the monthly bills.

Motion: G. Moore moved and T. Anderson seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$107,694.63. Carried unanimously.

Motion: T. Anderson moved and F. Miller seconded to approve paying the bills for Utilities in an amount not to exceed \$19,898.91, Commodity in an amount not to exceed \$33,727.92, and for miscellaneous expense in an amount not to exceed \$134.00. Carried unanimously.

Communications: none

Adjourn: *Motion: T. Anderson moved and G. Moore seconded to adjourn the board meeting. Carried unanimously.*

OPERATIONS REPORT May 19 thru June 16 2015

Water and Sewer Work Program 2015	
Customer work orders	67 completed up 7 from last month
UFPO	92 completed down 47 from last month
Sampling and Testing	Lead and Copper samples were taken at two of the five spots. Remaining samples get taken in July.
Generator Maintenance	4e generator was out on a low speed fault. Penn Power came out and diagnosed the problem to be an issue with the ignition coil assembly. Penn Power replaced and generator still having issues. The second diagnoses was that the ignition control module needed to be replaced. Part ordered from Ford in MN. Penn Power replaced part and replaced module. Came out the next day to check on the generator. We are looking at the bill pretty closely for further discussion with Penn Power.
Generator Maintenance	Staff brought Portable generator down to 4e to make sure if there was an outage, that we could pump sewage. The portable could run pump #1 but not pump #2. The portable for this site was not a perfect fit. PSEC helped staff work with our second portable. Found that connections between stations is not the same. PSEC will give us some options on cost effective way to make equipment more universal.
Electrical Maintenance	Electrical storms we believe created the following system issues: 1. Hemlock PS - Loss Phase - called NG - found issue on Big Tree. 2. No power at Scottsburg Tank - called NYSEG - Found transformer bad at pole. 3. Groveland upper and lower tank issues - all the fuses blown. The Transfer panel at lower tank was completely ruined and surge protection at both sites ruined. 4. Power issue at Bagger at Groveland Plant - PSEC to investigate.
Electrical Maintenance	PSEC completed the Electrical maintenance at 6 stations in Conesus and Groveland station.
Boiler Maintenance	LMC installed new strainer and regulator - Boiler seems to be running fine now.
Water Work Program	
New water connections	(2) Taps and Bore: Stonehill Rd & Triphammer Road. New service inspected on Kensington Court.
Hydrant and valve Maintenance	Completed on Middle Road.
Hydrant or Valve repair or replacement	Valve replaced at LEDCO.
Leak Detection	Staff conducted leak detection in the following water service areas; Hemlock, Caledonia I, South Livonia, South end of E. Lake system and Conesus. Three leaks were found in Conesus.
Automatic Valve maintenance	Ross Valves finished maintenance on the 19 valves in the system.
Sewer Work Program	
New Sewer Connection	4561 W. Lake Road inspected new service
Wet wells cleaning	O'Brien's Septic cleaned the manhole at Sloan Pump Station
Sewer Cleaning and televising	Staff working on West Lake Sewer system for cleaning and televising.
Pump rehabilitation	Shaker pump station required new flapper in pump #2. Staff installed.
Lakeville Plant	
Permit	See attached information on RFP process and YAWS.
Overflow	June 14 overflow. See Attached information

OPERATIONS REPORT May 19 thru June 16 2015

Personnel	
Training	Staff went through the annual confined space refresher given by Kevin Neidermaier.
Equipment	Tractor was repaired , Backhoe was fully rehabbed, One truck had transmission repaired, and Inspections for the dump truck and trailer were completed.



Livingston County Water & Sewer Authority
1997 D'Angelo Drive
PO Box 396
Lakeville, NY 14480
Phone: (585) 346-3523
Fax: (585) 346-0954
TTY NY: (800) 662-1220

TO: LCWSA Board

FROM: Catherine VanHorne
Mark Kosakowski

RE: Contract plant operations

DATE: June 9, 2015

Additional three month time period was authorized for the contract operations for the Lakeville and Groveland Station treatment plants. A Request for Proposals and Contract for services in the future has been prepared and sent to Jim Campbell for review. So we will go through a procurement process here shortly.

Some observations:

1. Operators - Well-qualified operators, they are doing very well for the short notice and short training. We do not have to continue to train them and they are generally less expensive than employees. They seem to work well with our employees.
2. We do not have contract employees to pitch in on other duties in times of trouble. This comes into play with "on call" staffing and emergencies. However if a long-term contract is at a reasonable cost as the short term, we may be able to hire additional personnel.
3. Contract employees do require our maintenance staff to assist in some Maintenance tasks. This would be the same with our own operator as well, but it should be recognized.
4. Emergencies – Our on-call staff handled the recent Plant operational changes necessary for the flood water that we had to handle. The RFP discusses the necessity of having Contract operators available for phone conference and also attendance to emergencies at the plant if necessary.
5. The RFP will be modified to contain an alternate bid for the inspection program. This might end up being a really good fit to get that inspection program underway.



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Catherine VanHorne

Executive Director

June 14, 2015 overflow

Hopefully everyone received the NY Alert notifications regarding the overflow. As you know, rainfalls Sunday afternoon were between 2-4 inches depending on where you are and resulted in several issues.

1. **Camp Run residents** – The following update was provided:

Dear Camp Run Group and other interested individuals,

I am in receipt of your e-mail request for action on the overflow issue. I updated you in April via e-mail regarding the activities that the LCWSA is undertaken to try to stop this problem. I will update again the activities outlined in that e-mail.

*Sent April 15, 2015 to: westjaclyn, ricar3590, Eric Gott
Good Morning,*

Just wanted to provide a quick update.

The engineering study of flows in our system is underway. We hope that the information will lead us to some conclusions as to where the inflow in the system is the worst and where we should focus our attentions.

The Request for Proposals for Inspection Services was sent out to local consulting companies, plumbers, code enforcement personnel etc, and unfortunately, we did not get any proposers for the project. We are now rethinking the program and will be looking at where we can go from here.

We did complete the North end televising and two repair projects that will help with inflow.

If you have any questions or comments feel free to contact me.

Update as of June 16, 2015

The LCWSA Engineers are evaluating the data collected in the field study, which was completed at the end of May, and will have an engineering report that will provide Engineering solutions to the overflow problem, costs and funding sources. The Report should be complete in July 2015. This should give us a direction for a temporary and permanent solution.

As stated above, we had no one interested in the inspection program work. We believe that this program can make a difference on how much inflow is taken into the system. The Inspection program has been added, as an alternate, to the procurement process for professional services for the contract operations of the Treatment plant. The procurement document is under review by the LCWSA Attorney and Engineer. We are hopeful that some interest in this work will be generated with the combination of the two projects.

The North end repairs did help with the infiltration into the system but not enough to stop the overflow issue. The sewer main in the North end is in good condition. We can only estimate the benefit an internal pipe repair on the system as a whole. We have completed many of these repairs

over the years and they have not solved the overflow problem. Thus our belief that the water is coming from individual homes that are illegally connected into the system.

The Village of Livonia, the Conesus Lake Association and the LCWSA have put educational information into newsletters and on backs of our quarterly bills trying to educate the public of an illegal connection, and the result of these connections on the system.

If you have any questions or comments feel free to contact me.

In addition to the update, we are installing shut off valves and backflow prevention for the residents in the area. If we have another overflow, we can then sandbag to the drainage in the area and avoid filling garages etc with sewage. This is stop gap until we can get the overflow managed to another area or are able to implement an engineering solution to the overflow problem.

2. Resident at second Manhole which overflows. We are also looking at a stop gap solution for this resident also, so that if the manhole overflows, sewage is kept to the ditch line and does not spread all over the place. M. Kosakowski will be looking into that situation.

3. Rochester Road overflow into the church. The Pease pump station was pumping as designed. The wet well did not overflow; however, it backed up into the Church across the road. The church connection has been an issue as it is so low and does not allow for any surcharge in the system. We would like to change their connection to a pump connection to stop this issue.

Mark Kosakowski and I will be attending the Town of Livonia Board meeting on June 18th to be available to answer questions and give an update.



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Catherine VanHorne

Executive Director

To: Livonia Town Board

From: Catherine VanHorne
Mark Kosakowski

Re; Update Document
Overflow
Camp Run and Big Tree

The following are the efforts undertaken by the LCWSA regarding the matter.

1. Engineering Solution - The Report will outline Engineering solutions to the overflow problem in the LCWSA collection system. The Grant agreement was signed March 30, 2015 for the development of the report. The NYSDEC will approve this report.

April update e-mailed to Camp Run Group (*westjaclyn, ricar3590, Eric Gott*) - The engineering study of flows in our system is underway. We hope that the information will lead us to some conclusions as to where the inflow in the system is the worst and where we should focus our attentions.

June update - The LCWSA Engineers are evaluating the data collected in the field study, which was completed at the end of May, and will have an engineering report that will provide Engineering solutions to the overflow problem, costs and funding sources. The Report should be complete in July 2015. This should give us a direction for a temporary and permanent solution.

2. Removal of Illegal connections - This program is envisioned as an inspection program of internal plumbing. A request for proposals was issued on this program in March 2015 with proposals due on April 10, 2015. The request was sent to plumbers, Engineering firms and code enforcement officers.

April update e-mailed to Camp Run Group - The Request for Proposals for Inspection Services was sent out to local consulting companies, plumbers, code enforcement personnel etc, and unfortunately, we did not get any proposers for the project. We are now rethinking the program and will be looking at where we can go from here.

June update - As stated above, we had no one interested in implementing the inspection program work. We believe that this program can make a difference on how much inflow is taken into the system. The Inspection program has been added, as an alternate, to the procurement process for professional services for the contract operations of the Treatment plant. The procurement document is under review by the LCWSA Attorney and Engineer. We are hopeful that some interest in this work will be generated with the combination of the two projects. This Request for proposals will be issued by July 2015.

3. Education to residents about illegal connections - The Village of Livonia, the Conesus Lake Association and the LCWSA have put educational information into newsletters and on backs of bills trying to educate the public on illegal connections, and the result of these connections on the system.

June update - The LCWSA will continue to have this information on the backs of bills and help other organizations to provide good information.

4. Collection system evaluation – This is on-going program for the LCWSA where either staff or a contractor clean and videotape the system, and then repair programs are developed as a result of the information provided from the field.

April update e-mailed to Camp Run Group - We did complete the North end televising and two repair projects that will help with inflow.

June update - The North end repairs did help with the infiltration into the system but not enough to stop the overflow issue. The sewer main in the North end is in good condition. We can only estimate the benefit an internal pipe repair on the system as a whole. We have completed many of these repairs over the years and they have not solved the overflow problem; thus our belief that the water is coming from individual homes that are illegally connected into the system.

Stop Gap Measures: These are activities that the LCWSA is undertaking to manage any future overflows with the least impact on the residents in the impact area.

1. The LCWSA is installing shut off valves and backflow prevention for the residents in the Camp Run area that have sewage coming into their private property through cleanouts and floor drains. If we have another overflow, we can then sandbag to the drainage in the area and avoid filling garages etc with sewage. This is stop gap until we can get the overflow managed to another area or are able to implement an engineering solution to the overflow problem.

The LCWSA is also looking at a stop gap solution for the Residents on Big Tree Road, so that if the manhole overflows, sewage is kept to the ditch line and does not spread to other areas.

CAPITAL PROJECTS REPORT Outline**31085 – West Lake / DaCola Shores Water Connection Project - Prison Project**

6/24/2015

Lots of good news on this front. The State Comptroller's office and DOCCS have come to an agreement on most issues. The most important issue for us was the double paying for capacity. After a detailed explanation regarding our position, they did understand and have stated that we do not have to make provisions for payment. The other issues, I am working on language to make them comfortable with our position. I will go over the language changes that are being proposed at the meeting. At the writing of this report, we have the costs for the Farms and are attempting to set up a meeting on the 25th of June. Hopefully all parties will be available. We will also go over those costs at the meeting.

31095 – Clarifier I- Beam Recoating

6/24/2015

Niagara Coating has completed the secondary clarifier and are cleaning up. Once we have that back online, we will take the primary clarifier down for painting.

31107 -- Digester Building Brick repair --

CPL Engineers identified areas on the building that the Brick will have to be re-pointed and other areas where the Brick will have to be removed and reinstalled. RFP's are being developed.

6/24/2015

Highland Masonry has nearly completed the job.



**Board Financial Report
 May 2015**

Balance Sheet

Assets

Operating Cash (Operating Checking Account & General Reserve MM)
 (Full Year Report Attached)

May 1, 2015	Apr-15 Actual	May-15 Actual	
Cash on hand 1st of each month	\$ 2,074	\$ 2,160	
<u>Cash Received</u>			
Customer Billing	42	263	
Miscellaneous	0.5	3	Bank Interest, Sale of Sewer Cleaner
Debt/Project Related			
Grant/Contributions	15		
Billing Services/O & M Services		33	V Livonia, V Geneseo 2nd qtr payment
Relevy	219		
<u>Estimated Cash Receipts</u>			
Cash Receipts			
Debt/Grant/Contrib Receipts			
Cash Balance before expenditures	\$ 2,351	\$ 2,459	
Utility Vouchers	62	62	
Operating Vouchers	109	120	
Grant Vouchers	10	15	
Project Vouchers	10		
<u>Estimated Expenditures</u>			
Utilities			
Operating			
Projects			
Cash Balance after expenditures	\$ 2,160	\$ 2,262	
Reserve Projects in Progress Budget Bal + Retainage	1238	1323	See Work In Progress
Unallocated Cash Balance	\$ 922	\$ 939	

Debt Reserve Cash

Beginning Balance	\$605,703
Interest	\$15
Billing	<u>\$27,387</u>
Ending Balance	\$633,105

Accounts Receivable.

	Service Fees	Debt	Other	Total
Beginning Balance				
May	\$ 149,823	\$ 18,848	\$ 8,962	\$ 177,633
May Billing	\$ 586,889.00	\$ 66,304.00	\$ -	\$ 653,193
Collected				
Billing	\$ (216,215.00)	\$ (26,977.00)	0	\$ (243,192)
Ending Balance				
May	\$ 520,497	\$ 58,175	\$ 8,962	\$ 587,634.00

Service Fee's Increased \$15,000 from May 2014

Service Fee's Collected Decreased \$66,600 from May 2014(as of 6/15/15 collected is over \$100,000 from same time last year)

Debt & Other Receivables-No Significant Change from 2014

Capital Contributions Receivable (Current + Non-Current) – (No Significant Change)

As the Village of Geneseo's Supplemental water project debt decreases, the amount of principal paid is higher resulting in the lower principal balance due. This debt is currently paid quarterly to the Authority for a total collection of \$52,800 (principal & interest). Unless paid off early, this collection will continue until 2027. Each year this activity reduces Net Position by approx \$40,000.

Property & Equipment (net depreciation) – (No Significant Change)

Decrease is the cumulative effect of fully depreciating the Conesus Sewer District Assets. Most of that effect is completed for the 20-year depreciation assets. The next "chunk" will be in another 10 years, then 10 years after that the pipelines & other major infrastructure will also be fully depreciated.

Work-In-Progress (WIP Report Attached)

Current Budget	\$2,162,792
Expenditures to Date	<u>\$ 839,772</u>
Balance	\$1,323,020

Budget was increased \$85,000 from previous month –Resolutions for three Capital Projects

LIABILITIES

Accrued one month of Retirement - \$9574.00

Year to Date Accrued Amount-\$87,458

Scheduled to pay September 2015-Amount paid in 2014-\$124,251

Beginning June 2015 Accrual will be reduced to \$8,000 per month based on budget amount of \$143,000 less \$87,458 accrued

Statement of Revenues & Expenditures

OPERATING REVENUE- Billing month

Retail Fees Current Month (Includes Wholesale Fees)- \$613,546

Year to date-\$870,682 (Jan-Apr) Budget Amount \$2,560,644

Figures are on track to meet budget amount

Permit Fees- \$18,391

O & M Services- \$31,161-Village of Livonia

Other Income- \$5,146

Late Fees- \$1,041
T Geneseo Billing Services \$1,675
Misc. Income(Sale of Sewer Cleaner) \$2,430

EXPENSES

Wages, Overtime & Fringes

Current Month- \$90,367
Previous Month- \$83,515

Current month includes three payrolls-previous month included two payrolls

Utility Expense- Nothing significant to report-figures on track for budget amounts
Equipment Expense- Nothing significant to report-figures on track for budget amounts
Building Expense- Nothing significant to report-figures on track for budget amounts

Purchased Water/Sewer-

Retail/Wholesale water is still an issue with the WR Supply-see operations report

Separate report for Village of Mt. Morris

Capital Contributions –

Nothing significant to report.

OTHER ISSUES

Village of Mt. Morris Update (Attachments)

As mentioned last month the Village of Mt. Morris is requesting \$18,232.00 for under billing of water usage for three quarters in 2014. I requested reads to verify this claim. I received the reads and compared them to our reads that our staff obtains monthly. The reads provided by the Village are accurate. My calculation is \$18,241.32. Attached is a spreadsheet showing the corrected reads and the usage that was under billed, also attached is a Retail/Wholesale spreadsheet that compares our retail and wholesale usage. I have also requested that all future bills from the Village contain: previous & current read, usage, service period and amount due.

Budget Amount	\$48,000
Pd to Date	\$ 8,577
Under Billed	\$18,241
Remaining 2015 to be Pd (Est)	<u>\$27,000</u>
Total 2015 Expense	\$53,818

Will monitor future bills, may need to do a budget transfer in the future.

Budget Transfer (See Attached)

Transfer \$90,000 from Wages, Overtime and Fringes to Professional Services (Plant Operations)

Wages, Overtime & Fringes budget amount un anticipated Due to loss of two Operators	\$146,489
Less Budget Transfer to Plant Operations	<u>\$ 90,000</u>
Un Anticipated Budget Amount-Wages, Overtime & Fringes	\$ 56,489

Livingston County WSA

Balance Sheet

As of 5/31/2015

(In Whole Numbers)

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Bal.,</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	2,256,546	2,044,955	211,591	2,064,785	191,761
Debt Reserve	633,105	568,476	64,628	593,626	39,479
Accounts Receivable	587,635	741,015	(153,381)	818,290	(230,656)
Capital Contributions Receivable	23,481	15,053	8,429	31,135	(7,654)
Inventory	6,931	15,359	(8,428)	9,591	(2,660)
Prepaid Expenses	16,432	33,763	(17,331)	61,091	(44,659)
Funds held for Others	25,901	25,315	586	30,121	(4,220)
Total CURRENT ASSETS	3,550,030	3,443,936	106,094	3,608,640	(58,610)
Total Current Assets	3,550,030	3,443,936	106,094	3,608,640	(58,610)
NON-CURRENT ASSETS					
Restricted Cash	257,726	257,723	3	257,725	1
Capital Contrib Receivable, net current	461,876	493,011	(31,135)	461,876	0
Property & Equipment, Net Deprec	23,730,294	24,385,681	(655,386)	24,060,776	(330,482)
Work-In-Progress	839,772	969,195	(129,423)	864,488	(24,716)
Total NON-CURRENT ASSETS	25,289,668	26,105,610	(815,942)	25,644,866	(355,197)
Total Non-Current Assets	25,289,668	26,105,610	(815,942)	25,644,866	(355,197)
TOTAL ASSETS	28,839,698	29,549,546	(709,848)	29,253,505	(413,807)
CURRENT LIABILITIES					
Accounts Payable	87,458	155,479	(68,021)	162,682	(75,225)
Current Portion Loans Payable	144,417	144,417	0	144,417	0
Other Current Liabilities	3,175	36,742	(33,567)	172,199	(169,024)
Funds held for others	25,902	25,315	588	30,123	(4,221)
Total CURRENT LIABILITIES	260,953	361,953	(101,000)	509,422	(248,469)
Total Current Liabilities	(260,953)	(361,953)	101,000	(509,422)	248,469
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,450,433	4,592,158	(141,725)	4,485,433	(35,000)
Total NON-CURRENT LIABILITIES	4,450,433	4,592,158	(141,725)	4,485,433	(35,000)
Retained Earnings & Net Position					
Retained Earnings	(24,258,651)	(24,701,399)	442,748	(24,258,651)	0
Net Income	130,338	105,963	24,376	0	130,338
Total Retained Earnings & Net Position	(24,128,313)	(24,595,436)	467,123	(24,258,651)	130,338
TOTAL NET POSITION	28,839,698	29,549,546	(709,848)	29,253,505	(413,807)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 5/1/2015 Through 5/31/2015
(In Whole Numbers)

	YTD Actual	YTD Last Year Actual	Current Year Change	Current Year % Change	Total Budget	Total Budget Variance	Percent Total Budget Remaining - Original
OPERATING REVENUE							
Retail Fees	805,861	983,089	(177,228)	(18.03)	2,416,643	(1,610,782)	(67)%
Wholesale Fees	64,822	64,113	708	1.10	175,664	(110,842)	(63)%
Permit Fees	30,631	13,199	17,432	132.07	15,869	14,762	93 %
O&M Services	77,422	74,548	2,875	3.86	138,393	(60,971)	(44)%
Other Income	29,188	9,654	19,535	202.35	75,959	(46,771)	(62)%
Total OPERATING REVENUE	1,007,924	1,144,603	(136,679)	(11.94)	2,822,528	(1,814,604)	(64)%
OPERATING EXPENSE							
Wages	214,572	261,607	(47,036)	(17.98)	627,697	413,125	66 %
Overtime	12,177	11,704	473	4.04	35,150	22,973	65 %
Fringes	157,066	148,178	8,888	6.00	425,353	268,287	63 %
Professional Services	65,866	91,968	(26,102)	(28.38)	199,888	134,022	67 %
Utilities	109,433	120,354	(10,921)	(9.07)	285,555	176,122	62 %
Vehicle Expense	11,362	12,470	(1,109)	(8.89)	35,540	24,178	68 %
Equipment Expense	2,103	6,385	(4,282)	(67.06)	65,031	62,928	97 %
Building Expense	65,937	103,931	(37,994)	(36.56)	328,843	262,906	80 %
Purchased Water/Sewer	150,542	180,839	(30,298)	(16.75)	475,431	324,889	68 %
Customer Installations	6,360	6,954	(594)	(8.54)	25,443	19,083	75 %
Permits, Inspections	1,852	4,387	(2,534)	(57.78)	21,615	19,763	91 %
Other Expenses	13,895	12,219	1,675	13.71	37,556	23,661	63 %
Total OPERATING EXPENSE	811,164	960,997	(149,833)	(15.59)	2,563,102	1,751,938	68 %
GAIN/LOSS BEF DEPRECIATION	196,760	183,606	13,154	7.16	259,426	(62,666)	(24)%
DEPRECIATION EXPENSE							
	(396,026)	(403,188)	7,162	(1.78)	0	(396,026)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	96,755	124,794	(28,039)	(22.47)	273,965	(177,210)	(65)%
Non-Operating Expense	(15,676)	(26,175)	10,499	(40.11)	(78,455)	62,779	(80)%
Grant Expense	(36,472)	0	(36,472)	(100.00)	0	(36,472)	0 %
Total NON-OPERATING REVENUE/EXPEN...	44,608	98,619	(54,011)	(54.77)	195,510	(150,902)	(77)%
NET GAIN/LOSS BEF CONTRIB	(154,658)	(120,963)	(33,696)	27.86	454,936	(609,594)	(135)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	22,020	15,000	7,020	46.80	0	22,020	0 %
Capital Contributions	2,300	0	2,300	100.00	0	2,300	0 %
Total CAPITAL CONTRIBUTIONS	24,320	15,000	9,320	62.13	0	24,320	0 %
CHANGE IN NET ASSETS	(130,338)	(105,963)	(24,376)	23.00	454,936	(585,274)	(129)%

PLEDGE OF ALLEGIANCE



LISA TORCELLO
Clerk/Treasurer

Village of Mount Morris
117 Main Street
Mount Morris, New York 14510
Phone: (585) 658-4160 • Fax: (585) 658-2473
TTY: 1-800-662-1220 or 1-800-421-1220

JOEL W. MIKE
Mayor

May 6, 2015

Mrs. Catherine VanHorne
Director of Public Works
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
P.O. Box 396
Lakeville, NY 14480

RECEIVED MAY 11 2015

Dear Director VanHorne:

We have recently discovered that due to improper meter readings, we have under billed your agency for water usage for the quarters ending June 2014, September 2014 and December 2014. The following details this under billing:

- For the quarter ending June 30, 2014, you were billed and paid for water usage of 404,000 gallons in the amount of \$1,717.00. The actual usage was 1,727,000 gallons which would have resulted in a bill of \$7,339.75. Therefore, an amount of \$5,622.75 remains unpaid for this quarter.
- For the quarter ending September 30, 2014, you were billed and paid for water usage of 555,000 gallons in the amount of \$2,358.75. The actual usage was 2,166,000 gallons which would have resulted in a bill of \$9,205.50. Therefore, an amount of \$6,846.75 remains unpaid for this quarter.
- For the quarter ending December 31, 2014, you were billed and paid for water usage of 308,000 gallons in the amount of \$1,309.00. The actual usage was 1,664,000 gallons which would have resulted in a bill of \$7,072.00. Therefore, an amount of \$5,763.00 remains unpaid for this quarter.

The total amount that remains unpaid is \$18,232.50.

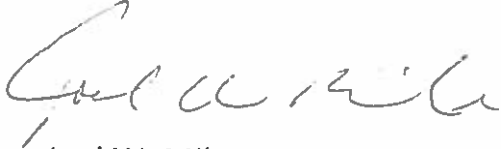
*Birthplace of Francis Bellamy • His Word Became a Nation's Pledge
"The Village of Mount Morris is an equal opportunity provider, and employer."*

I have attached copies of previous bills so you may see what was billed and paid in previous quarters.

If you would like corrected bills for the quarters in question, please advise.

In conclusion, should you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Joel W. Mike".

Joel W. Mike, Mayor
Village of Mt. Morris

Retail Water usage history & accrual

Collection

	Base	/1000	retail flow	wholesale Flow	Lost Water	Whole Cost	# cust	serv units	Avg Con p/u		
M - Village Mt Morris-Town of Groveland -ARS & T Leicester						V Mt Morris					
2004	\$ 40.00	\$ 5.85	1,238,530				31	175	7	February	nov,dec,jan
	\$ 40.00	\$ 5.85	747,480	992,000	244,520	3.31	28	175	4	May	feb,mar,apr
	\$ 40.00	\$ 5.85	1,559,500	1,102,000	(457,500)	3.31	9	175	9	August	may,june,july
	\$ 40.00	\$ 5.85	1,593,010	1,020,000	(573,010)	3.31	23	175	9	Nov	aug,sept,oct
2005	\$ 40.00	\$ 5.85	1,023,340	906,334	(117,006)	3.31	23	180	6	February	nov,dec,jan
	\$ 40.00	\$ 5.85	1,492,260	1,237,717	(254,543)	3.31	23	146	10	May	feb,mar,apr
	\$ 40.00	\$ 5.85	1,059,650	1,268,666	209,016	3.31	29	152	7	August	may,june,july
	\$ 40.00	\$ 5.85	964,060	1,763,000	798,940	3.31	29	152	6	Nov	aug,sept,oct
2006	\$ 41.00	\$ 5.85	2,795,970	2,042,000	(753,970)	3.31	29	152	18	February	nov,dec,jan
	\$ 41.00	\$ 5.85	1,010,140	1,140,000	129,860	3.31	29	152	7	May	feb,mar,apr
	\$ 41.00	\$ 5.85	1,036,930	1,224,000	187,070	3.31	30	153	7	August	may,june,july
	\$ 41.00	\$ 5.85	1,475,910	1,400,000	(75,910)	4.07	31	151	10	Nov	aug,sept,oct
2007	\$ 41.00	\$ 5.85	705,350	1,599,000	893,650	4.07	21	151	5	February	nov,dec,jan
	\$ 41.00	\$ 5.85	822,900	841,000	18,100	4.07	21	156	5	May	feb,mar,apr
	\$ 41.00	\$ 5.85	835,080	1,207,000	371,920	4.07	21	156	5	August	may,june,july
	\$ 41.00	\$ 5.85	1,220,570	1,484,000	263,430	4.07	22	157	8	Nov	aug,sept,oct
2008	\$ 41.00	\$ 5.85	1,403,850	1,474,000	70,150	4.07	22	153	9	February	nov,dec,jan
	\$ 41.00	\$ 5.85	1,244,930	1,443,000	198,070	4.07	22	153	8	May	feb,mar,apr
	\$ 41.00	\$ 5.85	1,401,030	1,308,000	(93,030)	4.25	22	153	9	August	may,june,july
	\$ 41.00	\$ 5.85	1,205,390	1,513,000	307,610	4.25	23	153	8	Nov	aug,sept,oct
2009	\$ 41.00	\$ 5.85	1,420,980	1,629,000	208,020	4.25	22	153	9	February	nov,dec,jan
	\$ 41.00	\$ 5.85	1,348,095	1,329,000	(19,095)	4.25	22	153	9	May	feb,mar,apr
	\$ 41.00	\$ 5.85	1,616,400	1,446,000	(170,400)	4.25	22	153	11	August	may,june,july
	\$ 41.00	\$ 5.85	1,720,590	1,736,000	15,410	4.25	22	153	11	Nov	aug,sept,oct
2010	\$ 42.00	\$ 5.85	1,012,700	1,368,000	355,300	4.25	22	153	7	February	nov,dec,jan
	\$ 42.00	\$ 5.85	1,294,530	1,500,000	205,470	4.25	22	153	8	May	feb,mar,apr
	\$ 42.00	\$ 5.85	1,537,650	1,602,000	64,350	4.25	22	153	10	August	may,june,july
	\$ 42.00	\$ 5.85	1,251,010	1,685,000	433,990	4.25	22	153	8	Nov	aug,sept,oct
2011	\$ 42.00	\$ 5.85	1,182,960	989,000	(193,960)	4.25	24	153	8	February	nov,dec,jan
	\$ 42.00	\$ 5.85	1,773,840	1,602,000	(171,840)	4.25	24	153	12	May	feb,mar,apr
	\$ 42.00	\$ 5.85	2,069,660	989,000	(1,080,660)	4.25	24	158	13	August	may,june,july
	\$ 42.00	\$ 5.85	1,499,450	1,668,000	168,550	4.25	24	158	9	Nov	aug,sept,oct
2012	\$ 43.00	\$ 5.85	1,262,420	1,668,000	405,580	4.25	25	159	8	February	nov,dec,jan
	\$ 43.00	\$ 5.85	1,289,190	1,572,000	282,810	4.25	25	159	8	May	feb,mar,apr
	\$ 43.00	\$ 5.85	1,406,800	1,663,000	256,200	4.25	25	159	9	August	may,june,july
	\$ 43.00	\$ 5.85	3,222,750	1,136,000	(2,086,750)	4.25	25	159	20	Nov	aug,sept,oct
2013	\$ 43.00	\$ 5.85	2,751,690	979,000	(1,772,690)	4.25	25	159	17	February	nov,dec,jan
	\$ 43.00	\$ 5.85	2,093,870	1,132,000	(961,870)	4.25	25	159	13	May	feb,mar,apr
	\$ 43.00	\$ 5.85	2,641,190	979,000	(1,662,190)	4.25	25	159	17	August	may,june,july
	\$ 43.00	\$ 5.85	2,900,820	1,152,000	(1,748,820)	4.25	25	159	18	Nov	aug,sept,oct
2014	\$ 43.00	\$ 5.85	2,168,503	565,000	(1,603,503)	4.25	25	159	14	February	nov,dec,jan
	\$ 43.00	\$ 5.85	2,259,042	312,000	(1,947,042)	4.25	25	159	14	May	feb,mar,apr
	\$ 43.00	\$ 5.85	2,268,895	1,734,000	(534,895)	4.25	25	159	14	August	may,june,july
	\$ 43.00	\$ 5.85	3,375,233	2,166,000	(1,209,233)	4.25	25	159	21	Nov	aug,sept,oct
2015	\$ 44.00	\$ 5.85	1,044,970	1,658,840	613,870	4.25	25	159	7	February	nov,dec,jan
	\$ 44.00	\$ 5.85	3,991,944	2,018,000	(1,973,944)	4.25	25	159	25	May	feb,mar,apr

Retail Water usage history & accrual

Previous incorrect usage

	Base	/1000	retail flow	wholesale Flow	Lost Water	Whole Cost	# cust	serv units	Avg Con p/u			
M - Village Mt Morris-Town of Groveland -ARS & T Leicester			V Mt Morris									
2004	\$ 40.00	\$ 5.85	1,238,530				31	175	7	February	nov,dec,jan	
	\$ 40.00	\$ 5.85	747,480	992,000	244,520	3.31	28	175	4	May	feb,mar,apr	
	\$ 40.00	\$ 5.85	1,559,500	1,102,000	(457,500)	3.31	9	175	9	August	may,june,july	
	\$ 40.00	\$ 5.85	1,593,010	1,020,000	(573,010)	3.31	23	175	9	Nov	aug,sept,oct	
2005	\$ 40.00	\$ 5.85	1,023,340	906,334	(117,006)	3.31	23	180	6	February	nov,dec,jan	
	\$ 40.00	\$ 5.85	1,492,260	1,237,717	(254,543)	3.31	23	146	10	May	feb,mar,apr	
	\$ 40.00	\$ 5.85	1,059,650	1,268,666	209,016	3.31	29	152	7	August	may,june,july	
	\$ 40.00	\$ 5.85	964,060	1,763,000	798,940	3.31	29	152	6	Nov	aug,sept,oct	
2006	\$ 41.00	\$ 5.85	2,795,970	2,042,000	(753,970)	3.31	29	152	18	February	nov,dec,jan	
	\$ 41.00	\$ 5.85	1,010,140	1,140,000	129,860	3.31	29	152	7	May	feb,mar,apr	
	\$ 41.00	\$ 5.85	1,036,930	1,224,000	187,070	3.31	30	153	7	August	may,june,july	
	\$ 41.00	\$ 5.85	1,475,910	1,400,000	(75,910)	4.07	31	151	10	Nov	aug,sept,oct	
2007	\$ 41.00	\$ 5.85	705,350	1,599,000	893,650	4.07	21	151	5	February	nov,dec,jan	
	\$ 41.00	\$ 5.85	822,900	841,000	18,100	4.07	21	156	5	May	feb,mar,apr	
	\$ 41.00	\$ 5.85	835,080	1,207,000	371,920	4.07	21	156	5	August	may,june,july	
	\$ 41.00	\$ 5.85	1,220,570	1,484,000	263,430	4.07	22	157	8	Nov	aug,sept,oct	
2008	\$ 41.00	\$ 5.85	1,403,850	1,474,000	70,150	4.07	22	153	9	February	nov,dec,jan	
	\$ 41.00	\$ 5.85	1,244,930	1,443,000	198,070	4.07	22	153	8	May	feb,mar,apr	
	\$ 41.00	\$ 5.85	1,401,030	1,308,000	(93,030)	4.25	22	153	9	August	may,june,july	
	\$ 41.00	\$ 5.85	1,205,390	1,513,000	307,610	4.25	23	153	8	Nov	aug,sept,oct	
2009	\$ 41.00	\$ 5.85	1,420,980	1,629,000	208,020	4.25	22	153	9	February	nov,dec,jan	
	\$ 41.00	\$ 5.85	1,348,095	1,329,000	(19,095)	4.25	22	153	9	May	feb,mar,apr	
	\$ 41.00	\$ 5.85	1,616,400	1,446,000	(170,400)	4.25	22	153	11	August	may,june,july	
	\$ 41.00	\$ 5.85	1,720,590	1,736,000	15,410	4.25	22	153	11	Nov	aug,sept,oct	
2010	\$ 42.00	\$ 5.85	1,012,700	1,368,000	355,300	4.25	22	153	7	February	nov,dec,jan	
	\$ 42.00	\$ 5.85	1,294,530	1,500,000	205,470	4.25	22	153	8	May	feb,mar,apr	
	\$ 42.00	\$ 5.85	1,537,650	1,602,000	64,350	4.25	22	153	10	August	may,june,july	
	\$ 42.00	\$ 5.85	1,251,010	1,685,000	433,990	4.25	22	153	8	Nov	aug,sept,oct	
2011	\$ 42.00	\$ 5.85	1,182,960	989,000	(193,960)	4.25	24	153	8	February	nov,dec,jan	
	\$ 42.00	\$ 5.85	1,773,840	1,602,000	(171,840)	4.25	24	153	12	May	feb,mar,apr	
	\$ 42.00	\$ 5.85	2,069,660	989,000	(1,080,660)	4.25	24	158	13	August	may,june,july	
	\$ 42.00	\$ 5.85	1,499,450	1,668,000	168,550	4.25	24	158	9	Nov	aug,sept,oct	
2012	\$ 43.00	\$ 5.85	1,262,420	1,668,000	405,580	4.25	25	159	8	February	nov,dec,jan	
	\$ 43.00	\$ 5.85	1,289,190	1,572,000	282,810	4.25	25	159	8	May	feb,mar,apr	
	\$ 43.00	\$ 5.85	1,406,800	1,663,000	256,200	4.25	25	159	9	August	may,june,july	
	\$ 43.00	\$ 5.85	3,222,750	1,136,000	(2,086,750)	4.25	25	159	20	Nov	aug,sept,oct	
2013	\$ 43.00	\$ 5.85	2,751,690	979,000	(1,772,690)	4.25	25	159	17	February	nov,dec,jan	
	\$ 43.00	\$ 5.85	2,093,870	1,132,000	(961,870)	4.25	25	159	13	May	feb,mar,apr	
	\$ 43.00	\$ 5.85	2,641,190	979,000	(1,662,190)	4.25	25	159	17	August	may,june,july	
	\$ 43.00	\$ 5.85	2,900,820	1,152,000	(1,748,820)	4.25	25	159	18	Nov	aug,sept,oct	
2014	\$ 43.00	\$ 5.85	2,168,503	565,000	(1,603,503)	4.25	25	159	14	February	nov,dec,jan	
	\$ 43.00	\$ 5.85	2,259,042	312,000	(1,947,042)	4.25	25	159	14	May	feb,mar,apr	
	\$ 43.00	\$ 5.85	2,268,895	555,000	(1,713,895)	4.25	25	159	14	August	may,june,july	
	\$ 43.00	\$ 5.85	3,375,233	308,000	(3,067,233)	4.25	25	159	21	Nov	aug,sept,oct	
2015	\$ 44.00	\$ 5.85	1,044,970	272,265	(772,705)	4.25	25	159	7	February	nov,dec,jan	

11/11

Livingston County Water & Sewer Authority
Budget Transfer Request Form

Please complete the following:

FROM:

<u>Department</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
32SLV	5010	Wages	51,818
32SD	5010	Wages	6,906
32SLV	5020	Overtime	4,918
32SD	5020	Overtime	586
32SLV	5050	Health Care	11,004
32SD	5050	Health Care	667
32SLV	5040	Retirement	8,215
32SD	5040	Retirement	1,021
32SLV	5030	FICA	4,301
32SD	5030	FICA	564
Total			\$ 90,000

TO:

<u>Department</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
32SLV	6160	Plant Operations	72,000
32SD	6160	Plant Operations	18,000
Total			\$ 90,000

Reason (must be completed):

Two Sewer Plant Operators left for other positions. Currently we are using Yaws Environmental Process Control, Inc to operate our plants.

APPROVALS:

Department Head: _____ Date: _____

LCWSA Board: _____ Date: _____