



Regular Meeting Minutes
Date: November 18, 2015

Members Attending: H. Stewart, T. Anderson, S. Beardsley, D. Kriewall

Excused Absent: F. Miller, P. Brooks, G. Moore

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

Operations Report - M. Kosakowski reviewed the Operations Report (on file with Secretary) - the following actions were taken:

Lakeville Wastewater Treatment Plant Improvements: The Board reviewed the Full Environmental Assessment form Parts 1, 2, and 3 and made the following resolution:

RESOLUTION 2015 - 33 SEQRA NOTICE DETERMINATION OF SIGNIFICANCE FOR THE LAKEVILLE WASTEWATER TREATMENT PLANT IMPROVEMENTS

WHEREAS, the LCWSA Board of Directors has proposed improvements to the Wastewater Treatment Plant with the January 2015 Engineering Report prepared by the consulting firm of Clark Patterson Lee of Rochester, New York; and

WHEREAS, in accordance with the provisions of 6 NYCRR Part 617 (SEQRA), the Board of Directors of the LCWSA adopted a resolution on October 28, 2015 declaring itself Lead Agency following earlier circulation of intent to identified Involved Agencies.

NOW THEREFORE BE IT RESOLVED, that based upon examination of the Environmental Assessment Form (EAF), its own independent analysis of the Proposed Action, and comparison with the criteria for determining significance under 6 NYCRR 617.7, LCWSA acting as Lead Agency finds that the Proposed Action will not have a significant environmental impact and hereby issues a Negative Declaration; and be it further

RESOLVED, that this determination is based on the facts and conclusions as noted in the attached EAF.

Motion: T. Anderson moved and S. Beardsley seconded to approve resolution 2015-33 SEQRA Notice Determination of Significance for the Lakeville Wastewater Treatment Plant Improvements. Carried unanimously.

Capital Report - M. Kosakowski reviewed the Capital Report (on file with the Secretary) - the following actions were taken:

The Board reviewed CPL recommendation letter for the trailer mounted trash pump (on file with the secretary). The Board made the following resolution:

RESOLUTION 2015 - 34 AWARDING BID FOR TRAILER MOUNTED TRASH PUMP

WHEREAS, after proper legal advertisement for bids for Trailer Mounted Trash Pump, two bids were received, then opened on November 13, 2015, now, therefore be it

RESOLVED, the bid of Xylem Dewatering Solutions, Inc., 84 Floodgate Road, Bridgeport, NJ, 08014 for trailer mounted trash pump in an amount not to exceed \$28,138.00 be and hereby accepted as the lowest responsible bid, and, be it further

RESOLVED, that the Chairman or Executive Director of the Livingston County Water & Sewer Authority is hereby authorized to sign a contract with Xylem Dewatering Solutions, Inc., 84 Floodgate Road, Bridgeport, NJ, 08014.

Motion: S. Beardsley moved and D. Kriewall seconded to approve resolution 2015-34 Awarding Bid for Trailer Mounted Trash Pump. Carried unanimously.

M. Kosakowski reviewed the following resolution with the Board:

RESOLUTION 2015 - 35 DECLARING VARIOUS EQUIPMENT SURPLUS

WHEREAS, the following table of equipment has been determined to be of no service to the LCWSA, now therefore be it

RESOLVED, that the LCWSA Board declares the equipment listed in the below table as surplus and directs staff to dispose of the equipment listed as shown in the table:

Item Description	Serial No/Vin	Model/ number	Disposition place
Moyno Pump	2002-2		Village of Leroy
GE motor	5BCD56RD188B		Village of Leroy

Motion: T. Anderson moved and S. Beardsley seconded to approve resolution 2015-35 Declaring Various Equipment Surplus. Carried unanimously.

Update - Identity Theft Prevention Policy (on file with the Secretary) – C. VanHorne reviewed the proposed changes to the policy with the Board. The Board made the following motion:

Motion: T. Anderson moved and S. Beardsley seconded to approve the changes to the Identity Theft Prevention Policy and recommend that the policy be provided to both NYMIR and Cyber Liability policy carrier to determine if the policy is sufficient. Carried unanimously.

Update – Whistleblower Policy (on file with the Secretary) – C. VanHorne reviewed the policy with the Board. The Board made the following motion:

Motion: D. Kriewall moved and T. Anderson seconded to approve the changes to the Whistleblower Policy with the term dates amended on the Board member and Legal Council information sheet. Carried unanimously.

Technology Upgrades – \$7,274 was slated to upgrade the 20-year old telephone system in the office. Now with the recent need for a new server, new printer, and upgrade to the Intellutions software and computer hardware, C. VanHorne recommended that a Technology upgrade project be approved for

all the items above. C. VanHorne discussed the needed upgrades for the offices and the Board made the following resolutions:

RESOLUTION 2015 - 36 CLOSING PROJECT 31099 BUILDING AND GROUNDS IMPROVEMENTS

RESOLVED, that the Board authorizes the Principal Account Clerk to close project #31099.

Motion: T. Anderson moved and D. Kriewall seconded to approve resolution 2015-36 Closing project 31099 Building and Grounds improvements. Carried unanimously.

RESOLUTION 2015 - 37 APPROVING TECHNOLOGY UPGRADE PROJECT

WHEREAS, the following administration and operations technology upgrades are necessary for continued success, now therefore be it

RESOLVED, that the Board approved a Technology Upgrade project for the following upgrades:

1. New Computer server and switch - \$11,000 - the current server is borrowed from IT as the office server died several weeks ago. IT Director is pricing new equipment.
2. Printer - \$1500 - the printer is about 20 years old and is not fully functional.
3. Intellutions software and computer upgrade. - \$9,000 - the current software is running on XP operating system, which is no longer supported by Microsoft.
4. Telephones - \$8500 - the internal digital phone system is 20 years old and is not supported by Frontier Communications any longer.

Total = \$30,000 for the Technology Upgrade project

Motion: T. Anderson moved and D. Kriewall seconded to approve resolution 2015 - 37 Approving Technology Upgrade Project. Carried unanimously.

Demand Response project – C. VanHorne stated that she had been notified that due to a lawsuits between EPA and Environmental Groups, the power curtailment program would no longer be available to companies that use generators for the curtailment.

Financial Report - R. Lewis reviewed the Financial Report (on file with the Secretary). The Board took the following actions:

Motion: T. Anderson and S. Beardsley approved the Budget Transfer Request Form on file with the Secretary. Carried unanimously.

RESOLUTION NO. 2015 – 38 AUTHORIZING SERVICE AGREEMENT THE BONADIO GROUP

RESOLVED, that the LCWSA Board authorizes the Executive Director and Chairman of the Board to sign the Service Agreement with The Bonadio Group for 2015 Auditing Services. Fee Schedule - \$9,700.

Motion: S. Beardsley moved and D. Kriewall seconded to approve resolution 2015 – 38 Authorizing Service Agreement The Bonadio Group. Carried unanimously.

Motion: T. Anderson moved and S. Beardsley seconded to approve the Financial Report as presented. Carried unanimously.

Bills – R. Lewis reviewed the bills.

Motion: D. Kriewall moved and S. Beardsley seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$92,045.26 and Projects in an amount not to exceed \$9,857.75. Carried unanimously.

Motion: D. Kriewall moved and T. Anderson seconded to approve paying the bills for Utilities in an amount not to exceed \$18,354.25, and Commodity in an amount not to exceed \$19,850.93. Carried unanimously.

Business Session

Motion: T. Anderson moved and S. Beardsley seconded to approve minutes dated October 28, 2015. Carried unanimously.

Communications – Letter from resident.

Adjourn

OPERATIONS REPORT

Water and Sewer Work Program 2015	
Customer work orders	68 customer work orders - up 9 from last month
UFPO	79 stakeouts completed - down 27 from last month
Sampling and testing	TTHM and HAA samples taken for the 4th quarter - staff flushed before taking samples.
PM Maintenance	completed
Lawn Mowing	Quality Lawncare is done for the year.
Pest removal	Tony the Exterminator is done for the year.
Fleet maintenance	10 RFPs were sent out for the Fleet Maintenance. We received 6 back. Jimmy's Sales and Service was awarded the RFP for 1 year.
Water and sewer cap-offs	1 - water and sewer cap off
Water Work Program	
Water Main and Service repair	1 water break in the Village of Livonia service line - fitting at the water main.
New water connections	1 new water tap
Water inspections	Staff completed 2 water inspections
Curb box repair	Staff replaced 5 curb boxes. Staff is also working on repairing curb boxes.
Leak Detection	NYRWA performed leak detection in Lakeville, South Livonia, and East Lake Rd - 3 hydrants found to be leaking - staff were able to shut down those hydrants.
Meter reading	Staff completed meter reading.
Lost Water	South Avon quarterly reading was up considerably - staff did leak detection. Will have NYRWA come in and do leak detection also.
Pump rehabilitation	A new plant water pump has been ordered - 2-3 weeks for delivery.
Regulatory	EPA has required us to do a corrective action plan on the TTHM and HAA sampling in the West Lake Rd district - the plan has been sent to the EPA.
Sewer Work Program	
New Sewer Connection	1 new sewer tap
Sewer main repair	6" sewer break on Pennemite Rd - staff and Finline Pipeline replaced a 16' section through Wilkins Creek
Sewer Inspection	Staff did 2 sewer inspections
Wet wells manholes maintenance	
Sludge hauling and disposal	We are hauling the dried sludge - Dickson Environmental has brought in dumpsters - they haul the sludge away.
Dye testing	Staff has completed the dye testing in the Village of Livonia
Pump station rehabilitation	KBH came out to look at another drywell on the lake to rehab. Waiting on quote to proceed.
Lakeville Plant	
Yard	YAWS has been working on some of the maintenance issues around the Lakeville plant.
Grant	For the Board meeting we will have a resolution as the next step in the SEQRA process.
Groveland Plant	
Sludge removal	The sludge from Groveland is being hauled away by Dickson's Environmental.
Personnel	

OPERATIONS REPORT

Training	2 staff members are signed up for the training given through the Department of Health.
Lakeville Dam Management	We have started to lower the lake level to the winter level.

CAPITAL PROJECTS REPORT outline - November	
31085 – DOCCS WSP	
11/18/2015	Letters have been sent to potential customers along the new project route. The letters establish communications with the residents. The Letters also request any one with non-residential water usage to contact me to work with them. The Project Engineering is underway. CPL staff has been in the field flow testing the existing water system to calibrate the model. Survey is also under way. Leaves are off the trees and the flight has been scheduled to do photogrammetry for the project area. Once the hydraulic modeling is complete we will be preparing to meet with the Farmers who have expressed an interest in water to start discussions of costs for upsizing that may be necessary for the extra water that may be made available with upsizing of pipelines.
31089,31090, 31040 – Contract #3 – Main pump, electrical and room improvements	
11/18/2015	Colacino Industries has requested that the cool air intact in the control room be moved. Since LMC is on site replacing the furnaces, we will have them move the cool air intact now.
31043- SCADA and Control System upgrade –	
11/18/2015	OTI is starting on work on Phase 5 control upgrades
31080 Collection System - Inflow and Infiltration repairs	
11/18/2015	Staff has turned all the pipe sections and manhole evaluation sheets to CPL to confirm the grading and develop bid specs for the projects.
31095 – Clarifier I- Beam Recoating	
11/18/2015	This project has been approved by EFC to utilize the outstanding loan funds in the original WWTP Project. The first reimbursement has been received.
31103 Alternate Water Supply projects - DOCCS	
	This project is established for the potential mini extensions of the DOCCS WSP project
Crossroads Commerce Park Sewer Avon -	
	This Project is waiting for EDA Funding. Project will install water, sewer and roads in the East Avon - Crossroads Commerce Park
11/18/2015	The project is underway. BME consulting is doing the on site inspection of the project. The Contractor was doing the crossings at the last construction meeting.
31108 - Early Warning system	
11/18/2015	This project will include two contracts - initially, there will be Monitoring equipment for the Village of Livonia sewer meter and Trailer mounted pump Trailer mounted trash mounted bids are due in Nov. 13th - will be discussed at meeting.
31109 Boiler Replacement	
11/18/2015	LMC has replaced both boilers .
31110 Energy conservation Program	
11/18/2015	National Grid will be on site next week to finalize project scope and determine if any further lighting can be replaced with LED.



November 16, 2015

Catherine VanHorne, Executive Director
Livingston County Water & Sewer Authority
1997 D'Angelo Drive
Lakeville, NY 14480

**RE: LIVINGSTON COUNTY WATER AND SEWER AUTHORITY
TRAILER MOUNTD TRASH PUMP**

Dear Cathy:

We have completed our review of the bids received for the above referenced project. The bid summary is shown in the table below.

Bidder	Base Bid
R.B. U'Ren Equipment, Inc.	\$38,565.00
Xylem Dewatering Solutions, Inc.	\$30,898.00

Based on our review of the bids, we offer the following for consideration:

1. Two (2) bidders submitted bids on the pump procurement, which included the purchase of a 2,000 gallon per minute trash pump, level controls, suction piping, discharge piping, and various fittings.
2. The bids were opened on November 13, 2015 at 2:00 p.m. and are binding until December 27, 2015.
3. The low Base Bid was submitted by Xylem Dewatering Solutions, Inc. with a price of \$30,898.00.

The bidding documents were based on the Godwin Dri-Prime® CD150M 6" x 6" pump, manufactured by Xylem Dewatering Solutions, Inc.

The bid provided by Xylem Dewatering Solutions, Inc. also included alternates for different engines from the Base Bid John Deere 4045 Final Tier 4 compliant diesel, as follows:

1. JCB Final Tier 4 diesel for a total price of \$29,071.00
2. John Deere 4045 Interim Tier 4 diesel for a total price of \$28,138.00



Catherine VanHorne, Executive Director
Livingston County Water & Sewer Authority
November 16, 2015
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We have reviewed the bid form and submittals provided by the low bidder, Xylem Dewatering Solutions, Inc. The primary decision that needs to be made is related to the engine, as they provided three (3) different options. Two (2) different manufacturers were provided, John Deere and JCB, along with different emission standards, Interim Tier 4 and Final Tier 4. Final Tier 4 compliant engines are more environmentally friendly, but that comes with more complex engines and computer components.

Based on the above, it is our recommendation that the Authority award the contract to Xylem Dewatering Solutions, Inc. for the John Deere 4045 Interim Tier 4 diesel for a total price of \$28,138.00.

If you have any questions or require any additional information, please contact me.

Very truly yours,

Clark Patterson Lee



Eric C. Wies, P.E.
Principal Associate

LIVINGSTON COUNTY WATER & SEWER AUTHORITY**Identity Theft Prevention Policy
(Adopted March 2009)**

Section 41.90 of Title 12 of the cod of Federal Regulations (the "Regulations") requires every "utility" that offers or maintains a "covered account" to develop and maintain a written identity theft prevention policy to detect, prevent and mitigate identity theft. The purpose of this Policy is to comply with the federal regulations, as well as any similar requirements put forth by the State of New York.

Definitions

Identity Theft means fraud committed or attempted using the identifying information of another person without authority.

A covered account means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

Red Flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

Administration of Policy

The Livingston County Water & Sewer Authority (the "Authority") management will periodically assess its existing customer service business practices in order to identify areas of potential risk for identity theft.

Identification of Relevant Red Flags

1. **Methods of Opening New Accounts.** A customer can open a new account either over the telephone or in-person; in each case with a live customer service representative. The Authority requires the customer to provide the following personal identifying information:

- Name,
- Mailing Property Address,
- Service Property Address, and
- Telephone Number
- Optional: Account access password

NOTE: Each customer has the option of establishing an "Account access password", which will be asked of anyone requesting account information. The use of this password attempts to prevent unauthorized access to customer accounts.

2. Methods of Transferring an Existing Account. Upon a sale of real property, the seller's legal representative or the seller (existing account holder) can transfer the utility account to a new customer in writing, in-person, or over the telephone. The Authority requires the following personal identifying information in order to transfer an existing account:

- Existing Account Holder Name
- If contact is not a legal representative, Account access password if one exists.
- Account Number
- Property Address
- Name of new Account Holder
- Mailing address of new account holder
- Telephone number of new account holder
- Any legal representative's name & contact information
- Closing date of service property sale

3. Methods of Accessing Existing Account Information. A customer can access their account information via telephone or in-person. The Authority requires the following Existing Account Holder information for the customer to gain such access:

- Existing Account Holder Name
- Account Number
- Service Property Address
- If applicable: Account access password

4. Methods of Closing an Existing Account. A customer can close an account only after the water and/or sewer connection is disconnected from the Authority's distribution/collection system. This disconnection is completed upon physical inspection by an Authority inspector. Upon request for inspection, the following Existing Account Holder information is required:

- Existing Account Holder Name
- Account Number
- Telephone Number (if available)
- Service Property Address
- If applicable: Account access password

Identification of Red Flags

The Authority has identified the following circumstances as potential indicators of identity theft (collectively, the "Red Flags"):

1. Identifying information provided to establish, transfer or close an account appears suspicious or is not consistent with readily accessible information on file with the Authority, such as information in customer service records.
2. Information provided is associated with known fraudulent activity (*e.g.* name, address and/or phone number on an application is the same as the address provided on a previous fraudulent application).

3. A person attempting to establish or transfer an account fails to provide all required personal identifying information after notification that the required information is incomplete.
4. If a person attempts to access Existing Account Holder for any reason and fails to provide the correct answer to the Access ~~Question~~ Password (if Access ~~Question~~ Password was established).
5. A person attempts to set up automatic bill payment by providing a voided check and/or Authorization Form with banking information that is inconsistent with the account information on file for the Existing Account Holder.
6. Mail sent to an Existing Account Holder is returned repeatedly as undeliverable, although transactions continue to be transacted in the customer's account.
7. The Authority receives written notice from an Existing Account Holder, victim of identity theft, or law enforcement agency that a person has engaged in identity theft by fraudulently opening, accessing, transferring or closing an account or fraudulently setting up automatic bill payment for an account.

III. Detection of Red Flags

The following lists the Authority's methods for detecting Red Flags during the routine handling of new and/or existing accounts:

1. Require proper identifying information to open a new account.
2. Allow customers the option of setting up an access password.
3. For requests to access or modify Existing Account Holder information, verify identity by requesting specific personal identifying information and access password (if applicable).
4. Before transferring or closing an existing account, verify customer identification information using records on file.
5. Require customer service representatives to add account notes reflecting any suspicious inquiries or activity on a particular account.
6. For automatic bill payment, verify and cross-check information on voided check and Authorization Form submitted to the Authority with existing customer information for that account.
7. Keep a log of any accounts know to be established, transferred, modified, accessed, closed and/or set up for automatic bill payments as the result of identity theft.

IV Prevention and Mitigation

The following lists corrective actions to be taken, as applicable, by customer service representatives if they observe a Red Flag situation.

1. After conferring with a department supervisor, customer service representatives will decline to open a new account. For an existing account, the Authority shall conduct an investigation, including taking any of the following actions:

- Continue to monitor the account for evidence of identity theft and contact the customer to discuss possible actions;
 - Contact the customer to verify activity and offer the option of adding/changing the security questions;
 - Reopen an existing account with a new account number;
 - Close an existing account.
2. Upon written notification of an incident of identity theft and a request from the Existing Account Holder, the Authority will provide any relevant information that can lawfully be disclosed.
 3. For all instances of suspected or confirmed identity theft, the Authority will cooperate with local law enforcement and credit reporting agencies and provide them with applicable requested information.
 4. The Authority will check references and/or conduct background checks before hiring employees who will have access to customer information.
 5. The Authority will control access to sensitive information by requiring customer service representatives to use "strong" passwords.
 6. The Authority will train employees to take basic steps to maintain the security, confidentiality and integrity of customer information, including:
 - Locking rooms and filing cabinets where records are kept;
 - Not sharing or openly posting employee passwords in work areas;
 - Locking access to workstations while away for any reason;
 - Reporting to designated personnel any suspicious attempts to obtain customer information.
 7. The Authority shall regularly remind customer service representatives to keep customer information secure and confidential.
 8. The Authority shall impose disciplinary measures for violation(s) of this policy.
 9. In order to prevent terminated employees from accessing customer information, the Authority will immediately deactivate their usernames and passwords from all systems and take any other appropriate measures.
 10. The Authority will know where sensitive customer information is stored and store it securely. The Authority will make sure only authorized employees have access to such information and maintain a careful inventory of computers and any other information equipment.
 11. The Authority will dispose of customer information in a secure way, using the following disposal methods:
 - Pulverize or shred papers containing customer information so that the information cannot be read or reconstructed;
 - Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs or any other electronic media or hardware containing customer information.

V Program Administration

The following lists the ways the Authority will implement and update this Policy.

1. Staff Training. The Authority will provide Red Flags detection and response training to any employee with customer account access. The Authority will provide similar training to key management personnel, as appropriate. Training information will be updated regularly to reflect the latest developments and response protocols.

2. Program Review and Update. The Authority will review and update this Policy annually to reflect changes in identity theft risks to customers based on factors such as:

- Actual incidents of identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent, and mitigate identity theft;
- Changes in the types of accounts offered/maintained;
- Changes in the Authority's business, including joint ventures and service provider arrangements.

3. Reporting. The ~~Financial Manager~~Principal Account Clerk will provide reports to the Audit Committee addressing matters that include:

- Significant incidents involving identity theft and management's response;
- Recommendations for material changes to this Policy.

4. Service Provider Oversight. The Authority will monitor the actions of service providers engaged to perform activities that involve access to customer information. In particular, the Authority will confirm that such activities are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. The Authority will accomplish the foregoing by requiring that the service provider either have its own acceptable Red Flags policy or agrees in writing to follow this Policy.

Approved 3/25/2009

Reviewed and approved 7/23/2014

Reviewed and approved 11/18/15

Whistleblower Policy

General

The Livingston County Water & Sewer Authority's Code of Ethics requires directors, committee members, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Authority, the practice of honesty and integrity in fulfilling our responsibilities and compliance with all applicable laws and regulations is expected. Employees are strongly encouraged to discuss with supervisors, managers or other appropriate personnel, when in doubt, about the best and ethical course of action in a particular situation.

The Whistleblower Policy is a method of encouraging the reporting of complaints and concerns regarding questionable accounting, internal accounting controls, and auditing matters, including those regarding the circumvention or attempted circumvention of internal accounting controls or that would otherwise constitute a violation of the Authority's accounting practices.

The Authority's Audit Committee is responsible for investigating & resolving all reported whistleblower complaints and allegations.

Reporting Responsibility

It is the responsibility of all directors, committee members, officers and employees to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.

Definitions

For purposes of this policy:

1. **Good Faith.** Good faith is evident when the report is made without malice or consideration of personal benefit and the employee has a reasonable basis to believe that the report is true; provided, however, a report does not have to be proven to be true to be made in good faith. Good faith is lacking when the disclosure is known to be malicious or false.
2. **Wrongdoing.** Examples of wrongdoing include, but are not limited to, fraud, including financial fraud and accounting fraud, violation of laws and regulations, unethical behavior or practices, endangerment to public health or safety and negligence of duty.
3. **Adverse Employment Action.** Examples of adverse employment action include, but are not limited to, suspension or termination.

Protection of Whistleblowers

No board member, committee member, officer or employee who in good faith reports a violation of the Authority's Code of Ethics shall suffer harassment, retaliation or adverse employment consequence.

An employee who retaliates against someone who has reported a violation in good faith is subject to adverse employment action.

The identity of any employee who makes reports pursuant to this policy shall not be revealed to persons in the employee's department, division or work location. The Authority will make good faith efforts to protect the confidentiality of employees making reports provided, however, the Authority or its employees and agents shall be permitted to reveal the reporting employee's identity and confidential information to the extent necessary to permit a thorough and effective investigation, or required by law or court proceedings. In addition, the Authority will not tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a good faith allegation anonymously.

The Authority Board and its Audit Committee shall not retaliate, and shall not tolerate any retaliation by management or any other person or group, directly or indirectly, against anyone who, in good faith, makes an allegation or provides assistance to the Audit Committee, management or any other person or group, including any governmental, regulatory or law enforcement body, investigating the allegation.

This policy presumes that employees will act in good faith and will not make false accusations when reporting wrongdoing. An employee who knowingly or recklessly makes statements or disclosures that are not in good faith may be subject to adverse employment action. Employees who report acts of wrongdoing pursuant to this policy can and will continue to be held to the Authority's general job performance standards and adherence to the Authority's policies and procedures.

Reporting Violations

The Authority suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected wrongdoings to the Audit Committee, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with this process, individuals should contact the Audit Committee directly.

Employees who become aware of any wrongdoing or suspected wrongdoing are encouraged to make a report as soon as possible. Acts of wrongdoing may be disclosed in writing, by telephone or in person. Contact information is posted in the employee break room disclosing Audit Committee members, addresses and telephone numbers.

Note: When reporting an alleged violation by telephone, it is not required to leave your name.

In the event the act of wrongdoing concerns a member of the Audit Committee, the report of wrongdoing should be filed with the Authority's general counsel who will determine who to disclose the information to for further investigation. The address and phone number of the Authority's general counsel is included on the Audit Committee listing in the employee break room.

Procedures for Receiving Accounting Allegations

1. Any allegation that is made directly to management, whether openly, confidentially or anonymously, shall be promptly reported to the Audit Committee.
2. Each allegation forwarded to the Audit Committee, whether openly, confidentially or anonymously, shall be reviewed by the Audit Committee, who may, in their discretion, consult with any member of management or employee whom they believe would have appropriate expertise or information to assist the Audit Committee. The Audit Committee shall determine whether the Audit Committee or management should investigate the Accounting Allegation, taking into account the following considerations:
 - a. If the Audit Committee determines that management should investigate the allegation, management shall thereafter promptly investigate and report the results, in writing, to the Audit Committee. Management shall be free in its discretion to engage outside auditors, counsel or other experts to assist in the investigation and analysis of results.
 - b. If the Audit Committee determines that it should investigate the allegation, the Audit Committee shall promptly determine what professional assistance, if any, it needs in order to conduct the investigation. The Audit Committee shall be free in its discretion to engage outside auditors, counsel or other experts to assist in the investigation and analysis of results.
 - c. All whistleblower records shall be retained for a period of seven years.

Training

All employees will be made aware of this policy and its related procedures annually via staff meeting.

**Livingston County Water and Sewer Authority
Board Members/Legal Council**

<i>Name</i>	<i>Mailing Address</i>	<i>Home Phone</i>	<i>Business phone</i>	<i>Fax</i>	<i>E-mail</i>
Harold Stewart Chairman 12/31/17	3911 Jones Bridge Rd Geneseo, NY 14454	585-243-0035 cell: 739-4906	585-243-3987	585-243-5356	wharold_stewart@hotmail.com
Timothy Anderson Audit Comm. 12/31/16	3277 Clover St Caledonia, NY 14423	585-538-4485 cell: 313-8125	585-267-8744	585-586-1672	tanderson@donallenagency.com tander5@rochester.rr.com
Steven Beardsley Treasurer Audit Comm. 12/31/17	2600 Dow Rd Piffard, NY 14533	585-243-4093 cell: 721-7969	585-345-6168	585-345-1361	sbeardsley@tompkinsfinancial.com
Gary Moore Governance Comm 12/31/15	2085 Dunkley Rd Leicester, NY 14481	585-382-3587			gdmooore1947@gmail.com
Phil Brooks Audit Comm. 12/31/15	2025 Paine Rd PO Box 873 Nunda, NY 14517	585-476-5794 cell: 202-0480	585-889-8500 ext.232	585-889-6018	phil@pandcq.com
Dale Kriewall Governance Comm 12/31/17	2512 Garden St Avon, NY 14414	585-226-8846 cell: 737-6167			dkriewall@gmail.com
Frank Miller Governance Comm 12/31/16	28 Main St PO Box 72 Livonia, NY 14487	585-346-0996 cell: 734-7474	585-346-3789	585-346-9061	fmiller8@rochester.rr.com
Jim Campbell Legal Council	7312 E Main St Honeoye Falls 14472	cell: 314-5033	585-624-5030		jim@krukandcampbell.com

Board Financial Report
October 2015

Balance Sheet

Assets

Operating Cash (Operating Checking Account & General Reserve MM)

(Full Year Report Attached) *p. 4*

October 1, 2015	Sep-15 Actual	Oct-15 Actual
Cash on hand 1st of each month	\$ 2,263	\$ 2,134
Cash Received		
Customer Billing	275	40
Miscellaneous		9
Debt/Project Related		
Grant/Contributions		
Billing Services/O & M Services		
Relevy		
Estimated Cash Receipts		
Cash Receipts		
Debt/Grant/Contrib Receipts		
Cash Balance before expenditures	\$ 2,538	\$ 2,183
Utility Vouchers	64	55
Operating Vouchers	212	163
Grant Vouchers	7	
Project Vouchers	121	52
Estimated Expenditures		
Utilities		
Operating		
Projects		
Cash Balance after expenditures	\$ 2,134	\$ 1,913
Reserve Projects in Progress Budget Bal + Retainage	1207	8702
DOCCS Receivable		7500
Unallocated Cash Balance	\$ 927	\$ 711

FEMA, NYMIR Refund

p. 6 E

See Work In Progress *p. 5 - A*

Work-In-Progress (WIP Report Attached) *p. 5*

(2)

Current Budget	\$9,752,120	<i>B</i>	(Increased Prison Project \$7,500,000) (Increased New Project \$25,000-Boiler Replacement) (Increased New Project \$19,000-Energy Conservation Program)
Expenditures to Date	\$1,049,506	<i>C</i>	
Balance	\$8,702,614		

Debt Reserve Cash

Beginning Balance	\$582,105
Admin Fees	\$-
Debt Bond Payments	\$11,076
Interest	\$14
Billing Activity	\$2,901
Ending Balance	\$573,944

p. 6 - D

Accounts Receivable

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance October	\$ 259,639	\$ 33,527		\$ 7,761	\$ 300,927
October Billing	\$ 14,033	\$ 65	\$ 279,617	\$ -	\$ 293,715
Collected Billing	\$ 269,026	\$ 33,343		\$ -	\$ 302,369
Ending Balance October	\$ 4,646	\$ 249	\$ 279,617	\$ 7,761	\$ 292,273

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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.

LIABILITIES

Retirement Accrual-\$3,935

Statement of Revenues & Expenditures

OPERATING REVENUE- Non billing month

Retail Fees Current Month (Includes Wholesale Fees)- \$17,629

p. 7-G Year to date-\$ 1,541,745 Budget Amount \$2,592,307
(Jan-July Months billed)
Figures are on track to meet budget amount

O & M Services- Nothing to report for current month
Other Income- NYMIR Refund-\$1,141

EXPENSES

Wages, Overtime & Fringes

Current Month- \$86,753
Previous Month- \$59,069

Three Payroll Periods

p. 7-H Year to date-\$737,966 Budget Amount - \$998,200
(paid to 10/17/15)

Professional Services- Nothing significant to report-figures on track for budget amounts
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- Budget Transfer Request Attached-motion to approve p. 8+9
Capital Contributions - \$7,450 -FEMA

Other- Resolution-Service Agreement-Bonadio p. 10

Monthly Unallocated Cash Report - in 1,000's

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim	Estim
Cash on hand 1st of each month	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,074	\$ 2,160	\$ 2,257	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 2,153	\$ 2,348
Cash Received																
Customer Billing	57	323	250	31	255	307	42	263	320	36	333	275	40			
Miscellaneous	13	8	32	1	1	1	0.5	3	3				9			
Debt/Project Related																
Grant/Contributions		13	21	7	13	43	15				13					
Billing Services/O & M Services								33	13		33					
Relevy							219									
Estimated Cash Receipts																
Cash Receipts														360	300	30
Debt/Grant/Contrib Receipts														45	60	
Cash Balance before expenditures	\$ 2,054	\$ 2,190	\$ 2,294	\$ 2,068	\$ 2,112	\$ 2,253	\$ 2,351	\$ 2,459	\$ 2,593	\$ 2,413	\$ 2,540	\$ 2,538	\$ 2,183	\$ 2,318	\$ 2,513	\$ 2,378
Utility Vouchers	53	85	46	63	89	65	62	62	108	70	80	64	55			
Operating Vouchers	155	114	212	146	121	114	109	120	108	145	197	212	163			
Grant Vouchers							10	15				7				
Project Vouchers			7	16			10			37		121	52			
Estimated Expenditures																
Utilities														75	55	65
Operating														75	80	100
Projects														15	30	10
Cash Balance after expenditures	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,074	\$ 2,160	\$ 2,262	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 2,153	\$ 2,348	\$ 2,203
Reserve Projects in Progress Budget Bal + Retainage	1092	1074	1067	1039	1179	1177	1238	1323	1323	1271	1283	1207	8702	8651	8624	8624
DOCCS Receivable													7500	7500	7500	7500
Unallocated Cash Balance	\$ 754	\$ 917	\$ 962	\$ 804	\$ 723	\$ 897	\$ 922	\$ 939	\$ 1,054	\$ 890	\$ 980	\$ 927	\$ 711	\$ 1,002	\$ 1,224	\$ 1,079

Capital Projects In Progress Report

10/31/2015

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Begun
DEBT & REIMBURSABLE PROJECTS								
31085	DOCCS Water Supply Project	36,225.09	7,500,000.00	7,463,774.91	33-WR	Prison Project w/b paying for this!		10/26/2011
31062	2011 Lakeville WWTF - Project 11985	651,477.63	643,234.14	(8,243.49)	32-SLV	Cons Ord-ALT	ST EFC'09	9/22/2010
Total Debt & Reimbursable Projects		687,702.72	8,143,234.14	7,455,531.42				
GENERAL RESERVE PROJECTS								
31040	Main Pump: motor, electrical, ventilation	94,489.45	389,160.82	294,671.37	32-SLV	Reserve		1/1/2012
31043-5	Scada System Upgrade	47,673.00	82,000.00	34,327.00	33-WR	Reserve		1/1/2015
31080-3	Collection System-Inflow & Infiltration repairs	28,850.00	177,825.00	148,975.00	33-SL	Reserve		1/1/2014
31095	Clarifier I-Beam Re-Coat	67,165.56	95,100.00	27,934.44	32SLV	Reserve		1/16/2013
31107	Digester Bldg Brick Repair	39,950.00	42,000.00	2,050.00	32SLV	Reserve		1/16/2013
31098	Shop Slide Gates	20,550.00	23,000.00	2,450.00	32SLV	Reserve		1/16/2013
31099	Buildings & Grounds Lakeville	12,726.00	20,000.00	7,274.00	32SLV	Reserve		1/16/2013
31103	Alternate Water Supply Project-DOCCS	540.00	405,400.00	404,860.00	33-WR	Reserve		1/1/2014
31104	Lake Forest Water Main	3,039.60	102,000.00	98,960.40	33WR	Reserve		1/1/2014
31105	Slagel Park Water System Upgrade (Pine Tree)	3,033.35	120,400.00	117,366.65	33WR	Reserve		1/1/2014
31106	Niver Road-Overcoat Tank	40,826.15	58,000.00	17,173.85	33WR	Reserve		1/1/2015
	Crossroads Commerce Park Sewer			-		IDA matching Grant		10/28/2014
31108	Early Warning System/Pump	2,960.50	50,000.00	47,039.50	33SL	Reserve		8/28/2015
31109	Boiler Replacement-Plant & Admin Bldg	-	25,000.00	25,000.00	32SLV	REserve		10/28/2015
31110	Energy Conservation Program		19,000.00	19,000.00	32SLV	Reserve		9/23/2015
Total Reserve Projects		361,803.61	1,608,885.82	1,247,082.21				
TOTAL OF ALL PROJECTS (a/c #1600)		1,049,506.33	9,752,119.96	8,702,613.63	A			
2015 Completed Projects								
31097	20A Vault PRV	19,136.68	19,750.00	613.32	33WR	Reserve		1/16/2013
31102	GS Plant Improvements-Sludge Bldg Bagger	44,107.26	48,800.00	4,692.74	32SD	Reserve		1/1/2013
31060	South Lima-Void-Expensed 239.42	-	15,000.00	14,760.58				8/13/2015

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Livingston County WSA

Balance Sheet

As of 10/31/2015

(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	1,912,159 ^E	1,849,207	62,951	2,064,785	(152,626)
Debt Reserve	573,944 ^D	537,177	36,767	593,626	(19,682)
Accounts Receivable	292,273 ^F	913,922	(621,649)	818,290	(526,017)
Capital Contributions Receivable	7,915	7,568	346	31,135	(23,220)
Inventory	12,739	10,588	2,152	9,591	3,148
Prepaid Expenses	54,856	75,065	(20,208)	61,091	(6,235)
Funds held for Others	32,814	30,814	2,000	30,121	2,693
Total CURRENT ASSETS	2,886,700	3,424,341	(537,641)	3,608,640	(721,940)
Total Current Assets	2,886,700	3,424,341	(537,641)	3,608,640	(721,940)
NON-CURRENT ASSETS					
Restricted Cash	257,726	257,725	1	257,725	1
Capital Contrib Receivable, net current	461,876	493,011	(31,135)	461,876	0
Property & Equipment, Net Deprec	23,337,196	24,169,636	(832,440)	24,060,776	(723,580)
Work-In-Progress	1,049,506	839,033	210,473	864,488	185,019
Total NON-CURRENT ASSETS	25,106,305	25,759,405	(653,101)	25,644,866	(538,561)
Total Non-Current Assets	25,106,305	25,759,405	(653,101)	25,644,866	(538,561)
TOTAL ASSETS	27,993,005	29,183,747	(1,190,742)	29,253,505	(1,260,500)
CURRENT LIABILITIES					
Accounts Payable	11,064	91,766	(80,701)	162,682	(151,618)
Current Portion Loans Payable	112,692	144,417	(31,725)	144,417	(31,725)
Other Current Liabilities	17,634	70,115	(52,481)	172,199	(154,565)
Funds held for others	32,804	30,814	1,990	30,123	2,681
Total CURRENT LIABILITIES	174,195	337,112	(162,917)	509,422	(335,227)
Total Current Liabilities	(174,195)	(337,112)	162,917	(509,422)	335,227
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,370,433	4,485,433	(115,000)	4,485,433	(115,000)
Total NON-CURRENT LIABILITIES	4,370,433	4,485,433	(115,000)	4,485,433	(115,000)
Retained Earnings & Net Position					
Retained Earnings	(24,258,651)	(24,701,399)	442,748	(24,258,651)	0
Net Income	810,274	340,197	470,077	0	810,274
Total Retained Earnings & Net Position	(23,448,377)	(24,361,202)	912,825	(24,258,651)	810,274
TOTAL NET POSITION	27,993,005	29,183,747	(1,190,742)	29,253,505	(1,260,500)

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 10/1/2015 Through 10/31/2015
(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	1,402,216	1,913,139	(510,923)	(26.71)	2,416,643	(1,014,427)	(42)%
Wholesale Fees	139,529	142,944	(3,415)	(2.39)	175,664	(36,135)	(21)%
Permit Fees	64,045	37,605	26,440	70.31	15,869	48,176	304 %
O&M Services	108,583	104,271	4,312	4.14	138,393	(29,810)	(22)%
Other Income	50,868	29,032	21,837	75.22	45,959	4,909	11 %
Total OPERATING REVENUE	1,765,241	2,226,991	(461,750)	(20.73)	2,792,528	(1,027,287)	(37)%
OPERATING EXPENSE							
Wages	431,279	535,823	(104,544)	(19.51)	568,973	137,694	24 %
Overtime	21,365	24,532	(3,167)	(12.91)	29,646	8,281	28 %
Fringes	285,323	292,822	(7,499)	(2.56)	399,581	114,258	29 %
Professional Services	165,935	137,529	28,406	20.65	289,888	123,953	43 %
Utilities	212,581	222,910	(10,329)	(4.63)	285,555	72,974	26 %
Vehicle Expense	22,580	25,249	(2,669)	(10.57)	35,540	12,960	36 %
Equipment Expense	19,638	15,880	3,758	23.67	65,031	45,393	70 %
Building Expense	262,861	231,338	31,523	13.63	328,843	65,982	20 %
Purchased Water/Sewer	418,704	399,918	18,786	4.70	475,431	56,727	12 %
Customer Installations	24,641	23,641	1,000	4.23	25,443	802	3 %
Permits, Inspections	11,319	11,308	11	0.10	21,615	10,296	48 %
Other Expenses	23,238	23,098	139	0.60	37,556	14,318	38 %
Total OPERATING EXPENSE	1,899,463	1,944,048	(44,586)	(2.29)	2,563,102	663,639	26 %
GAIN/LOSS BEF DEPRECIATION	(134,221)	282,943	(417,164)	(147.44)	229,426	(363,647)	(159)%
DEPRECIATION EXPENSE							
	(789,124)	(802,901)	13,776	(1.72)	0	(789,124)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	179,050	249,748	(70,697)	(28.31)	273,965	(94,915)	(35)%
Non-Operating Expense	(54,027)	(66,913)	12,886	(19.26)	(78,455)	24,428	(31)%
Grant Expense	(43,722)	(18,074)	(25,648)	141.91	0	(43,722)	0 %
Total NON-OPERATING REVENUE/EXPEN...	81,302	164,761	(83,460)	(50.65)	195,510	(114,208)	(58)%
NET GAIN/LOSS BEF CONTRIB	(842,044)	(355,197)	(486,847)	137.06	424,936	(1,266,980)	(298)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	29,470	15,000	14,470	96.47	0	29,470	0 %
Capital Contributions	2,300	0	2,300	100.00	0	2,300	0 %
Total CAPITAL CONTRIBUTIONS	31,770	15,000	16,770	111.80	0	31,770	0 %
CHANGE IN NET ASSETS	(810,274)	(340,197)	(470,077)	138.18	424,936	(1,235,210)	(291)%

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District	2015 Budget	YTD Expensed	Est to Year End Expenses	Balance
WR	\$ 140,000	\$ 132,867	\$ 37,467	\$ (30,334)
WB	\$ 5,000	\$ 3,837	\$ 1,000	\$ 163
WC	\$ 166,000	\$ 126,761	\$ 39,824	\$ (585)
WM	\$ 48,000	\$ 27,306	\$ 9,000	\$ 11,694
WA	\$ 19,000	\$ 16,082	\$ 3,184	\$ (266)
WG	\$ 30,000	\$ 46,394	\$ 10,606	\$ (27,000)
	\$ 408,000	\$ 353,247	\$ 101,081	\$ (46,328)