

May 27, 2015

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

Excused Absent: F. Miller, P. Brooks

Others attending: Ian Coyle, Bill Carmen, R. Lewis, M. Kosakowski, C. VanHorne, E. Wies

**Groveland Prison Project Water Supply**– C VanHorne distributed a memo and map to assist with the discussion (on file with the secretary). C. VanHorne started by describing the current project and the increase in projected project costs from 2012 to 2015. C. VanHorne discussed the existing proposal from DOCCS/Office of State Comptroller (OSC) providing enough capacity for the current needs in the area (letter on file with the secretary). The upsizing would be useful for future capacity needs if wells in the area are ever impacted by the closure of the desalination plant. E. Wies then described the proposed upsizing needed for various additional capacity amounts. The Board reviewed the basic limitation to the powers of the Authority, in that the LCWSA cannot force customers to connect into the water system or pay for the system if they are not connected into it. Therefore, the LCWSA cannot issue debt based on the revenues of the benefited customers, as it is unknown how many will actually connect into the system. I. Coyle requested that we work up some figures on repayment for the existing customers for him to review. Discussion regarding the speculation as to the potential water consumption by several farms in the area was held, with the conclusion that the farms should be contacted to see how much water they might use.

I. Coyle and B. Carmen departed

**Mission Statement and Performance Measures.** The Board reviewed the Mission statement and performance measures document (on file with the Secretary).

***Motion: G. Moore moved and D. Kriewall seconded to approve the Mission Statement and Performance Measure Report and direct that it be posted as necessary. Carried unanimously.***

**Insurance** - C. VanHorne reported that Tompkins Insurance reviewed the coverage on the current Crime and Bond policy and discovered that a governmental bond/crime policy would suit LCWSA better than the standard bond and crime policy in place. Currently there is no faithful performance coverage. The new policy will automatically include coverage for all the employees, including the Principal Account Clerk and Executive Director in our case. This new policy enhances the crime coverage by increasing the limits for key employees that have access to bank accounts and other finances for LCWSA. The new single loss limit will be 500k for both positions. The current crime policy and bond are \$1012 - the new policy is \$872. T. Anderson stated that the change is a good one.

***Motion T. Anderson moved and S. Beardsley seconded to authorize the change in the crime and bond policy. Carried unanimously.***

**Electrical Agreement** – C. VanHorne reviewed MEGA extension pricing memo (on file with the secretary). The Board discussed the options and made the following motion:

*Motion: S. Beardsley moved and D. Kriewall seconded to approve a 35-month .05947 rate agreement with Constellations for electric service. Carried unanimously.*

**Financial Report** – R. Lewis reviewed the report with the Board (on file with the secretary). Board discussion included doing a budget transfer to increase Professional Services and decrease Wages.

*Motion: T. Anderson moved and G. Moore seconded to approve the Financial Report as presented. Carried unanimously.*

**Operations Report** - M. Kosakowski reviewed the Operations report with the Board. There were no action items in the report (on file with the Secretary).

**Capital Report**- M. Kosakowski reviewed the Capital Report with the Board (on file with the secretary). The following were action items discussed by the Board.

### **31098 Slide Gates**

#### **RESOLUTION 2015 – 16 AWARDING PROPOSAL FOR SLIDE GATE INSTALLATION**

WHEREAS, Request for Proposals for the installation of slide gates were sent out to vendors, now therefore be it

RESOLVED, the proposal of C. P. Ward for the Slide Gate Installation project in an amount not to exceed \$19,300 be and hereby accepted as the lowest responsible proposal, and, be it further

RESOLVED, that the Director of Operations be authorized to issue a Purchase Order to C. P. Ward.

*Motion: G. Moore moved and T. Anderson seconded to approve resolution 2015-16 Awarding Proposal for Slide Gate Installation. Carried unanimously.*

**31107 Digester Building Brick repair** – M. Kosakowski distributed and reviewed the Engineers recommendation letter (on file with the secretary).

#### **RESOLUTION 2015 – 17 AWARDING BID FOR DIGESTER BRICK REPOINTING**

WHEREAS, after proper legal advertisement for bids for Digester Brick re-pointing Project, 5 bids were received, then opened on April 20, 2015, now, therefore be it

RESOLVED, the bid of Highland Masonry & Restoration, Inc., 33 Ransier Drive, West Seneca, NY 14224 for the Digester Brick Re-pointing Project in an amount not to exceed \$37,200.00 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 Highland Masonry & Restoration.

*Motion: S. Beardsley moved and G. Moore seconded to approve resolution 2015-17 Awarding Bid for Digester Brick Repointing. Carried unanimously.*

**31095 Clarifier I-Beam Recoating** - M. Kosakowski distributed and reviewed the Engineers' recommendation letter (on file with the secretary).

**RESOLUTION 2015 – 18 AWARDING BID FOR CLARIFIER I-BEAM PAINTING**

WHEREAS, after proper legal advertisement for bids for Clarifier I-Beam Painting project, 3 bids were received, then opened on April 20, 2015 now, therefore be it

RESOLVED, the bid of Niagara Coating Services, Inc., 8025 Quarry Road, Niagara Falls, NY 14304 for the Clarifier I-Beam Painting Project in an amount not to exceed \$82,000.00 be and hereby accepted as the lowest responsible bid, and, be it further

RESOLVED, that the Chairman or the Executive Director of the Livingston County Water & Sewer Authority is hereby authorized to sign a contract with Niagara Coating Service.

*Motion: D. Kriewall moved and G. Moore seconded to approve resolution 2015-18 Awarding Bid for Clarifier I-Beam Painting. Carried unanimously.*

*Motion: T. Anderson moved and G. Moore seconded to approve the Operations and Capital report. Carried unanimously.*

**Business Session**

**Minutes** – regular minutes dated April 22, 2015

*Motion: G. Moore moved and D. Kriewall seconded to approve minutes dated April 22, 2015. Carried unanimously.*

**Bills:** C. VanHorne reviewed the monthly bills.

*Motion: D. Kriewall moved and G. Moore seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$109,003.76, for Work In Progress in an amount not to exceed \$10,299.35, and for Grant expenses in an amount not to exceed \$9,958.21. Carried unanimously.*

*Motion: T. Anderson moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$28,391.11, Commodity in an amount not to exceed \$32,974.16, and for miscellaneous expense in an amount not to exceed \$512.64. Carried unanimously.*

**Communications:** NYMIR subscriber account statement  
NYMIR Proposed rate adjustments for 2015

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

Catherine VanHorne  
 Executive Director

To: LCWSA Board  
 From: Catherine VanHorne  
 Re: Groveland Prison Water Supply Project  
 Date: 4/22/2015

This memo provides you with a summary of the cost evaluation for the prison project, including an update to the 2012 cost estimate and potential cost increase(s) to account for future flow considerations.

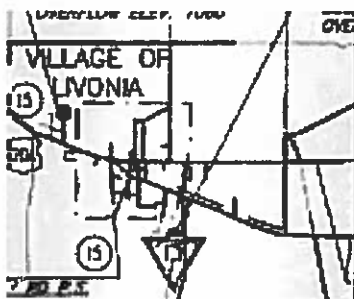
The prison project assumed an average daily flow of 0.5 million gallons per day (mgd) and a maximum daily flow of 0.7 mgd. The 2012 estimate and updated 2015 estimate, taking into account material cost increases, are shown in the table below.

Area	2012 Cost Est.	2015 Cost Est.
Groveland Transmission Main Construction	\$5,245,200	\$5,567,500
Conesus Transmission Main Upgrades	\$1,850,700	\$2,051,100
<b>Total</b>	<b>\$7,095,900</b>	<b>\$7,618,600</b>
<b>Cost Increase (2012 to 2015)</b>	<b>\$522,700</b>	

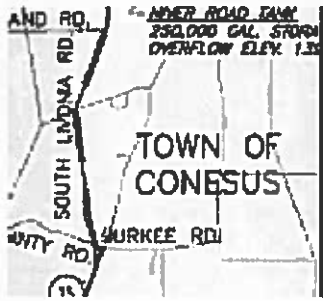
Cost estimates were also prepared to show the potential costs increase to upsize water main sizes to account for future flow demands based on the following increments.

Average Daily Flow	0.1 mgd	0.3 mgd	0.5 mgd
Max Day Flow (Design Flow)	0.2 mgd	0.6 mgd	1.0 mgd

The following sections are defined under the estimates with the header "Conesus Transmission Main Upgrades".



The prison project includes the installation of 16" main along Big Tree Road to the Shelly Road Tank in Livonia, which would be sufficient to meet all future flow considerations with the exception of the 1.0 mgd maximum daily flow scenario. In that case the 16" main will need to be increased to a 20" main.

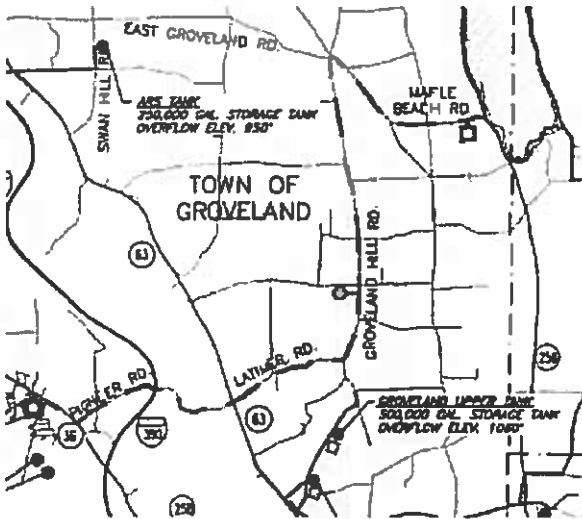


The prison project includes the installation of 12" main along NYS Route 15. While upsizing this main would be required to accommodate more flows in theory, the new main will connect to existing 8" and 10" mains on either end. Therefore, the existing mains would still limit the flows. Future flows to the southern end of Conesus would be better achieved through parallel main installation.

The costs to upsize the mains in the "Conesus Transmission Main Upgrades" are as follows:

Area	2015 Cost Est.	Upsize Est.	Difference
Conesus Transmission Main Upgrades	\$2,051,100	\$2,325,700	\$274,600

The following sections are defined under the estimates with the header "Groveland Transmission Main Construction".



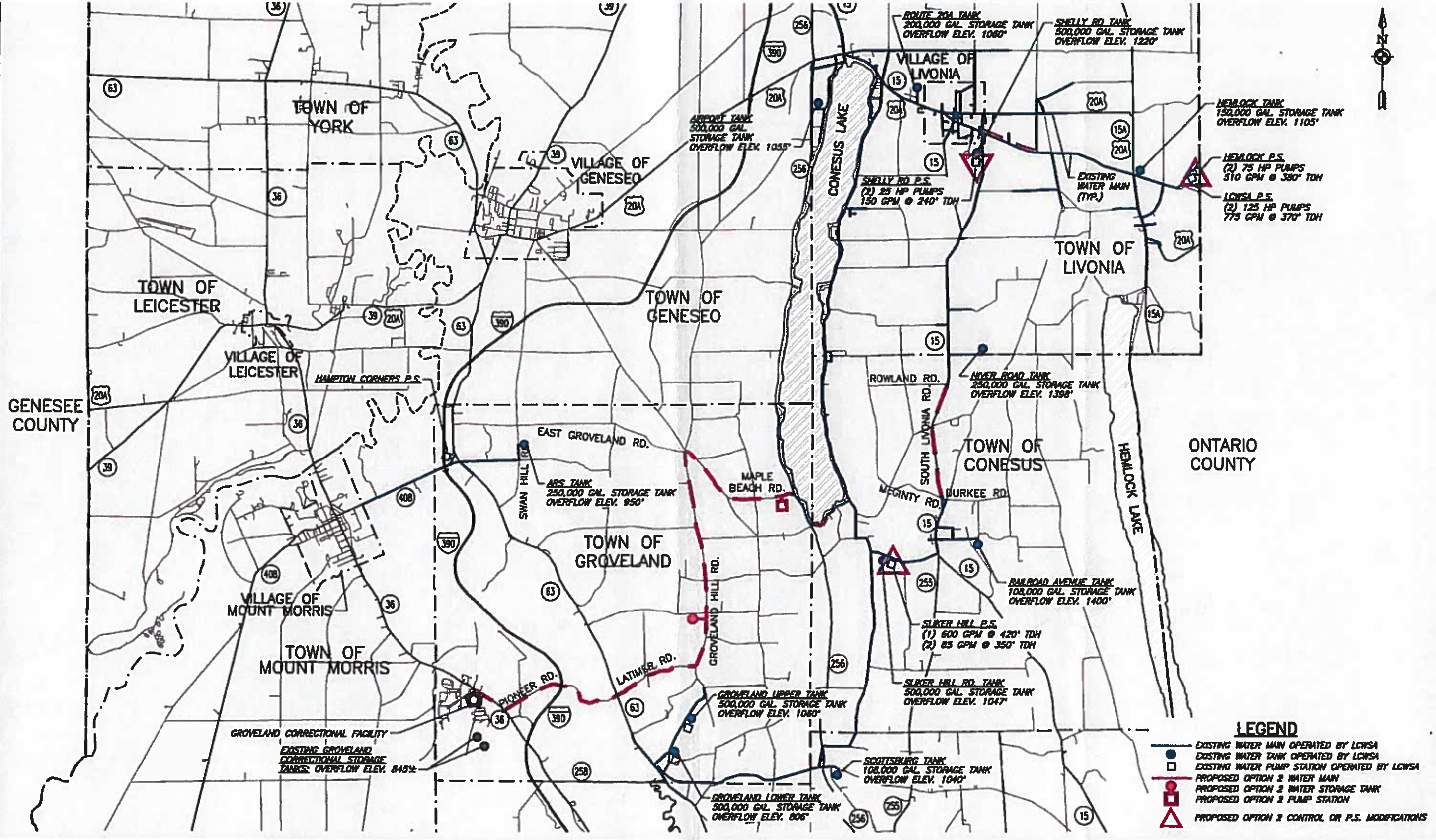
In order to accommodate the future flows through the Town of Groveland, the 12" main will need to be increased to 16" under all flow scenarios. Option #1 assumes that the future flows need to be conveyed to the five corners only, upsizing the 12" main along Maple Beach Road to 16", with a proposed main installed to the ARS Tank at a later date. Option #2 assumes that the future flows will be conveyed all the way to NYS Route 36, upsizing all of the main to 16".

The costs to upsize the mains in the "Groveland Transmission Main Construction" are as follows:

Area	2015 Cost Est.	Upsize Opt #1	Upsize Opt #2
Groveland Transmission Main Construction	\$5,567,500	\$6,064,500	\$7,611,700
Increase from 2015 Cost Est.		\$497,000	\$2,044,200




Drawing Name: C:\p\proj\2010\2010\Groveland\Corrections\AL2010\AL2010\AL2010\AL2010.dwg  
 Date last modified: 10/21/2010 3:08 PM  
 Date last published: 10/21/2010 3:10 PM  
 Plotted by: Ryle Hanning



**LEGEND**

- EXISTING WATER MAIN OPERATED BY LCWSA
- EXISTING WATER TANK OPERATED BY LCWSA
- EXISTING WATER PUMP STATION OPERATED BY LCWSA
- PROPOSED OPTION 2 WATER MAIN
- PROPOSED OPTION 2 WATER STORAGE TANK
- ▲ PROPOSED OPTION 2 PUMP STATION
- ▲ PROPOSED OPTION 2 CONTROL OR P.S. MODIFICATIONS

REVISIONS				
NO.	DATE	BY	CHKD	DESCRIPTION


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**LIVINGSTON COUNTY WATER AND SEWER AUTHORITY**  
 TOWN OF GROVELAND    LIVINGSTON COUNTY    NEW YORK

DATE: 10/21/10  
 DRAWN: KEH  
 DESIGNED: ECW  
 CHECKED: ECW  
 SCALE: 1"=8,000'

**GROVELAND CORRECTIONAL FACILITY WATER SUPPLY OPTIONS**  
**ALTERNATE 2- DIRECT SUPPLY WITH CONESUS TRANSMISSION UPGRADES**

PROJECT NUMBER:   
 DRAWING NUMBER: **FIG. 3**



STATE OF NEW YORK  
OFFICE OF THE STATE COMPTROLLER

March 13, 2015

George A. Glassanos  
Deputy Counsel  
Department of Corrections and Community Supervision  
The Harriman State Campus – Building 2  
1220 Washington Avenue  
Albany, NY 12226-2050

Dear Mr. Glassanos:

Re: Livingston County Water and Sewer  
Authority – Contract C161246

As you know, we have returned the above-referenced contract to your agency unapproved twice (on October 22, 2014 and January 10, 2015) because of deficiencies in the terms and conditions of the agreement and pending your Department's answers to our audit questions.

Recently State representatives have inquired about the status of the contract, believing it is still with our Office. In light of this, I am taking this opportunity to restate the issues as clearly as possible so you can address them, should you decide to resubmit the transaction for our further review.

- The contract requires that DOCCS pay 100 percent of the design and construction costs, even though its share of the water capacity is expected to be 88%. The State would typically pay just its proportionate share. Accordingly as an alternative approach, the State could pay 100 percent of costs now as long as the contract articulates, in detail, how the State would be credited a percentage of revenues until the difference is achieved if the water authority takes on any additional customers.
- Because DOCCS is making a substantial investment, the contract must guarantee continuity of service and a minimum standard for water service capacity and pressure for the useful life of the project.
- The contract must provide that the water cannot be shut off by the Authority, forcing DOCCS to shut down a prison due to lack of water. We understand that DOCCS has a plan for obtaining water in the event of an emergency. However, the contract should

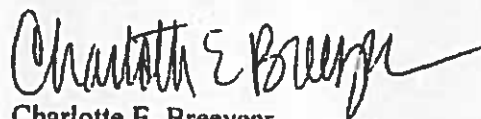


specify that the water will not be deliberately shut off under any circumstances. The contract should also indicate that the Authority will use its best efforts to restore service as quickly as possible in the event service is disrupted due to unforeseen circumstances.

- The contract terms call for DOCCS to pay 50 percent of the project costs upon approval of the contract, and 100 percent of the project costs upon certification by the consulting engineer that the project is 75 percent completed. DOCCS should either change the terms so that final payment is made upon completion of the project, or require a fair amount of retainage be held from each payment.
- We are still waiting for the cost breakdown to explain how the contract amount was determined, including the service fee portion.
- Importantly, the contract budget includes 34 percent in contingency amounts. This is an excessive amount for contingencies and a more accurate budget must be developed with contingency of no more than 5 percent for construction, unless a higher amount can be justified. The remaining contingency estimates, including the legal, engineering, and administrative costs, also need to be more carefully estimated so DOCCS has a reasonable understanding of the project costs and, ultimately, the State's financial exposure. As always, appropriate documentation of the estimates are needed for our review. On a technical note, once the new contingency amounts are established, please update the not-to-exceed cap in the contract. Any future increases to the cap would need OSC pre-approval.
- The contract must ensure that DOCCS will receive the most favored rates.

I appreciate DOCCS' willingness to protect the interests of the state taxpayer in modifying these contract terms and encourage you to send any proposed contract language changes to us in draft form. If you have any questions, please contact Brian Fuller at 486-3033.

Sincerely,



Charlotte E. Breyer  
Director of Contracts

vmk



**Authorities Budget Office  
Policy Guidance**



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**Authority Mission Statement and Performance Measurements**

**Name of Public Authority:**

Livingston County Water and Sewer Authority

**Public Authority's Mission Statement:**

The LCWSA mission is to provide high quality, environmentally sound, efficient, reliable, and affordable water and sewer services to the people who live, work and visit Livingston County.

**Date Adopted:**

July 23, 2003

**List of Performance Goals/ Measures:**

- High Quality Water Supply
  - Meeting Department of Health and EPA Quality requirements. – The LCWSA is working on TTHM and HAA issues with water suppliers.
- Environmental sound sewage Treatment
  - Meeting SPDES permit requirements – Yes
- Efficient provision of Services
  - Continue predictive and preventative maintenance plans.
  - Continue to upgrade equipment and facilities to provide energy efficiency.
- Reliable & Environmentally sustainable sewer and water service
  - Implement Engineering study of the sewer collection system to determine inflow areas and implement an internal plumbing inspection program to try to prevent sewer overflows.
  - Provision of undisturbed water service.
  - Maintain and upgrade facilities on an ongoing basis, such as water tank inspection program.
- Affordable provision of water and sewer service.
  - The Board reviews the rates and fees at least annually to cover all expenses of the Authority at the lowest rate possible.
- High quality customer service.
  - Ease of customer contact to office personnel with the knowledge to direct the customer to the proper department
  - Answer all customer queries with timeliness, competence and respect.
  - Review procedures in place to provide for efficient dispatch to resolve customer problems/issues

# DRAFT

- Effective inter-departmental communications via review of workflow.
- Providing employees with the tools, training & communication needed to perform their jobs to the best of their ability
- Timely operational customer services such as turn on's and turn off's
- Working with customer on new services and developments
- Educating customers on sewer and water services available and the rules and regulations that dictate procedures.
- Reliable reporting for measuring the level of success & stability of the above goals numbered 1 thru 6.
- Meeting reporting rules, requirements, and recommendations of the following
  - NYS Authority Board Office
  - GASB/FASB accounting rules
  - NYSDEC
  - NYSDOH
  - USEPA
- Assessment of operating & financial measurement reports on a regular basis by the Board & senior staff to ascertain whether goals are being met.

## Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?  
Yes
2. Who has the power to appoint the management of the public authority?  
*The Authority Board has the power to appoint management of the Authority, in conjunction with the County and civil service.*
3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority? *No policy, except civil service rules.*
4. Briefly describe the role of the Board and the role of management in the implementation of the mission.  
*Management brings forward ideas related to the goal to the Board  
The Board brings their expertise and applies it to the ideas.  
Management implements the ideas.  
The Board also brings ideas forward and management implements ideas.*
5. Has the Board acknowledged that they have read and understood the responses to each of these questions?  
Yes



Livingston County Water & Sewer Authority  
1997 D'Angelo Drive  
PO Box 396  
Lakeville, NY 14480  
Phone: (585) 346-3523  
e-mail: [cvanhorne@co.livingston.ny.us](mailto:cvanhorne@co.livingston.ny.us)  
Fax: (585) 346-0954  
TTY NY: (800) 662-1220

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Catherine VanHorne  
Executive Director

To: LCWSA Board

From: Catherine VanHorne

Re: MEGA extension pricing

Date: April 20, 2015

Constellation has taken over the Integrys electrical contract. MEGA has rebid the contract and the results extended our relationship with Constellation for electrical service. They offer the following:

1. 12 month - .06174
2. 24 months - .06099
3. 35 months - .05947

I emailed to Phil Brooks on this issue and he is comfortable with the 35 month rate fixed. He believes the energy market will see upward rate pressure going forward, therefore the fixed low rate makes sense. Phil also commented that the distribution portion of the utility bill will also increase as the PSC pressures the utilities to harden the grid and maintain maintenance schedules.

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**Board Financial Report**

**March 2015**

*Entries have been completed and posted to adjust several accounts, to reflect actual amounts. We will no longer be accruing billing, payroll, and several expenses on a monthly basis. There will still be some expenses that will be accrued on a monthly basis (Retirement, Insurance –because these are large bills paid annually that cover period outside of our fiscal year). The first year will be a transition year and the reports will show large increases/decreases in some accounts.*

**Balance Sheet**

**ASSETS**

① **Operating Cash** – Increase of \$253,000 (*Unallocated Cash Report is attached*)

Received \$15,000 EFC Grant Funds for stream study related to SPDES Permit

NYMIR reimbursement of \$5,000

Demand Response -\$4,000

Village of Livonia O&M at 100% parity had a \$23,000 affect

FEMA-Site Repair from flooding-\$21,000

Actual Cash Receipts have increased and actual expenses have decreased

**Debt Reserve** – Increase of \$39,000

**Accounts Receivable.** Decrease of \$435,700

② **No longer accruing billing.**

Accrued Billing **Decreased** \$449,053.00

Retail Service Fees **Increased** \$18,000

*\*We reviewed procedures and discovered that current receivables are properly recorded and reconciled monthly (1210 & 1215). However, an estimated receivable for approximately that same amount was also being booked (1230) that basically doubled receivable. This process has been discontinued as noted by the large decrease to receivables and retail fees.*

**Capital Contributions Receivable (Current + Non-Current)** – (Decrease of \$31,135)

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)** – Decrease of \$662,000

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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** – decrease of \$100,000 (*WIP Report attached*)

Closed Project 31097 (20A Vault) \$19,136.68

Closed Project 31102 (GS Plant Improvements-Sludge Bldg Bagger) \$44,107.26

## LIABILITIES

③ **Accounts Payable**-decrease of \$50,000

*No longer accruing interest payable and payroll. We will however, continue to accrue retirement expense on a monthly basis, as this expense is paid annually, and the annual bill covers a period outside of our fiscal year.*

**Other Current Liabilities** – Decrease of \$23,400

*No longer accruing purchased water and sewer*

**System Revenue Debt Payable (LT)** – Decreased \$144,400

## Statement of Revenues & Expenditures

### OPERATING REVENUE

④ **Retail Fees** – decrease of \$367,797

*As noted previously, the accounts receivable included a manual estimate of all receivables that basically doubled what was already accrued. Revenues for retail fees will now be recorded as receivables when they are billed. This will result in revenue increasing on a quarterly basis, and as a part of our year end procedures, an estimate of 2/3 of the February 2016 billing will be accrued to end the year.*

### EXPENSES

*This income statement represents the 1<sup>st</sup> quarter of 2015. All expense line items are showing at least 75% of Budget Balance remaining. Total Operating Expense has 83% of Budget Balance Remaining. This will change in the upcoming future as YAWS has been contracted to run our plants for the next 3 months and their bills are just starting to come in. If we continue to use outside services to run our plants a Budget adjustment will be necessary to move funds from Wages/Overtime/Fringe to Professional Services. Attached is what we currently have left in the Budget to transfer.*

⑤ **Wages, Overtime & Fringes** - decrease- \$43,247.00

Wages-decrease of \$44,100

*Majority due to accruals-We are now expensing payrolls as they are paid, instead of estimating them one month in advance. As part of the closing process at year end we will accrue December's payroll that will be paid in January 2016.*



Loss of Tom D'Aprile-\$9,000

Steve Carroll leaving has not had effect yet-payrolls paid he was still included

**Capital Contributions** – Increased \$7,000

-no significant change

**Steve Carroll Budget 2015**

Description	Code	Budget	Expensed	Budget Balance
Wages	5010	\$ 56,648.00	\$ 16,990.00	\$ 39,658.00
Overtime	5020	\$ 4,900.00	\$ 683.00	\$ 4,217.00
Health Care	5050	\$ 17,942.00	\$ 4,272.00	\$ 13,670.00
Retirement	5040	\$ 9,033.00	\$ 2,258.00	\$ 6,775.00
FICA	5030	\$ 4,708.00	\$ 1,352.00	\$ 3,356.00
			<b>\$ 25,555.00</b>	<b>\$ 67,676.00</b>

**Tom D'Aprile Budget 2015**

Description	Code	Budget	Expensed	Budget Balance
Wages	5010	\$ 55,562.00	\$ -	\$ 55,562.00
Overtime	5020	\$ 4,806.00	\$ -	\$ 4,806.00
Health Care	5050	\$ 5,461.00	\$ -	\$ 5,461.00
Retirement	5040	\$ 8,366.00	\$ -	\$ 8,366.00
FICA	5030	\$ 4,618.00	\$ -	\$ 4,618.00
				<b>\$ 78,813.00</b>

**Total Left in Budget**

Description	Code	Budget Balance
Wages	5010	\$ 95,220.00
Overtime	5020	\$ 9,023.00
Health Care	5050	\$ 19,131.00
Retirement	5040	\$ 15,141.00
FICA	5030	\$ 7,974.00
		<b>\$ 146,489.00</b>

Livingston County WSA

Balance Sheet

As of 3/31/2015

(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>
<b>CURRENT ASSETS</b>					
① Operating Cash	2,071,534	1,818,306	253,228	2,064,785	6,749
Debt Reserve	622,545	583,960	38,586	593,626	28,919
② Accounts Receivable	442,748	878,446	(435,698)	818,290	(375,542)
Capital Contributions Receivable	23,481	22,454	1,028	31,135	(7,654)
Inventory	11,762	14,497	(2,735)	9,591	2,171
Prepaid Expenses	27,900	51,339	(23,438)	61,091	(33,191)
Funds held for Others	28,088	28,393	(305)	30,121	(2,034)
<b>Total CURRENT ASSETS</b>	<b>3,228,059</b>	<b>3,397,394</b>	<b>(169,335)</b>	<b>3,608,640</b>	<b>(380,581)</b>
<b>Total Current Assets</b>	<b>3,228,059</b>	<b>3,397,394</b>	<b>(169,335)</b>	<b>3,608,640</b>	<b>(380,581)</b>
<b>NON-CURRENT ASSETS</b>					
Restricted Cash	257,725	257,722	3	257,725	0
Capital Contrib Receivable, net current	461,876	493,011	(31,135)	461,876	0
Property & Equipment, Net Deprec	23,885,242	24,547,642	(662,401)	24,060,776	(175,535)
Work-In-Progress	829,473	930,138	(100,666)	864,488	(35,015)
<b>Total NON-CURRENT ASSETS</b>	<b>25,434,316</b>	<b>26,228,514</b>	<b>(794,198)</b>	<b>25,644,866</b>	<b>(210,550)</b>
<b>Total Non-Current Assets</b>	<b>25,434,316</b>	<b>26,228,514</b>	<b>(794,198)</b>	<b>25,644,866</b>	<b>(210,550)</b>
<b>TOTAL ASSETS</b>	<b>28,662,375</b>	<b>29,625,907</b>	<b>(963,533)</b>	<b>29,253,505</b>	<b>(591,131)</b>
<b>CURRENT LIABILITIES</b>					
② Accounts Payable	68,310	117,978	(49,668)	162,682	(94,373)
Current Portion Loans Payable	144,417	144,417	0	144,417	0
Other Current Liabilities	17,127	40,557	(23,430)	172,199	(155,072)
Funds held for others	28,089	28,393	(303)	30,123	(2,034)
<b>Total CURRENT LIABILITIES</b>	<b>257,943</b>	<b>331,344</b>	<b>(73,401)</b>	<b>509,422</b>	<b>(251,478)</b>
<b>Total Current Liabilities</b>	<b>(257,943)</b>	<b>(331,344)</b>	<b>73,401</b>	<b>(509,422)</b>	<b>251,478</b>
<b>NON-CURRENT LIABILITIES</b>					
System Revenue Notes Payable	4,485,433	4,629,850	(144,417)	4,485,433	0
<b>Total NON-CURRENT LIABILITIES</b>	<b>4,485,433</b>	<b>4,629,850</b>	<b>(144,417)</b>	<b>4,485,433</b>	<b>0</b>
<b>Retained Earnings &amp; Net Position</b>					
Retained Earnings	(24,258,651)	(24,701,399)	442,748	(24,258,651)	0
Net Income	339,653	36,685	302,967	0	339,653
<b>Total Retained Earnings &amp; Net Position</b>	<b>(23,918,998)</b>	<b>(24,664,713)</b>	<b>745,715</b>	<b>(24,258,651)</b>	<b>339,653</b>
<b>TOTAL NET POSITION</b>	<b>28,662,375</b>	<b>29,625,907</b>	<b>(963,533)</b>	<b>29,253,505</b>	<b>(591,131)</b>

**Livingston County WSA**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
From 3/1/2015 Through 3/31/2015  
(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
<b>OPERATING REVENUE</b>							
④ Retail Fees	208,410	576,207	(367,797)	(63.83)	2,416,643	(2,208,233)	(91)%
Wholesale Fees	32,809	30,338	2,471	8.14	175,664	(142,855)	(81)%
Permit Fees	3,870	1,344	2,526	187.95	15,869	(11,999)	(76)%
O&M Services	46,261	53,007	(6,746)	(12.73)	138,393	(92,132)	(67)%
Other Income	24,347	11,654	12,692	108.91	75,959	(51,612)	(68)%
<b>Total OPERATING REVENUE</b>	<b>315,696</b>	<b>672,550</b>	<b>(356,853)</b>	<b>(53.06)</b>	<b>2,822,528</b>	<b>(2,506,832)</b>	<b>(89)%</b>
<b>OPERATING EXPENSE</b>							
⑤ Wages	111,572	155,724	(44,152)	(28.35)	627,697	516,125	82%
Overtime	8,041	8,512	(471)	(5.54)	35,150	27,109	77%
Fringes	90,320	88,944	1,376	1.55	425,353	335,033	79%
Professional Services	30,463	49,356	(18,892)	(38.28)	199,888	169,425	85%
Utilities	55,553	64,885	(9,332)	(14.38)	285,555	230,002	81%
Vehicle Expense	7,644	8,989	(1,345)	(14.97)	35,540	27,896	78%
Equipment Expense	1,462	3,896	(2,434)	(62.49)	65,031	63,569	98%
Building Expense	40,939	49,988	(9,049)	(18.10)	328,843	287,904	88%
Purchased Water/Sewer	81,312	89,589	(8,276)	(9.24)	475,431	394,119	83%
Customer Installations	1,501	992	509	51.36	25,443	23,942	94%
Permits, Inspections	199	2,227	(2,028)	(91.06)	21,615	21,416	99%
Other Expenses	8,740	5,300	3,440	64.91	37,556	28,816	77%
<b>Total OPERATING EXPENSE</b>	<b>437,747</b>	<b>528,401</b>	<b>(90,654)</b>	<b>(17.16)</b>	<b>2,563,102</b>	<b>2,125,355</b>	<b>83%</b>
<b>GAIN/LOSS BEF DEPRECIATION</b>	<b>(122,051)</b>	<b>144,149</b>	<b>(266,199)</b>	<b>(184.67)</b>	<b>259,426</b>	<b>(381,477)</b>	<b>(147)%</b>
<b>DEPRECIATION EXPENSE</b>	<b>(238,779)</b>	<b>(241,226)</b>	<b>2,447</b>	<b>(1.01)</b>	<b>0</b>	<b>(238,779)</b>	<b>0%</b>
<b>NON-OPERATING REVENUE/EXPENSE</b>							
Non-Operating Income	29,756	69,392	(39,636)	(57.12)	273,965	(244,209)	(89)%
Non-Operating Expense	(4,546)	(9,000)	4,454	(49.49)	(78,455)	73,909	(94)%
Grant Expense	(11,054)	0	(11,054)	(100.00)	0	(11,054)	0%
<b>Total NON-OPERATING REVENUE/EXPENSE</b>	<b>14,157</b>	<b>60,392</b>	<b>(46,235)</b>	<b>(76.56)</b>	<b>195,510</b>	<b>(181,353)</b>	<b>(93)%</b>
<b>NET GAIN/LOSS BEF CONTRIB</b>	<b>(346,673)</b>	<b>(36,685)</b>	<b>(309,987)</b>	<b>844.99</b>	<b>454,936</b>	<b>(801,609)</b>	<b>(176)%</b>
<b>CAPITAL CONTRIBUTIONS</b>							
Grant & Donation Revenue	7,020	0	7,020	100.00	0	7,020	0%
<b>Total CAPITAL CONTRIBUTIONS</b>	<b>7,020</b>	<b>0</b>	<b>7,020</b>	<b>100.00</b>	<b>0</b>	<b>7,020</b>	<b>0%</b>
<b>CHANGE IN NET ASSETS</b>	<b>(339,653)</b>	<b>(36,685)</b>	<b>(302,967)</b>	<b>825.85</b>	<b>454,936</b>	<b>(794,589)</b>	<b>(175)%</b>

3/31/15  
February 28, 2015

### Monthly Unallocated Operating Cash Bal

	Jul-14 Actual	Aug-14 Actual	Sep-14 Actual	Oct-14 Actual	Nov-14 Actual	Dec-14 Actual	Jan-15 Actual	Feb-15 Actual	Mar-15 Estim	Apr-15 Estim	May-15 Estim	Jun-15 Estim
Cash on hand 1st of each month	\$ 2,091	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,074	\$ 2,164	\$ 2,266
<b>Cash Received</b>												
Customer Billing	48	311	254	57	323	250	31	255	307			
Miscellaneous	-	2	30	13	8	32	1	1	1			
Debt/Project Related												
Grant/Contributions		13			13	21	7	13	43			
Billing Services/O & M Services												
Relevy												
<b>Estimated Cash Receipts</b>												
Cash Receipts										285	280	275
Debt/Grant/Contrib Receipts										15	45	5
Cash Balance before expenditures	\$ 2,139	\$ 2,248	\$ 2,268	\$ 2,054	\$ 2,190	\$ 2,294	\$ 2,068	\$ 2,112	\$ 2,253	\$ 2,374	\$ 2,489	\$ 2,546
Utility Vouchers	66	45	56	53	85	46	63	89	65			
Operating Vouchers	148	207	228	155	114	212	146	121	114			
Project Vouchers	3	12	-			7	16	0	0			
<b>Estimated Expenditures</b>												
Utilities										70	85	60
Operating										130	135	140
Projects										10	3	20
Cash Balance after expenditures	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,074	\$ 2,164	\$ 2,266	\$ 2,326
Reserve Projects in Progress Budget Bal + Retainage	\$ 1,100	\$ 1,088	\$ 1,102	\$ 1,092	\$ 1,074	\$ 1,067	\$ 1,039	1179	1177	1179	1165	1145
<b>Unallocated Cash Balance</b>	\$ 822	\$ 896	\$ 882	\$ 754	\$ 917	\$ 962	\$ 804	\$ 723	\$ 897	\$ 985	\$ 1,101	\$ 1,181

E: Reserve Projects in Progress Budget Bal + Retainage - In 2014 - includes \$339,384 that may be paid by NYS due to the Prison F

10% of 2015 Budget Exenditures = \$253,000

2 months budgeted expenditures = \$506,000

In 2010 a sewer infrastructure failure at Sweeteners in Lakeville resulted in \$296,300 in an unexpected capital project.

Major billing months are February, May, August, November. The 2 months between each billing month are periods of low cash receipts. For this reason an approximate 2 month expenditure value should be available for budget stabilization, when possible.

note January 2015 Report-February estimates were incorrect-cash received was added in twice



## Capital Projects In Progress Report

3/31/2015

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
<b>DEBT &amp; REIMBURSABLE PROJECTS</b>								
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
31085	West Lake-Dacula Shores Connection (Prison Project)	34,515.09	373,900.00	339,384.91	33-WR	Prison Project w/b paying for this!		10/26/2011
31103	Dacula Shores Connection to Prison Project	360.00	31,500.00	31,500.00	33-WR	Reserve		1/1/2014
<b>Total Debt &amp; Reimbursable Projects</b>		<b>686,352.72</b>	<b>1,048,634.14</b>	<b>362,641.42</b>				
<b>GENERAL RESERVE PROJECTS</b>								
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	-	69,671.83	69,671.83	33-WR	Reserve		1/1/2015
31060	South Lima Rd - Steene water project	239.42	15,000.00	14,760.58	33-WR	Reserve/MEA		8/25/2010
31080-3	Collection System-Inflow & Infiltration repairs	27,989.60	168,265.00	140,275.40	33-SL	Reserve		1/1/2014
31095	Clarifier I-Beam Re-Coat	4,702.84	50,100.00	45,397.16	32SLV	Reserve		1/16/2013
31107	Digester Bldg Brick Repair	2,035.00	17,000.00	14,965.00	32SLV	Reserve		1/16/2013
31098	Shop Slide Gates	937.50	8,000.00	7,062.50	32SLV	Reserve		1/16/2013
31099	Buildings & Grounds Lakeville	12,726.00	20,000.00	7,274.00	32SLV	Reserve		1/16/2013
31104	Lake Forest Water Main	-	102,000.00	102,000.00	33WR	Reserve		1/1/2014
31105	Slagel Park Water System Upgrade	-	120,400.00	120,400.00	33WR	Reserve		1/1/2014
31106	Niver Road-Overcoat Tank	-	60,000.00		33WR	Reserve		1/1/2015
	Crossroads Commerce Park Sewer	-				IDA matching Grant		10/28/2014
<b>Total Reserve Projects</b>		<b>143,119.81</b>	<b>1,019,597.65</b>	<b>816,477.84</b>				
<b>TOTAL OF ALL PROJECTS (a/c #1600)</b>		<b>829,472.53</b>	<b>2,068,231.79</b>	<b>1,179,119.26</b>				
<b>2015 Completed Projects</b>								
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
<b>Total 2015 completed projects</b>		<b>63,243.94</b>						

# Debt Fund Activity

December 1, 2014

	2014				2015			
	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Estimated	1st Qtr Estimated	2nd Qtr Estimated	3rd Qtr Estimated	4th Qtr Estimated
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Cash on hand as of 1st of each month	\$ 555,485	\$ 583,960	\$ 622,087	\$ 542,086	\$ 593,625	\$ 622,045	\$ 662,995	\$ 582,895
Cash Received - Customer Billing:	60,132	59,960	61,767	62,589	59,258	59,900	61,700	61,000
Cash Received - Miscellaneous	135	114	107	80	61	280	100	200
Cash Received - Relevy		27,920				27,900		
<b>Cash Balance before expenditures</b>	<b>\$ 615,752</b>	<b>\$ 671,954</b>	<b>\$ 683,961</b>	<b>\$ 604,755</b>	<b>\$ 652,944</b>	<b>\$ 710,125</b>	<b>\$ 724,795</b>	<b>\$ 644,095</b>
<b>Admin Fees Paid</b>	<b>\$ 3,717</b>	<b>\$ 1,000</b>	<b>\$ 7,075</b>		<b>\$ 3,625</b>	<b>\$ 1,000</b>	<b>\$ 7,100</b>	
<b>Debt Payments (Principal &amp; Interest):</b>								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond	28,075		103,075		27,275		103,075	
EFC 2012 Sewer Bond (as of June 2012)		48,867	-	11,130		46,130	-	11,130
<b>Cash Balance after expenditures</b>	<b>\$ 583,960</b>	<b>\$ 622,087</b>	<b>\$ 542,086</b>	<b>\$ 593,625</b>	<b>\$ 622,045</b>	<b>\$ 662,995</b>	<b>\$ 582,895</b>	<b>\$ 632,965</b>
<b>NYS EFC-Grov Sta Water - DO 17369:</b>								
Beginning Balance	856,575	856,575	856,575	824,850	824,850	824,850	824,850	793,125
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
<b>Ending Balance</b>	<b>856,575</b>	<b>856,575</b>	<b>824,850</b>	<b>824,850</b>	<b>824,850</b>	<b>824,850</b>	<b>793,125</b>	<b>793,125</b>
<b>8/27/09-&gt;8/27/39 Sewer Bond (SL)</b>								
Beginning Balance	2,630,000	2,630,000	2,630,000	2,555,000	2,555,000	2,555,000	2,555,000	2,480,000
Principal Payment	-	-	75,000	-	-	-	75,000	-
<b>Ending Balance</b>	<b>2,630,000</b>	<b>2,630,000</b>	<b>2,555,000</b>	<b>2,555,000</b>	<b>2,555,000</b>	<b>2,555,000</b>	<b>2,480,000</b>	<b>2,480,000</b>
<b>6/21/12- 11/1/42 Sewer Bond (SL)</b>								
Beginning Balance	1,287,692	1,287,692	1,250,000	1,250,000	1,250,000	1,250,000	1,212,308	1,212,308
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	37,692	-	-	-	37,692	-	-
<b>Ending Balance</b>	<b>1,287,692</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,212,308</b>	<b>1,212,308</b>	<b>1,212,308</b>
<b>Total Debt Balance</b>	<b>\$ 4,774,267</b>	<b>\$ 4,736,575</b>	<b>\$ 4,629,850</b>	<b>\$ 4,629,850</b>	<b>\$ 4,629,850</b>	<b>\$ 4,592,158</b>	<b>\$ 4,485,433</b>	<b>\$ 4,485,433</b>
			EOY Balance	\$ 593,625			EOY Balance	\$ 632,965
12 mos pmts =	\$ 222,872		1.05% =	\$ 234,016	12 mos pmts =	\$ 219,335	1.05% =	\$ 230,302
<i>Trustee Indenture requires 1.05% of annual payments on deposit</i>		Over required balance by		\$ 359,610		Over required balance by		\$ 402,663

# OPERATIONS REPORT

<b>Water and Sewer Work Program 2014</b>	
Customer work orders	20 - from 3/18/15 to 4/15/15
UFPO	59 - from 3/18/15 to 4/15/15
Sampling testing	We had 2 water samples that came back for total coliform in South Avon and Hemlock. The recent samples came back fine. Extra samples will be required in May in both districts.
Sampling testing	Lead and copper sampling - Real Property tax office helped us to screen water customers for eligibility for lead and copper samples. Two rounds of letters of interest have been sent out. We likely will have to move to phone calls and knocking on doors to secure the 5 sample sites we need. The City of Rochester has been very helpful in working with us on this sampling and on TTHM sampling. We met with City officials last week and have set bimonthly meetings to keep good communications between us.
PM Maintenance	PM Maintenance was completed for the month.
Weed Control	Weed Control RFP has been sent out - bids are due 4/29/15.
Lawn Mowing	The Lawn Mowing RFP has been published. Three contractors have picked up bids, which are due 4/29/15.
Calibration	Cold Spring Environmental will be calibrating the meters at both plants and the Avon meter, along with two chart recorders
Air relief valve maintenance	Staff is working on this.
Restoration	Staff has been raking and cleaning up the yards from the winter.
<b>Water Work Program</b>	
Water Main and Service repair	Staff repaired a water leak in South Livonia. Found to be a bad taping saddle.
Frozen Water Services	2 - more services were found to be frozen on our side by the main.
Meter reading	Staff has been reading meters in all districts.
Automatic Valve maintenance	Ross Valves will be in to do the Automatic Valve maintenance in mid May.
Annual Water Quality report	Staff is working on the AWQR. We will have a link on the website to view, and hard copies will be available.
Property dedicated to LCWSA	C. Smith has completed the paper work to transfer the title to the driveway to the lakeville tank to us. Paper work was filed at the clerks office April 15th.
<b>Sewer Work Program</b>	
Changing oil in pumps	Staff has almost completed all oil changes that are due in 2015.
Batteries and Walchem maintenance	Staff completed the Walchem maintenance and battery replacement.
Gauging stations and shimming pumps	Staff completed all pump station gauging for 2015.
Motor belts	Staff is working on replacing the belts at stations due in 2015.
Station Maintenance	Staff repaired air line at 8E along with a broken fitting. KBH finished the tile repair at 12E.
Grant #1 and #2	Final invoicing will be paid on the Grant #1 this month and upon payment we will submit for reimbursement which will close that grant. Grant #2 - Paper work was submitted and first payment was received. CPL and CPE are working together and have installed flow measuring devices into the collection system. Devices will be in place for a month.

# OPERATIONS REPORT

Overflow	Inspection program RFP's were sent out to consulting engineers, plumbers, code enforcement officers and various others and no responses were received. Rethinking the options for the implementation of the program.
<b>Lakeville Plant</b>	
Customer - Village of Geneseo	The DOH has established a meeting with the Village of Geneseo and LCWSA to discuss the recycling of filter wash water. The Village of Geneseo has decreased their discharge to the Lakeville plant by 30-50,000 gallons per day by recycling the filter wash water from their water treatment plant. This was reported in the the Financial reports as a decrease in revenue due to the Village Operational changes. The DOH is not in favor of the recycling of filter wash water. I expect some pressure to provide the Village a favorable rate.
Customer - Sweeteners Plus	Sweeteners Plus has notified us of a new process at their facilities. They have provided information which as been forwarded to our engineers for review. Likely, we will issue a new permit for this new discharge.
<b>Groveland Plant</b>	
Sludge removal	O'Briens were called to pump out the surge tank - pumps were plugged with rags due to the screen malfunctioning during the cold weather.
Contract Plant Operations	YAWS seems to be working out well. This will be the first month that they will be doing the DMRs. Liz Moran came in again and trained YAWS operators on the stream sampling requirements that will be underway in May.

<b>CAPITAL PROJECTS REPORT OUTLINE</b>	
<b>31062 --2011 Lakeville WWTF -</b>	
4/22/2015	See project 31095 - Clarifier I Beam Painting. Also, I spoke to Tom Myers, our bond council on the EFC loan that covers this project. The project is closed and as such all money (even the unexpended \$153,000) is used to calculate the interest owed.
<b>31085 – West Lake / DaCola Shores Water Connection Project - Prison Project</b>	
4/22/2015	Board will review cost estimates and make recommendations to either proceed with upsizing discussions or continue on the current path.
<b>31089,31090, 31040 – Contract #3 – Main pump, electrical and room improvements</b>	
4/22/2015	Cathy, Eric and Mark meet with Colacino Industries to discuss and observe their capabilities.
<b>31095 – Clarifier I- Beam Recoating</b>	
4/22/2015	Bids are due for this project on April 20th. It is hoped to have an engineers' recommendation for the Board meeting. This project has been approved for use of the EFC funds and will be the last project for those funds. Therefore the funds will no longer come from the Reserve.
<b>31107 – Digester Building Brick repair –</b>	
4/22/2015	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.
4/22/2015	Bids are due for this project on April 20th. It is hoped to have an engineers recommendation for the Board meeting.
<b>31098 – Slide Gates –.</b>	
4/22/2015	This project provides for the installation of slide gates at two doors that are possibly vulnerable to flood waters. Staff has reviewed plans and CPL is developing a RFP for the work
4/22/2015	RFP's are due on the 17th of April. Information on this will be provided at the Board meeting.
<b>Niver Road Storage Tank - Painting</b>	
4/22/2015	A schedule was given for the overcoat and catholdic protection replacement. Niagara Costings is looking to start around the first week in May. This will take approximately 2 weeks to complete.





April 22, 2015

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

**RE: 2013 LCWSA CAPITAL IMPROVEMENTS  
CONTRACT NO. 2 – DIGESTER BRICK REPOINTING**

Dear Cathy:

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

<b>Bidder</b>	<b>Base Bid</b>
Highland Masonry & Restoration, Inc.	\$37,200.00
Charles T Driscoll Masonry, Inc.	\$65,245.00
Genesee Building Restoration, Inc.	\$65,560.00
Kircher Construction, Inc.	\$128,000.00
Raymond E. Kelly, Inc.	\$128,760.00

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

1. The bids were received on April 20, 2015 and are binding for 45-days after the bid opening
2. The low price for the base bid was submitted by Highland Masonry & Restoration, Inc. in the amount of \$37,200.00.

We did have a conversation with Charles Szczublewski, with Highland Masonry & Restoration, Inc., as their bid price was significantly lower than the other bids. We reviewed the project requirements, including the clarification provided in an addendum that ensured each bid was based on a similar square footage, and Mr. Szczublewski indicated he was comfortable with their bid amount.

Highland Masonry & Restoration, Inc. did provide a list of references including the University of Rochester and the Office of General Services.

Note, bids for the same project were opened in 2013, but they were not awarded due to an on-going study to determine if the Lakeville WWTF should remain in operation. The bids at that time ranged from \$38,675 to \$94,745. In 2013 the bid from Genesee Building Restoration, Inc. was \$38,675 and the bid from Raymond E. Kelly, Inc. was \$58,180.



Catherine VanHorne, Executive Director  
Livingston County Water and Sewer Authority

April 22, 2015

Page 2 of 2

Based on the above, it is our recommendation that the Authority award the contract to Highland Masonry & Restoration, Inc. for the Base Bid in the amount of \$37,200.00.

Clark Patterson Lee looks forward to working with the Authority and the contractors to successfully complete this project. 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



April 22, 2015

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

**RE: 2013 LCWSA CAPITAL IMPROVEMENTS  
CONTRACT NO. 1 - CLARIFIER PAINTING**

Dear Cathy:

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

Bidder	Base Bid
Niagara Coating Services, Inc.	\$82,000.00
John H. Cook Jr. Painting Contractor Inc.	\$96,926.00
Spensieri Diversified, LLC.	\$147,800.00

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

1. The bids were received on April 20, 2015 and are binding for 45-days after the bid opening
2. The low price for the base bid was submitted by Niagara Coating Services, Inc. in the amount of \$82,000.00.
3. The bid form received by Niagara Coating Services, Inc. did not acknowledge Addendum No. 1.

Niagara Coating Services, Inc. was recently awarded a contract by the LCWSA for coating the Niver water storage tank and a reference list was previously obtained related to that project. We contacted representatives from John W. Danforth and Villager Construction to discuss their previous work. All representatives gave good reviews and would recommend Niagara Coating Services. In addition, Carl Bye with Performance Coatings gave them a positive review.

Note, bids for the same project were opened in 2013, but they were not awarded due to an on-going study to determine if the Lakeville WWTF should remain in operation. The bids at that time ranged from \$52,769 to \$164,000. In 2013 the bid from Niagara Coating Services, Inc. was \$107,000 and the bid from John H. Cook Jr. Painting Contractor Inc. was \$52,769.00.



The bid from Niagara Coating Services, Inc. did not acknowledge Addendum No. 1, which could be grounds to reject their bid. We did confirm prior to the bid opening that they received the addendum and they indicated that not acknowledging the addendum on the bid form was an oversight. The Contract Documents state the following:

*The Owner reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time, or changes in the work and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced, or conditional Bids.*

The addendum added in the requirements from the NYSEFC, which included the Federal Wage Rates and a 20% utilization goal for minority and women's business enterprises (M/WBE) for any contract amount in excess of \$100,000. Since the bid from Niagara Coating Services, Inc. was less than \$100,000 the M/WBE requirements do not apply and therefore would not affect their bid price.

In accordance with the Contract Documents, the LCWSA has the right to "waive any and all informalities not involving price". Since the addendum did not affect the bid price, then we view this as an informality.

Based on the above, it is our recommendation that the Authority award the contract to Niagara Coating Services, Inc. for the Base Bid in the amount of \$82,000.00 contingent upon concurrence from the LCWSA Attorney.

Clark Patterson Lee looks forward to working with the Authority and the contractors to successfully complete this project. If you have any questions or require any additional information please contact me.

Very truly yours,

Clark Patterson Lee

A handwritten signature in black ink, appearing to read "Eric C. Wies".

Eric C. Wies, P.E.  
Principal Associate