

Members Attending: H. Stewart, T. Anderson, P. Brooks, D. LeFeber, F. Miller, S. Beardsley

Excused Absent: D. Kriewall

Others Attending: J. Campbell, E. Wies, M. Kosakowski, R. Lewis, C. VanHorne

Financial Report – R. Lewis reviewed the Board Financial Report for March 2016 (on file with the Secretary).

Motion: S. Beardsley moved and P. Brooks seconded to approve the Financial Report. Carried unanimously.

Mission Statement and Performance Measurements: C. VanHorne reviewed the mission statement and performance measurements document (on file with the secretary) and the Board made a change to the questions section #3 to – Yes. Civil Service rules.

Motion: S. Beardsley moved and F. Miller seconded to approve the Mission statement and Performance Measurements report as amended and direct that it be posted as per Authority Budget Office rules. Carried unanimously.

Operations Report – M. Kosakowski reviewed the operations report (on file with the Secretary) with the following update to the report:

*Water tank Inspection –Aquastore will be conducting the Scottsburg Tank inspection for 2016.

RESOLUTION 2016 - 12 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 & Dates
2011 E-250 VAN	1FTNE2EW7BDB0 8854	Ford	Teitsworth Municipal Auction May 14, 2016
Hydraulic bumper jack	N/A	B-688/1881	Teitsworth Municipal Auction May 14, 2016
Portable air compressor 110v	N/A	3Z3SH 1	Teitsworth Municipal Auction May 14, 2016
Rovver 600 sewer camera, cable and reel, and computer and monitor		Envirosight Rovver 600	Teitsworth Municipal Auction May 14, 2016

Motion: T. Anderson moved and P. Brooks seconded to approve resolution 2016 - 12 Declaring Various Equipment Surplus. Carried unanimously.

Capital Report – M. Kosakowski reviewed the capital report (on file with the Secretary) excluding the DOCCS WSP project. The following were updates and questions to the topics:

1. Early Warning System - Sergi Construction Inc. installed the monitoring equipment and rain gauges by the time the meeting was held.
2. Solar Array – F. Miller questioned if washing the solar array was part of the on going maintenance. C. VanHorne stated that she was not sure and would find out. Also, T. Anderson mentioned that trees may be necessary to shield the view. C. VanHorne stated that the next-door neighbor has already planted trees along the west line.

I. Coyle, County Administrator and G. Deming, Chairman of the County Public Service Committee, entered the meeting.

Succession Planning – The Board, I. Coyle and G. Deming discussed the Assistant Director of Operations position and concluded to meet again on the position after the Public Service Committee meeting on Wednesday May 4, 2016. The group discussed the Yaws contract, and the current and future organization of the LCWSA. A discussion was had on outside services contracted by the LCWSA, and if there were any opportunities for future shared services. Next step on the planning would be for everyone to familiarize themselves with the Lease agreement, and Civil service process and procedure.

I. Coyle and G. Deming depart

31085 - DOCCS WSP - C. VanHorne reviewed the memo (on file with the Secretary). The Board discussed alternative routes and the Board consensus was to try to stay with the original route. J. Campbell reviewed his activities regarding the purchase of the pump station site. The Board directed J. Campbell to send a letter to the owners outlining the current stage of negotiations. Also, the Board directed J. Campbell to seek an appraiser, who would look at the best use of the property.

F. Miller departed the meeting.

31103 – Alternative WSP DOCCS – R. Lewis reviewed a 2016 cash projection for 2016 (on file with the Secretary). C. VanHorne reviewed a spreadsheet with thoughts on funding for the alternative projects (on file with the Secretary). The two methods of funding discussed are to fund the projects independently, either through a loan or Reserves, or through the creation of a County or Town District. S. Beardsley discussed some pro's and con's to funding improvements with Reserves. C. VanHorne requested that the Board be prepared to make a decision on a funding direction at the next meeting, at least on the system-wide improvements and the upsizing necessary for the Farm community, as they are part of the original DOCCS project and will need to be included in the project.

T. Anderson departed the meeting.

J. Campbell discussed his review of the Authority legislation as part of the succession plan discussion. The Board will review for future discussions.

J. Campbell departed.

The Board discussed the requests from the potential Farm customers regarding providing a rate decrease if they did not exceed 1,000,000 gallons per quarter, and providing the Farms with the DOCCS wholesale rate. The Board discussed the two requests and felt that neither of the requests could be implemented uniformly across the LCWSA customer base.

Lakeville Treatment plant upgrades - E. Wies updated the Board on the April 5th meeting with the Village of Avon and their Engineer, B. Davis of MRB group. At the conclusion of that meeting, it was decided that the engineers need to meet to thoroughly discuss the improvements needed at both plants and to agree that the improvements were necessary. The Engineers met on April 22 and talked through the rationale of the improvements and agreed that the improvements were necessary. B. Davis will be updating the Avon costs. Next step will be to meet again with the Village of Avon and discuss any possible rate adjustments. D. LeFeber will be contacting the Village to set up a meeting in several weeks.

Business Session

Bills: R. Lewis reviewed the monthly bills.

Motion: S. Beardsley moved and P. Brooks seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$204,135.49 and Projects in an amount not to exceed \$2,119.55. Carried unanimously.

Motion: D. LeFeber moved and P. Brooks seconded to approve paying the bills for Utilities in an amount not to exceed \$31,269.33, Commodity in an amount not to exceed \$59,855.43, and for miscellaneous expense in an amount not to exceed \$46,313.49. Carried unanimously.

Minutes – regular minutes dated March 23, 2016

Motion: P. Brooks moved and D. LeFeber seconded to approve minutes dated March 23, 2016. Carried unanimously.

Communications: C. VanHorne reminded the Board to submit their ethics Disclosure forms.

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

Board Financial Report
March 2016

Balance Sheet

Assets

Operating Cash (Operating Checking Account, General Reserve MM & DOCCS)

(Full Year Report Attached) *p. 3*

	Feb-16 Actual	Mar-16 Actual
Cash on hand 1st of each month	\$ 3,950	\$ 3,961
Cash Received		
Customer Billing	322	246
Miscellaneous		
Debt/Project Related		
Grant/Contributions	13	
Billing Services/O & M Services	27	
Relevy		
DOCCS		
Cash Balance before expenditures	\$ 4,312	\$ 4,207
Utility Vouchers	74	81
Operating Vouchers	143	125
Grant Vouchers	4	
Project Vouchers	130	57
Cash Balance after expenditures	\$ 3,961	\$ 3,944
Reserve Projects in Progress Budget Bal + Retainage	8767	8725
DOCCS Receivable	5625	5625
Unallocated Cash Balance	\$ 819	\$ 844

See Work In Progress *p. 4(a)*

Minimum balance \$445,000 to cover
 2 months budgeted expenses, or
 emergency expenses

Work-In-Progress (WIP Report Attached)

Current Budget \$9,218,385.82 *p. 4(b)* Closed Project 31095 (\$87,058.36) & Project 31109
 Expenditures to Date \$493,448.70 *p. 4(c)* (\$22,172.00) and put to fixed assets
 Balance \$8,724,937.12 *p. 4(a)*

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Debt Reserve Cash

Beginning Balance	\$635,658
Admin Fees	
Debt Bond Payments	
Interest	\$17
Billing Activity	\$29,502
Ending Balance	\$665,177

p. 6(a)
Quarterly Debt Report Enclosed p. 5

Accounts Receivable

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance March	\$ 365,686	\$ 47,487	\$ 279,633	\$ 22,464	\$ 715,270
March Billing	\$ 14,729	\$ 603			\$ 15,332
Collected	\$ 230,011	\$ 28,660			\$ 258,671
Billing				\$ -	\$ -
Ending Balance March	\$ 150,404	\$ 19,430	\$ 279,633	\$ 22,464	\$ 471,931

p. 6 (b)

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

Increased Accrued Retirement -\$11,065.00

Reduced Unearned Revenue- \$24,430 –March DOCCS expenses

Statement of Revenues & Expenditures p. 7

Revenues (March is a non billing month)

Year to Date Revenue is down approximately \$30,000 from last year.

- ARS, Sweeteners usage down, more conservative estimating
- Compact of Towns has not been billed (\$15,000)

Will be billed by end of April

Expenses:

All expenses are on target to meet budgeted amounts.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, DC

Mar-16

Unallocated Cash Balance

	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	16-Mar	Apr-16	May-16	Jun-16
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim	Estim
Cash on hand 1st of each month	\$ 1,902	\$ 2,074	\$ 2,160	\$ 2,257	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,779	\$ 4,138
Cash Received																
Customer Billing	307	42	263	320	36	333	275	40	353	229	23	322	246			
Miscellaneous	1	0.5	3	3				9	5	2						
Debt/Project Related									61		19					
Grant/Contributions	43	15				13					15	13				
Billing Services/O & M Services			33	13		33			46			27				
Relevy		219													279	
DOCC'S									1875							
Estimated Cash Receipts																
Cash Receipts														45	270	300
Debt/Grant/Contrib Receipts														15	40	15
Cash Balance before expenditures	\$ 2,253	\$ 2,351	\$ 2,459	\$ 2,593	\$ 2,413	\$ 2,540	\$ 2,538	\$ 2,183	\$ 4,253	\$ 4,310	\$ 4,138	\$ 4,312	\$ 4,207	\$ 4,004	\$ 4,368	\$ 4,453
Utility Vouchers	65	62	62	108	70	80	64	55	72	54	66	74	81			
Operating Vouchers	114	109	120	108	145	197	212	163	92	134	83	143	125			
Grant Vouchers		10	15				7					4				
Project Vouchers		10			37		121	52	10	41	39	130	57			
Estimated Expenditures																
Utilities														65	70	70
Operating														130	130	130
Projects														30	30	50
Cash Balance after expenditures	\$ 2,074	\$ 2,160	\$ 2,262	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,779	\$ 4,138	\$ 4,203
Reserve Projects in Progress Budget Bal + Retainage	1177	1238	1323	1323	1271	1283	1207	8702	9099	9061	9023	8767	8725	8695	8665	8615
DOCCS Receivable							7500	5625	5625	5625	5625	5625	5625	5625	5625	5625
Unallocated Cash Balance	\$ 897	\$ 922	\$ 939	\$ 1,054	\$ 890	\$ 980	\$ 927	\$ 711	\$ 605	\$ 645	\$ 552	\$ 819	\$ 844	\$ 709	\$ 1,098	\$ 1,213

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Capital Projects In Progress Report

3/31/2016

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
DEBT & REIMBURSABLE PROJECTS								
31085	DOCCS Water Supply Project	145,375.09	7,500,000.00	7,354,624.91	33-WR	Prison Project w/b paying for this!		10/26/2011
Total Debt & Reimbursable Projects		145,375.09	7,500,000.00	7,354,624.91				
GENERAL RESERVE PROJECTS								
31040	Main Pump: motor, electrical, ventilation	100,082.89	389,160.82	289,077.93	32-SLV	Reserve		1/1/2012
31043-5	Scada System Upgrade	81,903.80	86,700.00	4,796.20	33-WR	Reserve		1/1/2015
31080-3	Collection System-Inflow & Infiltration repairs	38,160.00	282,325.00	244,165.00	33-SL	Reserve		1/1/2014
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	41,438.15	58,000.00	16,561.85	33WR	Reserve		1/1/2015
						Crossroads Commerce Park Sewer	IDA matching Grant	10/28/2014
31108	Early Warning System/Pump	43,663.61	130,000.00	86,336.39	33SL	Reserve		8/28/2015
31110	Energy Conservation Program	17,310.25	24,400.00	7,089.75	32SLV	Reserve		9/23/2015
31111	Technology Upgrades	18,901.96	30,000.00	11,098.04	31WS	Reserve		9/23/2015
31112	Adams/Clay St-PS Upgrades	-	90,000.00	90,000.00	33SL	Reserve		1/1/2016
Total Reserve Projects		493,448.70	9,218,385.82	8,724,937.12	(a)			
Equipment(Fixed Assets)		(a)	(b)					
2015 Budget-New Truck			24,500.00	24,500.00	33WS	Reserve		
2015 Budget-Sewer Camera			80,000.00	80,000.00	33S	Reserve		
2016 Budget-New Truck			26,000.00	26,000.00	33WS	Reserve		
Total Equipment (Fixed Assets)			130,500.00	130,500.00				
TOTAL OF ALL PROJECTS (a/c #1600) &		493,448.70	9,348,885.82	8,855,437.12				
2016 Completed Projects/Purchased Equipment								
31095	Clarifier I-Beam Re-Coat	87,058.36	93,100.00	6,041.64	32SLV	Reserve		1/16/2013
31109	Boiler Replacement-Plant & Admin Bldg	22,172.00	25,000.00	2,828.00	32SLV	REserve		10/28/2015

(4)

Debt Fund Activity

December 31, 2015

	2015				2016			
	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	1st Qtr Actual	2nd Qtr est	3rd Qtr est	4th Qtr est
	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	\$ 593,625	\$ 622,045	\$ 662,995	\$ 580,120	\$ 629,006	\$ 663,192	\$ 704,142	\$ 621,267
Cash Received - Customer Billing:	59,258	59,900	62,468	59,917	63,597	59,900	62,468	59,917
Cash Received - Miscellaneous	61	280	44	45	47	280	44	45
Cash Received - Releavy		27,900				27,900		
Cash Balance before expenditures	\$ 652,944	\$ 710,125	\$ 725,507	\$ 640,082	\$ 692,650	\$ 751,272	\$ 766,654	\$ 681,229
Admin Fees Paid	\$ 3,625	\$ 1,000	\$ 6,387		\$ 3,037	\$ 1,000	\$ 6,387	
Debt Payments (Principal & Interest):								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond	27,275		107,275		26,421		107,275	
EFC 2012 Sewer Bond (as of June 2012)		46,130	-	11,076		46,130	-	11,076
Cash Balance after expenditures	\$ 622,044	\$ 662,995	\$ 580,120	\$ 629,006	\$ 663,192	\$ 704,142	\$ 621,267	\$ 670,153
NYS EFC-Grov Sta Water - DO 17369:								
Beginning Balance	824,850	824,850	824,850	793,125	793,125	793,125	793,125	761,400
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	824,850	824,850	793,125	793,125	793,125	793,125	761,400	761,400
8/27/09->8/27/39 Sewer Bond (SL)								
Beginning Balance	2,555,000	2,555,000	2,555,000	2,475,000	2,475,000	2,475,000	2,475,000	2,395,000
Principal Payment	-	-	80,000	-	-	-	80,000	-
Ending Balance	2,555,000	2,555,000	2,475,000	2,475,000	2,475,000	2,475,000	2,395,000	2,395,000
6/21/12->11/1/42 Sewer Bond (SL)								
Beginning Balance	1,250,000	1,250,000	1,215,000	1,215,000	1,215,000	1,215,000	1,180,000	1,180,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	35,000	-	-	-	35,000	-	-
Ending Balance	1,250,000	1,215,000	1,215,000	1,215,000	1,215,000	1,180,000	1,180,000	1,180,000
Total Debt Balance	\$ 4,629,850	\$ 4,594,850	\$ 4,483,125	\$ 4,483,125	\$ 4,483,125	\$ 4,448,125	\$ 4,336,400	\$ 4,336,400
	EOY Balance \$ 629,006				EOY Balance \$ 670,153			
	12 mos pmts = \$ 223,481		1.05% = \$ 234,655		12 mos pmts = \$ 222,627		1.05% = \$ 233,758	
<i>Trustee Indenture requires 1.05% of annual payments on deposit</i>	Over required balance by \$ 394,351				Over required balance by \$ 436,395			

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Livingston County WSA

Balance Sheet

As of 3/31/2016

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Ba...	YTD Change
CURRENT ASSETS					
Operating Cash	2,217,534	2,071,534	146,000	2,064,785	152,750
Debt Reserve	665,177 (a)	622,545	42,632	593,626	71,551
Accounts Receivable	471,930 (b)	442,748	29,182	818,290	(346,360)
Capital Contributions Receivable	24,556	23,481	1,075	31,135	(6,579)
Inventory	13,467	11,762	1,705	9,591	3,876
Prepaid Expenses	30,823	27,900	2,923	61,091	(30,268)
Funds held for Others	28,547	28,088	459	30,121	(1,574)
Total CURRENT ASSETS	3,452,035	3,228,059	223,976	3,608,640	(156,605)
Total Current Assets	3,452,035	3,228,059	223,976	3,608,640	(156,605)
NON-CURRENT ASSETS					
Restricted Cash	1,907,749	257,725	1,650,024	257,725	1,650,024
Capital Contrib Receivable, net current	429,316	461,876	(32,560)	461,876	(32,560)
Property & Equipment, Net Deprec	23,762,451	23,883,521	(121,070)	24,060,346	(297,895)
Work-In-Progress	493,449	829,473	(336,024)	864,488	(371,039)
Total NON-CURRENT ASSETS	26,592,966	25,432,596	1,160,370	25,644,436	948,530
Total Non-Current Assets	26,592,966	25,432,596	1,160,370	25,644,436	948,530
TOTAL ASSETS	30,045,001	28,660,654	1,384,346	29,253,075	791,925
CURRENT LIABILITIES					
Accounts Payable	66,389	68,310	(1,920)	162,682	(96,293)
Current Portion Loans Payable	146,725	144,417	2,308	144,417	2,308
Other Current Liabilities	1,747,259	17,127	1,730,132	172,199	1,575,060
Funds held for others	28,550	28,089	460	30,123	(1,573)
Total CURRENT LIABILITIES	1,988,923	257,943	1,730,980	509,422	1,479,501
Total Current Liabilities	(1,988,923)	(257,943)	(1,730,980)	(509,422)	(1,479,501)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Total NON-CURRENT LIABILITIES	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Retained Earnings & Net Position					
Retained Earnings	(24,258,652)	(24,701,410)	442,758	(24,258,221)	(431)
Net Income	538,974	784,131	(245,157)	0	538,974
Total Retained Earnings & Net Position	(23,719,678)	(23,917,278)	197,600	(24,258,221)	538,543
TOTAL NET POSITION	30,045,001	28,660,654	1,384,346	29,253,075	791,925

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2016 Through 3/31/2016
(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	189,531	208,410	(18,879)	(9.06)	2,500,453	(2,310,922)	(92)%
Wholesale Fees	33,860	32,809	1,051	3.20	189,500	(155,640)	(82)%
Permit Fees	3,766	3,870	(104)	(2.68)	39,000	(35,234)	(90)%
O&M Services	33,907	46,261	(12,354)	(26.70)	150,229	(116,322)	(77)%
Other Income	14,687	24,347	(9,659)	(39.67)	64,193	(49,506)	(77)%
Total OPERATING REVENUE	275,751	315,696	(39,946)	(12.65)	2,943,375	(2,667,624)	(91)%
OPERATING EXPENSE							
Wages	92,876	111,572	(18,696)	(16.76)	586,269	493,393	84 %
Overtime	4,974	8,041	(3,067)	(38.14)	28,408	23,434	82 %
Fringes	101,649	90,320	11,329	12.54	407,690	306,041	75 %
Professional Services	57,226	30,463	26,763	87.85	300,690	243,464	81 %
Utilities	60,509	55,553	4,955	8.92	298,541	238,032	80 %
Vehicle Expense	979	7,644	(6,665)	(87.19)	36,200	35,221	97 %
Equipment Expense	(6,721)	1,462	(8,183)	(559.84)	67,441	74,162	110 %
Building Expense	55,257	40,939	14,318	34.97	346,847	291,590	84 %
Purchased Water/Sewer	78,295	81,312	(3,017)	(3.71)	528,900	450,605	85 %
Customer Installations	2,730	1,501	1,228	81.82	24,320	21,591	89 %
Permits, Inspections	492	199	293	147.37	16,755	16,263	97 %
Other Expenses	5,864	8,740	(2,877)	(32.91)	28,333	22,469	79 %
Total OPERATING EXPENSE	454,130	437,747	16,383	3.74	2,670,394	2,216,264	83 %
GAIN/LOSS BEF DEPRECIATION	(178,379)	(122,051)	(56,329)	46.15	272,981	(451,360)	(165)%
DEPRECIATION EXPENSE							
	(242,511)	(240,069)	(2,442)	1.02	0	(242,511)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	33,726	29,756	3,970	13.34	284,440	(250,714)	(88)%
Non-Operating Expense	(4,403)	(4,546)	142	(3.13)	(78,455)	74,052	(94)%
Grant Expense	(4,350)	(11,054)	6,704	(60.65)	0	(4,350)	0 %
Total NON-OPERATING REVENUE/EXPEN...	24,973	14,157	10,816	76.40	205,985	(181,012)	(88)%
NET GAIN/LOSS BEF CONTRIB	(395,917)	(347,963)	(47,955)	13.78	478,966	(874,883)	(183)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	15,000	7,020	7,980	113.67	0	15,000	0 %
Capital Contributions	104,070	0	104,070	100.00	0	104,070	0 %
Total CAPITAL CONTRIBUTIONS	119,070	7,020	112,050	1,596.13	0	119,070	0 %
CHANGE IN NET ASSETS	(276,847)	(340,943)	64,095	(18.80)	478,966	(755,813)	(158)%

①

Authorities Budget Office Policy Guidance



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. In 2015 the LCWSA was able to move to compliance with the EPA regulations.
- Environmental sound sewage treatment
 - Meeting SPDES permit requirements – Yes
 - Final report submitted to NYSDEC on stream evaluation.
 - Final permit(SPDES) requirements should be established in 2016.
- Efficient provision of Services
 - Continue predictive and preventative maintenance plans.
 - Continue to upgrade equipment and facilities to provide energy efficiency.
 - Lighting at the Lakeville treatment plant upgraded to LED lighting.
 - Contract signed with Solar City to develop a solar array.
- 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.
 - Implementing wet weather plans.
 - 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
- 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.
- Meeting reporting rules, requirements, and recommendations of the following
 - NYS Authority Board Office
 - GASB/FASB accounting rules
 - NYSDEC
 - NYSDOH
 - USEPA
 - NYSESD (MWBE)
- 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

OPERATIONS REPORT

Water and Sewer Work Program 2016	
Customer work orders	26 workorders completed for the month - up 5 from last month
UFPO	45 stakeouts completed for the month - up 11 from last month
PM Maintenance	All PM maintenance completed
Generator Maintenance	Colacino Electric is scheduled for the 1st week in May to start generator maintenance.
Electrical Maintenance	PSEC has completed the electrical maintenance and is working on the manual transfer for switches that were added into the contract.
Boiler Maintenance	A new circulating pump was installed in the Admin. Bldg on zone 2
Lawn Mowing	Five lawn mowing bids were received, ranging from \$13,791 to \$60,000. Davis Enterprise from Leicester was low bid. We are waiting on the insurance and contract.
Calibration	The Village of Livonia sewer flow meter has been calibrated.
Weed control	The Weed control RFP was sent out with 3 vendors responding. Ted Collins Tree and Landscape has been awarded the RFP. They were \$3120 for 2 applications. The other bidders were True Green at \$3300, and Evergreen Landscape for \$5950.
Water Work Program	
New water connections	Staff installed a tap and bore in Conesus. Also staff completed 2 water inspections.
Meter reading	Staff has completed most of the meter reading. They will complete the week of April 25.
Automatic Valves	Automatic valves at the Airport and Burger Hollow tanks failed to operate properly. Ross Valve technician came out to evaluate. The GA requires a rebuild and the Automatic valve requires a replacement pilot. Once the repair kits are received, Ross will come back out to rebuild the GA.
Water tank inspection	Scottsburg tank inspection RFP is due on April 25th.
Annual Water Quality Report	The information has been given to the towns we purchase water from for these areas. We are in the process of completing our annual water quality report.
Reduced Pressure Zone (RPZ) Testing	LMC has tested our backflows. We have a few that need to be either replaced or rebuilt.
Sewer Work Program	
Wet wells manholes maintenance	Staff cleaned and washed down 3 wet wells.
Wet Well Cleaning RFP	The wet well cleaning RFP was sent out. We received 1 proposal from O'Brien's in Nunda for \$125/hr. This is who we have used for the past few years.
Sewer Cleaning and televising	Staff is working on cleaning and televising the west side of the lake.
Gauging stations and shimming pumps	We have Siewert Equipment coming out the week of April 25th to look at 3E and 1W. These stations are continuously running over the 20% allowance. Staff has gauged and shimmed these pumps.
Motor belts	Staff is working on changing belts on the west side of the lake.
Lakeville Plant	

OPERATIONS REPORT

Laboratory/digester	Bids were sent out for the water and sewer analysis, with 3 received from Pace Analytical, ALS Environmental, and Life Science Laboratories. Pace Analytical was the lowest. We are waiting on verification for the pickup schedule at this time before being awarded.
Personnel	
Training	Staff completed Confined Space Training.
Equipment	A new Mini Bid Response was sent to NYS OGS for a 2016 4x4 Extended Cab pickup. Bids came back from 5 different dealers. The lowest was from Main Motor Car from Johnstown, NY. The truck is a 2016 Dodge Ram 1500 Quad Cab 4x4 - cost \$24,421.65.
	RESOLUTION 2016-12 Declaring Various Equipment Surplus see attached

LIVINGSTON COUNTY
WSA
WATER & SEWER AUTHORITY

RESOLUTION 2016 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 & Dates
2011 E-250 VAN	1FTNE2EW7BDB08854	Ford	Teitsworth Municipal Auction May 14, 2016
Hydraulic bumper jack	N/A	B-688/1881	Teitsworth Municipal Auction May 14, 2016
Portable air compressor 110v	N/A	3Z3SH 1	Teitsworth Municipal Auction May 14, 2016
Rovver 600 sewer camera, cable and reel, and computer and monitor		Envirosight Rovver 600	Teitsworth Municipal Auction May 14, 2016

Dated at Geneseo, NY
 April 27, 2016
 Carried unanimously

Livingston County Water & Sewer Authority Board	<p>This is to Certify that I, the undersigned, Secretary of the Livingston County Water & Sewer Authority, have compared the foregoing copy of resolution with the original resolution now on file in this office and which was duly adopted by the Livingston County Water & Sewer Authority Board on the 27th day of April 2016 and the same is a true and correct transcript of said resolution and of the whole thereof.</p> <p>In Witness Whereof I have hereunto set my hand and the official seal of the Livingston County Water & Sewer Authority Board, this 27th day of April 2016.</p> <p style="text-align: right;">_____ Secretary of the Board</p>
---	--

CAPITAL PROJECTS REPORT - March outline

31085 – DOCCS WSP	
4/27/2016	see attached
31080 Collection System - Inflow and Infiltration repairs	
4/27/2016	Draft plans have been sent to the NYSDOT, Town of Livonia and Conesus Highway, Village of Livonia Highway for review. Staff is meeting with the local Highway Superintendents to discuss the work the LCWSA will be completeing in their respective Towns or Villages.
31095 – Clarifier I- Beam Recoating	
4/27/2016	Reimbursement was received and project is closed.
31103 Alternate Water Supply projects - DOCCS	
	This project is established for the potential mini extensions of the DOCCS WSP project
4/27/2016	See Attached
31108 - Early Warning system	This project will include two contracts - initially, there will be Monitoring equipment for the Village of Livonia sewer meter and Trailer mounted pump
4/27/2016	Sergi Construction Inc. has been on site reviewing the areas where the monitoring equipment is to be installed, with D. Drexel from CPL. Equipment is on order.
31109 Boiler Replacement	
4/27/2016	Project completed.
31111 Technology Upgrades	
4/27/2016	OTI has started the new SCADA computer and updated soft ware.
Solar Array	
4/27/2016	Conference call with SolarCity enviornmental and engineering personel has taken place. It was decided to develop a long form EAF for SEQRA. Surveyors have been on site doing topo mapping and boundary line locations. Staff has met with local code enforcement to discuss the project. Awaiting determination if site plan review will be necessary. I have attached a brochure that contains information about how the installation of the solar array will be completed.



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

Catherine VanHorne

Executive Director

To: LCWSA Board

From: Catherine VanHorne

Re: 31085 - DOCCS WSP
31103 - Alternative WSP DOCCS

Date: April 21, 2016

31085 - DOCCS WSP

1. Design/ Plans - Draft contract #1 plans are under review by staff for the pipeline construction in Livonia and Conesus. Staff and Engineering have completed in-field review of the project, and additions based on those meetings will be completed. Draft plans have gone to NYSDOT, NYSDEC, LCDOH, US Corp. of Engineers for approval.
2. Pump Station Property - Maple Beach - Attached in a confidential memo is the current offer on the table. Jim Campbell is drafting a letter to the owners to see if we can conclude the negotiations with this offer. See attached map of site.
3. Kudder Hill Route - Potential pump station site owners have had initial meetings. Surveyors have been authorized to locate property lines on the roadway to assist in conversations about the facilities. See attached map of sites.
4. Tank Site - Appraiser has met with the owner on site and an appraisal is forthcoming. See Attached map of site.

31103 - Alternative WSP DOCCS

Attached is a spreadsheet for discussion purposes for the alternative water supply projects.

Farmers - The Board has been receiving notes of minutes and proposals to the Farm community (see attached). We have discussed a discounted rate that is already part of the LCWSA rate structure. That rate is \$0.65 decrease in rate from \$3.50/1000 to \$2.85/1000 over 1,000,000 gallons of usage per quarter. This rate was established for Sweeteners Plus when it was a Town of Livonia customer and we have honored that commitment upon the leasing of the facilities. Two questions arose.

1. Could a farm customer have the rate decrease if they did not exceed 1,000,000 gallons per quarter?
2. Could a farm customer have the rate that we are providing to DOCCS? DOCCS rate is a wholesale rate of \$2.55/1000.

Plotted By: Don Isgrig

Date last plotted: 2/9/2016 11:32 AM

Date last received: 2/9/2016 9:57 AM

Drawing Name: J:\PROJECTS\LCWSA\Grove Con W\AD Design\CAD\Figures\Tank Proposed Sites.dwg



CLARK PATTERSON LEE
 DESIGN PROFESSIONALS
 205 ST. PAUL STREET, SUITE 500
 ROCHESTER, NEW YORK 14604
 TEL (800) 274-9000
 FAX (585) 232-5836
 www.clarkpatterson.com

DATE: 12/9/15
 DRAWN: DGI
 CHECKED: JAF
 SCALE: 1"=100'
 PROJ. #: 13629.00

PUMP STATION LOCATION
DOCCS WATER SUPPLY
 LIVINGSTON COUNTY, NEW YORK

NO.	DATE	DESCRIPTION

CLARK PATTERSON LEE
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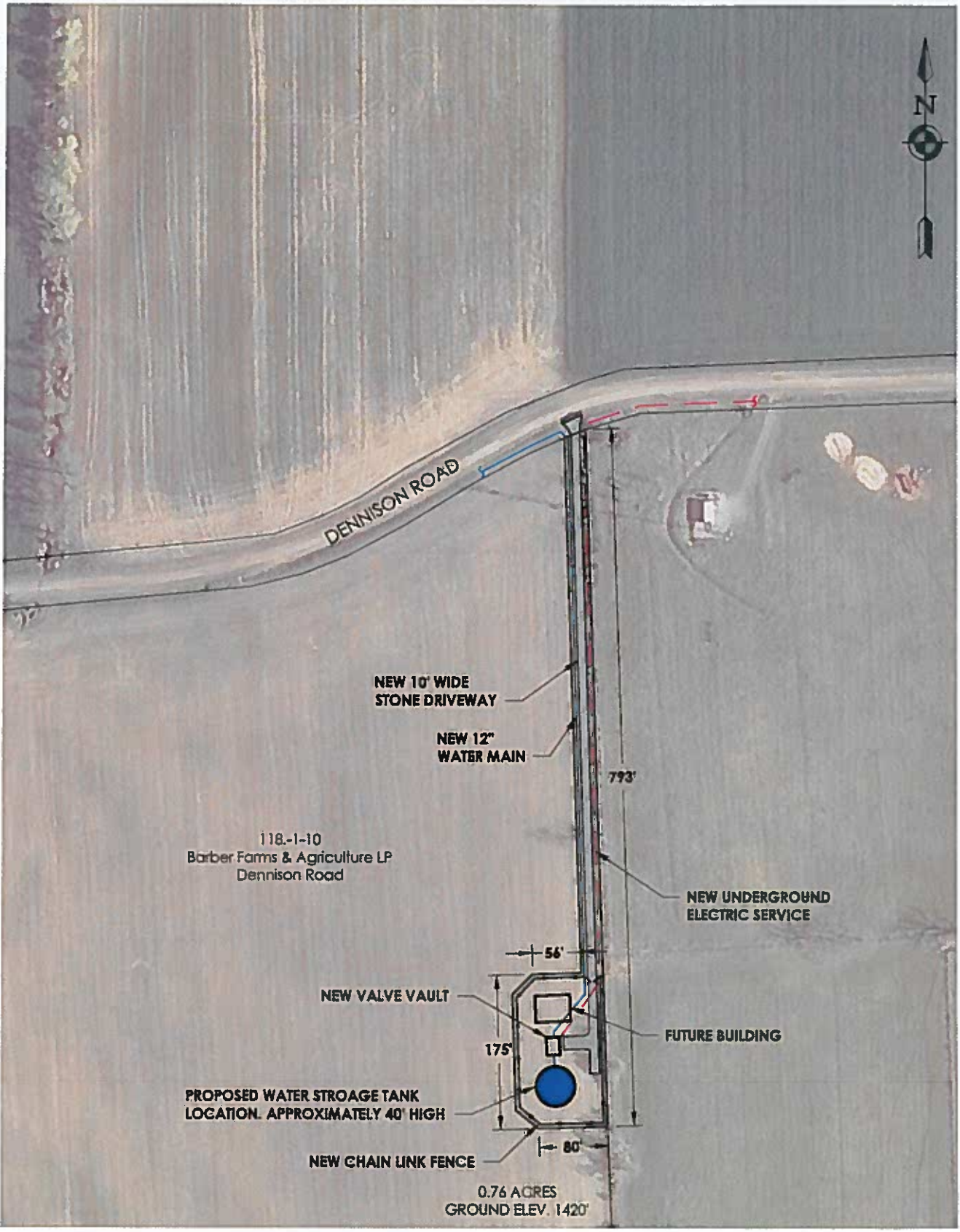
**LIVINGSTON COUNTY WATER
 AND SEWER AUTHORITY**
 LIVINGSTON COUNTY, NEW YORK

DATE:	4/18/14
DRAWN:	DOI
DESIGNED:	JAT
CHECKED:	JAT
SCALE:	1"=150'

DOCS WATER SUPPLY
PROPOSED PUMP STATION LOCATIONS

PROJECT NUMBER
 13629.00
 DRAWING NUMBER
XX-XX





Plotted By: Don Inman

Date last plotted: 3/4/2016 8:11 AM

Date last accessed: 3/4/2016 8:11 AM

Drawing Name: I:\PROJECTS\GWSA\Grave Cart W&D Design\CAD\Figures\Tank Proposed \$116.dwg

118.-1-10
Barber Farms & Agriculture LP
Dennison Road

PROPOSED WATER STORAGE TANK
LOCATION. APPROXIMATELY 40' HIGH

0.76 ACRES
GROUND ELEV. 1420'



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DATE:	12/9/15
DRAWN:	DGI
CHECKED:	JAF
SCALE:	1"=150'
PROJ. #:	13629.00

DENNISON ROAD TANK OPTION

DOCCS WATER SUPPLY

LIVINGSTON COUNTY, NEW YORK

Description of Costs	Costs	Funding 1 - LCWSA	Collection	Construction Contracts	Pro/Con
System Wide Improvements		Reserves have \$405,000	\$420 per year capital charge to be on every customer on the prison project line who decides to hook in.	Issued by the LCWSA	1. Collection from just the customers that hook up can be a slow return of funding. 2. This option gives people who have a good well the ability not to pay for water. 3. LCWSA Owns the infrastructure.
Upsizing 16" to 20" in Livonia	\$274,000.00				
Connection to Grove Station	\$147,000.00				
Connection to Grove Station	\$247,000.00				
Redundant connection Sliker hill	\$237,500.00				
Any over budget items if we can not get DOCCS to pay for them.	< \$650,000				
Upsizing system for Farms		LCWSA Reserves	Contract with each of the Farmers to pay an annual capital charge that covers the costs of the improvements	Issued by the LCWSA	1. Very clear cut way of funding the improvements. Only way better is if the Farmers fund the improvements up front which was originally proposed. 2. Contract does tie payment to property if not paid. 3. Guarantees the Farmers the quantity of water they are paying for. 4. LCWSA owns the infrastructure.
80,000 gpd	\$275,625.00				
230,000 gpd	\$412,000.00				
275,000 gpd	\$534,000.00	XXX			
300,000 gpd	\$604,325.00				
Extensions currently requested		LCWSA applies for a Rural Development Loan	Step one - Determine if there are any further areas that should be included. Step two income survey the households. Hopefully we can then receive a grant from RD. Step three - apply for RD funding Step four - sign agreements (already developed years ago by C. Foerester) with each participant. The contract outlines the payment for the construction costs. This process will be followed outside the construction of the prison project.	Issued by the LCWSA	1. Continues the policy the LCWSA has on extensions which is that the extensions to the system pay for themselves. 2. The Authority Bond Council already cleared with Rural Development that we are eligible for funding. 3. Contracts have never been implemented for this purpose but we do have the language as we were going to implement this process for the Triphammer Road people. 4. Very similar to Districting in that if residents do not sign the contract is like a no vote in a District creation process. 5. LCWSA owns the infrastructure.
Service Area #1 - 4 units	\$65,000.00				
Service Area #2 -13 units	\$192,000.00				
Service Area #3 -14 units	\$687,000.00		Likely, can not do this area too expensive		
Service Area #4 -10 units	\$158,000.00				
Service Area #5 - 5 units	\$151,000.00				
Service Area #6 - 7 units	\$220,000.00				
DOCCS customers services		Individual customers	Provide bid pricing to customers to pay for services.	Issued by the LCWSA	1. Will be able to provide cost savings for services from the construction contract. 2. Very similar to our current permit process excepting we can pass on savings of lower costs from a contractor to the individuals.
135 services	\$190,350.00				

Description of Costs	Costs	Funding 2 - Creating a District	Collection	Construction Contracts	Pros/ Cons
System Wide Improvements		Normally, the County or Town creating the district would Borrow money for the project but timing may not allow the process to occur LCWSA applies for a Rural Development Loan - or Reserves	County District* Rate = \$420 Charged to all residents along the prison line plus any residents along the extensions. No Choice everyone pays whether they want water or not.	Normally, the County or Town would let the Contracts but in this case the LCWSA will have to issue the contracts.	1. Town districting would work best in this situation as the County district would have to go to the comptrollers office for approval. Both Conesus and Groveland would have to be willing to do the program. Of course the LCWSA would work closely with those communities to accomplish the District creation. A county District would work also, just takes more time. 2. In a district money will be collected by the Town or County from the residents. 3. District would have to agree to provide us the funding to pay off our reserve, or debt if we borrow money.
Upsizing 16" to 20" in Livonia	\$274,000.00				
Connection to Grove Station	\$147,000.00				
Connection to Grove Station	\$247,000.00				

Description of Costs	Costs	Funding 2 - Creating a District	Collection	Construction Contracts	Pros/ Cons
Redundant connection on Sliker hill Rd	\$237,500.00				4. A lease agreement would have to be developed. The LCWSA would not own the infrastructure.
Any over budget items if we can not get DOCCS to pay for them.	< \$650,000				5. Everyone pays whether they want the water or not.
Upsizing system for Farms		Normally, the County or Town creating the district would Borrow money for the project but timing may not allow the process to occur LCWSA applies for a Rural Development Loan - or Reserves	County District* # of Units would be established for each farm to pay for upgrades.	Normally, the County or Town would let the Contracts but in this case the LCWSA will have to issue the contracts.	1. Contract for units similar in Funding #1.
80,000 gpd	\$275,625.00				
230,000 gpd	\$412,000.00				
275,000 gpd	\$534,000.00				
300,000 gpd	\$604,325.00				
Extensions currently requested		LCWSA applies for a Rural Development Loan -	County District* Rate = \$420 Charged to all residents along the prison line plus any residents along the extensions.	Issued by the LCWSA	1. The Extensions would also have to move forward with the overall project in this case as the District would have all improvements in it. 2. Extension could be done with out a grant as since everyone in the district is paying for the improvements.
Service Area #1 - 4 units	\$65,000.00				
Service Area #2 -13 units	\$192,000.00				
Service Area #3 -14 units	\$687,000.00		Likely, can not do this area too expensive		
Service Area #4 -10 units	\$158,000.00				
Service Area #5 - 5 units	\$151,000.00				
Service Area #6 - 7 units	\$220,000.00				
DOCCS customers services		Same	County District* Rate = \$420 Charged to all residents along the prison line plus any residents along the extensions. No Choice everyone pays whether they want water or not.	Issued by the LCWSA	1.Services are put in as part of the District costs, for all customers in the district. 2. Other authorities have stopped putting in prior services. Unused Services tend to be a lost water source.
135 services	\$190,350.00				
			* An agreement would have to be made that the proceeds from the District tax collection would have to be turned over to the LCWSA		

DOCCS Water Supply Project
Town of Groveland - Farm & Community Supply Scenario Discussion
March 24, 2016

A meeting was held on March 24, 2016 as a follow-up to the meeting held on March 17, 2016. Those in attendance included representatives from the LCWSA, Edgewood Farm, Dairy Knoll Farm, and Sparta Farm.

The general consensus is that each Farm would like an emergency supply of potable water, with a general willingness to pay for the required upsizing needed to accommodate the projected demands from each Farm. Preference was to have the costs bonded by a public entity (LCWSA, County, etc...) versus paying a lump sum amount. This would result in annual payments bound by an agreement with each Farm or property owner. This is consistent with Scenario 2 from the March 17, 2016 memo that was provide at the meeting on the 17th.

Scenarios 1 and 3 were essentially eliminated from consideration. Scenario 1 only provided a limited supply of water of roughly 8,000 gpd per Farm. Scenario 3 is a take or pay agreement, not consistent with an emergency supply.

A version of Scenario 4 (District) is still feasible as long as the costs are comparable to Scenario 2, with the farm services being paid for direct by the Farms.

Dairy Knoll Farm is interested in an agreement that would permit up to 100,000 gpd. The supply would be used primarily when the pond dries up in the summer. However, should milk production increase (as rumored by other farms that use public water) they will consider using the public water full time.

Edgewood Farm is interested in an agreement that would permit up to 100,000 gpd as an emergency supply, even though current demands are only in the 30,000 gpd range. The extra demand is based on potential expansion of the farm operations.

Sparta Farm is less concerned over the reliability over their 400 foot deep well than the other farms. Options to be considered should include supplies at levels between 8,000 gpd and 75,000 gpd, as an emergency supply only.

A discussion on a reduced rate structure regardless of usage was held. At the meeting on March 17, 2016 the Farms were told a reduced rate would be possible under certain scenarios only if the usage exceeds 1,000,000 gallons per quarter. It was noted that a reduced rate without a minimum usage would require approval from the LCWSA Board, but reduced rates will be considered when detailing the remaining scenarios.

All of the Farms liked the idea of paying for their own connection versus including the costs in the project to be bonded. This would include the meter pits for all three Farms, the line along Rosebrugh Road (on private property) for Dairy Knoll, and the line along Wilson Road (on private property) for Edgewood.

There was a concern expressed about the M22 unit assessment calculation and more detail will be provided to each Farm at a later date to help with their decision making process.

Next Steps

- Clark Patterson Lee and the LCWSA will take the information from the meeting and develop more detailed cost information for Scenario 2 and 4. The information will be conveyed to the Farms prior to April 15, 2016.

The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions in the basic discussion, please notify us in writing within seven days.

Summary prepared by:

Clark Patterson Lee

Eric C. Wies, P.E.
Principal Associate

- c: Meeting Attendees (via email)
Ian Coyle, County Administrator (via email)
LCWSA Board Members (via email)
William Carman, Groveland Town Supervisor (via email)



*DOCCS Water Supply Project
Town of Groveland - Farm & Community Supply Scenario Discussion
April 15, 2016*

A meeting was held on April 15, 2016 to continue the discussions related to providing public water supply to several farms in the Town of Groveland. Those in attendance included representatives from the LCWSA, Edgewood Farm, Dairy Knoll Farm, and Sparta Farm. A summary of the meeting was provided, but generally included the following:

- Dairy Knoll Farm is interested in an agreement that would permit up to 100,000 gpd. The supply would be used primarily when the pond dries up in the summer. However, should milk production increase (as rumored by other farms that use public water), they will consider using the public water full time.
- Edgewood Farm is interested in an agreement that would permit up to 100,000 gpd as an emergency supply, even though current demands are only in the 30,000 gpd range. The extra demand is based on potential expansion of the farm operations.
- Sparta Farm is less concerned about the reliability of their reported 400 foot deep well than the other farms. Options to be considered should include supplies at levels between 8,000 gpd and 75,000 gpd, as an emergency supply only.

It was agreed that Clark Patterson Lee and the LCWSA would take the information from the meeting and develop more detailed cost information for Scenario 2 and 4.

A discussion of the scenarios taking the information above into account is provided below. It should be noted that the capital cost discussed to date with the farms for the system upsizing was \$412,000, but this was based on a flow of 230,000 gpd. The current design flow is 275,000, which will require additional pump station upgrades and more tank capacity. The cost for the upsizing was determined to be \$534,000.

Scenario 2

Scenario 2 is based on providing the farms with a total flow of 275,000 gpd with a cost of the system upsizing of \$534,000. The capital costs will be financed by the LCWSA and the farms will be billed on an annual basis over a period of 30-years, which will be outlined in an agreement with each farm.

The share that each farm pays will be based on a ratio of their allocation compared to the 275,000 gpd. We have calculated an annual cost of \$7,500 for debt for Sparta Farm, and an annual cost of \$10,000 each for debt for Dairy Knoll and Edgewood Farms.



Additional information:

- Each farm will be responsible for the service line from the public main.
- The farms will not be required to use the public water, but the agreements would ensure the water is available when they need it.
- The LCWSA Board has not made a formal decision on the water rate to the farms, but it will likely include a reduced rate for usage over 1,000,000 gallons per quarter.
- A water district would not be formed.
- The residential properties will have the option to connect through an agreement with the LCWSA, assuming standard water rates and a debt payment amount of \$420 per year.

Scenario 4

Scenario 4 is also based on providing the farms with a total flow of 275,000 gpd with a cost of the system upsizing of \$534,000. However, the scenario also includes the formation of a public water district and service area extensions to serve additional residential properties. The total project cost including the system upsizing, service area extensions, and some other system improvements is \$1,970,000. The capital costs will be financed on an annual basis over a period of 30-years, resulting in an annual debt service of \$100,000. The annual debt share for each residential property is \$420.

The share that each farm pays will be based on a unit basis taking into account the water allocation amounts. We have calculated an annual cost of \$7,500 for debt for Sparta Farm, and an annual cost of \$10,000 each for debt for Dairy Knoll and Edgewood Farms.

Additional findings and information:

- Each farm will be responsible for the service line from the public main.
- The farms will not be required to use the public water, but the agreements would ensure the water is available when they need it.
- The LCWSA Board has not made a formal decision on the water rate to the farms, but it will likely include a reduced rate for usage over 1,000,000 gallons per quarter.
- A water district will be formed.
- The residential properties will have the option to connect, but regardless they will be required to pay an annual debt payment amount of \$420.



Water usage under either scenario is based on a rate of \$36 per unit per quarter, plus \$3.50 per 1,000 gallons. The meter size determines the number of units that will be charged. In accordance with the LCWSA guidelines:

"Non-residential parcels shall be assigned improved units based on meter size. At a minimum, each non-residential parcel shall be one improved unit. The use of meter size to determine the applicable number of improved units for billing purposes is fair and equitable only if the methods used to determine the meter size are consistent. For this reason, the methods described in the AWWA Manual of Water Supply Practices" Sizing Water Service Lines and meters" (AWWA M22) will be the standard for determination of meter size. Any non-residential customer shall submit for review by the LCWSA a brief analysis prepared by a professional engineer licensed in New York State, which supports the meter size requested by the customer. The analysis shall describe the basis of design and state that the method used is consistent with AWWA M22."


Meter Size	Number of Units
3/4"	1
1"	1.5
1.5"	3
2"	5
3"	11
4"	20
6"	40

Next steps include:

- Meeting with the farms to discuss the costs outlined above and get an understanding of their desire to move forward.
- Preparation of agreements with the farms, should the farms want to move forward.
- LCWSA Board to discuss the scenarios in detail.

Summary Prepared by:

Clark Patterson Lee



Eric C. Wies, P.E.
Principal Associate

c: Sparta Farm (via email)
Edgewood Farm (via email)
Dairy Knoll Farm (via email)
Ian Coyle, County Administrator (via email)
LCWSA Board Members (via email)
William Carman, Groveland Town Supervisor (via email)