

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

Excused Absent: none

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

Audit Review

R. Shepard distributed the draft Audited Financial Statements. R. Shepard reviewed the Audit with the Board. The Audit Opinion was as follows: In our (Bonadio & Co.) opinion, the 2014 financial statements referred to in the Report present fairly, in all material respects, the respective financial position of the business-type activities of the Authority, as of December 31, 2014 and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. R. Shepard pointed out some differences from last year's audit and answered questions regarding those changes. The most prominent change was the handling of the funds held by Trustee that represents the remaining funding from the Environmental Facilities Corporation (EFC) loan. R. Shepard lastly made a recommendation to discontinue the payroll accrual, stating that the way it was done was not wrong, just more likely to create errors and not necessary. S. Beardsley stated that R. Lewis had already discussed this and several other accruals that could be eliminated with him, and he was comfortable with the changes. R. Lewis stated that she would be making those changes in the near future.

Motion: G. Moore moved and S. Beardsley seconded approving the Auditors Report and Financial Statements. Carried unanimously.

H. Stewart thanked R. Shepard for making the report and attending the meeting.

R. Shepard departed the meeting.

Financial report

R. Lewis reviewed the Board Financial Report February 2015 (on file with the Secretary). T. Anderson questioned if the proposed changes to the accruals were some of the ones that L. Landers suggested in her presentation for services. C. VanHorne stated that was likely the case. G. Moore questioned if money was still being transferred daily to other entities. R. Lewis stated that money is transferred when a billing transmittal report is produced - this is likely daily during billing months but less frequently on off-billing months. R. Lewis did not see any issue with moving money when reports are produced to keep everything straight, and the activity was not very time consuming.

Motion: T. Anderson moved and D. Kriewall seconded to approve the Board Financial Report. Carried unanimously.

Annual Report Components

C. VanHorne requested any comments to the annual report components, Operations Administration and Conclusions. The Board had no comments.

Motion: T. Anderson moved and S. Beardsley seconded to approve the annual report components. Carried unanimously.

Operations and Capital Report

M. Kosakowski reviewed the Operations/Capital Report (on file with the secretary) with the Board. The following items were action items on the reports:

1. Frozen water services were increased from 9 to 11.
2. M. Kosakowski discussed the disposition of the old sewer cleaner.

RESOLUTION 2015 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
2001 Aquatech Sewer Cleaner	#21101054	55600P	Municipal auction in May

Motion: S. Beardsley moved and G. Moore seconded to approve resolution 2015- 14 Declaring Various Equipment Surplus. Carried unanimously.

3. Staffing Plan – C. VanHorne and M. Kosakowski reviewed the staffing plan (on file with Secretary) with the Board. The Board discussed the plan and consensus was to proceed with the plan as outlined.
4. M. Kosakowski discussed the requested change order to install Cathodic protection back into the Niver Road Tank.

RESOLUTION 2015-15 APPROVING CHANGE ORDER #1 - NIAGARA COATING SERVICES, INC.

RESOLVED, that the LCWSA Board approves Change Order Number 1 in an amount not to exceed \$10,500 for the installation of cathodic protection for the Niver Road Tank and be it further RESOLVED, that the LCWSA Board authorizes the Executive Director to sign the change order.

Motion: F. Miller moved and P. Brooks seconded to approve resolution 2015-15 Approving Change Order #1 – Niagara Coating Services, Inc. Carried unanimously.

Business Session

Minutes – regular minutes dated February 25, 2015

Motion: G. Moore moved and D. Kriewall seconded to approve minutes dated February 25, 2015. Carried unanimously.

Bills: R. Lewis reviewed the monthly bills.

Motion: G. Moore moved and S. Beardsley seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$99,624.44, and for Grant expenses in an amount not to exceed \$1,750.00. Carried unanimously.

Motion: T. Anderson moved and D. Kriewall seconded to approve paying the bills for Utilities in an amount not to exceed \$29,122.00, Commodity in an amount not to exceed \$52,318.73, and for miscellaneous expense in an amount not to exceed \$1,056.29. Carried unanimously.

Communications: none

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

Board Financial Report

February 2015

Balance Sheet

ASSETS

Operating Cash – Increase of \$151,000 (*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

Debt Reserve – Increase of \$35,000

Accounts Receivable. Increase of \$13,000

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

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 \$70,000 (*WIP Report attached*)

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

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

LIABILITIES

Accounts Payable-Increase of \$21,000

Two Siewert invoices processed but not yet paid -\$12,700

Payroll Accrual Increase - \$6,900

Effective for March 2015 the payroll accrual will be modified

Other Current Liabilities – Decrease of \$1,000

Began accruing Mt Morris, Town of Avon, & Village of Avon water/sewer purchase to even out expense & also make sure billing receipt is happening in a timely fashion.

Effective for March 2015 accruals will be modified

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

Statement of Revenues & Expenditures

Amount of Increase/Decrease is for the same time period last year. Factors to consider: timing on when bills are received and paid, for Revenues consider what day of the month ends (if on a weekend revenues will be reported in the next month)

OPERATING REVENUE

Retail Fees – decrease of \$15,400

Permit Fess – increase of \$2,526

O&M Services – decrease of \$8,200

Audit Entry made in 2014

Other Income –

EXPENSES

Wages, Overtime & Fringes - decrease- \$31,300

. \$25,000 expensed in 2014 that should have been expensed in 2013 (payroll #1)

Professional Services – decrease \$15,000

Utility Expense – decrease \$8,100

Equipment Expense – decrease \$1,600

Building Expense – increase \$4,800

Purchased Water/Sewer – decrease 1,200

Other Expenses

Capital Contributions – Increased \$7,000

EFC Grant for Lakeville Sewer Plant stream study for SPDES Permit. Received \$15,000 of grant funds (Grant & Donation Revenue). This contribution is offset by the Grant Expense (\$18,074). Remainder of \$15,000 will be received at completion of project. December 2014 received FEMA money(\$21060.33) for May 2014 flooding.

Monthly Unallocated Operating Cash Balance]

February 28, 2015

Account	Jun-14 Actual	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
Cash on hand 1st of each month	\$ 2,045	\$ 2,091	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,002	\$ 2,082
Cash Received												
Customer Billing	245	48	311	254	57	323	250	31	255			
Miscellaneous	-	-	2	30	13	8	32	1	1			
Debt/Project Related												
Grant/Contributions			13			13	21	7	13			
Billing Services/O & M Services												
Relev												
Estimated Cash Receipts												
Cash Receipts										275	285	280
Debt/Grant/Contrib Receipts										47	5	45
Cash Balance before expenditures	\$ 2,290	\$ 2,139	\$ 2,248	\$ 2,268	\$ 2,054	\$ 2,190	\$ 2,294	\$ 2,068	\$ 2,112	\$ 2,224	\$ 2,292	\$ 2,407
Utility Vouchers	54	66	45	56	53	85	46	63	89			
Operating Vouchers	130	148	207	228	155	114	212	146	121			
Project Vouchers	15	3	12	-			7	16	0			
Estimated Expenditures												
Utilities										80	70	85
Operating										140	130	135
Projects										2	10	3
Cash Balance after expenditures	\$ 2,091	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,843	\$ 1,902	\$ 2,002	\$ 2,082	\$ 2,184
Reserve Projects in Progress Budget Bal + Retainage	\$ 1,138	\$ 1,100	\$ 1,088	\$ 1,102	\$ 1,092	\$ 1,074	\$ 1,067	\$ 1,039	1179	1177	1167	1164
Unallocated Cash Balance	\$ 953	\$ 822	\$ 896	\$ 882	\$ 754	\$ 917	\$ 962	\$ 804	\$ 723	\$ 825	\$ 915	\$ 1,020

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

10% of 2015 Budget Expenditures = \$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 calculated incorrectly

Capital Projects In Progress Report

2/28/2015

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
DEBT & REIMBURSABLE PROJECTS								
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-Dacola 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	Dacola Shores Connection to Prison Project	360.00	31,500.00	31,500.00	33-WR	Reserve		1/1/2014
Total Debt & Reimbursable Projects		686,352.72	1,048,634.14	362,641.42				
GENERAL RESERVE PROJECTS								
31040	Main Pump motor, electrical, ventilation	94,489.45	389,160.82	294,671.37	32-SLV	Reserve		1/1/2012
31043-5	Scada System Upgrade	-	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
Total Reserve Projects		143,119.81	1,019,597.65	816,477.84				
TOTAL OF ALL PROJECTS (n/c #1600)		829,472.53	2,068,231.79	1,179,119.26				
2015 Completed Projects								
31097	20A Vault PRV	19,136.68	19,750.00	613.32	33WR	Reserve		1/16/2013
31102	GS Plant Improvements-Sludge Bldg Bagger	44,107.26	48,800.00	4,692.74	32SD	Reserve		1/1/2013
Total 2015 completed projects		63,243.94						
2014 Completed Projects								
31080-2	Collection System-Inflow & Infiltration repairs	100,183.00	188,348.00	88,165.00	33-SL	Reserve		1/1/2011
31043-4	Scada System Upgrade	61,542.17	65,614.00	4,071.83	33-WR	Reserve		1/1/2014
Total 2014 completed projects		161,725.17						
2013 Completed Projects								
31074	Airport Tank Site -Chlorine room construction	46,041.39	53,750.00	7,708.61	33-WR	Reserve		1/1/2011
31045	Entrance Chamber-Influent Screen-LeClaire pmt	12,768.89			32-SLV	Consent Order	ST EFC'09	8/16/2009
31100	Drying Bed Repair	4,100.00	4,000.00	(100.00)	32SLV	Reserve		1/1/2013

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 2/1/2015 Through 2/28/2015
(In Whole Numbers)

	YTD Actual	YTD Last Year Actual	Current Year Change	Current Year % Change	Total Budget	Total Budget Variance	Percent Total Budget Remaining - Original
OPERATING REVENUE							
Retail Fees	367,881	383,323	(15,442)	(4.03)	2,416,643	(2,048,762)	(85)%
Wholesale Fees	16,687	14,927	1,760	11.79	175,664	(158,977)	(91)%
Permit Fees	3,870	1,344	2,526	187.95	15,869	(11,999)	(76)%
O&M Services	0	8,283	(8,283)	(100.00)	138,393	(138,393)	(100)%
Other Income	265	342	(77)	(22.53)	75,959	(75,694)	(100)%
Total OPERATING REVENUE	388,703	408,219	(19,517)	(4.78)	2,822,528	(2,433,825)	(86)%
OPERATING EXPENSE							
Wages	71,393	103,599	(32,206)	(31.09)	627,697	556,304	89 %
Overtime	4,884	5,281	(397)	(7.52)	35,150	30,266	86 %
Fringes	60,486	59,263	1,223	2.06	425,353	364,867	86 %
Professional Services	17,688	32,841	(15,153)	(46.14)	199,888	182,200	91 %
Utilities	26,804	34,966	(8,162)	(23.34)	285,555	258,751	91 %
Vehicle Expense	5,839	5,883	(44)	(0.75)	35,540	29,701	84 %
Equipment Expense	1,331	2,931	(1,601)	(54.61)	65,031	63,701	98 %
Building Expense	18,220	13,421	4,800	35.76	328,843	310,623	94 %
Purchased Water/Sewer	34,691	35,929	(1,238)	(3.45)	475,431	440,740	93 %
Customer Installations	1,096	66	1,030	1,557.71	25,443	24,347	96 %
Permits Inspections	0	2,182	(2,182)	(100.00)	21,615	21,615	100 %
Other Expenses	5,747	3,264	2,484	76.10	37,556	31,809	85 %
Total OPERATING EXPENSE	248,179	299,624	(51,446)	(17.17)	2,563,102	2,314,923	90 %
GAIN/LOSS BEF DEPRECIATION	140,524	108,595	31,929	29.40	259,426	(118,902)	(46)%
DEPRECIATION EXPENSE							
	(158,701)	(161,691)	2,990	(1.85)	0	(158,701)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	39,366	50,434	(11,068)	(21.94)	273,965	(234,599)	(86)%
Non-Operating Expense	(6,268)	(6,000)	(268)	4.47	(78,455)	72,187	(92)%
Grant Expense	(9,304)	0	(9,304)	(100.00)	0	(9,304)	0 %
Total NON-OPERATING REVENUE/EXPENSE	23,794	44,434	(20,639)	(46.45)	195,510	(171,716)	(88)%
NET GAIN/LOSS BEF CONTRIB	5,617	(8,663)	14,279	(164.84)	454,936	(449,319)	(99)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	7,020	0	7,020	100.00	0	7,020	0 %
Total CAPITAL CONTRIBUTIONS	7,020	0	7,020	100.00	0	7,020	0 %
CHANGE IN NET ASSETS	12,637	(8,663)	21,299	(245.88)	454,936	(442,299)	(97)%

Livingston County WSA

Balance Sheet

As of 2/28/2015

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Bal...	YTD Change
CURRENT ASSETS					
Operating Cash	1,899,634	1,748,949	150,685	2,064,785	(165,151)
Debt Reserve	590,048	555,519	34,529	593,626	(3,578)
Accounts Receivable	927,000	914,159	12,841	818,290	108,710
Capital Contributions Receivable	23,481	22,454	1,028	31,135	(7,654)
Inventory	12,167	14,833	(2,666)	9,591	2,576
Prepaid Expenses	56,704	60,661	(3,957)	61,091	(4,387)
Funds held for Others	25,198	28,392	(3,193)	30,121	(4,923)
Total CURRENT ASSETS	3,534,233	3,344,967	189,266	3,608,640	(74,407)
Total Current Assets	3,534,233	3,344,967	189,266	3,608,640	(74,407)
NON-CURRENT ASSETS					
Restricted Cash	257,725	259,472	(1,746)	257,725	0
Capital Contrib Receivable, net current	461,876	493,011	(31,135)	461,876	0
Property & Equipment, Net Deprec	23,965,319	24,627,177	(661,858)	24,060,776	(95,457)
Work-In-Progress	829,473	899,753	(70,280)	864,488	(35,015)
Total NON-CURRENT ASSETS	25,514,393	26,279,413	(765,020)	25,644,866	(130,472)
Total Non-Current Assets	25,514,393	26,279,413	(765,020)	25,644,866	(130,472)
TOTAL ASSETS	29,048,626	29,624,380	(575,754)	29,253,505	(204,879)
CURRENT LIABILITIES					
Accounts Payable	121,064	100,226	20,838	195,029	(73,966)
Current Portion Loans Payable	144,417	144,417	0	144,417	0
Other Current Liabilities	27,717	28,759	(1,043)	166,344	(138,627)
Funds held for others	25,200	28,392	(3,192)	30,123	(4,923)
Total CURRENT LIABILITIES	318,397	301,794	16,603	535,914	(217,516)
Total Current Liabilities	(318,397)	(301,794)	(16,603)	(535,914)	217,516
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,485,433	4,629,850	(144,417)	4,485,433	0
Total NON-CURRENT LIABILITIES	4,485,433	4,629,850	(144,417)	4,485,433	0
Retained Earnings & Net Position					
Retained Earnings	(24,232,159)	(24,701,399)	469,240	(24,232,159)	0
Net Income	(12,637)	8,663	(21,299)	0	(12,637)
Total Retained Earnings & Net Position	(24,244,796)	(24,692,736)	447,940	(24,232,159)	(12,637)
TOTAL NET POSITION	29,048,626	29,624,380	(575,754)	29,253,505	(204,879)

OPERATIONS REPORT

Water and Sewer Work Program 2014	
Customer work orders	31 from 2/18/15 to 3/18/15
UFPO	17 from 2/18/15 to 3/18/15
Sampling and testing	All necessary sampling and testing were completed
Electrical Maintenance	PSEC performed the electrical maintenance on the outbound sewer stations and both sewer plants. Only item found was a ground on the transformer at the Administration Bldg which needs to be bonded and grounded.
PM Maintenance	PM Maintenance was completed for the month
Generator Battery replacement	Penn Power replaced the battery charger and battery at Brian's Diner generator, along with Seneca Foods.
Water & Sewer Install and Repair RFP	The RFP was sent to 10 different contractors. 4 Bids were received. We will be choosing from the lowest bid for each item.
Water Work Program	
Water Main and Service repair	Staff repaired 2 water breaks in the Lakeville Water Districts
Hydrant repair or replacement	Two hydrants were hit by plow trucks - waiting on repair kits
Frozen water services	We had a total of 9 different frozen services. Six of them were on our side. We hired S. Morsch for the unthawing.
Meter reading	Staff read meter in Caledonia districts 1 & 3
Automatic Valve maintenance RFP	A RFP was sent to 4 different vendors. We received one (1) proposal back from Ross Valves for \$4890. They have been awarded the RFP.
Automatic Valve maintenance	Fluid Kinetics rebuilt the valve at the Hemlock Tank. Staff is no longer operating manually.
RPZ Program	LMC tested all of our RPZ's. The Authority has 10 units that have to be tested annually.
Public Notices	Notices were published in the Genesee Valley Pennysaver for our TTHM violations. Certifications were sent to the Dept of Health
Sewer Work Program	
Wet wells manholes maintenance	Staff flushed the wet wells at the North St pump station in Conesus, and Sloan pump station in Avon.
Changing oil in pumps	Staff is changing the oil in the West side pump stations.
Batteries and Walchem maintenance	Staff is changing the batteries and doing maintenance on the West side controllers.
Station Maintenance	11W power supply to controller was replaced by Cyclops Process Equipment.
Lakeville Plant	
Permit	Yaws Environmental Process Control Inc. was hired to provide chief and assistant plant operators to run the two plants. They will be prepared to take over all operations by March 23. They are training with our staff currently.
Yard	NYSDEC came in and did the 3-year inspection of the above and below ground fuel tanks. They were found to be in good operating order.
Personnel	
	The Water/Wastewater staff has been doing the operations at the Lakeville and Groveland plants, and doing a fine job.
Equipment Surplus	
	RESOLUTION To declare the 2001 AQUATECH Sewer Cleaner surplus. To be taken to the municipal auction in May.

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

8/27/2014

I have received word from George Glassonos that the Budget Division has to provide a document that shows the Governor's Budget office approves of the entire amount of money to be encumbered to this contract. They have approval from the Director but I understand that there is one additional approval. Supervisor Carmen from Groveland has discussed the project with Senator Gallivan and requested that the Senator's office assists with the project approval. Senator Gallivan's office contacted me and I requested that they hold off on any pressure at this time as it does appear that movement is happening, just slowly and many steps that need to be made.

3/25/2015

A response letter has been received from OSC. They did not address our questions - they restated the original issues yet again. Discussions are underway to determine next step.

31089,31090, 31040 – Contract #3 – Main pump, electrical and room improvements

3/25/2015

The remaining project regarding the main pump rehabilitation is to replace the drive units and controls for the main pumps and fix the ventilation in the main pump room. E. Wies has suggested to proceed with this project in two phases. Phase one would be the selection of a vendor to develop the control pane. We have talked to three vendors: Zeller, Optimations and Colacino Industries. Once a vender for the control panel is selected, then a General Contract will be issued on the installation and the ventillation work with the control panel already selected. This process is being undertaken to assure that the panel is what we

Niver Road Storage Tank - Painting

3/25/2015

As the bid results were well within budget, it is recommended that while the tank is out of service receiving an outside coating of paint, that the cathodic protection for the tank be replaced. Therefore we are requesting a change order for the Tank project. *RESOLUTION 2015 APPROVING CHANGE ORDER #1 - NIAGARA COATING SERVICES, INC. RESOLVED, that the LCWSA Board approves Change Order Number 1 in an amount not to exceed \$10,500 for the installation of cathodic protection for the Niver Road Tank .*

Staffing Plan – LCWSA

Background - The LCWSA has endeavored to be proactive in the training and planning for the operations of the two sewage treatment plants it owns and operates. When Senior Plant Operator Mike Shaver retired, we had two licensed Operators on staff and working the two plants.

In September 2014, Tom D'Aprile choose to move to the Village of Avon treatment plant. Several factors lead Tom D'Aprile to this move, but the primary one was he wanted to be the Chief Operator of a plant, and at our facilities, he had to share that duty with another Operator. The LCWSA decided to staff the plant operations by continuing cross-training Water/Waste water maintenance personnel on staff to work under Steve Carroll's direction, and ultimately add a water/waste water maintenance position when Rick Stone's position came open when he retired at the end of January 2015. Request to fill paperwork was submitted to fill that position on 2/5/15 and was approved on 2/25/15.

On 2/26/15, Steve Carroll submitted his letter of resignation, and gave two-weeks notice that his last date of work would be March 12, 2015. Several factors lead Steve to move to the Village of Leroy plant operations: increase in pay, hired as a Director and put in charge of all the wastewater operations for the Village.

Since September, the water/wastewater maintenance staff has been running the plants in a rotation as needed, under the guidance of Steve Carroll, our Operator. The LCWSA has utilized Steve Carroll's final two weeks to have him compile information on operations for both plants in a quick reference manual.

Efforts to secure a Chief Operator and staff - The LCWSA has undertaken the following activity to secure a Chief Operator and staffing for the plant.

1. CPL was contacted immediately, and they provided leads and activities to undertake to make decisions.
2. MRB group has provided a proposal for management and critical operations of the plants.
3. YAWS Environmental and Process Control Inc has provided a proposal for both full contract operations and Chief Operator management and critical operations of the plants.
4. Camden Group has provided a proposal for both full contract operations and Chief Operator management and critical operations of the plants.
5. Barton and Loguidice has provided information and a quick analysis of staffing needs.
6. NYSDEC has been contacted and made aware of our situation, and they have provided guidance on operational requirements per the TOGS.

Rational for the plan – The LCWSA is inexperienced in “contract operation” but very interested. The LCWSA is looking at turning this liability into an asset and make improvements in the operations of how our facilities are run and maintained. We are looking forward to the opportunity to examine how we do business now, and how we will do business in the future.

1. Contract Operations - The LCWSA will put under contract YAWS Environmental Process and Control for three months, who will take over operations on March 13th. If during this time, we find additional contract operators who are willing to work a trial for 2-3 months, we may opt to try them out as well.
2. During this 3-month trial, the LCWSA will get to know contract Ops. and near the end of the 3 months, prepare an RFP for services for one of the following;
 - a. Full Long-term Contract services. – If the LCWSA likes contract services and sees the benefit of doing business in this method, we will select a firm for our operations
 - b. Short-Term Contract services with a phase-out over 2 years - If the LCWSA decides that employees are a better fit, then we will issue an RFP to train and operate our facilities for the short-term with a phase out contractor when our employees are licensed.