

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

Excused Absent: D. Kriewall, H. Stewart

Others attending: M. Baines (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), J. Campbell (Kruk & Campbell, P.C.), E. Wies (Clark Patterson Lee).

**Financial report:** R. Lewis reviewed the Financial report with the Board. R. Lewis noted that LCWSA had received payment from DOCCS on November 20, 2017 in the amount of \$2,093,500, based on the certification that the project is now 25% complete. In terms of "Capital Projects in Progress", it is anticipated that (4) projects may be completed by end of year (31113 Inline Gate Valve Install, 31114 Automatic Flusher, 31115 Roof Replacement Lakeville Plant, 31116 Sliker Hill Water Main Replacement) – expenditures on these projects between now and the end of the year are estimated at \$223,575.

**Motion:** *F. Miller moved and P. Brooks seconded to approve the Financial Report as presented. Carried unanimously.*

#### **Town of Avon/LCWSA Shared Customers – Reconciliation**

R. Lewis and M. Baines notified the Board that they had attended a public informational meeting that was held by the Town of Avon on November 27, 2017, regarding the reconciliation completed by Bonadio Group of the Town's water customer accounts. At this meeting, the Town indicated that reconciled water bills were being sent out the week of November 27, 2017. For water customers that had been underbilled, the Town would provide customers up to 1 year to pay the amount owed, with a discount ranging between 30% to 10% based on when bill is paid. For water customers that had been overbilled, the Town would be providing refunds in the form of a check (including accrued interest). LCWSA has requested copies of the reconciled water bills that have been sent out to those commercial customers that are billed for sanitary sewer service based on metered water consumption, to assist in the reconciliation process that LCWSA will need to undertake for these same customers.

**Motion:** *F. Miller moved and P. Brooks seconded to approve completing the internal reconciliation, and issuing reconciled sewer bills with explanatory letters regarding any underbills or overbills. Carried with D. LeFeber abstaining.*

#### **Operations and Capital Report**

M. Kosakowski reviewed the Operations report with the Board (on file with the Secretary). The following items were further discussed by the Board:

**Equipment Trailer Repair** – A quote has been obtained to perform the necessary repairs, which includes several miscellaneous items. The Board discussed that with these repairs, this should extend the life of the trailer several additional years, which is more cost effective than purchasing a new trailer at this time.

**Motion:** *D. LeFeber moved and P. Brooks seconded to approve the trailer repair in the amount of \$4,333.53. Carried unanimously.*

**Emergency Water Main Repair, Hamlet of Conesus** – M. Kosakowski notified the Board that this repair involved replacement of another deteriorated section of ductile iron pipe. This repair was completed in a different area than the several repairs completed in the Sliker Hill Road section, which could be an indication that the ductile iron pipe issues may be more widespread than just Sliker Hill Road. Clark Patterson Lee will perform some additional research and evaluation, and provide an update at the December Board meeting.

## **Other Business**

### **DOCCS Water Supply Project – Schedule Update**

E. Wies distributed copies of the updated project schedule (on file with secretary), and reviewed with the Board. E. Wies noted that the critical path item on the overall project is the completion of the Maple Beach Pump Station. Although most of the water main has now been installed, the pump station will need to be operational in order to properly pressure test, chlorinate, and flush the water mains located upstream of the pump station. It is anticipated that time extensions will be necessary on certain contracts, with action needed at the December Board meeting. Based on current information regarding pump lead times, etc., it appears that the project may be substantially complete by May 2018, which would allow property owners and the two (2) farms to hook up to the system.

### **Meadow Drive (Livonia), Water System Pressure Issues**

E. Wies distributed schematics and cost estimates (on file with secretary) for two (2) options that have been developed to address chronic water system pressure issues within a portion of the Village of Livonia.

Option 1 would involve the installation of a new 16-inch main along Shelly Road, continuing the 16-inch main from Big Tree Road direct to the tank. The 16-inch main will be the new supply line to the tank. The existing 12-inch will then be connected to the Niver pressure zone, by closing the valve at Shelly and Big Tree. Also proposed is a connection between the water main (located cross lots) to the school and Meadow Drive. With valves also closed at Meadow Drive, Big Tree Road, and around the school, these areas will also be fed from the Niver pressure zone. Budgetary cost estimate is \$292,000.

Option 2 would involve the installation of a new 8-inch main (connected to the Niver pressure zone) along Shelly Road, with the transfer of the services from the 12-inch to the 8-inch. The existing 12-inch main will continue to be the supply line to the tank. We also propose a connection between the backlots main to the school and Meadow. Also proposed is a connection between the water main (located cross lots) to the school and Meadow Drive. With valves also closed at Meadow Drive, Big Tree Road, and around the school, these areas will also be fed from the Niver pressure zone. Budgetary cost estimate is \$226,000.

While the Board preferred Option 1, in concept, it was recommended that prior to taking any action, the existing lease agreement with the Village of Livonia would need to be reviewed to verify responsibilities for infrastructure improvements and associated costs.

### **Water system improvements (Pine Tree Mobile Home Park, Lake Forest Mobile Home Park)**

M. Baines and J. Campbell updated the board that no formal agreements regarding operation and maintenance of the existing facilities within the two parks had been located, and it could not be confirmed whether agreements had ever been developed following the completion of the East Lake

Road Water District back in the late 1990s. M.Baines reminded the Board that Morsch Pipeline, the low bidder on the current capital project, had agreed to hold his bid until December 20, 2017. At this time, it is recommended that the Board consider rejecting all bids on the project for the following reasons: (1) the bids received exceeded the original budgeted amounts, (2) a portion of the bid (Based Bid C – Auto Flush Units & Insertion Valves) has since been completed under a separate capital project, and (3) this provides an opportunity for LCWSA to meet with the property owners of both parks and develop an alternate scope of work that better aligns with the amounts budgeted.

***Motion: P. Brooks moved and S. Beardsley seconded to reject all bids on the project. Carried unanimously.***

#### **Bronson Hill Road (Livonia) Proposed development – Sanitary Sewer Extension and Easement Revisions**

M. Baines circulated copies of the preliminary grading and utility plans (on file with secretary) for a proposed development on tax parcel 65.-1-65.2. In order to accommodate the proposed grading, a request has been made by the Developer to extinguish a portion of the existing sanitary sewer easement that runs along the southerly property line of parcel 65.-1-65.2. In exchange for eliminating this easement, a new sanitary sewer easement will be created along the southerly property line of the adjacent parcel (65.-1-66.132) and will be conveyed to LCWSA. In order to serve the future 50' x 80' building, the Developer is also proposing to extend an 8" sanitary sewer approximately 300 feet north, from the upstream sanitary manhole that was constructed as part of the Lakeville Office Park sanitary sewer system, and dedicating this infrastructure back to LCWSA.

***Motion: P. Brooks moved and S. Beardsley seconded to accept the request for easement revisions. Carried unanimously.***

#### **Transition Committee – Update**

An introductory meeting was held on November 7, 2017 with Webster Szanyi LLP. Also in attendance was Bonadio & Co., LLP. The Committee recommends that the Board consider engaging with both firms, to provide assistance related to researching and evaluating a potential future transition from County-leased Employees to LCWSA employees.

***Motion: P. Brooks moved and D. LeFeber seconded to approve the Engagement letter with Webster Szanyi, LLP. Carried unanimously.***

***Motion: P. Brooks moved and D. LeFeber seconded to approve the Engagement letter with Bonadio Co., LLP. Carried unanimously.***

**Minutes – Regular minutes dated October 25, 2017**

***Motion: D. LeFeber moved and S. Beardsley seconded to approve minutes dated October 25, 2017. Carried unanimously.***

**Bills:** R. Lewis reviewed the monthly bills.

***Motion: F. Miller moved and D. LeFeber seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$137,751.41 and DOCCS expenses in an amount not to exceed \$1,493,239.39. Carried unanimously.***

***Motion: P. Brooks moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$18,549.57, Commodity in an amount not to exceed \$19,999.99, and for Payroll/miscellaneous expense in an amount not to exceed \$9,237.93. Carried unanimously.***

**Communications:** The following items were provided to Board members for informational purposes. No action taken.

- "Oversight and Monitoring of Municipal Water Systems" Report by Office of NYS Comptroller (October 2017)
- Letter to Village of Livonia Mayor, Calvin Lathan re: 2018 Water & Sewer Budgets

***Next Meeting: Motion: F. Miller moved and S. Beardsley seconded to approve changing the meeting time for December 22, 2017 to 9am and to publish in the official newspapers. Carried unanimously.***

***Adjourn: Motion: F. Miller moved and S. Beardsley seconded to adjourn the board meeting. Carried unanimously.***