

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

Excused Absent: F. Miller

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

Financial report – R. Lewis highlighted several areas of the Financial Report (on file with secretary).

P. Brooks entered.

R. Lewis continued with a discussion of changing the billing format, referring the Board to a spreadsheet outlining the costs and pros and cons (on file with the secretary). Currently the billing is printed on cardstock, with the issue being that the ink is easily smudged, and we have had complaints that the bills are not readable. After discussion, the Board made the following motion:

Motion: G. Moore moved and T. Anderson seconded to approve a paper bill utilizing the bulk-mailing rate offered by the Genesee Valley Pennysaver. Carried unanimously.

Motion: G. Moore moved and S. Beardsley seconded to approve the Board Financial Report. Carried unanimously.

Investment Policy – C. VanHorne stated that this was the annual review of the LCWSA Investment policy (on file with the Secretary). C. VanHorne stated that she is not recommending any changes.

RESOLUTION 2015 - 01 ADOPTING THE LCWSA INVESTMENT POLICY

WHEREAS, the Board reviewed the current Investment policy and declared that no changes are necessary, now therefore be it
RESOLVED, that the Board adopts the LCWSA Investment policy.

Motion: P. Brooks moved and D. Kriewall seconded to approve resolution 2015 - 01 Adopting the LCWSA Investment Policy. Carried unanimously.

Amendment to Internal Control Self-Assessment – C. VanHorne referred the Board to the memo with the proposed change to the Internal Control Self Assessment (on file with the Secretary).

RESOLUTION 2015 - 02 APPROVING THE AMENDMENT TO THE LCWSA SELF ASSESSMENT REVIEW RESULTS

RESOLVED, that the Board approves the following amendment - Action taken: Management continues to communicate with staff on the knowledge and skills it takes to perform their tasks. The Board hired an outside consultant to provide a succession plan which evaluated the knowledge and skills it takes to perform tasks by staff. The consultant brought his findings to the Board and made recommendations as to how to implement a succession plan. The Board has implemented those recommendations, and be it further

RESOLVED, that the Board directs that the document be amended and re-posted on the LCWSA website.

Motion: D. Kriewall moved and S. Beardsley seconded to approve resolution 2015 – 02 Approving Amendment to the LCWSA Self Assessment Review Results. Carried unanimously.

Operations and Capital Report

M. Kosakowski reviewed the Operations report with the Board (on file with the Secretary).

The following were Board comments:

1. The Board discussed the disinfection by products (dbp) issue and how much of this issue relates to the source water;
2. The Board suggested to contact the MCWA to see if the systems that they are considered “parent” are also being moved into the lead and copper testing.
3. The Board would like to have S. Carroll attend the next meeting for congratulations on winning the Uhl T. Mann award.

M. Kosakowski reviewed the Capital Report (on file with the secretary). The following resolutions were Board actions and comments:

RESOLUTION 2015 – 03 APPROVING CLARK PATTERSON LEE FOR THE ENGINEERING AND BIDDING PROCESS FOR THE LAKE FOREST WATER MAIN IMPROVEMENTS

RESOLVED, that the Livingston County Water and Sewer Authority approves Clark Patterson Lee for the engineering service for the Lake Forest water main improvement project in the amount of \$12,665.

Motion: D. Kriewall moved and G. Moore seconded to approve resolution 2015 – 03 Approving Clark Patterson Lee for the Engineering and Bidding Process for the Lake Forest Water Main Improvements. Carried unanimously.

RESOLUTION 2015 - 04 APPROVING CLARK PATTERSON LEE FOR THE ENGINEERING AND BIDDING PROCESS FOR THE SLAGLE PARK (PINE TREE MOBILE HOME PARK) WATER SYSTEM UPGRADES

RESOLVED, that the Livingston County Water and Sewer Authority approves Clark Patterson Lee for the engineering service for the Slagle Park Water System Upgrade project in the amount of \$15,965.

Motion: G. Moore moved and S. Beardsley seconded to approve resolution 2015 - 04 Approving Clark Patterson Lee for the Engineering and Bidding Process or the Slagle Park (Pine Tree Mobile Home Park) Water System Upgrades. Carried unanimously.

RESOLUTION 2015 - 05 APPROVING CLARK PATTERSON LEE FOR THE ENGINEERING AND BIDDING PROCESS FOR THE NIVER ROAD WATER STORAGE TANK PAINTING

RESOLVED, that the Livingston County Water and Sewer Authority approves Clark Patterson Lee for the engineering service for the Niver Road water storage tank painting in an amount of \$6,120.

Motion: D. Kriewall moved and G. Moore seconded to approve resolution 2015 - 05 Approving Clark Patterson Lee for the Engineering and Bidding Process for the Niver Road Water Storage Tank Painting. Carried unanimously.

C. VanHorne stated that F. Miller had called with question on the reason we have CPL for all these jobs as a sole source. C. VanHorne responded that RFP's are required for projects over \$25,000 per our purchasing policy; therefore, smaller projects only require one quote, and that normally, we get a quote from our "in house" engineers.

Grant – C. VanHorne referred the Board to the memo and attachments to discuss the implementation of the Grant (on file with the secretary). The Board discussed the following resolutions and Grant process:

RESOLUTION 2015 - 06 AUTHORIZATION FOR REPRESENTATIVE TO SIGN DOCUMENTS – ENGINEERING PLANNING GRANT

Now therefore be it:

RESOLVED that the LCWSA Executive Director is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Livingston County Water and Sewer Authority's obligations under the Engineering Planning Grant Agreement.

Motion: G. Moore moved and P. Brooks seconded to approve resolution 2015 – 06 Authorization for Representative to Sign Documents – Engineering Planning Grant. Carried unanimously.

RESOLUTION 2015 - 07 AUTHORIZING AND APPROPRIATING LOCAL MATCH

Now therefore be it:

RESOLVED that the LCWSA Board authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the LCWSA Collection System Planning Study – Ensuring Infrastructure Assets into the Future. Under the engineering Planning Grant Program, this local match must be at least 20% of the total project costs. The Maximum local share appropriated subject to any changes agreed to by the Executive Director \$7,500 of in kind services totally \$7,500.00, based on a total project costs of \$37,500.00. The Executive Director may increase this local match through the use of budgeted funds without the approval from the LCWSA Board

Motion: S. Beardsley moved and G. Moore seconded to approve resolution 2015 – 07 Authorizing And Appropriating Local Match. Carried unanimously.

RESOLUTION 2015 – 08 AUTHORIZING BUDGET AMENDMENT

RESOLVED, That the Board authorizes the Executive Director to sign the Budget amendment request form to increase the 2015 budget for professional services 6120 Engineering for \$15,750, increase budget for outside services 6310 for \$21,750 and increase Grant Revenue 4410 by \$30,000.

Motion: P. Brooks moved and S. Beardsley seconded to approve resolution 2015 – 08 Authorizing Budget Amendment. Carried unanimously.

RESOLUTION 2015 - 09 SEQRA TYPE II DETERMINATION

WHEREAS, 6NYCRRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQRA) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law: Now therefore be it

RESOLVED, that the LCWSA hereby determines that the proposed Inflow and Infiltrations Planning Study is a type II action in accordance with 6NYCRR Section 617.5(c) (21) Which constitutes the conducting engineering and economic feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action and is therefore not subject to review under 6NYCRR Part 617.

Motion: T. Anderson moved and G. Moore seconded to approve resolution 2015 – 09 SEQRA Type Ii Determination. Carried unanimously.

RESOLUTION 2015 – 10 APPROVING ENGINEERING CONTRACT FOR THE GRANT STUDY – CLARK PATTERSON LEE (CPL)

RESOLVED, that the LCWSA approves the engineering contract with CPL for \$14,500.00 to complete the grant study.

Motion: D. Kriewall moved and P. Brooks seconded to approve resolution 2015 - 10 Approving Engineering Contract for the Grant Study – Clark Patterson Lee (CPL). Carried unanimously.

RESOLUTION 2015 - 11 APPROVING FLOW METERING AND MONITORING OF THE LCWSA SEWER COLLECTION SYSTEM

RESOLVED, that the LCWSA approved the flow metering proposal with Corrosion Products and Equipment (CPE) for \$15,460.00 to complete the grant study.

Motion: S. Beardsley moved and G. Moore seconded to approve resolution 2015 – 11 Approving Flow Metering and Monitoring of the LCWSA Sewer Collection System. Carried unanimously.

Update on I&I – Plumbing inspection program update - C. VanHorne reviewed with the Board the status of the inspection program as outlined on a memo (on file with the secretary). The Board stressed the need for public education. C. VanHorne stated that changing to the paper bills will help as that information can be on the backside of the bills. C. VanHorne also informed the Board that J. Campbell is working on the Notice of Violation and demand for cure letters.

Water supply for new areas – The Board reviewed the minutes of the Special Board Meeting on the settlement with Akzo Nobel Salt. The Board discussed the settlement funding and the potential role that the LCWSA might play in that process. The consensus of the Board was to meet with the County Chairman to discuss. P. Brooks, S. Beardsley, G. Moore and H. Stewart would like to be part of the meeting. The Board also discussed the Brine wells that currently are part of the property that the desalinization plant is currently located. The Board discussed the potential opportunity that exists with the utilization of those wells.

Lakeville tank Property – The Board discussed an offer from C. Smith regarding the dedication of a parcel of land that surrounds and leads to the LCWSA's Lakeville tank.

Motion: G. Moore moved and T. Anderson seconded to approve the dedication the parcel of land noted as tax map 74-1-5.215. Carried unanimously.

Business Session

Minutes – regular minutes dated December 17, 2014

Motion: G. Moore moved and D. Kriewall seconded to approve minutes dated December 17, 2014. Carried unanimously.

Bills: R. Lewis reviewed the monthly bills with the Board.

Motion: D. Kriewall moved and G. Moore seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$145,784.55, for Reserve Projects in an amount not to exceed \$15,523.60 and for Grant expenses in an amount not to exceed \$6,072.00. Carried unanimously.

Motion: T. Anderson moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$26,748.65, Commodity in an amount not to exceed \$26,226.72, and for miscellaneous expense in an amount not to exceed \$728.62. Carried unanimously.

Communications: none

Adjourn: *Motion: T. Anderson moved and S. Beardsley seconded to adjourn the Board meeting. Carried unanimously.*



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Board Financial Report

December 2014

Balance Sheet

ASSETS

Operating Cash – Increase of \$182,600. (*Unallocated Cash Report is attached*)

Reserve funded project expenditures were slowed towards the last quarter of 2013, which required an engineering evaluation of options for treatment. No capital projects were done during the evaluation period

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 \$38,000

Accounts Receivable. Decrease of \$5,500

Decreasing billing accruals starting to even out. Accruals decreased due to estimating February and May billing.

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 \$728,000

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 – Increase of \$5,000 (*WIP Report attached*)

Closed Project 31043-4 (SCADA System Upgrade Hemlock) \$61,542.17

LIABILITIES

Accounts Payable-Increase of \$38,000

Encumbrances higher from last year

National Water Main-\$19,492

Welch & O'Donoghue-\$8,500

KBH Environmental-\$5,700

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

20250-9410

Other Current Liabilities – Increase of \$36,600

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. Also began accruing mowing to even out this expense.

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

Statement of Revenues & Expenditures

OPERATING REVENUE

Retail Fees – Increase of 14,700

2014 sewer rate increase of \$4/yr/unit

Permit Fess – Increase of \$4,800

O&M Services – Increase of \$31,700

The Village of Livonia water system O&M charges are now at 100% parity. This is the last year an increase in this line-item will be recognized. 2013 charges-\$95,600, 2014 charges-\$118,600

Other Income – Decrease of \$5,940

Amerigas Refund in 2013 (\$5,600); ADM Milling refund of Overcharge from prior years (\$4,300)

EXPENSES

Wages, Overtime & Fringes - Increased \$87,800

Wages - \$59,900, Overtime - \$8,800 Health Insurance – \$21,800

One extra employee in the office and one extra employee in operations due to employee retirements. \$25,000 expensed in 2014 that should have been expensed in 2013 (payroll #1)

Professional Services – Decreased \$42,800

SPEDES Permit work performed by Ecologic, Hiscock & Barclay, & Clark Patterson was done mostly in 2013.

Utility Expense - Increased \$24,100

Electricity – increased \$21,700

Gas/Heating – increased \$738

Telephone – increased \$1,670

SCADA modems & Asset Mgmt laptops & electricity rate increase plus several sewer pump stations have gone to demand

Equipment Expense – Decreased \$24,800

2013 purchases: meter reading gun, office computers, field laptops, VSR Sampler & DO Field Kit

Building Expense – Increased \$93,300

Began accruing mowing expense in 2014

Generator O&M, \$32,100-site repair from flooding,

Purchased Water/Sewer – Increased \$35,700

Began accruing Village Mt Morris & Village Avon supply/treatment costs in 2014 due to timing problems in previous years.

Also, the Village of Avon increased the wholesale water rate from \$1.03 to \$1.62 – resulting in an increase of @ \$16,000 annually.

Monroe County increase their water rate from \$1.92 to \$2.02 & there has been an increase of water usage resulting in an increase of \$16,000 to date.

The City of Rochester is working with us for a re-fund due to over-billing for the East Lake Rd area - @\$25,000

Other Expenses - Decreased \$6,150

Prior Year expense – Inventory from meter replacement program that took place in 2012

Capital Contributions – Increased \$36,100

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 Report represented in 1,000

December 31, 2014	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim	Estim
Cash on hand 1st of each month	\$ 1,693	\$ 1,743	\$ 1,813	\$ 1,901	\$ 2,045	\$ 2,091	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,840	\$ 1,920
Cash Received														
Customer Billing	282	265	38	315	245	48	311	254	57	323	250			
Miscellaneous	13	17	-	35	-	-	2	30	13	8	32			
Debt/Project Related		2												
Grant/Contributions				28			13			13	21			
Relevy			252											
Estimated Cash Receipts														
Cash Receipts												41	290	270
Debt/Grant/Contrib Receipts													10	
Cash Balance before expenditures	\$ 1,988	\$ 2,027	\$ 2,103	\$ 2,279	\$ 2,290	\$ 2,139	\$ 2,248	\$ 2,268	\$ 2,054	\$ 2,190	\$ 2,294	\$ 2,070	\$ 2,140	\$ 2,190
Utility Vouchers	73	73	60	92	54	66	45	56	53	85	46			
Operating Vouchers	136	111	120	125	130	148	207	228	155	114	212			
Project Vouchers	36	30	22	17	15	3	12	-			7			
Estimated Expenditures														
Utilities												60	75	75
Operating												160	125	125
Projects												10	20	0
Cash Balance after expenditures	\$ 1,743	\$ 1,813	\$ 1,901	\$ 2,045	\$ 2,091	\$ 1,922	\$ 1,984	\$ 1,984	\$ 1,846	\$ 1,991	\$ 2,029	\$ 1,840	\$ 1,920	\$ 1,990
Reserve Projects in Progress Budget Bal + Retainage	\$ 1,174	\$ 1,144	\$ 1,170	\$ 1,124	\$ 1,138	\$ 1,100	\$ 1,088	\$ 1,102	\$ 1,092	\$ 1,074	\$ 1,067	\$ 1,072	1060	1060
Unallocated Cash Balance	\$ 569	\$ 669	\$ 731	\$ 921	\$ 953	\$ 822	\$ 896	\$ 882	\$ 754	\$ 917	\$ 962	\$ 768	\$ 860	\$ 930

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 2014 Budget Expenditures = \$242,000

2 months budgeted expenditures = \$428,500

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.

Capital Projects In Progress Report

12/31/2014

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-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
Total Debt & Reimbursable Projects		686,352.72	1,048,634.14	362,641.42				
GENERAL RESERVE PROJECTS								
31040	Main Pump: motor, electrical, ventilation	81,784.36	389,160.82	307,376.46	32-SLV	Reserve		1/1/2012
31043-5	Scada System Upgrade	-	4,071.83	4,071.83	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	12,466.00	88,165.00	75,699.00	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
31096	Digester Bldg Brick Repair	2,035.00	17,000.00	14,965.00	32SLV	Reserve		1/16/2013
31097	20A Vault PRV	19,136.68	19,750.00	613.32	33WR	Reserve		1/16/2013
31098	Shop Slide Gates	937.50	8,000.00	7,062.50	32SLV	Reserve		1/16/2013
31099	Exterior Stairs from Shop to Digester Bldg	12,726.00	20,000.00	7,274.00	32SLV	Reserve		1/16/2013
31102	Reed Bed Construction/Groveland Plant Improvements	44,107.26	48,800.00	4,692.74	32SD	Reserve		1/1/2013
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				33WR	Reserve		1/1/2015
	Crossroads Commerce Park Sewer	-				IDA matching Grant		10/28/2014
Total Reserve Projects		178,135.06	882,447.65	704,312.59				
TOTAL OF ALL PROJECTS (a/c #1600)		864,487.78	1,931,081.79	1,066,954.01				
2014 Completed Projects								
31080-2	Collection System-Inflow & Infiltration repairs	119,166.26	188,348.00	69,181.74	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		180,708.43						
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
31091	2012 General Electric Improvements	119,166.26	118,206.00	(960.26)	33WRSL	Reserve	done as of 8/31/13	1/1/2012
31094	Security Gate system	50,267.76	50,492.80	225.04	31EWS	Reserve	done as of 8/31/13	8/1/2012
31043-3	Scada System Upgrade 2013	92,593.00	92,593.00	-	33WR	Reserve		1/1/2013
Total 2013 completed projects		324,937.30						

Livingston County WSA

Balance Sheet

As of 12/31/2014

(In Whole Numbers)

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Bal...</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	2,032,677	1,850,029	182,648	1,850,029	182,648
Debt Reserve	593,626	555,485	38,141	555,485	38,141
Accounts Receivable	818,290	823,755	(5,465)	823,755	(5,465)
Capital Contributions Receivable	31,135	29,772	1,363	29,772	1,363
Inventory	9,591	14,899	(5,308)	14,899	(5,308)
Prepaid Expenses	61,091	55,571	5,520	55,571	5,520
Funds held for Others	30,121	28,390	1,731	28,390	1,731
Total CURRENT ASSETS	3,576,532	3,357,901	218,630	3,357,901	218,630
Total Current Assets	3,576,532	3,357,901	218,630	3,357,901	218,630
NON-CURRENT ASSETS					
Restricted Cash	257,725	259,471	(1,746)	259,471	(1,746)
Capital Contrib Receivable, net current	461,876	493,011	(31,135)	493,011	(31,135)
Property & Equipment, Net Deprec	24,060,776	24,788,869	(728,092)	24,788,869	(728,092)
Work-In-Progress	864,488	859,476	5,011	859,476	5,011
Total NON-CURRENT ASSETS	25,644,866	26,400,827	(755,961)	26,400,827	(755,961)
Total Non-Current Assets	25,644,866	26,400,827	(755,961)	26,400,827	(755,961)
TOTAL ASSETS	29,221,397	29,758,728	(537,331)	29,758,728	(537,331)
CURRENT LIABILITIES					
Accounts Payable	162,921	124,934	37,988	124,934	37,988
Current Portion Loans Payable	144,417	144,417	0	144,417	0
Other Current Liabilities	166,344	129,728	36,616	129,728	36,616
Funds held for others	30,123	28,390	1,733	28,390	1,733
Total CURRENT LIABILITIES	503,806	427,469	76,337	427,469	76,337
Total Current Liabilities	(503,806)	(427,469)	(76,337)	(427,469)	(76,337)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,485,433	4,629,850	(144,417)	4,629,850	(144,417)
Total NON-CURRENT LIABILITIES	4,485,433	4,629,850	(144,417)	4,629,850	(144,417)
Retained Earnings & Net Position					
Retained Earnings	(24,701,399)	(25,145,388)	443,989	(24,701,410)	11
Net Income	469,240	443,978	25,262	0	469,240
Total Retained Earnings & Net Position	(24,232,159)	(24,701,410)	469,251	(24,701,410)	469,251
TOTAL NET POSITION	29,221,397	29,758,728	(537,331)	29,758,728	(537,331)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2014 Through 12/31/2014
(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	2,351,209	2,336,556	14,653	0.63	2,387,938	(36,729)	(2)%
Wholesale Fees	185,005	187,794	(2,790)	(1.49)	172,706	12,299	7 %
Permit Fees	38,987	34,193	4,794	14.02	7,910	31,077	393 %
O&M Services	134,987	103,253	31,735	30.73	149,402	(14,415)	(10)%
Other Income	43,755	49,695	(5,940)	(11.95)	45,648	(1,893)	(4)%
Total OPERATING REVENUE	2,753,943	2,711,491	42,452	1.57	2,763,604	(9,661)	(0)%
OPERATING EXPENSE							
Wages	679,961	620,018	59,943	9.67	653,663	(26,298)	(4)%
Overtime	30,279	21,484	8,795	40.94	30,158	(121)	(0)%
Fringes	360,829	341,810	19,019	5.56	398,073	37,244	9 %
Professional Services	165,012	207,835	(42,823)	(20.60)	212,675	47,663	22 %
Utilities	289,661	265,532	24,129	9.09	291,204	1,543	1 %
Vehicle Expense	30,096	27,398	2,698	9.85	37,300	7,204	19 %
Equipment Expense	19,663	44,475	(24,812)	(55.79)	61,656	41,993	68 %
Building Expense	342,515	246,035	96,479	39.21	361,655	19,141	5 %
Purchased Water/Sewer	518,500	482,804	35,697	7.39	459,541	(58,959)	(13)%
Customer Installations	29,160	32,291	(3,131)	(9.69)	23,210	(5,950)	(26)%
Permits Inspections	11,308	6,788	4,520	66.59	20,407	9,099	45 %
Other Expenses	27,644	38,313	(10,669)	(27.85)	39,400	11,756	30 %
Total OPERATING EXPENSE	2,504,629	2,334,784	169,845	7.27	2,588,942	84,313	3 %
GAIN/LOSS BEF DEPRECIATION	249,314	376,707	(127,393)	(33.82)	174,662	74,652	43 %
DEPRECIATION EXPENSE							
	(963,371)	(1,055,921)	92,550	(8.76)	0	(963,371)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	303,134	305,112	(1,978)	(0.65)	272,020	31,114	11 %
Non-Operating Expense	(73,449)	(69,876)	(3,573)	5.11	(56,152)	(17,297)	31 %
Grant Expense	(20,928)	0	(20,928)	(100.00)	0	(20,928)	0 %
Total NON-OPERATING REVENUE/EXPENSE	208,757	235,236	(26,479)	(11.26)	215,868	(7,111)	(3)%
NET GAIN/LOSS BEF CONTRIB	(505,300)	(443,978)	(61,322)	13.81	390,530	(895,830)	(229)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	36,060	0	36,060	100.00	37,500	(1,440)	(4)%
Total CAPITAL CONTRIBUTIONS	36,060	0	36,060	100.00	37,500	(1,440)	(4)%
CHANGE IN NET ASSETS	(469,240)	(443,978)	(25,262)	5.69	428,030	(897,270)	(210)%

**Yearly Cost
based on 4600 bills per quarter**

	<u>Current/Post card</u>	<u>Paper Bill/Bulk Rate</u>	<u>Paper Bill/First Class Rate</u>
Paper	\$840.00	\$168.00	\$168.00
Postage	\$5,520.00	\$4,600.00	\$8,464.00
Employee Cost	\$800.00	\$200.00	\$200.00
Envelopes/Fold/Stuff/Seal	\$0.00	\$1,672.00	\$1,672.00
Total	\$7,160.00	\$6,640.00	\$10,504.00
	(one time year notices/Relevy Notices)		
Additional Mailing/Printing on back	\$ 2,700.00	\$ 552.00	\$ 552.00
Total	\$ 9,860.00	\$ 7,192.00	\$ 11,056.00

Current -Bulk Rate

- Pros's
 - Reduce Billing Charges \$2175.00 per year
 - additional savings of Printing Information on back of bills vs sending out separate mailing
 - Elimate Need to buy new printer
 - Ability to print message on back of bill each quarter
 - Customers get a bill that's easier to read
- Cons's
 - Bulk Rate does not guarantee timely delivery-could be up to 10 days

Current-First Class Rate

- Pro's
 - Ability to print message on back of bill each quarter
 - Elimate Need to buy new printer
 - Ensures timely delivery
 - Customers get a bill that's easier to read
- Con's
 - No savings if we don't utilize a message on back of bill each quarter
 - Increase of \$2,200 per year

printing on back of bill would be .03 each(\$126.00)

Bulk Rate= .25
First Class Rate= .46

Current Post Card Rate=.30(Average)

Estimated Cost of new printer-\$5,000

INVESTMENT POLICY
FOR
LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

OBJECTIVES

The primary objectives of the local government's investment activities are, *in* priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Livingston County Water and Sewer Authority to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing~ which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

DIVERSIFICATION

It is the policy of the Livingston County Water and Sewer Authority to diversify its deposits and investments by financial institution, by investment instrument, and by security scheduling.

INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies to the maximum amounts are selected annually at the annual meeting of the Livingston County Water & Sewer Authority.

COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law #10, all deposits of the Livingston County Water and Sewer Authority, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GMI #10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least *two* nationally recognized statistical rating organizations.

SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights in the name of the local

government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Treasurer or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of the custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

PERMITTED INVESTMENTS

As authorized by General Municipal Law #11, the Livingston County Water and Sewer Authority authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

Special time deposit accounts;

Certificates of deposit;

Obligations of the United States of America (includes Treasury Bills);

Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;

Obligations of the State of New York;

Obligations issued pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Livingston County Water and Sewer Authority;

Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

All investment obligations shall be payable or redeemable at the option of the Livingston County Water and Sewer Authority within such times as the proceeds will be needed to meet expenditures for purpose for which the moneys were provided.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Livingston County Water & Sewer Authority shall maintain a list of financial institutions and dealers approved for investment purposes. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians.

PURCHASE OF INVESTMENTS

The Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all requirements set forth in the Office of the State Comptroller Opinion No. 8 8-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Treasurer by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law. #10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

OPERATING PROCEDURES

The Treasurer is responsible for the investment of Livingston County Water and Sewer Authority funds. In the absence of the Treasurer, the Chairman or Vice Chairman is authorized to invest the funds. Investments will be based upon projections of the Livingston County Water and Sewer Authority's cash flow needs, so that investments shall mature at such time when funds are estimated to be needed for the orderly payment of Livingston County Water and Sewer Authority obligations.

Investments will generally be made based upon competitive bids solicited by telephone by the Treasurer and shall be awarded to the highest bidder who has and is willing and able to pledge sufficient and acceptable collateral.

Funds will only be transferred between institutions in the name of the Livingston County Water and Sewer Authority by using the Federal Reserve Wire Transfer (FedWire) system, or by Treasurer designee. Funds may be transferred within the same institution only between Livingston County Water and Sewer Authority accounts and by authorized staff.

The Treasurer will maintain an investment log detailing the specific information relative to each

investment. All investment transactions will be promptly entered into the Livingston County Water and Sewer Authority accounting system. Comparisons of the existing investments to those recorded in the accounting system will be performed routinely.

INTERNAL CONTROLS

Independent Certified Public Accountants shall, in conjunction with the annual audit, at least annually review the Investment Policies and Procedures of the Livingston County Water and Sewer Authority to be certain they are in conformance with all applicable laws, and regulations.

DESIGNATION OF INVESTMENT INSTITUTIONS

The bank and trust companies that are designated as institutions with whom the Livingston County Water and Sewer Authority may make investments, are selected annually at the Livingston County Water & Sewer Authority annual meeting.

Repurchase Agreements - Underlying Security

Securities purchased under Repurchase Agreements (Repos) shall be limited to obligations of the United States of America, or obligations whose principal and interest are guaranteed, or insured by the United States of America. The term of Repos shall generally not exceed 180 days. Each Repo shall be specifically identified, segregated from the assets of the seller and delivered for safekeeping into an account designated and controlled by the Livingston County Water and Sewer Authority. Each seller shall enter into a master repurchase agreement with the Livingston County Water and Sewer Authority which shall specify the rights and obligations of the Livingston County Water and Sewer Authority and the seller in all Repo transactions.

REPURCHASE AGREEMENT

Repurchase agreements are authorized subject to the following restrictions:

All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America

No substitution of securities will be allowed.

The custodian shall be a party other than the trading partner.



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Catherine VanHorne
Executive Director

To: LCWSA Board

From: Catherine VanHorne
Rene Lewis

Re: Amending LCWSA Self Assessment Review Results

Date: January 20, 2015

After further review and discussion, I would like to amend the Internal Controls Self Assessment.

ORIGINALLY APPROVED

Finding: Management does not understand the knowledge and skills required by Personnel to accomplish their tasks.

Action Taken: None. Management continues to communicate with staff on the knowledge and skills it takes to perform their tasks.

AMENDMENT RECOMMENDED

Action taken: Management continues to communicate with staff on the knowledge and skills it takes to perform their tasks. The Board hired an outside consultant to provide a succession plan which evaluated the knowledge and skills it takes to perform tasks by staff. The consultant brought his findings to the Board and made recommendations as to how to implement a succession plan. The Board has implemented those recommendations.

Resolution 2015 – Approving the amendment to the LCWSA Self Assessment Review Results

Resolved, that the Board approves the following amendment - **Action taken:** Management continues to communicate with staff on the knowledge and skills it takes to perform their tasks. The Board hired an outside consultant to provide a succession plan which evaluated the knowledge and skills it takes to perform tasks by staff. The consultant brought his findings to the Board and made recommendations as to how to implement a succession plan. The Board has implemented those recommendations. And be it further

Resolved, that the Board requests that document be amended and reposted on the LCWSA website.

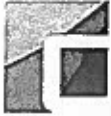
OPERATIONS REPORT - Dec. 2014

Water and Sewer Work Program 2014-15	
Customer work orders	15 from 12/17/2014 - 1/21/2015 The cold weather has resulted in many frozen meters and water in homes.
UFPO	55 from 12/17/2014 - 1/21/2015
Sampling testing	All necessary samples were taken were taken for the month. The TTHM samples for the consolidated district and the West Lake Rd water district exceeded the MCL. This requires us to do a public notification, which will be published in the Pennysaver. Staff is working with the Town and Village of Geneseo and The City of Rochester on a solution for this issue.
Meeting	Cathy, Eric, and I met with the Local and State DOH and the City of Rochester regarding the TTHM issue. We will be starting to take surveillance samples, reducing the chlorine injection amounts and also taking chlorine residuals through out the districts.
Sampling testing	We also have to increase the TTHM sampling in the ARS and Caledonia 1 districts from yearly to quarterly. The DOH also stated that we will have to take lead and copper samples this year. We are working with the DOH and the City on coming up with the sample plan, on how many samples will need to be taken. We will have a considerable increase in sampling cost this year
Generator Maintenance	New batteries were installed in the generator at the Hemlock Pump Station.
SCADA and Control work	The staff and Optimations are working on options for the radio path for the Lower and Upper tanks in Groveland Station.
PM Maintenance	The monthly pm maintenance has been completed in all the stations.
Meter Reading	Staff read Scottsburg, Groveland Station, ARS, and the Village of Livonia, along with the businesses. The other districts will be estimated this quarter
Water Work Program	
Main Repair	Staff repaired a water break at 9 West Ave in the Village of Livonia. Staff also assisted the Gas company on East Lake Road when they hit a water service.
Automatic Valve Maintenance	Staff now has to run the Hemlock tank manually due to an issue with the back pressure sustaining valve. Awaiting GA technician to fix valve.
Hydrant Repair	Staff repaired a hydrant on East Lake Rd, due to a MVA.
Curb box location	As weather permits, staff is locating curb boxes along East Lake Rd and in Groveland Station.
Water Inspections	Staff completed three water inspections.
Lost Water	The City of Rochester replaced the meter at the East Lake Rd Vault. Staff will be taking a reading daily for awhile to get a indication of the daily consumption.
Pump Station Maintenance	Staff installed 2 new solenoid valves on the pump control valves at the Hemlock Pump Station
Sewer Work Program	
Pump Station Maintenance	Staff gauged and shimmed the pumps at 1w,3w,5w,and 3e. Also staff replaced 1 of the 2 air pumps at each lake station.
Pump Station Maintenance	Newark Electric delivered a new starter for the south station in the Groveland station system. Staff installed the starter.
Station Rehab.	KBH Environmental has been working at 12E on cleaning and painting the dry well. Station is looking very nice.

OPERATIONS REPORT - Dec. 2014

Painting	Staff has been working on cleaning and painting the Outbound stations.
Lakeville Plant	
Laboratory/digester	LMC has been at the plant numerous times working on the boiler for the digester.
Fixed Assets	
Sewer Cleaner	Tracey Road Equipment will be coming in to do the training on the new sewer cleaner.
Truck	We are waiting on the 2015 State Bid to be awarded so that we can order the new truck.
Personnel	
Party	The staff will be having a retirement luncheon for Rick Stone on his last day of work January 30th at noon. Board members are welcome to attend to wish Rick Happy Retirement.
Workers Injury	A staff member fell between the grit room and entrance chamber injuring his finger. Management reviewed the area for trip hazards and none were found.
Award	Steve Carroll has been awarded the 2014 Uhl T. Mann award for Operations. We are sending Steve to the Awards Ceremony in NYC at the NYWEA conference. The conference will provide Steve with many operator training credits and an opportunity to accept the award with his peers.
Filling Existing Position	The plan to replace Tom D'Aprile will be implemented upon the retirement of Rick Stone. The position will be filled with a waste water maintenance position, not an Operators position. This will allow staff to select the new employee from a pool of employees that send in resumes.

CAPITAL PROJECTS REPORT Outline	
31062 --2011 Lakeville WWTF -	
1/28/2015	E. Wies is reaching out to the Engineering department at EFC(funding agency) to discuss our upgrade program to the main pump controls. We are hoping that we may use the remaining funding for the program.
31085 – West Lake / DaCola Shores Water Connection Project - Prison Project	
1/28/2015	DOCC's has a response from the State Comptrollers Office which is not acceptable. The State Comptrollers Office wants us to fund 12% of the cost of the construction. They have gone back on their forward motion on that issue. We are working on this issue.
31104 - Lake Forest Water main Improvements	
1/28/2015	Clark Patterson Lee has been requested to move ahead with the engineering and design of the water main replacement approximately 1000 linear feet. The cost for the engineering will be \$12,665. (see attached) RESOLUTION 2015 APPROVING CLARK PATTERSON LEE FOR ENGINEERING AND BIDDING PROCESS FOR THE LAKE FORREST WATER MAIN IMPROVEMENTS Resolved, the LCWSA approves Clark Patterson Lee for engineering service for the Lake Forrest water main improvement project in an amount of \$12,665.
31105 - Slagle Park Water System Upgrades	
1/28/2015	Clark Patterson Lee has been requested to move ahead with the engineering and design of the water main replacement, approximately 2000 linear fee. The cost for the engineering is \$15,965.(See attached) RESOLUTION 2015 APPROVING CLARK PATTERSON LEE FOR THE ENGINEERING AND BIDDING PROCESS FOR THE SLAGLE PARK WATER MAIN UPGRADES Resolved, the LCWSA approves Clark Patterson Lee for engineering service for the Slagle Park water system upgrade reject in the amount of \$15,965.
Crossroads Commerce Park Sewer Avon -	
	This Project is waiting for EDA Funding. Project will install water, sewer and roads in the East Avon - Crossroads Commerce Park
1/28/2015	EDA conference call is scheduled for Monday the 26th to kick off the project.
Niver Road Storage Tank - Painting	
1/28/2015	Clark Patterson Lee has been requested to move ahead with the engineering and bidding for this project. The cost for the engineering is \$6,120.(See attached) RESOLUTION 2015 APPROVING CLARK PATTERSON LEE FOR THE ENGINEERING AND BIDDING PROCESS FOR THE NIVER ROAD STORAGE TANK PAINTING Resolved, the LCWSA approves Clark Patterson Lee for engineering service for the Niver Road Water Storage Tank Painting in an amount of \$6,120.



Clark Patterson Lee
DESIGN PROFESSIONALS

December 10, 2014

Catherine VanHome, Executive Director
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
Lakeville, New York 14480

**RE: LIVINGSTON COUNTY WATER & SEWER AUTHORITY
NIVER WATER STORAGE TANK PAINTING**

Dear Cathy:

As requested, we are pleased to submit our proposal for engineering services in connection with the painting of the 250,000 gallon Niver water storage tank. The tank was inspected in 2014 by Pittsburg Tank & Tower Maintenance Co., Inc. The primary recommendation from that inspection was to overcoat the exterior of the tank. This was followed up with a recommended coating procedure by Performance Coatings New York, Inc., that included pressure washing, power tool cleaning of areas with loose paint, and over coating with a three coat procedure.

Our proposal is broken down into the following tasks:

Design and Contract Specifications

Includes the development of contract documents, specifications, details, an engineer's estimate of probable cost and submission of the required DOH application for project approval to the Livingston County Health Department. We will address their comments as necessary.

Bidding Phase

Assistance during bidding will include the addressing of contractor's questions, preparation of any required addenda to the bid documents, review and tabulation of the bids received, and recommendation to the Authority for project award.

Engineering Services during Construction

Includes shop drawing review, processing of payment requests and change orders, and construction administration.

Our estimated cost to complete all work as described is a lump sum of \$4,200.

We do not feel that full-time inspection is warranted for this project. Part-time construction inspection services can be provided at a rate of \$80/hour. We anticipate that there will be approximately

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Catherine VanHorne
Livingston County Water and Sewer Authority
December 10, 2014
Page 2

24 hours of part-time inspection time required for this project assuming an eight week construction schedule. The cost for part-time inspection is estimated to be \$1,920.

We would be pleased to meet with you at any time to discuss our proposal in detail and answer any question that may arise. Please contact us if you require any additional information.

Very truly yours,

Clark Patterson Lee

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

Eric C. Wies, P.E.
Senior Associate



December 30, 2014

Catherine VanHorne, Executive Director
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
Lakeville, New York 14480

**RE: PROPOSAL FOR ENGINEERING SERVICES
LAKE FOREST MOBILE HOME PARK
WATER MAIN IMPROVEMENTS**

Dear Cathy:

We are pleased to submit our proposal for engineering services related to the design and construction of the replacement of approximately 1,000 linear feet of water main in the Lake Forest Mobile Home Park. The following tasks are included in our proposal.

Design Phase

1. Complete survey and base mapping suitable for design and bidding of the project. Highway rights-of-way will be plotted based on available record information.
2. Prepare detailed construction drawings, specifications, contract documents, and cost estimates for the water mains described above. All work will be in accordance with the standards of the LCWSA and the requirements of the New York State Department of Health (NYSDOH).
3. Prepare necessary easement maps and descriptions.
4. Prepare necessary permit applications and assist the LCWSA in obtaining the necessary permits and approvals including:
 - NYSDOH Plan Approval
 - County Highway Work Permit

Bidding Phase

1. Provide up to twenty (20) sets of plans, specifications, and contract documents to be issued to prospective bidders.
2. Respond to bidders' questions during the bidding period and issue any addenda required for the interpretation and clarification of the bidding documents.
3. Attend the bid opening, review bids for compliance with the bid requirements and mathematical correctness, prepare the bid tabulation, investigate bidders' qualifications, and prepare a written recommendation for the award of the contract.



Construction Phase - Administration

1. Provide construction administration services, which include shop drawing review, processing of payment requests, preconstruction and project meetings, schedule coordination, preparation of change orders, coordination with the contractor, LCWSA, and regulatory agencies, final inspection and punch list, and preparation of record drawings.

Construction Phase - Observation

1. Provide a qualified Resident Engineer to monitor construction and the contractor's compliance with the Contract Documents. The Resident Engineer will serve as the LCWSA's representative on the project, maintain detailed records of the work performed, document payments to the contractor, handle concerns and complaints from residents affected by the project, and coordinate with regulatory agencies and utilities.

Additional Services

The following services are not included in our proposal, as the extent of the work required will not be known until the final design is completed and/or the environmental review process is completed.

1. Property boundary survey for the purpose of purchasing property, establishing property line locations, or obtaining easements or rights-of-way.
2. Geotechnical investigations, which is typically completed by a subconsultant. We anticipate that information regarding sub-surface conditions can be obtained through conversations with local residents, but services of a sub-consultant to obtain more detailed information may be required.
3. Archeological review to satisfy the NY State Historical Preservation Office. We do not anticipate this will be required, but the subconsultant fees could be up to \$3,000.

Our lump sum fee proposal to complete the work described above is as follows:

<u>Task</u>	<u>Fee</u>
Design	\$4,140
Bidding	\$1,455
Construction Administration	\$2,390
<u>Construction Observation</u>	<u>\$4,680</u>
Total	\$12,665

A detailed breakdown of the fees is enclosed.



We appreciate the opportunity to submit our proposal and look forward to working with all those involved. If you have any questions or require any additional information, we would be happy to meet with you at any time to discuss our approach and qualifications in detail.

Very truly yours,

Clark Patterson Lee

Eric C. Wies, P.E.
Senior Associate

Enclosure

Livingston County Water & Sewer Authority

Lake Forest Water Main Replacement

TITLE	Tasks & Hours			
	Plans & Specifications	Bidding Services	Construction Administration Services	Construction Observation Services
Principal	1	1	1	
QA/QC	1			
Project Manager	8	4	4	
Project Engineer	20	6	16	
Senior CAD Technician	4		2	
Junior CAD Technician	16	1	4	
Electrical/Mechanical Eng. Resident Engineer				60
Labor Subtotal	50	12	27	60
Hours Amount	\$4,080	\$1,255	\$2,390	\$4,680
Expenses				
bw copies @ 0.10	\$30	\$100		
prints @0.15/sf	\$30	\$100		
Expenses Subtotal	\$60	\$200	\$0	\$0
Subtotal Each Task	\$4,140	\$1,455	\$2,390	\$4,680
Total Cost	\$12,665			



Clark Patterson Lee
DESIGN PROFESSIONALS



RECEIVED JAN - 2 2015

Clark Patterson Lee
DESIGN PROFESSIONALS

December 30, 2014

Catherine VanHorne, Executive Director
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
Lakeville, New York 14480

**RE: PROPOSAL FOR ENGINEERING SERVICES
SCHLEGEL MOBILE HOME PARK
WATER MAIN IMPROVEMENTS**

Dear Cathy:

We are pleased to submit our proposal for engineering services related to the design and construction of the replacement of approximately 2,000 linear feet of water main in the Schlegel Mobile Home Park. The following tasks are included in our proposal.

Design Phase

1. Complete survey and base mapping suitable for design and bidding of the project. Highway rights-of-way will be plotted based on available record information.
2. Prepare detailed construction drawings, specifications, contract documents, and cost estimates for the water mains described above. All work will be in accordance with the standards of the LCWSA and the requirements of the New York State Department of Health (NYSDOH).
3. Prepare necessary easement maps and descriptions.
4. Prepare necessary permit applications and assist the LCWSA in obtaining the necessary permits and approvals including:
 - NYSDOH Plan Approval
 - County Highway Work Permit

Bidding Phase

1. Provide up to twenty (20) sets of plans, specifications, and contract documents to be issued to prospective bidders.
2. Respond to bidders' questions during the bidding period and issue any addenda required for the interpretation and clarification of the bidding documents.
3. Attend the bid opening, review bids for compliance with the bid requirements and mathematical correctness, prepare the bid tabulation, investigate bidders' qualifications, and prepare a written recommendation for the award of the contract.

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Construction Phase - Administration

1. Provide construction administration services, which include shop drawing review, processing of payment requests, preconstruction and project meetings, schedule coordination, preparation of change orders, coordination with the contractor, LCWSA, and regulatory agencies, final inspection and punch list, and preparation of record drawings.

Construction Phase - Observation

1. Provide a qualified Resident Engineer to monitor construction and the contractor's compliance with the Contract Documents. The Resident Engineer will serve as the LCWSA's representative on the project, maintain detailed records of the work performed, document payments to the contractor, handle concerns and complaints from residents affected by the project, and coordinate with regulatory agencies and utilities.

Additional Services

The following services are not included in our proposal, as the extent of the work required will not be known until the final design is completed and/or the environmental review process is completed.

1. Property boundary survey for the purpose of purchasing property, establishing property line locations, or obtaining easements or rights-of-way.
2. Geotechnical investigations, which is typically completed by a subconsultant. We anticipate that information regarding sub-surface conditions can be obtained through conversations with local residents, but services of a sub-consultant to obtain more detailed information may be required.
3. Archeological review to satisfy the NY State Historical Preservation Office. We do not anticipate this will be required, but the subconsultant fees could be up to \$3,000.

Our lump sum fee proposal to complete the work described above is as follows:

<u>Task</u>	<u>Fee</u>
Design	\$4,320
Bidding	\$1,455
Construction Administration	\$2,390
<u>Construction Observation</u>	<u>\$7,800</u>
Total	\$15,965

A detailed breakdown of the fees is enclosed.



Catherine VanHorne
Livingston County Water and Sewer Authority
December 30, 2014
Page 3 of 3

We appreciate the opportunity to submit our proposal and look forward to working with all those involved. If you have any questions or require any additional information, we would be happy to meet with you at any time to discuss our approach and qualifications in detail.

Very truly yours,

Clark Patterson Lee

Eric C. Wies, P.E.
Senior Associate

Enclosure

Livingston County Water & Sewer Authority

Schlegel Mobile Home Park Water Main Replacement

TITLE	Tasks & Hours			
	<u>Plans & Specifications</u>	<u>Bidding Services</u>	<u>Construction Administration Services</u>	<u>Construction Observation Services</u>
Principal	1	1	1	
QA/QC	1			
Project Manager	8	4	4	
Project Engineer	20	6	16	
Senior CAD Technician	4		2	
Junior CAD Technician	20	1	4	
Electrical/Mechanical Eng.				
Resident Engineer				100
Labor Subtotal	54	12	27	100
Hours Amount	\$4,260	\$1,255	\$2,390	\$7,800
<u>Expenses</u>				
bw copies @ 0.10	\$30	\$100		
prints @0.15/sf	\$30	\$100		
Expenses Subtotal	\$60	\$200	\$0	\$0
Subtotal Each Task	\$4,320	\$1,455	\$2,390	\$7,800
Total Cost	\$15,965			



Clark Patterson Lee
DESIGN PROFESSIONALS



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
F Fax: (585) 346-0954
T TTY NY: (800) 662-1220

Catherine VanHorne
Executive Director

To: LCWSA Board

From: Catherine VanHorne

Re: Engineering Planning Grant

Date: January 20, 2015

The following resolutions are necessary to start to implement the Inflow and Infiltrations (I&I) Grant. The Grant will include televising, flow metering and smoke testing in an effort to locate sources of I&I .

**RESOLUTION 2015 - 6 AUTHORIZATION FOR REPRESENTATIVE TO SIGN DOCUMENTS –
ENGINEERING PLANNING GRANT**

Now therefore be it:

RESOLVED that the LCWSA Executive Director is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Livingston County Water and Sewer Authority's obligations under the Engineering Planning Grant Agreement.

RESOLUTION 2015 - 7 AUTHORIZING AND APPROPRIATING LOCAL MATCH

Now therefore be it:

RESOLVED that the LCWSA Board authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the LCWSA Collection System Planning Study – Ensuring Infrastructure Assets into the Future. Under the engineering Planning Grant Program, this local match must be at least 20% of the total project costs. The Maximum local share appropriated subject to any changes agreed to by the Executive Director \$7,500 of in kind services totally \$7,500.00, based on a total project costs of \$37,500.00. The Executive Director may increase this local match through the use of budgeted funds without the approval from the LCWSA Board

RESOLUTION - 8 AUTHORIZING BUDGET AMENDMENT

RESOLVED, That the Board authorizes the Executive Director to sign the Budget amendment request form to increase the 2015 budget for professional services 6120 Engineering for \$15,750, increase budget for outside services 6310 for \$21,750 and increase Grant Revenue 4410 by \$30,000.

RESOLUTION 2015 - 9 SEQRA TYPE II DETERMINATION

WHEREAS, 6NYCRRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQRA) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law: Now therefore be it

RESOLVED, that the LCWSA hereby determines that the proposed Inflow and Infiltrations Planning Study is a type II action in accordance with 6NYCRR Section 617.5(c) (21) Which constitutes the conducting engineering and economic feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action and is therefore not subject to review under 6NYCRR Part 617.

Attached is the Engineers estimate for review.

¹⁰
RESOLUTION 2015 – APPROVING ENGINEERING CONTRACT FOR THE GRANT STUDY – CLARK PATTERSON LEE (CPL)

RESOLVED, that the LCWSA approves the engineering contract with CPL for \$14,500.00 to complete the grant study.

Two companies were solicited for flow metering in the collection system. Only CPE responded. Attached.

¹¹
RESOLUTION 2015 - APPROVING FLOW METERING AND MONITORING OF THE LCWSA SEWER COLLECTION SYSTEM

RESOLVED, that the LCWSA approved the flow metering proposal with Corrosion Products and Equipment(CPE) for \$15,460.00 to complete the grant study.



SERVICE SYSTEMS SOLUTIONS

January 19, 2015

Eric C. Wies, PE
Clark Patterson Lee
205 St. Paul Street
Suite 500
Rochester, NY 14604-1122

Ref: LCWSA Flow Study

Dear Mr. Wies:

Corrosion Products and Equipment scope for flow monitoring will entail the following.

CPE will install (8) 2150 area velocity flow meter for a duration of four (4) weeks, starting in the month of April, 2015. These units will be installed, calibrated, data collected and removed by our personnel. Data collected will be transferred to a "CSV" file to allow for importation into any spreadsheet after completion.

Prior to commencement, CPE reserves the right to inspect/review the designated sites with the owner. This is mandatory to prepare the proper equipment, and find possible alternate sites if necessary. The LCWSA is to provide assistance with maintenance and traffic control in roadways.

Mobilization:

- (1) Installation, and set up of the above flow meter. Including confined entry to be performed by CPE personnel. The LCWSA is to provide assistance with maintenance and traffic control in roadways.

Equipment to include:

- (8) ISCO 2150 Area Velocity Flow Meter
(16) 6VDC Batteries
(8) Mounting ring
- (2) ISCO Rain Gauges

Reporting and Removal of Equipment

- (1) Confined entry will be performed by CPE personnel during the removal of the equipment four weeks after the starting date. The LCWSA is to provide assistance with maintenance and traffic control in roadways.

Total: \$15,460.00

Price Valid for 30 days.

Terms: Payment within 15 days of receipt of Data. Corrosion Products and Equipment's Terms and Conditions on the following page will apply.

ROCHESTER
110 Elmgrove Park
Rochester, NY 14624

P 585.247.3030
F 585.247.7268

ALBANY
35 Maplewood Avenue
Albany, NY 12205

P 518.458.7252
F 518.458.7259

CARIBBEAN
43 Main Street, Mandeville
Manchester, Jamaica W.I.

P 876.962.6592
F 876.963.8144



SERVICE SYSTEMS SOLUTIONS

Please make purchase order out to Corrosion Products and Equipment

Very truly yours,

MICHAEL ADEMVIC

WNY Technical Sales

Cell: 315-790-0561

Work: 585-756-4322

Fax: 585-247-7268

ademovic@corrosion-products.com

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January 20, 2015

Catherine VanHorne, Executive Director
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
P.O. Box 396
Lakeville, NY 14480

**RE: LIVINGSTON COUNTY WATER & SEWER AUTHORITY
LAKEVILLE WASTEWATER TREATMENT FACILITY
TMDL PLANNING STUDY**

Dear Cathy:

Clark Patterson Lee was pleased to learn that the Livingston County Water & Sewer Authority was awarded a \$30,000 Wastewater Infrastructure Engineering Planning Grant through the New York State Environmental Facilities Corporation (NYSEFC) and New York State Department of Environmental Conservation (NYSDEC) to complete the preparation of an engineering study with the following goals:

1. The planning study will focus on the sewer collection system that serves the Village of Livonia and Towns of Conesus, Groveland, Geneseo, and Livonia. The collection system is comprised of infrastructure dating back to 1968 and has experienced high levels of inflow and infiltration (I/I) resulting in overflows and reduced collection system capacity. The high levels of I/I also result in inefficient levels of treatment at the Lakeville WWTF, which discharges to the Genesee River Watershed. The study will include televising, flow metering, and smoke testing in an effort to locate sources of I/I. In addition, the study will include development of a capital improvement plan for collection system repairs.

We are pleased to provide our engineering services proposal relating to this study with the following scope of work:

Study Phase

- Coordination of collection system flow monitoring, followed by evaluation of the metering results (provided by others).
- Develop a plan to smoke test and clean/televisize specific areas of the collection system with the LCWSA Staff, with the goal of identifying areas with high I/I and potential improvements.
- Develop an overall main trunk line sewer map with theoretical pipe capacities.
- Evaluate water use records to establish base line sanitary flows.
- Evaluate metered sewer readings and pump station runtime meter readings to compare actual sanitary flows versus base line sanitary flows.
- Review options for modifying the SCADA system that will provide the LCWSA with data that can be used to target I/I in the future.
- Prepare mapping, including location maps, sewer collection layout maps, improvement alternative mapping.
- Prepare detailed cost estimates for all proposed alternatives related to any proposed collection system repairs.

205 St. Paul Street
Suite 500
Rochester, NY 14604
clarkpatterson.com
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- The study will also include a section that focuses on the overflows that occurred during the summer of 2014, addressing all the items specified in the letter from the NYSDEC dated August 15, 2014.
- Complete a full cost analysis; including capital costs, operation and maintenance costs, and long term replacement costs.
- Develop an implementation plan for the recommended improvements.
- Identify areas which have elevated levels of I/I flows and will require further investigation to determine the source of the I/I.
- Review all potential funding sources and the impact each source would have on the recommended project.
- Review of potential "green" opportunities for the recommended project as required by the funding agency.
- Submission and review of the draft report with the LCWSA Board.

Close Out Phase


- Final report preparation according to Engineering Report Template established by the NYSEFC.
- Completion of the Smart Growth Assessment Form.
- Submission of the final report to the Clean Water State Revolving Fund Intended Use Plan (CWSRF IUP) for funding consideration, including the completion of the project listing form.

Clark Patterson Lee proposes to complete the above noted scope of work for the following lump sum fee of \$14,500.

We appreciate the opportunity to submit our proposal and look forward to working with the LCWSA on this project. If you have any questions, please call me at (585) 454-4570 extension 1098.

Very truly yours,

Clark Patterson Lee



Eric C. Wies, P.E.
Principal Associate

Proposal Accepted By:

Signature: _____

Date: _____



Livingston County Water & Sewer Authority
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PO Box 396
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TTY NY: (800) 662-1220

Catherine VanHorne
Executive Director

To: LCWSA Board

From: Catherine VanHorne

Date: January 22, 2015

Re: I&I – Plumbing Inspection program update

Last week Adam Backus informed me that he would not be able to help us out with the plumbing inspection program. I have developed a Request for Proposals (RFP) to send out to plumbers, engineering firms, code enforcement officers etc. The RFP is under review internally and will be issued upon finalizing all the documents.

If any Board member knows of any person or class of people that we should send this RFP, please let me know. We are entering into new territory with this program, so any suggestions would be very helpful.

Also, in regards to an educational program on this issue, the Village of Livonia ran an article about sewer overflows in their Village Newsletter. I believe the Conesus Lake Association will also be running an article in their newsletter also. If we change to full-page bills, the backside will be available for information on many topics.

Lastly, I have begun to work with Jim Campbell on making sure we are on solid ground with our rules and regulations to implement the program.