
Agenda

LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING

January 18, 2023 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. December 16, 2022 – Regular Meeting
4. Reports
 - a. Financial Report–December 2022
 - i. Approval of Financial Report
 - b. Operation/Capital Report
 - c. Executive Director’s Report

5. Other Business

- | | |
|-------------------------|--|
| Resolution No.: 2023-03 | RESOLUTION SELECTING A LIST OF ENGINEERING FIRMS FOR ARCHITECTURAL AND ENGINEERING SERVICES |
| Resolution No.: 2023-04 | RESOLUTION TO STANDARDIZE COMMUNICATIONS EQUIPMENT FOR THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY |
| Resolution No.: 2023-05 | RESOLUTION TO AUTHORIZE WAGE ADJUSTEMENTS FOR LIVINGSTON COUNTY WATER AND SEWER AUTHORITY NON-UNION EMPLOYEES |
| Resolution No.: 2023-06 | RESOLUTION TO SET A PUBLIC HEARING FOR THE PROPOSED 2023 PERMIT AND FEE SCHEDULE FOR FEBRUARY 15, 2023 AT 8:00AM |
| Resolution No.: 2023-07 | RESOLUTION TO ACCEPT A PROPOSAL FROM G&G MUNICIPAL CONSULTING AND GRANT WRITING (G&G) FOR PROFESSIONAL SERVICES TO CONDUCT AN INCOME SURVEY AND TRANSFER \$31,000 FROM UNALLOCATED RESERVE TO THE OPERATING BUDGET |

6. Executive Session

7. Adjournment

Next Regular Meeting: Wednesday, February 15, 2023 @ 8 am

All attachments and reports referenced above may be found at
<http://www.co.livingston.state.ny.us/lcwsa.htm>
Go to Board meetings tab / current agenda.

Unreviewed Minutes

LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
December 16, 2022 at 10:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

Members Attending: M. Falk, M. McKeown, B. Ceci, and D. Fanaro

Others attending: J. Molino (Executive Director), L. Monaghan (Executive Deputy Director), R. Lewis (Principal Account Clerk), M. Kosakowski (Director of Operations), S. Wright (Secretary) and J. Campbell (Attorney), E. Weis (Engineer)

Call to Order: 10:09 a.m.

Approval of Agenda:

Motion: M. Falk moved, and D. Fanaro seconded to approve the agenda. Carried unanimously.

Executive Session:

Motion: D. Fanaro moved, and M. Falk seconded that the board reconvene in Executive Session at 10:10 a.m. for the purpose of discussions concerning the employments history of a particular person or corporation, or matter leading to the appointment. Employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Carried unanimously.

Motion: M. Falk moved, and D. Fanaro to end the Executive Session at 10:32 a.m. with no action taken. Carried unanimously.

Approval of Minutes:

November 16, 2022 - Regular Meeting

Motion: D. Fanaro moved, and B. Ceci seconded to approve the regular board meeting minutes dated November 16, 2022. Carried unanimously.

Reports:

Financial Report – November 2022

R. Lewis reviewed the Financial Report with the Board (on file with Secretary).

Motion: M. Falk moved, and B. Ceci seconded to approve the November 2022 Financial Report. Carried unanimously.

Approval of Expenditures

Motion: D. Fanaro moved, and M. Falk seconded to approve paying Total Capital & Operating expenditures of \$229,454.83.

Motion: B. Ceci moved, and D. Fanaro seconded to approve paying \$311,297.26 for Utilities & Miscellaneous. Carried unanimously.

Operations and Capital Report

J. Molino reviewed the Operations and Capital Reports with the Board (on file with Secretary).

- Meter Replacement is moving forward, and operations are running smoothly.

L. Monaghan and M. Kosakowski arrived

Executive Director Report

J. Molino reviewed:

- An Income Survey for the Lakeville Treatment area will be conducted for approximately 3000 customers. The information gathered will help determine if certain areas of the Lakeville Treatment qualify for hardship financing and can be used for several years and with different potential projects we expect in the near future. It could save the Authority significant financing charges.
- The 2023 Work Plan is in the planning phases and will be ready for the Board's review in the next few meetings

Other Business:

Resolutions:

- 2022-43 RESOLUTION SETTING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY MEETING SCHEDULE FOR 2023
An change to the reported dates will be June 21st and July 19th.
Motion: B. Ceci moved, and M/ Falk seconded to approve Resolution 2022-43. Carried unanimously.
- 2022-44 RESOLUTION TO MAINTAIN ALL DIGITALLY CREATED RECORDS IN THEIR NATIVE DIGITAL FORMAT FOR THE LEGALLY PROSCRIBED RETENTION PERIOD OF THE RECORD.
Motion: D. Fanaro moved, and M. Falk seconded to approve Resolution 2022-44. Carried unanimously.
- 2022-45 RESOLUTION ADOPTING AN AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY
Motion: M. Falk moved, and D. Fanaro seconded to approve Resolution 2022-45. Carried unanimously.
- 2022-46 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ANY AND ALL CONTRACTS, DOCUMENTS, AND INSTRUMENTS NECESSARY TO BRING ABOUT PHASE 3 COLLECTION SYSTEM STUDY AND TO FULFILL THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY OBLIGATIONS UNDER THE GRANT AGREEMENT AND APPROPRIATE A MINIMUM LOCAL MATCH OF 20% OF THE LCWSA ENGINEERING PLANNING GRANT #121387
The LCWSA will have a \$5,000 match and the balance of the match has been "in kind" labor with manhole inspections.
Motion: M. Falk moved, and B. Ceci seconded to approve Resolution 2022-46. Carried unanimously.
- 2022-47 RESOLUTION FOR THE SEQR DETERMINATION (TYPE II) FOR LIVINGSTON COUNTY WATER & SEWER AUTHORITY ENGINEERING PLANNING GRANT #121387
Motion: D. Fanaro moved, and B. Ceci seconded to approve Resolution 2022-47. Carried unanimously.
- 2022-48 RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PROVIDE PAYMENT TO THE TOWN OF LEICESTER FOR BASE RATE UNIT CHARGES FOR THE PRIOR WATER BILLING PERIOD
Motion: M. Falk moved, and B. Ceci seconded to approve Resolution 2022-48. Carried unanimously.

2022-49

RESOLUTION TO AUTHORIZE THE USE OF FUNDS FOR THE PURCHASE OF A THM ANALYZER IN PARTNERSHIP WITH LIVINGSTON COUNTY

The total cost of the analyzer is approximately \$50,000. Livingston County is willing to dedicate \$14,750 of the remaining Local Government Efficiency Grant for the purchase of the analyzer. The Authority will be reimbursed for manhole inspections for \$26,000 as part of the ongoing I/I study. The Authority will need to invest \$10,000 in funds.

Motion: M. Falk moved, and D. Fanaro seconded to approve Resolution 2022-49. Carried unanimously.

Adjournment – 11:24 a.m.

Motion: D. Fanaro moved, and M. Falk seconded to close the meeting. Carried unanimously.



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

**Board Financial Report
 December 2022**

ASSETS

<u>Operating Cash (Reserve)</u>	\$1,183,068	p. 3a	Cash Report p. 4
<u>Debt Reserve Bank Balance</u>	\$ 852,248	p. 3b	
	<i>Transferred \$255,080 to M & T Trust to set up Debt Reserve account per EFC requirement</i>		
<u>Restricted Cash:</u>	\$ 373,726	p. 3d	
<i>Town of Caledonia</i>	<i>(\$11,297)</i>		
<i>On Deposit M & T</i>	<i>(\$362,429)</i>		
<u>Accounts Receivable</u>	\$ 450,076	p. 3c	
<u>Work-In-Progress (WIP Report Attached)</u>	\$478,490	p. 4e	WIP Report p.5
	<i>Partially capitalized P31131 & P31142 (\$7,698,219)</i>		

LIABILITIES

<u>Current Liabilities</u>	\$ 8,229,763	p. 3f	
<i>Debt Payables, Retirement Accruals,</i>			
<i>Current WWTP Project, County Wide Water (Short Term Debt)</i>			
	7,964,617		
<i>Funds Held for Others</i>			
	\$19,869		<i>Customer overpayments</i>
	\$22,415		<i>Compact of Towns</i>
<u>Long Term Liabilities</u>	\$5,530,398	p. 3g	
Loans	\$3,577,775		
V. Livonia Lease	\$ 213,976		
Deferred Outflow-Pension	\$(683,081)		
Deferred Outflow-OPEB	\$(476,596))		
Deferred Inflow-OPEB	\$115,022		
Deferred Inflow-Pension	\$ 649,119		
Net Pension	\$ 2,225		
OPEB	\$2,094,564		
Compensated Absences	\$ 37,394		

REVENUE

2022 Budget Revenue -\$3,460,268

p. 6a

November is a billing month (Revenue reflects service period 11/1/21-10/31/22)

Year to Date Revenue

\$3,181,383

p. 6b

Decreases

O & M Services

\$84,483

Village of Livonia

Permits

\$19,055

EXPENSES

2022 Budget Expenses -\$3,459,882

p. 8a

Year to Date Expenses

\$3,410,580

p. 8b

Year end entries are still being prepared.

New for 2023

*We will process bills twice per month, both sessions will include:
utilities, projects & standard bills.*

The Financial Report will include bills paid the previous month.

Livingston County WSA

Balance Sheet

As of 12/31/2022

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Bal...	YTD Change
CURRENT ASSETS					
Operating Cash	1,183,068 a	814,563	368,505	1,567,214	(384,146)
Debt Reserve	852,249 b	908,853	(56,604)	1,012,560	(160,311)
Accounts Receivable	450,076 c	3,023,976	(2,573,901)	2,011,966	(1,561,890)
Capital Contributions Receivable	(2)	47,931	(47,932)	56,410	(56,412)
Inventory	9,773	30,503	(20,729)	41,875	(32,101)
Prepaid Expenses	167,763	88,033	79,730	127,325	40,438
Funds held for Others	42,284	33,893	8,391	35,637	6,647
Total CURRENT ASSETS	2,705,212	4,947,751	(2,242,540)	4,852,987	(2,147,776)
Total Current Assets	2,705,212	4,947,751	(2,242,540)	4,852,987	(2,147,776)
NON-CURRENT ASSETS					
Restricted Cash	373,726 d	669,023	(295,297)	118,568	255,158
Capital Contrib Receivable, net current	474,108	577,159	(103,051)	474,108	0
Property & Equipment, Net Deprec	40,643,546	22,719,198	17,924,348	33,099,956	7,543,590
Work-In-Progress	478,490 e	12,463,051	(11,984,562)	5,038,373	(4,559,883)
Total NON-CURRENT ASSETS	41,969,870	36,428,432	5,541,439	38,731,005	3,238,865
Total Non-Current Assets	41,969,870	36,428,432	5,541,439	38,731,005	3,238,865
TOTAL ASSETS	44,675,082	41,376,183	3,298,899	43,583,993	1,091,089
CURRENT LIABILITIES					
Accounts Payable	41,552	119,356	(77,805)	25,235	16,316
Current Portion Loans Payable	8,145,128	1,428,812	6,716,316	4,601,484	3,543,644
Other Current Liabilities	1,198	1,833,638	(1,832,439)	1,703,791	(1,702,592)
Funds held for others	41,885	33,889	7,996	35,637	6,248
Total CURRENT LIABILITIES	8,229,763 f	3,415,695	4,814,068	6,366,147	1,863,616
Total Current Liabilities	(8,229,763)	(3,415,695)	(4,814,068)	(6,366,147)	(1,863,616)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	5,530,398	4,224,799	1,305,599	5,570,398	(40,000)
Total NON-CURRENT LIABILITIES	5,530,398 g	4,224,799	1,305,599	5,570,398	(40,000)
Retained Earnings & Net Position					
Retained Earnings	(31,950,369)	(32,317,080)	366,711	(31,950,333)	(36)
Net Income	713,464	(1,572,342)	2,285,807	0	713,464
Total Retained Earnings & Net Position	(31,236,904)	(33,889,422)	2,652,518	(31,950,333)	713,429
Total Net Position	44,997,066	41,529,917	3,467,149	43,886,878	1,110,187

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	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 817	\$ 930	\$ 1,779	\$ 1,281	\$ 1,185	\$ 1,224	\$ 1,002
Cash Received														
Customer Billing	33.2	424	356.5	64.6	328.8	477.6	50	363.2	474.5	46.4	387.4	445.7		
Miscellaneous		2.4	1		0.6	0.2		1	1	9.3	1.5	10	35	425
Grant/Contributions/EFC														
Draws	143.8				845.9							197		
Billing Services/O & M Services			16.8	15		3.8	13.2	16.3			13.2	4		35
Relevy				250.5										
Receipts														
Cash Receipts														
Debt/Grant/Contrib Receipts		1048.3	404.2	655.8		125.6		379	443.7					
EFC									859.2		260			
Cash Balance before expenditures	\$ 1,745	\$ 1,669	\$ 1,629	\$ 2,125	\$ 2,326	\$ 2,126	\$ 1,317	\$ 1,579	\$ 2,712	\$ 1,838	\$ 1,946	\$ 1,844	\$ 1,262	\$ 1,465
Utility & Misc. Vouchers	151	159.6	187.7	158.4	166	319.4	169.4	216.7	304.5	259.7	160.6	391		
Operating Vouchers	83	79	88.8	77.3	93	95.7	83.6	269.1	40	185.9	217.5	66.7	250	250
Miscellaneous														
Project Vouchers	1317	580	213.3	738	548.7	456.7	247.4	163.4	587.8	111.4	383.4	162.7	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 817	\$ 930	\$ 1,779	\$ 1,281	\$ 1,185	\$ 1,224	\$ 1,002	\$ 1,205
Reserve Projects in Progress Budget Bal + Equipment to Purchase	887	918	728	759	707	707	435	413	397	390	387	293	283	273
Balance	\$ (693)	\$ (68)	\$ 411	\$ 392	\$ 812	\$ 547	\$ 382	\$ 517	\$ 1,382	\$ 891	\$ 798	\$ 931	\$ 719	\$ 932

10% of 2022 Budget Exenditures = \$345,988

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Project Code	Project Name	Expenditures		Budget		Expenses Budgeted	Funding	Financing			Date Began	End Date
		Expenses	Capitalized	Budget	Balance			Grand Total	Reserve	Debt		
DEBT & REIMBURSABLE PROJECTS												
31131	Water System Improvements (EFC WIIA)	-	3,388,458.03	8,658,000.00	5,269,541.97		WIIA Grant/Loan	\$ 3,000,000		\$ 3,842,000.00	7/12/2019	12/31/2024
31142	Upgrade Lakeville Plant Phase 2 Groveland Wastewater Treatment Plant Disinfection	-	4,309,760.91	5,525,016.06	1,215,255.15					5,525,016.06	1/1/2022	12/31/2022
31132	Project	20,720.00		526,070.00	505,350.00		WQIP	\$ 367,576	\$ 158,494		1/1/2022	12/31/2023
31121	Lakeville WWTP Disinfection Phosphorus Removal	2,838.58		247,500.00	244,661.42		WQIP No. 111711	\$ 198,055	\$ 49,445		1/1/2022	12/31/2022
31450	Leicester/York Regional Water Project	261,777.50										
31455	Conesus Lake PS Improvements	5,559.30		5,000,000.00			WIIA Grant	\$ 1,250,000				
		290,895.38			7,234,808.54							
GENERAL RESERVE PROJECTS												
31148	SCADA System Wide Improvements (Phase 1)	182,686.40		370,000.00	187,313.60						1/1/2022	12/31/2022
31146	PS Heating & Vent Upgrades Groveland Station	4,907.99		28,700.00	23,792.01							
	Total General Reserve Projects	187,594.39			211,105.61							
	Total WIP Expense (GL 1600)	478,489.77										
Studies/ Non Capitalization												
	<i>Phase 2 Collection System Inflow & Infiltration Study</i>											
	Project	7,557.18		120,000.00	112,442.82		EPG No. 105113	\$ 100,000	\$ 20,000		1/1/2022	12/31/2023
	Avon WWTP Evaluation - Study	15,600.00		30,000.00	14,400.00		(V) Avon/ (T) Avon/ LC IDA	\$ 22,500.00	\$ 7,500.00		1/1/2022	12/31/2022
	ERP Review (Billing/Accounting Software)			25,000.00	25,000.00				\$ 25,000		1/1/2022	12/31/2022
	Rate Study and Analysis			20,000.00	20,000.00				\$ 20,000		1/1/2022	12/31/2022
	Operation and Admin Bldg Assessment			25,000.00	25,000.00				\$ 25,000		1/1/2022	12/31/2022
	Total Studies			7,500.00	7,500.00				\$ 7,500		1/1/2022	12/31/2022
	Less Grants				122,500.00							
	Total Project Cash Committed				292,948.43							

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2022 Through 12/31/2022

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>YTD Last Year Actual</u>	<u>Current Year Change</u>	<u>Total Budget</u>	<u>Total Budget Variance</u>
OPERATING REVENUE						
Fees						
4110	1,349.86	2,782,864.61	2,995,549.35	(212,684.74)	3,168,145.00	(385,280.39)
4120	70.00	1,034.00	866.00	168.00	180,000.00	(178,966.00)
4125	<u>14,805.77</u>	<u>185,520.86</u>	<u>203,872.81</u>	<u>(18,351.95)</u>	<u>0.00</u>	<u>185,520.86</u>
	Total Fees	16,225.63	2,969,419.47	3,200,288.16	(230,868.69)	3,348,145.00 (378,725.53)
Permit Fees						
4200	<u>5,480.00</u>	<u>122,421.89</u>	<u>141,476.90</u>	<u>(19,055.01)</u>	<u>30,000.00</u>	<u>92,421.89</u>
	Total Permit Fees	5,480.00	122,421.89	141,476.90	(19,055.01)	30,000.00 92,421.89
O&M Services						
4130	<u>0.00</u>	<u>15,000.00</u>	<u>99,483.00</u>	<u>(84,483.00)</u>	<u>15,000.00</u>	<u>0.00</u>
	Total O&M Services	0.00	15,000.00	99,483.00	(84,483.00)	15,000.00 0.00
Other Income						
4140	11,226.26	40,939.21	45,782.89	(4,843.68)	50,623.00	(9,683.79)
4150	0.00	0.00	17.25	(17.25)	0.00	0.00
4160	3,937.50	15,312.50	19,320.81	(4,008.31)	0.00	15,312.50
4410	<u>0.00</u>	<u>18,289.44</u>	<u>18,455.79</u>	<u>(166.35)</u>	<u>16,500.00</u>	<u>1,789.44</u>
	Total Other Income	15,163.76	74,541.15	83,576.74	(9,035.59)	67,123.00 7,418.15
	Total OPERATING REVENUE	36,869.39	3,181,382.51 b	3,524,824.80	(343,442.29)	3,460,268.00 a (278,885.49)
OPERATING EXPENSE						
Wages & Fringes						
5010	87,650.40	913,545.93	720,839.06	192,706.87	1,011,098.00	97,552.07
5020	3,987.56	43,278.60	30,989.69	12,288.91	43,519.00	240.40
5030	6,747.26	71,372.81	54,993.81	16,379.00	80,678.00	9,305.19
5040	12,195.85	128,456.46	103,359.39	25,097.07	122,336.00	(6,120.46)
5048	5,694.98	34,117.98	35,401.46	(1,283.48)	34,928.00	810.02
5050	(2,310.94)	243,867.05	180,430.99	63,436.06	242,342.00	(1,525.05)
5060	0.00	19,419.19	21,378.76	(1,959.57)	20,141.00	721.81
5065	0.00	0.00	10,000.00	(10,000.00)	0.00	0.00
5070	205.10	5,054.08	9,353.22	(4,299.14)	15,000.00	9,945.92
5080	0.00	0.00	175,327.00	(175,327.00)	0.00	0.00
5090	<u>0.00</u>	<u>0.00</u>	<u>(314.49)</u>	<u>314.49</u>	<u>0.00</u>	<u>0.00</u>
	Total Wages & Fringes	114,170.21	1,459,112.10	1,341,758.89	117,353.21	1,570,042.00 110,929.90
Professional Services						
6110	7,630.50	40,159.75	38,087.92	2,071.83	25,349.00	(14,810.75)
6120	1,840.00	41,750.84	15,000.99	26,749.85	20,000.00	(21,750.84)
6125	0.00	54,891.70	0.00	54,891.70	0.00	(54,891.70)
6130	2,304.39	22,790.83	34,149.89	(11,359.06)	19,300.00	(3,490.83)
6140	3,026.23	36,450.19	45,779.76	(9,329.57)	30,300.00	(6,150.19)
6150	8,200.00	104,379.01	96,489.15	7,889.86	102,000.00	(2,379.01)
6160	0.00	22,050.00	144,891.00	(122,841.00)	0.00	(22,050.00)



Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2022 Through 12/31/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6190	0.00	12,154.25	30,578.48	(18,424.23)	0.00	(12,154.25)
	23,001.12	334,626.57	404,977.19	(70,350.62)	196,949.00	(137,677.57)
	Utilities					
6200	0.00	67.23	0.00	67.23	0.00	(67.23)
6210	34,545.03	252,161.18	260,561.48	(8,400.30)	289,366.00	37,204.82
6220	2,043.33	32,634.64	30,076.70	2,557.94	20,304.00	(12,330.64)
6230	1,644.40	22,324.84	18,453.00	3,871.84	23,007.00	682.16
	38,232.76	307,187.89	309,091.18	(1,903.29)	332,677.00	25,489.11
	Vehicle Expense					
6420	(1,518.28)	6,756.19	7,792.28	(1,036.09)	10,000.00	3,243.81
6430	3,838.72	32,650.11	24,198.92	8,451.19	30,604.00	(2,046.11)
	2,320.44	39,406.30	31,991.20	7,415.10	40,604.00	1,197.70
	Purchased Water/Sewer					
6510	53,213.89	330,822.18	361,267.65	(30,445.47)	537,500.00	206,677.82
6515	14,805.77	185,520.20	203,689.47	(18,169.27)	0.00	(185,520.20)
6520	0.00	65,234.91	79,011.20	(13,776.29)	85,000.00	19,765.09
	68,019.66	581,577.29	643,968.32	(62,391.03)	622,500.00	40,922.71
	Equipment Maintenance					
6610	(2,934.59)	19,194.66	15,173.86	4,020.80	11,275.00	(7,919.66)
6625	5,053.05	40,403.68	14,062.41	26,341.27	59,955.00	19,551.32
6635	4,067.04	19,137.04	15,445.00	3,692.04	21,580.00	2,442.96
	6,185.50	78,735.38	44,681.27	34,054.11	92,810.00	14,074.62
	Building Maintenance					
6300	0.00	4,501.20	0.00	4,501.20	0.00	(4,501.20)
6310	17,660.79	271,993.99	244,267.26	27,726.73	289,618.00	17,624.01
6320	6,248.75	35,603.81	32,707.00	2,896.81	0.00	(35,603.81)
6350	734.46	10,092.71	6,554.48	3,538.23	0.00	(10,092.71)
6360	675.00	3,900.00	3,975.00	(75.00)	0.00	(3,900.00)
6620	15,840.44	122,583.09	113,586.00	8,997.09	170,810.00	48,226.91
6640	11,399.47	89,544.15	66,645.49	22,898.66	26,232.00	(63,312.15)
	52,558.91	538,218.95	467,735.23	70,483.72	486,660.00	(51,558.95)
	Other Expenses					
6340	2,008.58	6,194.98	4,582.55	1,612.43	4,700.00	(1,494.98)
6700	0.00	5,940.00	6,324.82	(384.82)	24,010.00	18,070.00
6810	370.76	14,579.60	11,796.32	2,783.28	14,400.00	(179.60)
6820	216.27	5,470.21	4,104.02	1,366.19	4,800.00	(670.21)
6830	0.00	17,637.30	6,165.92	11,471.38	3,990.00	(13,647.30)
6840	478.41	14,299.63	6,702.27	7,597.36	24,740.00	10,440.37
6885	7,593.64	7,593.64	0.00	7,593.64	0.00	(7,593.64)
6890	0.00	(0.10)	69.07	(69.17)	0.00	0.10
	10,667.66	71,715.26	39,744.97	31,970.29	76,640.00	4,924.74



Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2022 Through 12/31/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
Easements & Judgements						
6870	0.00	0.00	0.00	0.00	40,500.00	40,500.00
6880	0.00	0.00	637.20	(637.20)	500.00	500.00
	0.00	0.00	637.20	(637.20)	41,000.00	41,000.00
	315,156.26	3,410,579.74 b	3,284,585.45	125,994.29	3,459,882.00 a	49,302.26
	(278,286.87)	(229,197.23)	240,239.35	(469,436.58)	386.00	(229,583.23)
DEPRECIATION EXPENSE						
6910	(63,337.52)	(614,401.80)	(583,086.99)	(31,314.81)	0.00	(614,401.80)
6920	(58,124.20)	(697,490.40)	(714,887.36)	17,396.96	0.00	(697,490.40)
	(121,461.72)	(1,311,892.20)	(1,297,974.35)	(13,917.85)	0.00	(1,311,892.20)
	(399,748.59)	(1,541,089.43)	(1,057,735.00)	(483,354.43)	386.00	(1,541,475.43)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115	1,507.20	331,695.89	329,963.43	1,732.46	343,447.00	(11,751.11)
4300	20.86	76.97	18.19	58.78	0.00	76.97
7110	5,552.25	37,195.43	27,545.89	9,649.54	0.00	37,195.43
	7,080.31	368,968.29	357,527.51	11,440.78	343,447.00	25,521.29
Non-Operating Expense						
8110	(601.00)	(27,873.82)	(64,008.70)	36,134.88	0.00	(27,873.82)
8120	0.00	0.00	58,151.74	(58,151.74)	0.00	0.00
8140	0.00	(19,098.83)	0.00	(19,098.83)	0.00	(19,098.83)
	(601.00)	(46,972.65)	(5,856.96)	(41,115.69)	0.00	(46,972.65)
	6,479.31	321,995.64	351,670.55	(29,674.91)	343,447.00	(21,451.36)
	(393,269.28)	(1,219,093.79)	(706,064.45)	(513,029.34)	343,833.00	(1,562,926.79)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110	0.00	226,531.20	2,103,262.95	(1,876,731.75)	0.00	226,531.20
	0.00	226,531.20	2,103,262.95	(1,876,731.75)	0.00	226,531.20
Contributed Capital						
9130	0.00	260,000.00	0.00	260,000.00	0.00	260,000.00
	0.00	260,000.00	0.00	260,000.00	0.00	260,000.00
	0.00	486,531.20	2,103,262.95	(1,616,731.75)	0.00	486,531.20
	(393,269.28)	(732,562.59)	1,397,198.50	(2,129,761.09)	343,833.00	(1,076,395.59)

December 31,2022	2021				2022			
	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	1st Qtr Actual	2nd Qtr Act	3rd Qtr Est	4th Qtr Est
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Cash on hand as of 1st of each month	\$ 992,890	\$ 1,042,596	\$ 1,088,927	\$ 950,840	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256
Cash Received - Customer Billing:	73,846	73,528	76,770	71,715	88,955	92,409	92,991	89,324
Cash Received - Miscellaneous	450	386	359	365	375	481	2,014	4,358
Cash Received - Relevy		23,095				22,042		
Cash Balance before expenditures	\$ 1,067,186	\$ 1,139,605	\$ 1,166,056	\$ 1,022,920	\$ 1,101,893	\$ 1,147,927	\$ 1,236,507	\$ 1,110,938
Admin Fees Paid	\$ 2,599	\$ 5,150			\$ 2,511	\$ 6,425	\$ 500	
Debt Payments (Principal & Interest):								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond C8-6449-04-00	21,991		111,991		21,030		106,863	3,606
EFC 2012 Sewer Bond (as of June 2012) C8-6449-04-01		45,528		10,357	45,357		10,163	
EFC Short Term C8-6449-05-00			71,500				70,000	255,080
EFC Short Term D0 18746								
Cash Balance after expenditures	\$ 1,042,596	\$ 1,088,927	\$ 950,840	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256	\$ 852,252
NYS EFC-Grov Sta Water - DO 17369:								
Beginning Balance	634,500	634,500	634,500	602,775	602,775	602,775	602,775	571,050
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	634,500	634,500	602,775	602,775	602,775	602,775	571,050	571,050
8/27/09->8/27/39 Sewer Bond (SL) C8-6449-04-								
Beginning Balance	2,060,000	2,060,000	2,060,000	1,970,000	1,970,000	1,970,000	1,970,000	1,880,000
Principal Payment	-	-	90,000	-	-	-	90,000	-
Ending Balance	2,060,000	2,060,000	1,970,000	1,970,000	1,970,000	1,970,000	1,880,000	1,880,000
6/21/12->11/1/42 Sewer Bond (SL) C8-6449-01-01								
Beginning Balance	1,040,000	1,005,000	1,005,000	1,005,000	1,005,000	970,000	970,000	970,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	35,000		-	-	35,000		-	-
Ending Balance	1,005,000	1,005,000	1,005,000	1,005,000	970,000	970,000	970,000	970,000
Total Debt Balance	\$ 3,699,500	\$ 3,699,500	\$ 3,577,775	\$ 3,577,775	\$ 3,542,775	\$ 3,542,775	\$ 3,421,050	\$ 3,421,050
			EOY Balance	\$ 1,012,563			EOY Balance	\$ 852,252
	12 mos pmts =	\$ 221,592	1.05% =	\$ 232,672	12 mos pmts =	\$ 218,744	1.05% =	\$ 229,681
<i>Trustee Indenture requires 1.05% of annual payments on deposit</i>			Over required balance by	\$ 779,891			Over required balance by	\$ 622,570

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

<u>Vendor Name</u>	<u>Pmt Date</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>GL Short Title</u>	<u>Expenses</u>	<u>Check #</u>
ALS Group USA	12/21/2022	Samples 12/01/2022	1001	Checking	0.00	3414
		Samples 12/01/2022	6320	Lab Services	234.00	3414
	12/30/2022	Samples 12/08/2022	1001	Checking	0.00	3440
		Samples 12/08/2022	6320	Lab Services	501.00	3440
		Samples 12/15/2022	1001	Checking	0.00	3440
		Samples 12/15/2022	6320	Lab Services	<u>531.00</u>	3440
		Transaction Total				<u>1,266.00</u>
Total ALS Group USA					1,266.00	
Benefactor Funding Corp	12/28/2022	Samples 12/14/2022	1001	Checking	0.00	3431
		Samples 12/14/2022	6320	Lab Services	162.00	3431
	12/30/2022	Samples 12/19/2022	1001	Checking	0.00	3441
		Samples 12/19/2022	6320	Lab Services	189.00	3441
		Samples 12/20/2022	1001	Checking	0.00	3441
		Samples 12/20/2022	6320	Lab Services	<u>162.00</u>	3441
		Transaction Total				<u>513.00</u>
Total Benefactor Funding Corp					513.00	
Charter Communications	12/21/2022	12/08/2022 - 01/07/2022	1001	Checking	0.00	3415
		12/08/2022 - 01/07/2022	6140	Prof Computer	<u>179.98</u>	3415
		Transaction Total				<u>179.98</u>
Total Charter Communications					179.98	
City Treasurer, Rochester, NY	12/21/2022	10/27/2022 - 11/28/2022	1001	Checking	0.00	3416
		10/27/2022 - 11/28/2022	6510	Water Purch	<u>26,599.47</u>	3416
		Transaction Total				<u>26,599.47</u>
Total City Treasurer, Rochester, NY					26,599.47	
Core and Main LP	12/30/2022	Hydrant Extensions	1001	Checking	0.00	3442
		Hydrant Extensions	6620	Bldg Repair	1,640.00	3442
		Meter Pits	1001	Checking	0.00	3442
		Meter Pits	6640	Cust Install	<u>7,137.00</u>	3442
		Transaction Total				<u>8,777.00</u>
Total Core and Main LP					8,777.00	
CSEA Employee Benefit Fund De...	12/28/2022	Dental and Vision 01/01/2023-01/31/2023	1001	Checking	0.00	3432
		Dental and Vision 01/01/2023-01/31/2023	1700	Prepaid Exp	1,952.42	3432
		Dental and Vision 01/01/2023-01/31/2023	2050	A/P Payroll	102.35	3432
		Dental and Vision 01/01/2023-01/31/2023	5050	Health	120.72	3432
		Transaction Total				<u>2,175.49</u>
Total CSEA Employee Benefit Fu...					2,175.49	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

<u>Vendor Name</u>	<u>Pmt Date</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>GL Short Title</u>	<u>Expenses</u>	<u>Check #</u>
CSEA, Inc	12/21/2022	Union Dues 12/03/2022 & 12/17/2022	1001	Checking	0.00	3417
		Union Dues 12/03/2022 & 12/17/2022	2050	A/P Payroll	575.00	3417
		Transaction Total			<u>575.00</u>	
Total CSEA, Inc					575.00	
Custom Apparel	12/21/2022	Sweatshirts for Matt Gascon	6340	Uniforms	60.00	
		Sweatshirts for Matt Gascon	1001	Checking	0.00	3418
		Sweatshirts for Matt Gascon	6340	Uniforms	60.00	3418
		Transaction Total			<u>120.00</u>	
Total Custom Apparel					120.00	
Direct Energy Business	12/28/2022	11/10/2022-12/14/2022	1001	Checking	0.00	3433
		11/10/2022-12/14/2022	6220	Gas	733.29	3433
		Transaction Total			<u>733.29</u>	
Total Direct Energy Business					733.29	
Excellus Health Plan-Group	12/21/2022	01/01/2023 - 01/31/2023	1001	Checking	0.00	3419
		01/01/2023 - 01/31/2023	1700	Prepaid Exp	33,514.43	3419
		Transaction Total			<u>33,514.43</u>	
Total Excellus Health Plan-Group					33,514.43	
Frontier Communications	12/28/2022	12/16/2022-01/15/2023	1001	Checking	0.00	3434
		12/16/2022-01/15/2023	6230	Telephone	158.08	3434
		Transaction Total			<u>158.08</u>	
Total Frontier Communications					158.08	
GHD Services Inc	12/30/2022	P31148, professional Services through 12/17/2022	1001	Checking	0.00	3443
			Transaction Total		<u>0.00</u>	
Total GHD Services Inc					0.00	
Guenther Automotive	12/21/2022	2016 RAM 1500, AY3897, Vin 0515, oil change	1001	Checking	0.00	3421
		2016 RAM 1500, AY3897, Vin 0515, oil change	6420	Vehicle Maint	51.45	3421
		2018 RAM 1500 BA8845, Vin 2437, Oil change, fix crane	1001	Checking	0.00	3421
		2018 RAM 1500 BA8845, Vin 2437, Oil change, fix crane	6420	Vehicle Maint	707.59	3421
		2022 Ford F150, BF5691, Vin7237 oil change	1001	Checking	0.00	3421
		2022 Ford F150, BF5691, Vin7237 oil change	6420	Vehicle Maint	120.16	3421
			Transaction Total			<u>879.20</u>

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			<u>879.20</u>	
Total Guenther Automotive					879.20	
Hach Company	12/21/2022	Lab supplies water testing probe	1001	Checking	0.00	3422
		Lab supplies water testing probe	6620	Bldg Repair	<u>1,197.31</u>	3422
		Transaction Total			<u>1,197.31</u>	
Total Hach Company					1,197.31	
Holland Company	12/30/2022	Chemical totes	1001	Checking	0.00	3444
		Chemical totes	6620	Bldg Repair	<u>2,960.41</u>	3444
		Transaction Total			<u>2,960.41</u>	
Total Holland Company					2,960.41	
Ingram Products, Inc	12/21/2022	Shop air compressor	1001	Checking	0.00	3423
		Shop air compressor	6620	Bldg Repair	<u>2,064.56</u>	3423
		Transaction Total			<u>2,064.56</u>	
Total Ingram Products, Inc					2,064.56	
Jackson Welding Supply Co Inc	12/30/2022	cylinder rental	1001	Checking	0.00	3445
		cylinder rental	6620	Bldg Repair	<u>33.66</u>	3445
		Transaction Total			<u>33.66</u>	
Total Jackson Welding Supply Co...					33.66	
Kruk & Campbell	12/28/2022	P31450, P31131, P31142, Legal services 10/1/2022-12/28/2022	1001	Checking	0.00	3436
		P31450, P31131, P31142, Legal services 10/1/2022-12/28/2022	6110	Prof Legal	<u>7,357.50</u>	3436
		Transaction Total			<u>7,357.50</u>	
Total Kruk & Campbell					7,357.50	
LaGrou, Sean	12/21/2022	Clothing allowance	1001	Checking	0.00	3424
		Clothing allowance	6340	Uniforms	<u>199.62</u>	3424
		Transaction Total			<u>199.62</u>	
Total LaGrou, Sean					199.62	
M&T Bank-Bond pmts	12/22/2022	C8-6449-04-00 Interst Pay	1180	Debt Res MM	0.00	wire00...
		C8-6449-04-00 Interst Pay	2025	Accrued Int Pay	3,004.80	wire00...
		C8-6449-04-00 Interst Pay	8110	Interest Exp	<u>601.00</u>	wire00...
		Transaction Total			<u>3,605.80</u>	
Total M&T Bank-Bond pmts					3,605.80	
National Grid	12/30/2022	11/25/2022 - 12/25/2022	1001	Checking	0.00	3446
		11/25/2022 - 12/25/2022	6210	Electric	<u>12,630.85</u>	3446

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			<u>12,630.85</u>	
Total National Grid					12,630.85	
NYS Employees Retirement Syst...	12/23/2022	Payroll 26 12/04/2022-12/17/2022-Decem... Retirement	1001	Checking	0.00	ach001
		Payroll 26 12/04/2022-12/17/2022-Decem... Retirement	2050	A/P Payroll	2,533.42	ach001
		Transaction Total			<u>2,533.42</u>	
Total NYS Employees Retiremen...					2,533.42	
NYS Deferred Compensation Plan	12/23/2022	Payroll 26 12/04/2022-12/17/2022-457B	1001	Checking	0.00	ach002
		Payroll 26 12/04/2022-12/17/2022-457B	2050	A/P Payroll	1,337.94	ach002
		Transaction Total			<u>1,337.94</u>	
Total NYS Deferred Compensatio...					1,337.94	
NYSEG	12/21/2022	11/01/2022 - 11/30/2022	1001	Checking	0.00	3425
		11/01/2022 - 11/30/2022	6210	Electric	83.10	3425
		11/01/2022 - 11/30/2022	6220	Gas	<u>624.11</u>	3425
		Transaction Total			<u>707.21</u>	
Total NYSEG					707.21	
PlanTech	12/28/2022	Groveland Station Heater repair	1001	Checking	0.00	3437
		Groveland Station Heater repair	6310	Outside O&M	<u>2,645.00</u>	3437
		Transaction Total			<u>2,645.00</u>	
Total PlanTech					2,645.00	
Randsco Pipeline, Inc	12/28/2022	P31131 - Pay App 8 6/1/22-9/9/22	1001	Checking	0.00	3438
		Transaction Total			<u>0.00</u>	
Total Randsco Pipeline, Inc					0.00	
Rochester Gas & Electric	12/21/2022	11/01/2022 - 11/30/2022	1001	Checking	0.00	3426
		11/01/2022 - 11/30/2022	6210	Electric	46.72	3426
		11/01/2022 - 11/30/2022	6220	Gas	<u>685.93</u>	3426
		Transaction Total			<u>732.65</u>	
Total Rochester Gas & Electric					732.65	
Safe Driver Solutions	12/21/2022	DOT Pre-employment testing	1001	Checking	0.00	3427
		DOT Pre-employment testing	6310	Outside O&M	<u>68.00</u>	3427
		Transaction Total			<u>68.00</u>	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Total Safe Driver Solutions					68.00	
Selective Insurance Co of New Yo..	12/30/2022	P31131, Builder Risk Insurance	1001	Checking	0.00	3447
Transaction Total					0.00	
Total Selective Insurance Co of N...					0.00	
ServiceMaster	12/30/2022	December 2022 - 4 visits	1001	Checking	0.00	3448
		December 2022 - 4 visits	6360	Cleaning	300.00	3448
		Transaction Total				
Total ServiceMaster					300.00	
Town of Leicester	12/21/2022	November 2022 Billing	1001	Checking	0.00	3428
		November 2022 Billing	1290	A/R Other	8,130.97	3428
		Transaction Total				
Total Town of Leicester					8,130.97	
Udig-NY	12/30/2022	Stakeouts 10/01/2022 - 12/30/2022	1001	Checking	0.00	3449
		Stakeouts 10/01/2022 - 12/30/2022	6310	Outside O&M	67.00	3449
		Transaction Total				
Total Udig-NY					67.00	
USA Blue Book	12/30/2022	Chemicals - TNT phosorus	1001	Checking	0.00	3450
		Chemicals - TNT phosorus	6620	Bldg Repair	427.45	3450
		Tool	1001	Checking	0.00	3450
		Tool	6625	Small Equip	215.75	3450
		Tools, hydrant wrench, measuring wheel, shovel	1001	Checking	0.00	3450
		Tools, hydrant wrench, measuring wheel, shovel	6625	Small Equip	262.14	3450
		Transaction Total				
Total USA Blue Book					905.34	
Utegg, Jeffrey	12/21/2022	Clothing Allowance	1001	Checking	0.00	3429
		Clothing Allowance	6840	Travel/Traing	399.66	3429
		Transaction Total				
Total Utegg, Jeffrey					399.66	
Valley Propane & Fuels	12/28/2022	Kerosene 1997 DAngelo Dr	1001	Checking	0.00	3439
		Kerosene 1997 DAngelo Dr	6430	Gasoline	625.91	3439
		Off Road Diesel,	1001	Checking	0.00	3439
		Off Road Diesel,	6430	Gasoline	657.68	3439
		Transaction Total				
Total Valley Propane & Fuels					1,283.59	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/19/2022 Through 12/30/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Verizon Wireless	12/21/2022	12/02/2022 - 01/01/2023	1001	Checking	0.00	3430
		12/02/2022 - 01/01/2023	6230	Telephone	658.27	3430
		Transaction Total			658.27	
Total Verizon Wireless					658.27	
Village of Caledonia	12/30/2022	09/08/2022 - 12/08/2022	1001	Checking	0.00	3451
		09/08/2022 - 12/08/2022	6510	Water Purch	944.38	3451
		Transaction Total			944.38	
Total Village of Caledonia					944.38	
Wilmington Trust	12/30/2022	Debt Reserve Wire Account Set Up C8-6449-05-00	1180	Debt Res MM	0.00	wire00...
		Debt Reserve Wire Account Set Up C8-6449-05-00	1182	C8-6449-05-00-R	0.00	wire00...
		Transaction Total			0.00	
Total Wilmington Trust					0.00	
WW Grainger	12/21/2022	Groveland Plant chart recorder	1001	Checking	0.00	3420
		Groveland Plant chart recorder	6620	Bldg Repair	59.60	3420
		Groveland Plant Polymer storage	1001	Checking	0.00	3420
		Groveland Plant Polymer storage	6620	Bldg Repair	267.02	3420
		Groveland plant work stand	1001	Checking	0.00	3420
		Groveland plant work stand	6620	Bldg Repair	106.35	3420
		Marking paint for stakeouts	1001	Checking	0.00	3420
		Marking paint for stakeouts	6620	Bldg Repair	414.06	3420
		Work Boots, S.Lagrou, T.Fraser	1001	Checking	0.00	3420
		Work Boots, S.Lagrou, T.Fraser	6340	Uniforms	436.56	3420
		12/28/2022	Telescopic Pole, hand skimmer, leaf rake	1001	Checking	0.00
	Telescopic Pole, hand skimmer, leaf rake		6620	Bldg Repair	80.60	3435
		Transaction Total			1,364.19	
Total WW Grainger					1,364.19	
Report Opening/Current Balance						
Report Transaction Totals					127,618.27	
Report Current Balances						

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Capital Projects
From 12/19/2022 Through 12/31/2022

16

Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31131	Water System Improvements (EFC WIIA)	3436	Kruk & Campbell	P31450, P31131, P31142, Legal services 10/1/2022-12/28/2022	382.50
	Water System Improvements (EFC WIIA)	3438	Randsco Pipeline, Inc	P31131 - Pay App 8 6/1/22-9/9/22	125,325.29
	Water System Improvements (EFC WIIA)	3447	Selective Insurance Co of New ...	P31131, Builder Risk Insurance	1,328.00
				Transaction Total	<u>127,035.79</u>
Total 31131	Water System Improvements (EFC WIIA)				127,035.79
31142	Lakeville Plant Upgrades-Phase 2	3436	Kruk & Campbell	P31450, P31131, P31142, Legal services 10/1/2022-12/28/2022	270.00
				Transaction Total	<u>270.00</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				270.00
31148	SCADA Sy Wide Imp P1	3443	GHD Services Inc	P31148, professional Services through 12/17/2022	4,500.00
				Transaction Total	<u>4,500.00</u>
Total 31148	SCADA Sy Wide Imp P1				4,500.00
31450	Leicester/York Regional Water Projec	3436	Kruk & Campbell	P31450, P31131, P31142, Legal services 10/1/2022-12/28/2022	1,777.50
				Transaction Total	<u>1,777.50</u>
Total 31450	Leicester/York Regional Water Projec				1,777.50
Report Opening/Current Balance					<u> </u>
Report Transaction Totals					<u>133,583.29</u>
Report Current Balances					<u> </u>

LCWSA OPERATIONS REPORT

January 18, 2022

Water and Sewer Work Program

Customer Work Orders	Staff completed 100 workorders, down 6 from last month.
UFPO	Staff completed 75 stakeouts; up 3 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing was completed.

Water Work Program

New Water Services	Staff did 1 new water tap and meter pit
Curb Box Repair/ Replacement	Staff replaced one curb box and rod.
Hydrant Repair/Replacement	Staff replaced a fire hydrant in Livonia Center
Meter Reading	Staff has started to read meters for the first quarter.
Meter Replacement Program LCWSA and Leicester Meter Replacements.	Staff completed the meter replacements in Leicester. The meter replacement program for LCWSA is going well getting close to the half way.

Sewer Work Program

Pump Maintenance	Staff rebuilt a check valve at the Shaker Sewer P.S. Staff is also working on changing oil in all the pump stations. They have started with the Lake Stations.
Manhole Inspections	Staff is working on manhole inspections in Livonia Center and East Lake Rd.
Sewer Repairs	Fineline Pipeline has been issued a Purchase Order to do a sewer lateral replacement from the main to the right of way on East Ave in the Village of Livonia
Training	We have all the staff going to First Aid, CPR, and AED training. We have split the training and staff up into 3 groups so that each department isn't short staffed.

LCWSA CAPITAL PROJECTS REPORT

January 18 , 2022

31085 DOCCS WSP

No change- still averaging between 110,000 and 135,000 gpd.

31131 Countywide Water System Improvements - Phase 1 (ARS Water Main Ext + Grov. Sta Inter)

MW Controls has completed the punch list items on the ARS Water Main Project. MW Controls has started Contract 2 Chlorine System Upgrades with a possible completion by the end of January. Contract 5 Morsch Pipeline has completed all of the pipe and services except for one service at Pine Tree Mobile Home Park. They have also finished installing all the main at Lake Forrest Mobile Home Park. They are waiting on health samples at this time.

31138 Comprehensive SCADA System Evaluation

GHD has been going to each station to get pictures and information to put together a bid document.


31140 I&I Study (Smoke Testing + San Sewer Cleaning & Televising)

Staff is working on a corrective action plan to correct the deficiencies.

31142 Lakeville WWTP Upgrades - Phase 2 + UV

Blue Heron is waiting on the return of the 2-125 hp pumps to install. Looking at a possible delivery of those two pumps within the next couple weeks. Blue Heron also have been waiting on some equipment to get the new grit collector up and running. Equipment has arrived waiting on Blue Heron to install.

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: December 27, 2022

Subject: Request for Qualifications – Architectural/Engineering Services

1. Action Requested:

Board action to create a list of architectural/engineering firms the Authority can engage with for architectural and/or engineering services.

2. Background:

In November the Authority issued a Request for Qualifications (“RFQ”) for Architectural/Engineering (“A/E”) Services. The advertisement and selection process are intended to satisfy the New York State Environmental Facilities Corporation (“NYS EFC”) guidelines for procurement of federally funded projects as well as provide a short list of qualified A/E firms the Authority can use for future service needs.

All qualifications were comparatively evaluated based upon the requirements stated in the body of the RFQ. After reviewing the Statement of Qualifications, the consultants were ranked on their:

- Appropriate Job Title Billing Rates – 10%
- Demonstrate the ability to meet (or exceed) MWBE and SDVOB goals with projects – 15%
- Familiarity of the LCWSA service area/region and history of similar relationships with communities, utilities, and/or public authorities like LCWSA – 20%
- Staff/Firm expertise – 25%
- Ability to provide a wide range of services consistent with the list under the “Professional Service” Heading – 30%

3. Financial Implications:

Having a pre-qualified list of firms will save staff time and effort when seeking work proposals in the future as a set list of firms can be canvassed for interest. Following this selection of qualified firms, no guarantee of work assignments or projects will be made, however, the assignment of projects will be based on the Authority’s needs and budgetary appropriations.



RESOLUTION NO. 2023-03

RESOLUTION SELECTING A LIST OF ENGINEERING FIRMS FOR ARCHITECTURAL AND ENGINEERING SERVICES

WHEREAS, the Livingston County Water and Sewer Authority (“Authority”) has projects that need engineering services that include, but are not limited to design, bid document preparation, inspection, administration and grant submission; and

WHEREAS, a Request for Qualifications for Architectural/Engineering (“A/E”) Services was advertised and eleven (11) firms submitted a five (5) page proposal outlining their qualifications, expertise, and availability; and

WHEREAS, the Authority complied with all New York State Environmental Facilities Corporation guidelines for procurement of federally funded projects; and

WHEREAS, after careful review eight (8) firms were identified as being most qualified to perform Engineering Services for the Authority; and


WHEREAS, the selection of consultants will be valid for a period of three (3) years from the date of Authority Board approval and the Authority reserves the right to renew the selected consultants for an additional three (3) years, and now therefore be it,

RESOLVED, that the Livingston County Water and Sewer Authority Board approves this list of Engineering Firms to contract with for Architectural/Engineering Services:

Barton & Loguidice
Erdman Anthony
Larson Design Group
LaBella Associates
MRB Group
GHD Consulting Services Inc.
CPL
Wendel

January 18, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: December 29, 2022

Subject: Standardization of Communications Infrastructure

1. Action Requested:

Board approval of standardizing equipment for communication infrastructure upgrades.

2. Background:

In February 2022 the Authority Board approved Resolution No. 2022-12 which authorized the Authority to hire GHD Consulting Services Inc. (“GHD”) to complete a scope of work which included the development of a modern and reliable communications infrastructure plan across all remote system assets. This planning work included the collaborative development of a design standard for communication systems, automation equipment, control elements and monitoring devices, a cybersecurity audit in relation to system communications and remote access to the communication network, and the production of a multi-phased approach to the construction and integration of the remote assets.

In October 2022 the Authority Board approved Resolution No. 2022-38 the next phase of the project which is the development of contract drawings and specifications for detail design. Following the detail design phase, the Authority would be positioned to bid this portion of the Supervisory control and data acquisition (“SCADA”) system improvements.

In total, the County Wide Water Improvements Project and the Conesus Lake Pump Station Improvements Project have committed a total of \$1,500,000 for the construction of this phase of SCADA improvements. Both projects have received grant and loan funding from the NYS Environmental Facilities Corporation (“EFC”).

The EFC requires the Authority to either competitively bid the purchase of all communications equipment or standardize equipment to purchase directly from a vendor. Standardizing equipment will optimize the constructability, reliability, maintainability, and cost-effectiveness when constructing communication upgrades. Attached please find a letter from Jeff Gee, P.E., GHD explaining in more detail the specific equipment to be standardized with this project. In addition to reasons identified in Mr. Gee’s letter, considerable thought was put into what equipment would best support the long-term expandability and growth in the Authority’s water and wastewater assets.

By standardizing our communications equipment by resolution, the Authority will no longer have to competitively bid the equipment in the future and will also be exempt from future MWBE requirements for communications equipment purchases as there are no MWBE vendors that provide this type of equipment. The Authority will still have to competitively bid the electrical installation of the equipment.

3. Financial Implications:

In total, the County Wide Water Improvements Project and the Conesus Lake Pump Station Improvements Project have committed a total of \$1,500,000 for the construction of this phase of SCADA improvements.

Currently the Authority has engaged with GHD to complete the detail design for this phase of the project, which is expected to take 4 months to complete. After design is completed, the Authority should have a better understanding of specific improvements/upgrades per asset, better refining the estimated construction cost prior to bidding the project.

Our ref: 11564663

December 22, 2022

Mr. Jason Molino
Executive Director
Livingston County Water and Sewer Authority
1997 D'Angelo Drive
Lakeville, NY 14480

Re: PLC and Communications Infrastructure Upgrade – Standardization

Dear Mr. Molino:

It is understood that in general a competitive bid environment by contractors to supply labor and materials best serves the needs of the Authority. However, there are specific times where the selection of equipment must be standardized for financial and functional reasons, and GHD believes that this project presents one of those scenarios. As this project will encompass several engineering phases and construction contracts, it will be important to maintain a symmetry between critical devices throughout the entire project lifetime. We have made every effort to limit the instances of this practice for this project and are only proposing to do so where we feel that the result benefits the LCWSA both in long-term financials, the minimization of risk, and the minimization of system downtime.


There are several devices that will comprise the backbone of the new architecture. These devices will all need to communicate within a common platform and protocol. Many of these devices require a software program and license to configure and use the equipment. The approval of standardization for this equipment will help ensure a constructable, reliable, maintainable, and cost-effective approach moving forward.

The equipment that GHD recommends for standardization includes:

1. Programmable Logic Controllers (PLC) – Manufacturer Modicon
These require licensed software to configure. Combining with other manufacturers would increase maintenance costs, training, and spare parts inventory. The LCWSA already utilizes this hardware and has developed an understanding and expertise in the use of and maintenance of this equipment.
2. Field Operator Terminals - Manufacturer Modicon
These need to be selected in conjunction with the PLC. Combining with other manufacturers would increase maintenance costs, training, and spare parts inventory.
3. Meshing Radios – Manufacturer EsTeem
Due to proprietary protocols utilized, manufacturers cannot be combined. This manufacturer has been selected due to their history of installed equipment within water/wastewater applications, their longevity in the business (> 20 yrs), and their ease of integration into the Modicon PLC system
4. Managed Ethernet Switches – Manufacturer Hirschmann
These devices are individually configured for their individual application. A combination of these devices will incur additional setup, software development, maintenance, and spare part inventory costs. Inherent features of the switches may not be able to be used if the manufacturers are mixed.
5. Cellular Modems – Manufacturer Hirschmann
These devices are individually configured for their individual application and have firmware functions that are specific to a Modicon PLC architecture. A combination of these devices will incur additional setup, software development, maintenance, and spare part inventory costs. Inherent features of the modems may not be able to be used if the manufacturers are mixed.

6. Flow Meters - Manufacturer Endress and Hauser
Pressure Transmitters – Manufacturer Ashcroft
Level Transmitters – Manufacturer Ashcroft
These are all process instruments that report their measurements back to the PLC. Aligning these devices allows the LCWSA to reduce spare parts inventory, develop an understanding and expertise with their configuration and setup, and allow for commonality between the various facilities.
7. Variable Speed Drives – Manufacturer Schneider/Modicon
Aligning these devices allows the LCWSA to reduce spare parts inventory, develop an understanding and expertise with their configuration and setup, and allow for commonality between the various facilities. This also allows for decreased software development costs due to their ease of integration and ability to natively communicate with PLCs.

Please feel free to contact me with any questions or follow-up items you may have.



Regards,

Jeffrey R. Gee, PE

Digital Solutions Lead

716-799-5364

jeff.gee@ghd.com



RESOLUTION NO. 2023-04

**RESOLUTION TO STANDARDIZE COMMUNICATIONS EQUIPMENT FOR THE
LIVINGSTON COUNTY WATER AND SEWER AUTHORITY**

WHEREAS, The Livingston County Water & Sewer Authority (“Authority”) has been and is engaged in a substantial communications infrastructure improvement project which will involve the installation of a substantial quantity of communications equipment related to the Authority’s Supervisory control and data acquisition (“SCADA”) system; and

WHEREAS, For reasons of efficiency and economy there is a need for standardization upon a particular brand of certain communications equipment as hereinafter explained; and

WHEREAS, The Authority Board after investigation and consultation with the Authority Engineer has selected the following communications equipment as standardized equipment for the Authority:

- a. Programmable Logic Controllers (PLC) – Manufacturer Modicon;
- b. Field Operator Terminals - Manufacturer Modicon;
- c. Meshing Radios – Manufacturer EsTeem;
- d. Managed Ethernet Switches – Manufacturer Hirschmann;
- e. Cellular Modems – Manufacturer Hirschmann;
- f. Flow Meters - Manufacturer Endress and Hauser;
- g. Pressure Transmitters – Manufacturer Ashcroft;
- h. Level Transmitters – Manufacturer Ashcroft;
- i. Variable Speed Drives – Manufacturer Schneider/Modicon’

And now therefore be it further,

RESOLVED, That the Authority Board does hereby standardize the following communications equipment throughout the Authority water and wastewater systems for the following reasons:

- a. Ease of repair;
- b. Less inventory to maintain and stock;
- c. Compatible with existing Authority hardware and software;
- d. Good history of reliability;
- e. Existing familiarity with use and maintenance of equipment;
- f. Ease of integration with manufactures.

January 18, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION NO. 2023 - 05

**RESOLUTION TO AUTHORIZE WAGE ADJUSTEMENTS FOR LIVINGSTON COUNTY
WATER AND SEWER AUTHORITY NON-UNION EMPLOYEES**

WHEREAS, effective January 1, 2021, the salary schedule and benefits of certain Livingston County Water and Sewer Authority (“Authority”) positions are provided for in the Collective Bargaining Agreement (“CBA”) and attendant Memorandum of Agreement (“MOA”) between the Civil Service Employees Association (“CSEA”) and Authority, that covers the period of January 1, 2021 through December 31, 2024, and

WHEREAS, compensation and benefits of certain Authority positions are provided for in separate employment contracts, and

WHEREAS, the positions of Deputy Executive Director, Director of Operations, Confidential Secretary to the Executive Director and Utility Billing Coordinator are not covered under the CSEA CBA and attendant MOA, or a separate employment agreement, and

WHEREAS, the Livingston County Water and Sewer Authority Board wishes to grant wage adjustments to its non-union employees, and now therefore be it,

RESOLVED that the Livingston County Water and Sewer Authority Board approves a 3.5% salary increase for non-union employees not covered under the CSEA CBA and attendant MOA, or a separate employment agreement and shall be effective on the first day of the first full pay period following January 1, 2023.

January 18, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

To: Livingston County Water & Sewer Authority Board
From: Lauren Monaghan, Deputy Director
Date: January 12, 2023
Subject: Revised 2023 Water and Sewer Permit and Miscellaneous Fees

1. Action Requested:

Resolution from the Board to approve the Revised 2023 Water and Sewer Permit Fees.

2. Background:

The purpose of the Revised 2023 Water and Sewer Permit Fees is to set up a structure that is more transparent to the customer as to what is covered in the cost of a permit. The permit process has evolved over time in that existing customers are requesting modifications to their existing services to include an increase in demolitions and rebuilds. The new permit fee structure allows for a more “a-la ’cart” menu of items that can be calculated based on each unique permit application. A summary of the changes to the fee schedule are as follows:

The New Water Permit Form will have the following line items to calculate a Total Permit Fee:

- **Application Fee** – This is the portion of the fee that consists of all staff time associated with the initial correspondence with the applicant, review existing record mapping for new and existing customers, review of Site/Utility Plans, coordination with building code officials for demolition and building permits, and any other administrative functions associated with the permit.
- **Tapping Fee** – Includes all materials, equipment, tools, and labor required for LCWSA or our authorized contractors to install a new water service tap on an existing watermain.
- **Meter Pit Fee** – Includes the cost of the materials that will be provided to the applicant’s contractor to install the meter pit when required.
- **Meter Fee** – This fee was previously included in the application/permit fee. Adding this fee as a separate line item on the permit provides additional transparency to the customer as well as allows for the opportunity to adjust this fee if our vendor pricing changes over time.
- **Inspection Fee** – This fee was previously included in the application/permit fee however, it was not reflective of the actual time that our staff spends completing inspections. Every permit is unique where some may only require one (1) inspection while others may require three (3) or more. Creating a fixed fee for each inspection gives us the ability to charge the applicant per inspection when more are needed to ensure they have met the permit requirements.

The New Sewer Permit Form will follow the same structure as the water permits with application and inspection fees as separate lines.

The Revised 2023 Permit Fee Schedule also includes additional lines for commercial properties where a certified backflow device is required. These permits require additional detailed review of engineering plans and report. It is expected that there will be additional coordination with the applicants engineer as well as the coordination with the Livingston County Department of Public Health for review and approvals.

Sewer Permit Fees for Industrial users have been added to the fee schedule with a minimum fee however, each application will be calculated on a case-by-case basis as there may be additional engineering review, sampling/testing may be required, and additional site visits/inspections may be needed based on the complexity of the users' operations.

Finally, a fee has been included under miscellaneous fees for requests to turn-off and turn-on seasonal properties. The number of seasonal properties continues to grow. This nominal fee will be applied to each customer's account when they make the request which will help offset the cost of staff time associated with this service.

3. Financial Implications:

The customer/applicant will not see a significant difference in permit costs; however, the new fee structure will be more transparent for customers that request additional services. In addition, it will be applied more consistently and accurately for each unique application. Below are some examples of permit costs before and after this proposed fee change.

Example #1 – A Water Permit for a new single-family home using the existing tap and no meter pit required:

<u>Item:</u>	<u>2022 Fee Schedule:</u>	<u>Proposed 2023 Fee Schedule:</u>
Administrative costs:	\$56.97	\$250.00
¾" Water Meter	\$221.00	\$266.57
¾" Tailpieces & Gaskets	\$12.00	\$26.28
¾" checkvalve	\$38.00	\$58.54
Inspection Labor and Equipment (each):	\$110.61 (only 1 inspection included)	\$100 each (typically 2 inspections are needed)
Total Water Permit Fee	\$560	\$805

Example #2 – A Sewer Permit for a new single-family home using the existing lateral

<u>Item:</u>	<u>2022 Fee Schedule:</u>	<u>Proposed 2023 Fee Schedule:</u>
Administrative costs:	\$54.45	\$200.00
Inspection Labor and Equipment (each):	\$110.61 (1 inspection)	\$100 (typically 2 @ \$100 each)
Total Sewer Permit Fee:	\$205	\$400



Water Permit Application

Executive Director
Jason Molino
Deputy Director
Lauren Monaghan

Tax Parcel ID		Date	
Service Address			

Owner Information

Owner		Phone	
Address, City, State, Zip		Email	

Contractor Information

Contractor		Phone	
Address, City, State, Zip		Email	

Building Type:	Permit Type: Check One	New Service:	Existing Service:
Non-Residential	New Connection	Choose one: Yes No	To Be Re-used
Single Residential	Repair/Addition	In Ag District	Yes No
Multiple Residential	Disconnect/Reconnect	Sprinkler System	Size (If known)
Number of Units	Permanent Disconnect	Irrigation System	

Service Address owner or Representative understands and agrees to the following:

- If non-residential applicant: received the "Water Non-Residential Packet"
- Compliance with the requirements/specifications in the Water/Sewer Installation User Guide
- Request for hookup inspection given with at least 24 hours' notice & only after approval & payment of Permit fee
- **ACCESS TO SERVICE ADDRESS BUILDING IS REQUIRED AT TIME OF INSPECTION**
- If hookup is not done by the Expiration Date, then Permit is considered Void and fees are forfeited.
- Prices subject to change periodically due to vendor availability and pricing

Owner Signature		Date	
------------------------	--	-------------	--

For Office Use Only

Size	QTY	N/A	Application Fee	
			Tapping Fee	
			Inspection Fee	
			Meter Pit Fee	
			Meter Fee	
			Other	
Total Permit Charges:				

Payment Information:

Paid via Check #	
Date:	
Paid via Existing Account #	
Bill Issue Date:	

LCWSA Water and Sewer Service Permit Sketch

Street Address: _____

This form shall be used unless Site/Utility Plans have been prepared for the proposed Construction

Please provide an accurate sketch of the proposed work including: description of work to be done (pipe diameter, material, and length etc.); Location of site features (utility poles, hydrants, manholes, valves, overhead and underground utilities, buildings, driveways, curbs, sidewalks, retaining walls etc.)

A large grid area for drawing a sketch of proposed work. The grid consists of 30 columns and 25 rows of small squares, providing a space for the user to draw and describe the proposed construction work.



Sewer Permit Application

Executive Director
Jason Molino
Deputy Director
Lauren Monaghan

Tax Parcel ID		Date	
Service Address			

Owner Information

Owner	Phone
Address, City, State, Zip	Email

Contractor Information

Contractor	Phone
Address, City, State, Zip	Email

Building Type:	Permit Type: Check One	Construction Details:	Existing Service:
Non-Residential	New Connection	Yes No	To Be Reused
Single Residential	Repair	Basement	Yes No
Multiple Residential	Disconnect/Reconnect	Sump Pump	Pipe Diameter
Number of Units	Permanent Disconnect	Floor Drains	
		Grinder Pump	

Service Address owner or Representative understands and agrees to the following:

- If non-residential applicant: received the "Sewer Non-Residential Packet"
- Compliance with the requirements/specifications in the Water/Sewer Installation User Guide
- Request for hookup inspection given with at least 24 hours' notice & only after approval & payment of Permit fee
- **ACCESS TO SERVICE ADDRESS BUILDING IS REQUIRED AT TIME OF INSPECTION**
- If hookup is not done by the Expiration Date, then Permit is considered Void and fees are forfeited.
- Prices subject to change periodically due to vendor availability and pricing

Owner Signature	Date
------------------------	-------------

For Office Use Only

Size	QTY	N/A	Application Fee	
			Lateral Install Fee	
			Inspection Fee	
			Other	
Total Permit Charges:				

Payment Information:

Paid via Check #	
Date:	
Paid via Existing Account #	
Bill Issue Date:	

LCWSA Water and Sewer Service Permit Sketch

Street Address: _____

This form shall be used unless Site/Utility Plans have been prepared for the proposed Construction

Please provide an accurate sketch of the proposed work including: description of work to be done (pipe diameter, material, and length etc.); Location of site features (utility poles, hydrants, manholes, valves, overhead and underground utilities, buildings, driveways, curbs, sidewalks, retaining walls etc.)

A large grid for sketching the proposed work. The grid consists of 30 columns and 30 rows, providing a space for drawing site features and construction details.



RESOLUTION NO. 2023 - 06

RESOLUTION TO SET A PUBLIC HEARING FOR THE PROPOSED 2023 PERMIT AND FEE SCHEDULE FOR FEBRUARY 16, 2023 AT 8:00AM

WHEREAS, the Livingston County Water & Sewer Authority (“Authority”) has the proposed 2023 permit and fee schedule (attached as Appendix A), and

WHEREAS, the public hearing will be set for February 15, 2023 at 8:00am to hear comments on the proposed 2023 rate and fee schedule attached hereto, and now therefore be it,

RESOLVED, that the Livingston County Water & Sewer Authority Board set the 2023 public hearing for February 15, 2023 at 8:00am.

February 15, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

Livingston County Water & Sewer Authority

2023 Water & Sewer Permits & Related Fees

Effective February 15th 2023

WATER PERMIT APPLICATIONS

	3/4"	1"	2"	>2"	Items included in fee
Residential User Application Fee	\$250.00			\$250 min. plus any additional review time	
Commercial/Industrial User (No Backflow) Application Fee	\$450.00		\$ 1,000.00	\$1,000 min. plus any additional review time	
Commercial/Industrial User (W/ Certified Backflow Device) Application Fee	\$1,000.00			\$1,000 min. plus any additional review time	
Meter Pit	\$ 1,030.00	\$ 1,470.00		Current Vendor Cost	Meter pit w/lid and check valve, and water meter antenna
New Service Tap w/out Rd Bore	\$2,500.00			Contractor Cost	
New Service Tap w/ Road Bore	\$3,360.00			Contractor Cost	
Water Meter	\$ 355.00	\$ 520.00	\$ 1,120.00	Current Vendor Cost	Meter with tail pieces, gaskets, and new residential checkvalv
Installation over 2 inches	calculated at cost of contractor plus permit price**				
Inspection Fees (Per each Inspection/Field Visit)*	\$100.00				
	*Most permits will have 2 inspections; however the actual number will be calculated when permit is received				

SEWER PERMIT APPLICATIONS


Residential User Application Fee	\$ 200.00				
Commercial User Application Fee	\$ 400.00				
Inspection Fees (Per each Inspection/Field Visit)	\$ 100.00	Most permits will have 2 inspections; actual cost to be calculated when permit is received			
Industrial User Application Fee	Calculated on a case by case basis (\$650.00 minimum)				
New Sewer Laterals (any size any user)	Calculated at cost of contractor plus permit price				

****All prices subject to change periodically due to vendor availability and pricing****

MISCELLANEOUS FEES

Violation of Water/Sewer Rules/Regulations-chg per day	\$300.00
Replacement Checkvalve 3/4"	\$80.00
Replacement Checkvalve 1"	\$90.00
Bad Check (INSF)	\$20.00
Field Appointment and/or Water or Sewer Inspection (per each)	\$100.00
Manhole Raising	\$295.00
Water - Final Read/Re-read	\$35.00
Water Service Turn-on / Turn - off Fee when requested by owner (during business hours)	\$25.00
Emergency call-out during non-business hours	\$300.00
Sewer Camera and/or Cleaning use per hour - off road	\$120.00
Sewer Camera and/or Cleaning use per hour - on road	\$270.00
Straight-time rate per hour	\$53.00
Overtime rate per hour	\$80.00
No show on an appointment per incidence	\$60.00
Pick-up truck use per hour	\$23.00
Backhoe use per hour	\$44.00
Dump Truck use per hour	\$58.00
Truck & Trailer use per hour	\$75.00
Tapping Machine use per hour	\$23.00
Safety Equipment use per hour	\$19.00
Miscellaneous Equipment use per hour	\$19.00

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: January 11, 2023

Subject: Income Survey – Lakeville Sewer System Service Area

1. Action Requested:

Approval from Board to engage with G&G Municipal Consulting and Grant Writing to conduct an income survey for the Lakeville Sewer System service area (see attached map). The survey would cost \$31,000 and would be completed by May 15, 2023 in time to be eligible for the 2023 Consolidated Funding Application round.

2. Background:

In 2017 the Authority applied for and received \$1,412,500 of grant funding and interest-free financing, known as hardship financing, from the New York State Environmental Facilities Corporation (“EFC”) to complete needed improvements to the Lakeville Wastewater Treatment Plant (“WWTP”). Grant funding was provided through the Water Infrastructure Improvement Act (“WIIA”) program and interest-free financing was provided through the New York State Clean Water State Revolving Fund (“CWSRF”). The project was approved for hardship financing, because at the time of application the Lakeville Sewer System service area, which includes all Authority sewer customers within the Towns of Geneseo, Livonia, Conesus and Village of Livonia, had a median household income and percentage of families below the poverty level in the project area to qualify for additional subsidy.

Since this project was approved an increase in the median household income level (“MHI”) within this same service area and a change in the method the EFC used determine the percentage of families below poverty (“Poverty”) level had made the Lakeville service area no longer eligible for hardship financing. This was evidenced with the Authority’s 2022 WIIA/CWSRF award for the Conesus Lake Pump Station project, as the Authority received \$1,250,000 in grant funding but did not qualify for hardship financing, instead receiving market rate financing for the remainder of the project (\$3,750,000).

Hardship Financing Eligibility Criteria

EFC evaluates a municipality’s eligibility for hardship financing using predetermined criteria. Municipalities are eligible for hardship financing if they meet either the Municipal Criteria or the Environmental Justice Criteria. None of the Authority’s water or sewer service areas qualify for hardship financing under the Environmental Justice Criteria.

Municipal Criteria includes:

- The municipal population:

-
- must be less than 300,000; or
 - if the municipal population is greater than 300,000, the population served by and responsible for the debt incurred by the project is less than 300,000.
 - The MHI of the municipality must be:
 - less than 80% of the regionally adjusted MHI presented in Appendix 1;
 - or 80% to less than 100% of the regionally adjusted MHI presented in Appendix 1 and the Poverty of the municipality must be greater than the 2019 statewide Poverty of 10.4%.

For purposes of this hardship policy, population, MHI, and Poverty are based on the 2019 American Community Survey's five-year estimates published by the U.S. Census Bureau. The Statewide MHI is adjusted regionally as described in Appendix 1. EFC, in its discretion, may use alternative means of determining population, MHI, or Poverty when the census data are not reflective of the population served by or responsible for the debt incurred by the project. For special districts or other areas where census data are not available, an income survey ("Survey") may be conducted by the municipality and submitted to EFC to establish an MHI.

Income Surveys

In certain circumstances, census data may not be reflective of the area served by the project or the population responsible for the debt incurred for the project. In this case, an applicant may perform a Survey to establish an MHI different than what is published in the American Community Survey's five-year estimates published by the U.S. Census Bureau. If the Survey is accepted by EFC, the MHI in the accepted Survey may be used by EFC for determining hardship financing and additional subsidy eligibility. Appendix 2, Income Survey Requirements, provides additional information regarding Survey's.

Lakeville Service Area Income Survey

After further discussion with both EFC staff and the Authority's engineer, it seems reasonable to assume that the new income data published in the American Community Survey's five-year estimates determining MHI in the Lakeville sewer system is not reflective of the population in the service. While property values around the lake may suggest higher incomes, the rural areas surrounding the lake do not. As a result, it is recommended that the Authority consider conducting an income survey of the Lakeville service area to properly reflect income levels within the entire service area with the intent that the results of the survey would be used by EFC for determining hardship financing and additional subsidy eligibility.

In addition, the income survey can be conducted in way that results can also be used to qualify for Community Development Block Grant ("CDBG") program funding and possibly other programs, such as United States Department of Agriculture ("USDA") Rural Development funding. This would allow survey results to be used not only for future sewer projects but also water projects within that same service area.

Lastly, the income survey, once completed is good for five years and can be used in future funding applications.

3. Financial Implications:

As noted in the attached proposal G&G, the cost of the income survey is \$31,000. This includes canvassing over 3,500 customers and doing in-person door to door inquires. In order to meet the CWSRF criteria, there needs to be at least at a 38% customer response to the survey in the entire service area.

The CDBG program requires at least 40% customer responses.

Return on Investment

While there are no guarantees that income survey responses will meet the MHI criteria for the CWSRF or CDBG programs, the Authority can still benefit for receiving survey responses for district or limited-service area specific projects, such as improvements to a specific section of water/sewer main or distribution/collection system.

The maximum amount of hardship financing ranges between \$14 million to \$25 million over a 5-year period depending on what type of projects are financed, water or sewer. However, water and sewer financing are issued by two different State agencies, Department of Health and EFC and are accounted for separately under separate programs. Maximum grant amounts for CDBG applications are \$1,000,000 or \$1,250,000 with co-funding.

Should the entire Lakeville service area meet the MHI criteria, the Authority could then reapply for hardship financing for the Conesus Lake Pump Station project. Should hardship financing be awarded, the income survey alone would save the Authority over \$1,009,000 in interest payments over 30 years on \$3,750,000 of financing at an estimated 3% interest rate.

In addition, there several projects that we are currently evaluating that could come to fruition in the next 2 to 7 years, making this survey a valuable tool in obtaining future funding and making the projects more financially feasible. A few of these projects include:

- **Camp Run Drive Overflow** – In recent years two manholes on Camp Run Drive have overflowed due to heavy rain events. The convergence of several sewer lines from the east and south into one manhole at Camp Run Drive during heavy rain events can cause a surge in flow due to inflow and infiltration (“I & I”) thereby exceeding manhole capacity, causing the manhole to overflow. The most recent overflow was October 2021. This issue was studied in the Authority’s 2015 Collection System Study. The locations of the overflows along Camp Run have resulted in potential health risks for the properties in the immediate vicinity of the overflows. There is also the potential that the overflows could have a health impact on the people using Conesus Lake for recreation. While additional analysis is needed, the Authority will need to address this issue within the next 5-7 years. Estimated costs for correcting this issue fluctuate based on a combination of solutions ranging in cost from \$100,000 related to targeted I & I corrections, to \$3,500,000 for trunk line replacement, to \$9,000,000 which would include rerouting the Village of Livonia

sewer flow. Regardless of solution, these projects would be excellent candidates for WIIA, CWSRF and CDBG funding.

- **Conesus Lake Collection System Improvements** – There is over 17 miles of gravity and force main sewer pipe surrounding Conesus Lake. Most of the pipe material is concrete asbestos over 50 years old, exceeding its useful life. In May 2022 the Authority experienced a sewer collapse on East Lake Rd. which resulted in raw sewage spilling into the lake and required about 35 feet of 12-inch gravity main to be replaced. The entire incident cost the Authority over \$30,000. After evaluating the incident and reviewing the collapsed pipe it was determined that over time sewer gases deteriorated the top of the sewer pipe leading to its collapse. While this was the first sewer collapse the Authority has experienced of this size and nature, it is reasonable to assume that the collection system around the lake, made of similar pipe material and vintage, is experiencing similar deterioration. Because the collection system around the lake is within the Lakeville service area, a positive outcome from an income survey could open opportunities for future funding to assist with pipe improvements/replacements. For example, cured-in-place-pipelining (“CIPP”) is an excellent cost-efficient solution and alternative to pipe replacement and would likely exceed \$5,000,000.
- **I&I Improvements** – Over the past several years the Authority has complete smoke testing and manhole hole inspections throughout the entire Lakeville service area to identify areas with high I&I. I&I is the inflow of surface water and/or the infiltration of groundwater through open or exposed sections of the sewer collection system. This can also include the illegal connections of private sump pumps into the sewer system. Following this year’s smoke testing around Conesus Lake and manhole inspections, the Authority will be developing a capital project(s) to address I&I concerns.
- **Water System Improvements** – Currently two specific water projects have been identified for further review and analysis: replacement of 8-inch water main in the Hamlet of Conesus and replacement of 8-inch water main in Lakeville along Big Tree Rd. The waterline in Conesus was installed in the mid-90’s however the quality of ductile iron pipe is questionable as the area has been susceptible to more frequent leaks and breaks than the rest of the water system. Several years ago, the Authority replaced a section of this pipe due to the unreliability and frequent service disruptions. A subsequent project replacing the remaining ~15,000 feet of pipe would ensure greater reliability and less water loss. Estimated costs to replace this amount of pipe with 8-inch PVC pipe is ~\$2,250,000. The waterline along Big Tree Rd. is 8-inch transite pipe installed in 1955. The pipe is behind its useful life and considering it is a major transmission line in the current Lakeville water system, replacing the pipe prior to issues developing is preferable. Also considering the increased demand for water across the Authority Lakeville water system upsizing to 12-inch pipe should be considered. Estimated costs to replace ~7,000 feet of pipe with 12-inch PVC pipe is ~\$1,500,000.

Lastly, as the Authority begins to take a more aggressive approach to identifying water loss, it is likely additional projects will be identified.

Using an income survey to obtain more grant funding for future projects is a strategic investment towards making future capital expenditures affordable and timely for our customers.



MUNICIPAL CONSULTING
AND GRANT WRITING

INCOME
SURVEY
Proposal

Proposed to



MUNICIPAL CONSULTING
AND GRANT WRITING

131 S. UNION ST. | PO BOX 39
SPENCERPORT, NY 14559
PHONE; (585) 368 - 8866
EMAIL: CONTACT@GGPROCESS.COM
WEBSITE: WWW.GGPROCESS.COM

Dear Executive Director Molino,

Thank you for giving G&G Municipal Consulting and Grant Writing the opportunity to serve the Livingston County Water & Sewer Authority.

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as "G&G") would perform services for the Livingston County Water & Sewer Authority ("the Authority") and the reciprocating responsibilities to be provided by the Authority to ensure the success of the project.

To reiterate, income surveys are essential in establishing and demonstrating grant eligibility for Federal and State funding programs.

Thank you for your consideration. We look forward to being of service to you and your organization. Please do not hesitate to reach out with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jay Grasso', with a long, sweeping horizontal line extending to the right.

Jay Grasso
Founder & President

PROPOSAL

Our Company

Incorporated in 2014, G & G Municipal Consulting and Grant Writing has written and administered grants totaling over \$150,000,000 and over \$200,000,000 in low/zero percent interest loans. The grants and zero/low-interest loans that we facilitate are wide-ranging from USDA, FEMA, Empire State Development, Consolidated Funding Applications, to Community Block Development Grants, and more.

SURVEYS

01

LOW TO MODERATE INCOME (LMI) SURVEY

The LMI Survey report is required for Community Development Block Grants (CDBG) funding programs.

02

MEDIAN HOUSEHOLD INCOME (MHI) SURVEY

The MHI survey report is required for USDA Rural Development and NYS Environmental Facilities Corporation funding applications.

Purpose for Income Surveys

Federal and State funding agencies assess hardship and need through the income levels of communities. Income surveys are conducted to establish and determine both Low to Moderate Income (LMI) and Median Household Income (MHI) for the purpose of identifying grant and funding eligibility.

G&G utilizes a hands-on approach that is highly effective for collecting survey data. The data generated offers communities a mechanism to show the necessary and qualifying need for Federal and State grant funding. This need is not always obvious, especially in communities that are on the cusp of eligibility according to the American Community Survey (ACS). G&G's unique survey collection methods help to prove grant eligibility in cases where such a community would have otherwise been deemed ineligible.

LMI and MHI survey reports can be generated from one survey, however, the data for each report is extrapolated and published differently based on the criteria and requirements of the funding program. Therefore, these reports are handled separately.

These income surveys are good for five (5) years.



MUNICIPAL CONSULTING
AND GRANT WRITING

Our Commitment

- Meet with stakeholders, engineers, and municipal partners to learn the scope and define the project area.
- Obtain survey authorization if necessary.
- Obtain list of survey households from municipality.
- Map project area.
- Draft the survey per State and Federal guidelines and confidentiality mandates.
- Conduct and coordinate the survey mailing including a cover letter approved by the Authority. If necessary, conduct at least six (6) door to door canvassing events of non-respondents to ensure the necessary return rate percentage (per state and federal guidelines) is achieved. G&G firmly believes the only way to obtain a favorable MHI/LMI is by going door to door.
- Tabulate all survey returns to calculate the MHI/LMI & completed by 5-15-2023 (weather permitting).
- Provide to the Authority a findings summary, letter report, survey methodology, and any other documentation required by a funding agency.
- Raw survey data is confidential and proprietary to G&G, pursuant to grant funding entity rules and regulations. Raw data is kept secure to protect the identities and privacy of survey participants as it includes income, address, and other sensitive data. This raw data cannot and will not be shared.
- G&G will extrapolate data from the overall survey into future smaller service areas (at no additional charge) with the understanding by the Authority that a smaller household universe size may require additional door to door canvassing, which may incur possible additional charges to be determined at that time.

Municipality Agreement

- Provide a master list of all residences in the survey area in spreadsheet format (Excel). A fee of up to \$600.00 may apply if the Authority is unable to supply the list.
- Promote and advertise that G&G is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at Authority meetings, posted in Authority offices, local print, social media and/or other methods as appropriate. G&G will provide a sample press release.
- Review and revise as appropriate, the draft cover letter created by G&G promoting the purpose and importance of the survey. The cover letter will be on Authority letterhead and used with the mailing of the survey.
- Assist G&G with suggestions to maximize response efficiency.



MUNICIPAL CONSULTING
AND GRANT WRITING



Income Survey Cost

Income Survey: \$31,000 (includes outgoing and SASE postage x 3,354 households)

Data collection and Median Household Income (MHI) Report to be used for EFC/WIIA/Other applications for approx. 3,554 households

À La Carte Reports/Services:

Low/Moderate Income (LMI) Report for CDBG application(s): included gratis (\$2000.00 value)

Service Area Specific Report: Up to 3 included *Extrapolated/condensed from the larger report & does NOT include additional canvassing (\$4,500.00 value)*

Groveland Station Door to Door Canvass: \$550.00

TERMS: 30% upon mailing, 70% upon completion



MUNICIPAL CONSULTING
AND GRANT WRITING

131 S. Union St. | PO Box 39
Spencerport, NY 14559
Phone; (585) 368 - 8866
Email: Contact@GGProcess.com
Website: www.GGProcess.com

Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing G&G Municipal Consulting and the Livingston County Water & Sewer Authority.

By: (Printed) (Signed)

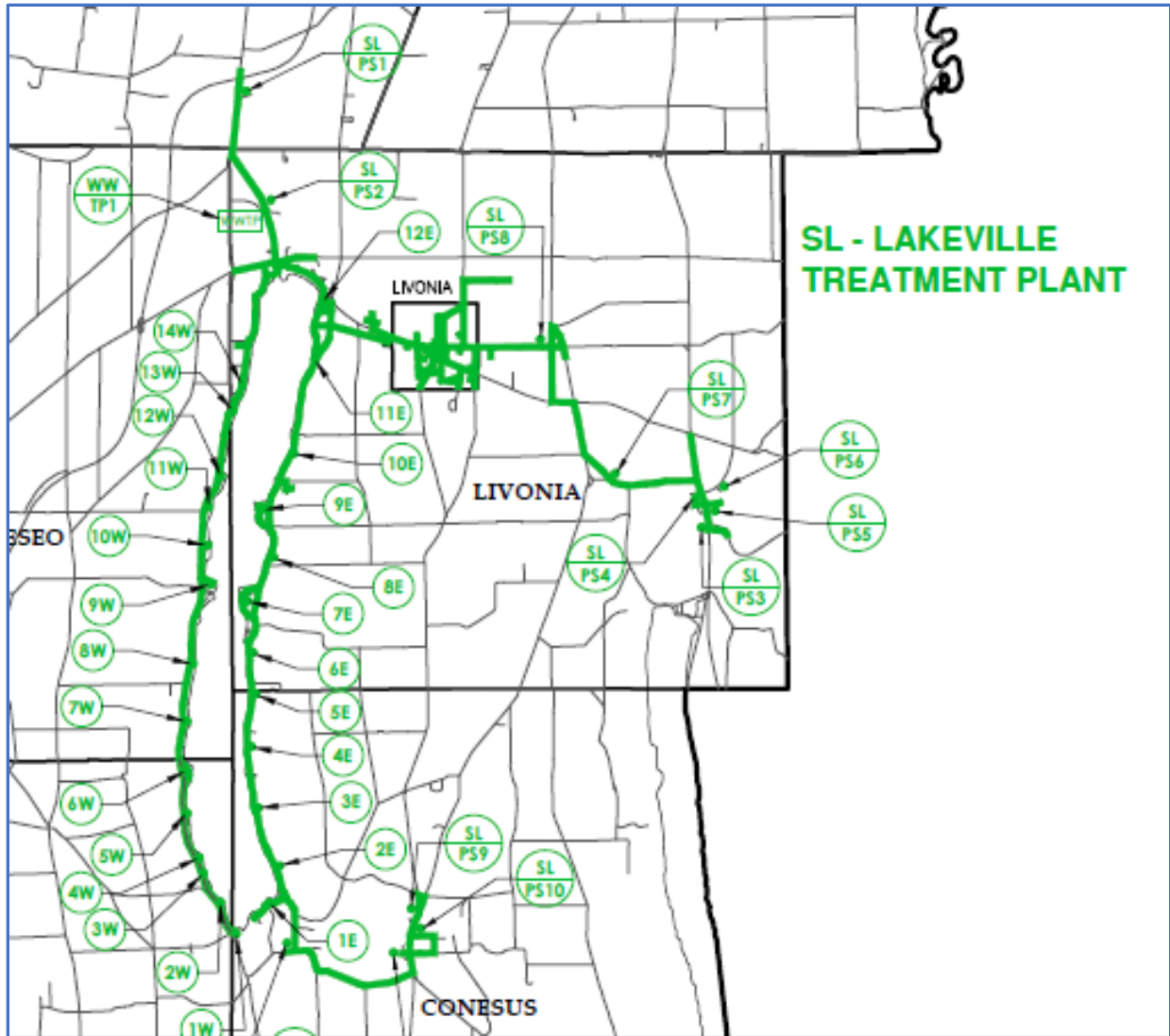
Date: Title:

G&G MUNICIPAL CONSULTING AND GRANT WRITING

By: (Printed) (Signed)

Date: Title:

Lakeville Sewer System Service Area



Appendix 1: Median Household Income (MHI)

This appendix provides additional detail about the Median Household Income (MHI) used by EFC to determine hardship eligibility.

The 2019 American Community Survey Statewide MHI for New York State is \$68,486, which is adjusted for certain counties by a Regional Cost Factor (RCF).

1. Regionally Adjusted MHI

Region	RCF ⁱ	Adjusted MHI	80%	100%
Upstate	1.00	\$ 68,486	\$ 54,789	\$ 68,486
Dutchess, Orange, Putnam, Rockland, Sullivan, and Ulster Counties ⁱⁱ	1.27	\$ 86,977	\$ 69,582	\$ 86,977
Suffolk, Nassau and Westchester Counties ⁱⁱⁱ	1.52	\$ 104,099	\$ 83,279	\$ 104,099

ⁱ - [2020-2021 Regional Cost Factor from NYSED.gov Facilities Planning](#)

ⁱⁱ - 1.27 is the average of the RCFs for Dutchess, Orange, Putnam, Rockland, Sullivan, and Ulster Counties

ⁱⁱⁱ - 1.52 is the average of the RCFs for Suffolk, Nassau, and Westchester County

A project's service area may encompass more than one municipal jurisdiction. If multiple municipalities sponsor a project and jointly own the infrastructure, a weighted MHI may be calculated and used to determine eligibility for hardship financing. Factors in the calculation could include MHI and population, percentage of flow per municipality, or number of service connections served by the project. If the project sponsor and the owner of the infrastructure is one municipality, EFC typically uses the MHI of that municipality.

A census designated place (CDP) may be used if EFC determines that the boundary of the CDP is significantly contiguous with the service area. For proposed districts, EFC may require the use of population data in calculating weighted MHIs.

Appendix 2: Income Survey Requirements for Clean Water and Drinking Water State Revolving Funds

1. Overview

This appendix describes the income survey (Survey) process that must be used by a municipality to document an alternative MHI for EFC's consideration. A municipality and project must meet all hardship criteria described in the Hardship Policy to be eligible for hardship financing or additional subsidy in the form of grant.

EFC recognizes that conducting a Survey requires a substantial commitment of time to complete properly, and also that other funding agencies may have different Survey requirements. EFC recommends that any municipality considering a Survey coordinate the Survey effort with all prospective funding agencies to be sure that each agency's requirements will be satisfied by the Survey performed.

2. Requirements

Requirements for completing a Survey that will be acceptable to EFC are listed below.

Who to Survey

1. Conduct the Survey in the service area of the water supply or wastewater treatment project proposed for SRF financing. The geographic boundaries of the Survey must match the infrastructure project service area identified in the relevant engineering planning report.
2. Survey only residential households.
 - o Residential households include single family homes and individual apartments in multi-family structures.
 - o The following are not residential households: businesses, institutions, or non-residential entities.

Responses

1. Respondents to surveys must be the owner/occupant or long-term tenant of the residential household. In the case of seasonally occupied properties and second homes, respondents shall be the property owner and not a short-term renter/occupant.
2. The Survey form must indicate that the Survey responses represent the aggregate income of all occupants of a household, whether related or not, 15 years of age or older.
3. A numerical response representing the actual income of each household surveyed must be solicited. Surveys that allow respondents to choose from ranges of income on a Survey form will not be accepted.

- The minimum response rate must be met. The table below indicates the percentage of total households surveyed that must respond with a complete Survey.

Number of Households in Proposed Project Service Area	Required Minimum Percent (%) Return Rate
1 to 55	90
56 to 63	87
64 to 70	85
71 to 77	84
78 to 99	80
100 to 115	78
116 to 153	72
154 to 180	69
181 to 238	67
239 to 308	57
309 to 398	50
399 and greater	38

Documentation

- Municipalities must keep documents related to the organization and execution of the Survey on file for a minimum of six years after the term of the project’s financing agreement with EFC. Before submitting a Survey to EFC for consideration, please be sure that the following materials are retained and accessible if requested by EFC:
 - Copy of Survey cover letter sent to residences
 - Master list of all residences with identification as occupied, seasonal/second home, vacant, or derelict structures
 - Original Survey response forms received

Results and Submission

- Surveys must be submitted by the Survey deadline stated in the IUP. An Income Survey Methodology Questionnaire and Checklist is included later in this Appendix for the municipality’s use. Other formats may be acceptable as long as the same information is provided to EFC.
- Survey results must be certified. A certification is included in this Appendix for the municipality’s use.
- A master list must be included in the Survey that categorizes properties as occupied, seasonal/second home, vacant, and derelict residences. The list must include information that may be used to verify the location of these households within the project service area.

4. Survey results that are submitted more than four years past the calendar year for which household income was collected will not be accepted.
5. Municipalities whose Surveys were not conducted by an objective third party may be required to submit a representative sample of actual completed Surveys.
6. Municipalities are not required to report demographic data, collect signatures of residents on Survey forms, report names or addresses of Survey respondents or put tracking numbers on Survey forms.

To submit Survey results, or for additional information or guidance, please contact:

Máire Cunningham

Program Manager

Email: CWSRFinfo@efc.ny.gov (please include “Income Survey” in the subject line)

3. Notification

Municipalities will be notified if their Survey is accepted by EFC. Accepted Surveys are valid for a maximum of five years from the Survey completion date. Projects will not appear in category D until the next IUP period. If a project closes before appearing in Category D, it will not be eligible for hardship financing or additional subsidy.



Income Survey Methodology Questionnaire and Checklist for Clean Water and Drinking Water State Revolving Funds

Complete this form and submit it with the required documentation. Attach additional pages as needed.

1. Contact and Project Information

Project Information

Municipality: _____

SRF Project No.: _____ County: _____

Special Improvement District Name: _____

Municipal Contact

Name: _____ Phone: _____

Title: _____ Email: _____

Mailing Address: _____

Third Party Information (complete if Survey is not fully organized and managed by the municipality)

Firm or Agency: _____ Phone: _____

Contact Name: _____ Email: _____

2. Income Survey Methodology

Discuss why the Survey was conducted.

Name the individual(s) who managed and conducted the Survey and their roles (elected officials, municipal staff, consultants, not-for-profits, volunteers, etc.).

Discuss how properties in the project service area were inventoried and categorized with respect to property type (residential, commercial/business, institutions, etc.) and condition (occupied, seasonal/second home, vacant, derelict, etc.).



Discuss how the Survey was initially distributed to each occupied residence, and how follow-up was conducted.

Discuss the outreach that was conducted to owners of seasonal/second homes to assure that those owners responded to the Survey.

Describe how raw Survey responses were assembled and analyzed to determine the median household income (MHI) of the project service area.

3. Income Survey Data

Survey start date: _____

Survey completion date: _____

1. Total households in project service area: _____
This is all homes, dwellings, and apartments served by the infrastructure project whether occupied or vacant.
2. Total households in Survey universe: _____
This is all owner occupied, long-term tenant occupied, and seasonal/second homes.
3. Complete Surveys received: _____
4. Response rate: _____
This is the number of completed Surveys divided by the number of households in the Survey universe.
5. Median Household Income (MHI) as measured by Survey: _____
6. Calendar year for which household income was collected: _____

4. Submission Checklist

- Cover letter signed by a municipal official transmitting the Survey results for EFC’s review.
- Blank copy of the Survey form and cover letter to residents used
- This Income Survey Methodology Questionnaire and Checklist
- Income Survey Certification
- Master list of all residences with identification as occupied, seasonal/second home, vacant, and derelict structures

Please note: EFC may request additional raw data from Survey responses to document how the MHI was calculated. If the Survey was not conducted by an independent third party, EFC may request copies of completed Survey forms. The municipality must keep a copy of the cover letter to the Survey form, and the master list of all residences in the project service area, identifying each as occupied, seasonal/second home, vacant, or derelict for a minimum of six years after the term of the project’s financing agreement with EFC.

Income Survey Certification for Clean Water and Drinking Water State Revolving Funds

I am authorized to apply for evaluation of alternate Median Household Income (MHI) based on the enclosed Income Survey for the project(s) described in the application. By signing the application, I certify that all of the information contained in this application, in other statements and exhibits attached hereto or referenced herein, and in all statements, data and supporting documents that have heretofore been made or furnished for the purpose of evaluating the Income Survey for the project(s) described herein, are true, correct and complete to the best of my knowledge and belief.

Further, I acknowledge that offering a written instrument knowing that the written instrument contains a false statement of false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Signature of Authorized Municipal Official

Name and Title

Date

Name of Consultant (if applicable)

Address of Consultant



Sample Household Income Survey Form for Clean Water and Drinking Water State Revolving Funds

This form may be used when conducting an income survey that is in conformance with EFC/SRF requirements. It does not represent a survey that would be in conformance with other agencies such as USDA Rural Development or the NYS Office of Community Renewal. Fields or information in *italics* are required. All other elements of this sample form are optional.

Household Income Survey

This information is needed to support the _____ applications for state and federal funding assistance for our proposed _____ project. The survey is confidential! Data will be collected and compiled into a summary report. Your individual responses will not be shared with any agency.

Please write in the total income for your household for the calendar year _____. Income should include all income of persons 15 years of age or older in the household, whether related or not. Income consists of wage or salary income; net non-farm self-employment income; interest, dividend or net rental income or royalty incomes; social security or railroad retirement income; public assistance or welfare income; retirement or disability income; and all other income.

TOTAL Annual Household Income (add up all income categories listed above)

\$ _____



RESOLUTION NO. 2023-07

RESOLUTION TO ACCEPT A PROPOSAL FROM G&G MUNICIPAL CONSULTING AND GRANT WRITING (G&G) FOR PROFESSIONAL SERVICES TO CONDUCT AN INCOME SURVEY AND TRANSFER \$31,000 FROM UNALLOCATED RESERVE TO THE OPERATING BUDGET

WHEREAS, The Livingston County Water & Sewer Authority (“Authority”) currently operates and maintains two wastewater treatment plants, approximately 50 miles of sanitary sewer collection and conveyance piping, 45 sewage pump stations, approximately 120 miles of water distribution and transmission piping, 11 water storage tanks, 7 booster pump stations, and 5 re-chlorination stations; and

WHEREAS, Future infrastructure investments will be critical to ensuring the Authority achieves its mission of providing high quality, environmentally sound, efficient, reliable, and affordable water and sewer services to the people who live, work and visit Livingston County; and

WHEREAS, The New York State Clean and Drinking Water Revolving Funds, New York State Water Infrastructure Improvement Act, Community Development Block Grant program and United States Department of Agriculture have water and sewer infrastructure and planning grant and financing programs that are based on the median household income (“MHI”) levels and/or percentage of families below poverty (“Poverty”) levels within project service areas to determine funding opportunities; and

WHEREAS, The current Lakeville sewer service area, in its entirety, does not currently qualify for certain funding opportunities under the aforementioned programs due to the census data for MHI or Poverty from the 2019 American Community Survey’s five-year estimates published by the U.S. Census Bureau; and

WHEREAS, In certain circumstances, census data may not be reflective of the area served by a project or the population responsible for the debt incurred for a project. In this case, the Authority may perform an income survey to establish an MHI and/or Poverty different than what is published by the U.S. Census Bureau, demonstrating financial hardship within the service area; and therefore, be it

RESOLVED, The Livingston County Water and Sewer Authority Board approves a proposal from G&G and a transfer in the amount of \$31,000 from unallocated reserve to the operating budget for conducting an income survey of the Lakeville sewer service area for determining accurate census data for future use in obtaining grant funding and hardship financing.

January 18, 2023

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS: