
Agenda

April 19, 2023 at 8:00 a.m.

Watershed Education Center (Vitale Park)

Lakeville, NY 14480

All attachments and reports may be found at

www.lcwsa.us

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

- a. March 15, 2023 – Regular Meeting
- b. February 22, 2023 – Governance Committee Meeting
- c. April 7, 2023 – Audit & Finance Committee Meeting

4. Reports

- a. Financial Report - March 2023
 - i. Approval of Financial Report
- b. Operation/Capital Report
- c. Executive Director's Report
 - i. Policies Updates
 - ii. Capital Project Bond

5. Other Business

Resolution No.: 2023-12	RESOLUTION ADOPTING ADMINISTRATIVE POLICY A-005 – SUMMARY OF FILING REQUIREMENTS
Resolution No.: 2023-13	RESOLUTION AWARDED A BID FOR GENERAL CONSTRUCTION FOR THE GROVELAND WASTEWATER TREATMENT PLANT UV DISINFECTION UPGRADE (WQIP # C01584GG)
Resolution No.: 2023-14	RESOLUTION AWARDED A BID FOR ELECTRICAL CONSTRUCTION FOR THE GROVELAND WASTEWATER TREATMENT PLANT UV DISINFECTION UPGRADE (WQIP # C01584GG)
Resolution No.: 2023-15	RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A SEWER UNIT CHARGE AGREEMENT WITH THE EAST AVON MOBILE HOME PARK

6. Adjournment

Next Regular Meeting: Wednesday, May 17, 2023 @ 8 am

Unreviewed Minutes
REGULAR MEETING
March 15, 2023 at 8:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

Members Attending: M. McKeown, M. Falk, B. Ceci, S. Beardsley, and D. Higgins

Others attending: J. Molino (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Accountant), S. Wright (Secretary), E. Weis (Engineer), Randy Shepard (Bonadio & Co., LLP), and Bill Weber, resident

Call to Order: 8:01a.m.

Privilege of the Floor:

Bill Weber approached the Board regarding the recent service unit changes and the effect of the policy changes had on his bill. He would like to work with the Operations Department to determine if a reduction in the meter size is possible for his property as his base charges increased due to meter size. J. Molino suggested working with his plumber to determine if the smaller ¾” meter could replace his current 1” meter. The change to the smaller meter will reduce his base charges.

R. Shepard reviewed the 2022 Draft Financial Statements and Required Communication Letter with Board. S. Beardsley complimented the Management Discussion and Analysis Future Factors for its thorough and comprehensive explanation of the Authority’s ongoing projects.

Approval of Minutes:

February 15, 2023 - Regular Meeting

Motion: B. Ceci moved, and S. Beardsley seconded to approve the regular board meeting minutes dated February 15, 2023. Carried unanimously.

March 8, 2023 – Audit & Finance Committee Meeting

Motion: M. Falk moved, and S. Beardsley seconded to approve Audit & Finance Committee meeting minutes dated March 8, 2023. Carried unanimously by members of the Committee.

Reports:

Financial Report – February 2023

R. Lewis reviewed the Financial Report with the Board (on file with Secretary) and the 2022 year end financials. Members also discussed the banking insurance requirements when holding municipal funds. LCWSA requires banks to have collateral for our funds.

Motion: M. Falk moved, and D. Higgins seconded to approve the February 2023 Financial Report. Carried unanimously.

Operations and Capital Report

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary). The two trucks, 2013 Ford F-150 and 2016 Dodge Ram, recently surplus, sold at auction for \$7900 and \$11,450, respectively.

Executive Director Report

J. Molino reviewed:

- The Authority Budget Office recommends all public authorities complete an annual assessment of the effectiveness of internal controls. One proposed corrective action is to update policies and procedures. The Governance Committee will be working with management staff to review and update these throughout this year.
- J. Molino will be researching the effect on the current Capital Debt charge if utilizing bonds as a financing option for the upcoming Groveland UV Project and the Lakeville Chemical Feed Building. He proposed an Audit & Finance Committee meeting for early April to discuss this financing option and to review the amortization schedule.
- The 2023 Work Plan was reviewed along with an update for the Regional Water Project. The next step will be discussions with the Villages that will be participating in the project.

Other Business:

Resolutions:

- 2023-10 RESOLUTION ADOPTING ADMINISTRATIVE POLICIES A-001 – A-004
Motion: B. Ceci moved, and M. Falk seconded to approve Resolution 2023-10. Carried unanimously.
- 2023-11 RESOLUTION ACCEPTING THE 2022 FINANCIAL AUDIT
Motion: S. Beardsley moved, and D. Higgins seconded to approve Resolution 2023-11. Carried unanimously.

Executive Session:

Motion: M. Falk moved, and B. Ceci seconded that the board reconvene in Executive Session at 9:44 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: B. Ceci moved, and D. Higgins to end the Executive Session at 9:53 a.m. with no action taken. Carried unanimously.

Adjournment – 9:53 a.m.

Motion: S. Beardsley moved, and B. Ceci seconded to close the meeting. Carried unanimously.

Unreviewed Minutes
GOVERNANCE COMMITTEE MEETING
February 22, 2023 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

Members Attending: B. Ceci and Ted Saunders

Others attending: J. Molino (Executive Director), L. Monaghan (Executive Deputy Director), S. Wright (Secretary) and J. Campbell (Attorney) via telephone

Review Current Administrative Policies

- **J. Molino reviewed the currently approved Administrative Policies**

Review and Discussion of updated Administrative Policies

- **A01-001 Livingston County Water and Sewer Authority Mission**
- **A01-002 By-Laws of the Livingston County Water and Sewer Authority**
- **A01-003 Code of Ethics**
- **A01-004 Governance Committee Charter**

Each updated policy was reviewed with the proposed changes. After a lengthy discussion regarding the changes in the By-Laws, T. Saunders moved and B. Ceci seconded the motion to present the updated policies to the Board for approval for the March 15, 2023 meeting.

Next Meeting: Wednesday, March 22, 2023 @ 8 am

Unreviewed Minutes
AUDIT & FINANCE COMMITTEE MEETING
April 7, 2023 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

Members Attending: Don Higgins, Mike Falk, and Steve Beardsley

Others attending: J. Molino (Executive Director), R. Lewis (Principal Accountant), S. Wright (Secretary) and Lauren Monaghan (Deputy Director)

I. Review and Discussion of Groveland UV Treatment and Lakeville Chemical Feed Facility and Sewer Collection and Water Distribution Capital Projects

J. Molino reviewed the two WWTP projects that are required as part of the SPDES permit for the plants. These projects will require a local share of approximately \$500,000. Two options were reviewed for the financing of the projects. Cash for Capital or a Revenue Bond was discussed. The fees associated with acquiring a bond can be costly and, as such, borrowing an additional amount to cover other needed upgrades was considered.

J. Molino reviewed the need to make improvements to the chlorination injection system at the Lakeville Airport Tank. The tank is due for inspection this year and there may be some additional maintenance required as a result of the inspections. Cash for capital will cover the cost for this project.

L. Monaghan reviewed the sewer collection conditions on East and West Lake Road as well as manholes in the collection area. After inspection, it was determined repairing or lining the manholes will be the best course of action. The best solution for the pipes along East and West Lake Road will be to line the sewer pipes in these areas.

Discussion involved increasing the borrowed amount from \$500,000 to \$1,000,000 to include the sewer collection projects as well as the two WWTP projects. Particularly because the fees are costly for the borrow.

No action was taken. The projects will be discussed at the next Board meeting for consideration.

Livingston County Water and Sewer Authority

March 2023 Financial Report

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**March 2023
Revenue & Expenses**

REVENUE

2023 Budget Revenue -\$3,743,714

<u>Year to date</u>	\$434,374	increase of \$86,851 over last year
<i>-Retail Fees represents billing through 1/31/23, next billing May 2023 for 2/1/23-4/30/23</i>		
<i>-Retail Fees Increases</i>	\$23,358	<i>unit increases, sewer rate over 15,000</i>
<i>-O & M Service</i>	\$23,000	<i>Timing Compact of Town Invoices and increased fees</i>
<u>Current Period</u>	\$ 61,973	
<i>-O & M Service</i>	\$12,880	<i>Compact of Towns</i>
<i>-Permits</i>	\$16,785	<i>3 water, 3 sewer</i>
<i>-Late Fees</i>	\$12,863	

EXPENSES

2023 Budget Expenses -\$3,739,387

<u>Year to Date Expenses</u>	\$749,844	(approx. 20%) increase of \$96,532 over last year
<i>-Wages</i>	\$112,177	<i>increased staff, wages</i>
<i>-Health Insurance</i>	\$ 29,193	<i>increased staff, plan increases</i>
<i>-Purchased Water</i>	\$ 17,152	<i>timing of V Avon, City of Rochester</i>
<i>-Bldg. Repair</i>	(\$22,747)	
<i>-Customer Installs</i>	(\$37,811)	
<u>Current Period</u>	\$408,570	
<i>-Purchased Water</i>	\$ 76,010	<i>City of Rochester paid in March, City was behind in accurate billing</i>
<i>-Outside O & M</i>	\$ 10,731	<i>Toshiba (booked in 2022), Barefoot Septic</i>
<i>-Financial Services</i>	\$ 16,828	<i>Bonadio, Armory Associates</i>
<i>-Small Equipment</i>	\$ 7,990	<i>Trash pump, HD hose</i>

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2023 Through 3/31/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
OPERATING REVENUE						
Fees						
4110	543.97	315,655.09	292,296.66	23,358.43	3,416,888.00	(3,101,232.91)
4120	70.00	226.00	282.00	(56.00)	0.00	226.00
4125	16,206.20	51,269.06	29,307.30	21,961.76	0.00	51,269.06
	16,820.17	367,150.15	321,885.96	45,264.19	3,416,888.00	(3,049,737.85)
Permit Fees						
4200	16,785.00	18,390.00	8,793.89	9,596.11	45,000.00	(26,610.00)
	16,785.00	18,390.00	8,793.89	9,596.11	45,000.00	(26,610.00)
O&M Services						
4130	12,880.00	23,000.00	0.00	23,000.00	23,000.00	0.00
	12,880.00	23,000.00	0.00	23,000.00	23,000.00	0.00
Other Income						
4140	12,863.17	15,436.42	10,223.54	5,212.88	36,326.00	(20,889.58)
4160	2,625.00	4,153.15	4,125.00	28.15	0.00	4,153.15
4410	0.00	6,244.40	2,494.79	3,749.61	222,500.00	(216,255.60)
	15,488.17	25,833.97	16,843.33	8,990.64	258,826.00	(232,992.03)
	61,973.34	434,374.12	347,523.18	86,850.94	3,743,714.00	(3,309,339.88)
OPERATING EXPENSE						
Wages & Fringes						
5010	141,660.55	279,261.01	167,083.84	112,177.17	1,196,773.00	917,511.99
5020	4,606.40	10,757.38	10,548.04	209.34	46,782.00	36,024.62
5030	10,843.95	21,726.94	12,525.70	9,201.24	94,924.00	73,197.06
5040	0.00	21,548.00	29,776.43	(8,228.43)	139,874.00	118,326.00
5048	2,036.30	4,072.60	2,795.64	1,276.96	37,620.00	33,547.40
5050	32,257.03	104,451.33	75,258.77	29,192.56	363,601.00	259,149.67
5060	0.00	17,638.24	19,343.63	(1,705.39)	20,141.00	2,502.76
5070	3,672.55	7,463.31	2,007.78	5,455.53	15,000.00	7,536.69
	195,076.78	466,918.81	319,339.83	147,578.98	1,914,715.00	1,447,796.19
Professional Services						
6110	860.00	1,984.00	535.50	1,448.50	25,350.00	23,366.00
6120	0.00	0.00	3,600.00	(3,600.00)	25,000.00	25,000.00
6125	0.00	3,000.00	9,460.00	(6,460.00)	0.00	(3,000.00)
6130	16,828.11	23,337.58	16,497.81	6,839.77	18,300.00	(5,037.58)
6140	7,822.60	8,482.58	4,293.63	4,188.95	30,800.00	22,317.42
6150	8,200.00	24,606.60	24,300.00	306.60	112,000.00	87,393.40
	33,710.71	61,410.76	58,686.94	2,723.82	211,450.00	150,039.24
Utilities						
6200	0.00	0.00	67.23	(67.23)	0.00	0.00
6210	23,286.00	39,570.09	45,748.18	(6,178.09)	287,426.00	247,855.91
6220	3,762.24	4,733.62	8,678.21	(3,944.59)	33,600.00	28,866.38

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2023 Through 3/31/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6230 Telephone	1,872.76	3,853.32	6,618.66	(2,765.34)	23,707.00	19,853.68
Total Utilities	28,921.00	48,157.03	61,112.28	(12,955.25)	344,733.00	296,575.97
Vehicle Expense						
6420 Vehicle Maint	2,620.71	4,168.91	6,277.74	(2,108.83)	16,000.00	11,831.09
6430 Gasoline	0.00	(756.28)	90.00	(846.28)	37,600.00	38,356.28
Total Vehicle Expense	2,620.71	3,412.63	6,367.74	(2,955.11)	53,600.00	50,187.37
Purchased Water/Sewer						
6510 Purchased Water	76,010.20	60,274.67	43,122.97	17,151.70	376,908.00	316,633.33
6515 Purchased Water MCWA	16,206.20	36,080.45	29,306.64	6,773.81	0.00	(36,080.45)
6520 Purchased Sewer Treatment	10,682.05	1,924.50	14,329.78	(12,405.28)	79,500.00	77,575.50
Total Purchased Water/Sewer	102,898.45	98,279.62	86,759.39	11,520.23	456,408.00	358,128.38
Equipment Maintenance						
6610 Equipment Repair/Supply	4,615.16	4,640.34	239.33	4,401.01	13,125.00	8,484.66
6625 Small Equipment Purchase	7,990.33	9,502.30	1,987.68	7,514.62	72,155.00	62,652.70
6635 Equip Lease/Rental Contracts	0.00	0.00	0.00	0.00	65,000.00	65,000.00
Total Equipment Maintenance	12,605.49	14,142.64	2,227.01	11,915.63	150,280.00	136,137.36
Building Maintenance						
6300 Project Expense	0.00	0.00	4,501.20	(4,501.20)	0.00	0.00
6310 Outside O&M Services	10,731.35	27,519.88	27,042.30	477.58	241,500.00	213,980.12
6320 Laboratory Services	2,050.00	4,922.00	2,660.00	2,262.00	0.00	(4,922.00)
6350 Refuse Collection	1,084.41	2,234.10	2,747.50	(513.40)	9,800.00	7,565.90
6360 Cleaning Service	300.00	675.00	600.00	75.00	4,000.00	3,325.00
6620 Building Repair/Supply	9,319.83	7,039.59	29,786.27	(22,746.68)	183,178.00	176,138.41
6640 Customer Installation Supplies	0.00	0.00	37,811.48	(37,811.48)	38,908.00	38,908.00
Total Building Maintenance	23,485.59	42,390.57	105,148.75	(62,758.18)	477,386.00	434,995.43
Other Expenses						
6340 Uniforms/Clothing	2,192.64	2,843.53	1,437.85	1,405.68	7,050.00	4,206.47
6700 Permits, Fees & Inspections	0.00	47.50	0.00	47.50	23,915.00	23,867.50
6810 Postage & Freight	3,648.12	3,830.80	2,790.69	1,040.11	15,100.00	11,269.20
6820 Office Supplies	726.56	1,255.91	1,037.36	218.55	4,760.00	3,504.09
6830 Advertising	538.04	1,360.55	1,617.83	(257.28)	3,990.00	2,629.45
6840 Travel & Training	2,145.84	5,795.64	6,788.45	(992.81)	35,000.00	29,204.36
Total Other Expenses	9,251.20	15,133.93	13,672.18	1,461.75	89,815.00	74,681.07
Easements & Judgements						
6870 Easements & Landtaking	0.00	0.00	0.00	0.00	40,500.00	40,500.00
6880 Judgements & Claims	0.00	0.00	0.00	0.00	500.00	500.00
Total Easements & Judgements	0.00	0.00	0.00	0.00	41,000.00	41,000.00
Total OPERATING EXPENSE	408,569.93	749,845.99	653,314.12	96,531.87	3,739,387.00	2,989,541.01
GAIN/LOSS BEF DEPRECIATION	(346,596.59)	(315,471.87)	(305,790.94)	(9,680.93)	4,327.00	(319,798.87)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 3/1/2023 Through 3/31/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6910	(63,337.52)	(190,012.56)	(146,996.65)	(43,015.91)	0.00	(190,012.56)
6920	(58,124.20)	(174,372.60)	(174,372.60)	0.00	0.00	(174,372.60)
	<u>(121,461.72)</u>	<u>(364,385.16)</u>	<u>(321,369.25)</u>	<u>(43,015.91)</u>	<u>0.00</u>	<u>(364,385.16)</u>
OPERATING GAIN/LOSS	<u>(468,058.31)</u>	<u>(679,857.03)</u>	<u>(627,160.19)</u>	<u>(52,696.84)</u>	<u>4,327.00</u>	<u>(684,184.03)</u>
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115	1,793.26	48,737.96	34,329.48	14,408.48	343,447.00	(294,709.04)
4300	28.93	84.71	2.86	81.85	0.00	84.71
7110	7,729.11	18,718.18	7,275.36	11,442.82	0.00	18,718.18
	<u>9,551.30</u>	<u>67,540.85</u>	<u>41,607.70</u>	<u>25,933.15</u>	<u>343,447.00</u>	<u>(275,906.15)</u>
Non-Operating Expense						
8110	(6,775.22)	(6,775.22)	(10,409.78)	3,634.56	0.00	(6,775.22)
8120	19,350.00	19,350.00	0.00	19,350.00	0.00	19,350.00
8140	0.00	(3,675.00)	0.00	(3,675.00)	0.00	(3,675.00)
	<u>12,574.78</u>	<u>8,899.78</u>	<u>(10,409.78)</u>	<u>19,309.56</u>	<u>0.00</u>	<u>8,899.78</u>
Total NON-OPERATING REVENUE/EXPENSE	<u>22,126.08</u>	<u>76,440.63</u>	<u>31,197.92</u>	<u>45,242.71</u>	<u>343,447.00</u>	<u>(267,006.37)</u>
NET GAIN/LOSS BEF CONTRIB	<u>(445,932.23)</u>	<u>(603,416.40)</u>	<u>(595,962.27)</u>	<u>(7,454.13)</u>	<u>347,774.00</u>	<u>(951,190.40)</u>
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110	0.00	0.00	(737,275.78)	737,275.78	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>(737,275.78)</u>	<u>737,275.78</u>	<u>0.00</u>	<u>0.00</u>
Contributed Capital						
9130	17,450.00	17,450.00	0.00	17,450.00	0.00	17,450.00
	<u>17,450.00</u>	<u>17,450.00</u>	<u>0.00</u>	<u>17,450.00</u>	<u>0.00</u>	<u>17,450.00</u>
Total CAPITAL CONTRIBUTIONS	<u>17,450.00</u>	<u>17,450.00</u>	<u>(737,275.78)</u>	<u>754,725.78</u>	<u>0.00</u>	<u>17,450.00</u>
CHANGE IN NET ASSETS	<u>(428,482.23)</u>	<u>(585,966.40)</u>	<u>(1,333,238.05)</u>	<u>747,271.65</u>	<u>347,774.00</u>	<u>(933,740.40)</u>

(4)

Livingston County WSA

Balance Sheet

As of 3/31/2023

(In Whole Numbers)

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Bal...</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	1,855,166	707,708	1,147,458	1,183,052	672,114
Debt Reserve	930,323	909,612	20,711	852,249	78,074
Accounts Receivable	495,142	182,330	312,812	1,113,036	(617,894)
Capital Contributions Receivable	38,392	30,579	7,812	57,289	(18,898)
Inventory	10,420	35,055	(24,634)	9,773	647
Prepaid Expenses	77,381	3,067	74,314	158,996	(81,615)
Funds held for Others	37,216	30,917	6,298	42,300	(5,084)
Total CURRENT ASSETS	3,444,040	1,899,270	1,544,771	3,416,696	27,345
Total Current Assets	3,444,040	1,899,270	1,544,771	3,416,696	27,345
NON-CURRENT ASSETS					
Restricted Cash	375,455	667,366	(291,912)	375,370	85
Capital Contrib Receivable, net current	461,462	632,064	(170,602)	592,057	(130,595)
Property & Equipment, Net Deprec	40,157,172	23,981,545	16,175,626	40,521,557	(364,385)
Work-In-Progress	1,034,260	8,232,399	(7,198,139)	1,457,413	(423,153)
Total NON-CURRENT ASSETS	42,028,349	33,513,375	8,514,974	42,946,397	(918,049)
Total Non-Current Assets	42,028,349	33,513,375	8,514,974	42,946,397	(918,049)
TOTAL ASSETS	45,472,389	35,412,645	10,059,744	46,363,093	(890,704)
CURRENT LIABILITIES					
Accounts Payable	3,946	101,192	(97,246)	62,612	(58,665)
Current Portion Loans Payable	2,216,177	1,593,247	622,931	2,067,468	148,709
Other Current Liabilities	1,198	(1,257,411)	1,258,609	1,112,704	(1,111,505)
Funds held for others	37,222	30,514	6,709	42,300	(5,078)
Total CURRENT LIABILITIES	2,258,545	467,542	1,791,002	3,285,084	(1,026,539)
Total Current Liabilities	(2,258,545)	(467,542)	(1,791,002)	(3,285,084)	1,026,539
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	12,668,877	3,961,225	8,707,652	11,947,075	721,802
Total NON-CURRENT LIABILITIES	12,668,877	3,961,225	8,707,652	11,947,075	721,802
Retained Earnings & Net Position					
Retained Earnings	(31,624,212)	(32,317,116)	692,904	(31,624,212)	0
Net Income	597,480	1,333,239	(735,759)	0	597,480
Total Retained Earnings & Net Position	(31,026,732)	(30,983,877)	(42,855)	(31,624,212)	597,480
Total Net Position	45,954,154	35,412,644	10,541,509	46,856,371	(902,218)

Project Code	Project Name	Expenditures		Budget		Funding	Financing			Date Began	End Date
		Expenses	Capitalized	Budget	Balance		Grant/Contributed	Reserve	Debt		
DEBT & REIMBURSABLE PROJECTS											
31131	WaterSystem Improvements (EFC WIIA)	45,146.11	3,351,506.26	8,658,000.00	5,261,347.63	WIIA Grant/Loan	\$ 3,000,000		\$ 3,842,000.00	7/12/2019	12/31/2024
31142	Upgrade Lakeville Plant Phase 2	439,341.39	4,309,052.41	5,525,016.06	776,622.26	EFC Grant/Loan C8-6449-05-00			5,525,016.06	1/1/2022	12/31/2022
31132	Groveland Wastewater Treatment Plant Disinfection Project	29,250.00		680,000.00	650,750.00	WQIP	\$ 367,576	\$ 312,424		1/1/2022	12/31/2023
31121	Lakeville WWTP Phosphorus Removal	-		247,500.00	247,500.00	WQIP No. 111711	\$ 198,055	\$ 49,445		1/1/2022	12/31/2022
31465	Lakeville WWTP Disinfection/Chem Feed (UV)	9,900.00		1,255,500.00		WQIP C01652GG	\$ 767,250	\$ 488,250			
31450	Leicester/York Regional Water Project	261,777.50									
31455	Conesus Lake PS Improvements	7,412.40		5,000,000.00		WIIA Grant	\$ 1,250,000				
		792,827.40			6,936,219.89						
GENERAL RESERVE PROJECTS											
31148	SCADA System Wide Improvements (Phase 1)	158,500.00		370,000.00	211,500.00					1/1/2022	12/31/2022
31146	PS Heating & Vent Upgrades	7,746.57		28,700.00	20,953.43						
31460	Phase 2 I & I	75,186.40		120,000.00	44,813.60	EPG No. 105113	\$ 100,000	\$ 20,000		1/1/2022	12/31/2023
31470	Groveland Station	-									
	Total General Reserve Projects	241,432.97			277,267.03						
	Total WIP Expense (GL 1600)	1,034,260.37									
Studies/ Non Capitalization											
	<i>from Phase 2 I & I Engineer Cost</i>	7,557.18									
	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				100,000.00						
	Total Project Cash Committed				254,767.03						
Equipment (2023)											
	Total Equipment										
	Total Committed Cash				254,767.03						

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March 31, 2023	2022				2023			
	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	Est	Est	Est
Cash on hand as of 1st of each month	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256	\$ 852,252	\$ 930,326	\$ 1,055,326	\$ 774,020
Cash Received - Customer Billing:	88,955	92,409	92,991	89,324	120,363	120,000	120,000	120,000
Cash Received - Miscellaneous	375	481	2,014	4,358	6,549	5,000	5,000	5,000
Cash Received - Relevy		22,042						
Cash Balance before expenditures	\$ 1,101,893	\$ 1,147,927	\$ 1,236,507	\$ 1,110,938	\$ 979,164	\$ 1,055,326	\$ 1,180,326	\$ 899,020
<u>Admin Fees Paid</u>	\$ 2,511	\$ 6,425	\$ 500					
<u>Debt Payments (Principal & Interest):</u>								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond C8-6449-04-00	21,030		106,863	3,606			109,561	
EFC 2012 Sewer Bond (as of June 2012) C8-6449-04-01	45,357		10,163		48,088		9,940	
EFC Sewer Bond C8-6449-05-00			70,000	255,080	750		255,080	
EFC Short Term D0 18746								
Cash Balance after expenditures	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256	\$ 852,252	\$ 930,326	\$ 1,055,326	\$ 774,020	\$ 899,020
<u>NYS EFC-Grov Sta Water - DO 17369:</u>								
Beginning Balance	602,775	602,775	634,500	571,050	571,050	571,050	571,050	539,325
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	602,775	602,775	602,775	571,050	571,050	571,050	539,325	539,325
<u>8/27/09->8/27/39 Sewer Bond (SL) C8-6449-04-00</u>								
Beginning Balance	1,970,000	1,970,000	2,060,000	1,880,000	1,880,000	1,880,000	1,880,000	1,785,000
Principal Payment	-	-	90,000	-	-	-	95,000	-
Ending Balance	1,970,000	1,970,000	1,970,000	1,880,000	1,880,000	1,880,000	1,785,000	1,785,000
<u>6/21/12->11/1/42 Sewer Bond (SL) C8-6449-01-01</u>								
Beginning Balance	1,005,000	970,000	970,000	970,000	970,000	935,000	935,000	935,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	35,000	-	-	-	35,000	-	-	-
Ending Balance	970,000	970,000	970,000	970,000	935,000	935,000	935,000	935,000
<u>EFC Series 2022 Sewer Bond(SL) C8-6449-05-00</u>								
Beginning Balance					7,652,105	7,652,105	7,652,105	7,397,025
Principal Payment							255,080	
Ending Balance					7,652,105	7,652,105	7,397,025	7,397,025
Total Debt Balance	\$ 3,542,775	\$ 3,542,775	\$ 3,542,775	\$ 3,421,050	\$ 3,386,050	\$ 3,386,050	\$ 3,259,325	\$ 3,259,325
			EOY Balance	\$ 852,252			EOY Balance	\$ 899,020
	12 mos pmts =	\$ 218,744	1.05% =	\$ 229,681				\$ -

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Disbursements 3/1/23-3/31/23

Operating disbursements	\$396,379.07
Capital Project disbursements	\$380,265.40
<u>Debt Reserve disbursements</u>	<u>\$ 45,162.83</u>
Total Disbursements	\$821,807.30

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Abila	3/1/2023	March 2023 Bills	6140	Prof Computer	6,662.64	3547
		Q-81519 12/15/2022 - 12/30/2023	1001	Checking	0.00	3547
		Transaction Total			<u>6,662.64</u>	
Total Abila					6,662.64	
ALS Group USA	3/1/2023	Samples 02/02/2023	1001	Checking	0.00	3548
		Samples 02/02/2023	6320	Lab Services	189.00	3548
		Samples 02/09/2023	1001	Checking	0.00	3548
	3/15/2023	Samples 02/09/2023	6320	Lab Services	189.00	3548
		Samples 02/23/2023	1001	Checking	0.00	3580
		Samples 02/23/2023	6320	Lab Services	189.00	3580
		Samples 11/03/2022	1001	Checking	0.00	3580
		Samples 11/03/2022	6320	Lab Services	214.00	3580
		Samples 11/17/2022	1001	Checking	0.00	3580
		Samples 11/17/2022	6320	Lab Services	576.00	3580
	Samples 11/23/2022	1001	Checking	0.00	3580	
	Samples 11/23/2022	6320	Lab Services	234.00	3580	
	Transaction Total					<u>1,591.00</u>
Total ALS Group USA					1,591.00	
American Rock Salt Company LLC	3/15/2023	Bags of rock salt	1001	Checking	0.00	3582
		Bags of rock salt	6620	Bldg Repair	176.40	3582
		Transaction Total			<u>176.40</u>	
Total American Rock Salt Compa...					176.40	
Apparel Printers Plus	3/15/2023	Uniforms	1001	Checking	0.00	3581
		Uniforms	6340	Uniforms	1,644.99	3581
		Transaction Total			<u>1,644.99</u>	
Total Apparel Printers Plus					1,644.99	
Armory Associates	3/1/2023	Actuarial Professional services 01/01/2023 - 12/31/2023	1001	Checking	0.00	3549
		Actuarial Professional services 01/01/2023 - 12/31/2023	6130	Financial	1,950.00	3549
		Transaction Total			<u>1,950.00</u>	
Total Armory Associates					1,950.00	
Barefoot Septic & Sewer Inc	3/15/2023	Sludge pick up Groveland and Lakeville	1001	Checking	0.00	3583
		Sludge pick up Groveland and Lakeville	6310	Outside O&M	1,920.00	3583
		Transaction Total			<u>1,920.00</u>	
Total Barefoot Septic & Sewer Inc					1,920.00	
Benefactor Funding Corp	3/1/2023	Samples 02/06/2023	1001	Checking	0.00	3550

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Samples 02/06/2023	6320	Lab Services	162.00	3550
		Samples 02/13/2023	1001	Checking	0.00	3550
		Samples 02/13/2023	6320	Lab Services	297.00	3550
		Transaction Total			459.00	
Total Benefactor Funding Corp					459.00	
Blair Supply Corp	3/15/2023	Manhole cover	1001	Checking	0.00	3584
		Manhole cover	6620	Bldg Repair	192.00	3584
		Saddles	1001	Checking	0.00	3584
		Saddles	6620	Bldg Repair	481.58	3584
		Transaction Total			673.58	
Total Blair Supply Corp					673.58	
Blue Heron Construction Co	3/1/2023	P31142 Pay App 17	1001	Checking	0.00	3551
		Transaction Total			0.00	
Total Blue Heron Construction Co					0.00	
BXI Consultants, Inc	3/15/2023	Monthly Contract usage	1001	Checking	0.00	3585
		Monthly Contract usage	6820	Office Sup	436.96	3585
		Supplies	1001	Checking	0.00	3585
		Supplies	6820	Office Sup	9.50	3585
		Transaction Total			446.46	
Total BXI Consultants, Inc					446.46	
Casella Waste Services	3/1/2023	01/31/2023 - 02/28/2023	1001	Checking	0.00	3552
		01/31/2023 - 02/28/2023	6350	Refuse	243.40	3552
	3/15/2023	02/01/2023 - 02/28/2023	1001	Checking	0.00	3586
		02/01/2023 - 02/28/2023	6350	Refuse	240.91	3586
		Transaction Total			484.31	
Total Casella Waste Services					484.31	
Charter Communications	3/1/2023	02/08/2023 - 03/07/2023	1001	Checking	0.00	3553
		02/08/2023 - 03/07/2023	6140	Prof Computer	179.98	3553
	3/15/2023	03/08/2023 - 04/07/2023	1001	Checking	0.00	3590
		03/08/2023 - 04/07/2023	6140	Prof Computer	179.98	3590
		Transaction Total			359.96	
Total Charter Communications					359.96	
Chase Card Services	3/15/2023	Amazon - first aid kit shop	1001	Checking	0.00	3589
		Amazon - first aid kit shop	6620	Bldg Repair	35.04	3589
		Amazon - kitchen microwave cart	1001	Checking	0.00	3589
		Amazon - kitchen microwave cart	6620	Bldg Repair	163.22	3589
		Amazon - Pressure gauge for Lakeville plant	1001	Checking	0.00	3589

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Amazon - Pressure gauge for Lakeville plant	6625	Small Equip	20.02	3589
		Amazon - Prime membership fee	1001	Checking	0.00	3589
		Amazon - Prime membership fee	6840	Travel/Traing	179.00	3589
		Genesee Lumber - adhesive remover for truck decals	1001	Checking	0.00	3589
		Genesee Lumber - adhesive remover for truck decals	6420	Vehicle Maint	11.99	3589
		Genesee Lumber - Admin kitchen supplies	1001	Checking	0.00	3589
		Genesee Lumber - Admin kitchen supplies	6620	Bldg Repair	7.59	3589
		Genesee Lumber - painting supplies for lab	1001	Checking	0.00	3589
		Genesee Lumber - painting supplies for lab	6620	Bldg Repair	34.15	3589
		Genesee Lumber - pressure gauge	1001	Checking	0.00	3589
		Genesee Lumber - pressure gauge	6625	Small Equip	12.99	3589
		Genesee Lumber - shelving in Lauren's office	1001	Checking	0.00	3589
		Genesee Lumber - shelving in Lauren's office	6620	Bldg Repair	11.68	3589
		Genesee Lumber - shop supplies	1001	Checking	0.00	3589
		Genesee Lumber - shop supplies	6620	Bldg Repair	9.59	3589
		Genesee Lumber - Summer St. Manhole repair	1001	Checking	0.00	3589
		Genesee Lumber - Summer St. Manhole repair	6620	Bldg Repair	121.86	3589
		Genesee Lumber - supplies for 5E pump station	1001	Checking	0.00	3589
		Genesee Lumber - supplies for 5E pump station	6620	Bldg Repair	10.38	3589
		Genesee Lumber - supplies for truck	1001	Checking	0.00	3589
		Genesee Lumber - supplies for truck	6620	Bldg Repair	24.28	3589
		Genesee Lumber - truck supplies	1001	Checking	0.00	3589
		Genesee Lumber - truck supplies	6620	Bldg Repair	27.98	3589
		Geneseo Hardware - key	1001	Checking	0.00	3589
		Geneseo Hardware - key	6620	Bldg Repair	2.99	3589
		Harbor Freight - Parts for compressor	1001	Checking	0.00	3589
		Harbor Freight - Parts for compressor	6610	Equip Repair	36.66	3589
		Harbor Freight - tools for the shop	1001	Checking	0.00	3589
		Harbor Freight - tools for the shop	6625	Small Equip	83.95	3589
		Lowes - paint supplies for lab	1001	Checking	0.00	3589
		Lowes - paint supplies for lab	6620	Bldg Repair	113.86	3589
		NAPA - oil for pump station	1001	Checking	0.00	3589
		NAPA - oil for pump station	6620	Bldg Repair	43.08	3589
		NAPA - Pump station oil	1001	Checking	0.00	3589
		NAPA - Pump station oil	6620	Bldg Repair	56.16	3589
		Tractor Supply - Battery	1001	Checking	0.00	3589
		Tractor Supply - Battery	6620	Bldg Repair	357.89	3589

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Tractor Supply - Groveland Plant supplies	1001	Checking	0.00	3589
		Tractor Supply - Groveland Plant supplies	6620	Bldg Repair	37.98	3589
		Tractor Supply - supplies to repair valve on DeCola Shores	1001	Checking	0.00	3589
		Tractor Supply - supplies to repair valve on DeCola Shores	6620	Bldg Repair	45.57	3589
		USPS - Postage	1001	Checking	0.00	3589
		USPS - Postage	6810	Postage	11.82	3589
		USPS - Postage and envelopes	1001	Checking	0.00	3589
		USPS - Postage and envelopes	6810	Postage	630.00	3589
		USPS - Postage and envelopes	6820	Office Sup	139.80	3589
		USPS - Postage, certified mail	1001	Checking	0.00	3589
		USPS - Postage, certified mail	6810	Postage	22.50	3589
		Vincenza's Pizza - Training lunch	1001	Checking	0.00	3589
		Vincenza's Pizza - Training lunch	6840	Travel/Traing	59.23	3589
		Walmart - Admin building supplies	1001	Checking	0.00	3589
		Walmart - Admin building supplies	6620	Bldg Repair	63.01	3589
		Walmart - Groveland cleaning supplies	1001	Checking	0.00	3589
		Walmart - Groveland cleaning supplies	6620	Bldg Repair	19.00	3589
		Walmart - supplies for Groveland and Lakeville	1001	Checking	0.00	3589
		Walmart - supplies for Groveland and Lakeville	6620	Bldg Repair	14.91	3589
		Walmart - supplies for Groveland and Lakeville	6840	Travel/Traing	7.80	3589
		Wegmans - Supplies for training meeting	1001	Checking	0.00	3589
		Wegmans - Supplies for training meeting	6840	Travel/Traing	39.81	3589
		Transaction Total			<u>2,455.79</u>	
Total Chase Card Services					2,455.79	
CID Waste Management	3/15/2023	Final billing	1001	Checking	0.00	3591
		Final billing	6350	Refuse	600.10	3591
		Transaction Total			<u>600.10</u>	
Total CID Waste Management					600.10	
City Treasurer, Rochester, NY	3/1/2023	11/28/2022 - 01/30/2023	1001	Checking	0.00	3554
		11/28/2022 - 01/30/2023	6510	Water Purch	50,802.06	3554
	3/15/2023	01/27/2023 - 02/27/2023	1001	Checking	0.00	3592
		01/27/2023 - 02/27/2023	6510	Water Purch	25,208.14	3592
		Transaction Total			<u>76,010.20</u>	
Total City Treasurer, Rochester, NY					76,010.20	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Clark Patterson Lee	3/15/2023	P31132 Professional services 01/27/23 - 02/24/23	1001	Checking	0.00	3593
		P31142 Professional Services 01/28/23 - 02/24/23		Checking	0.00	
		Transaction Total			<u>0.00</u>	
Total Clark Patterson Lee					0.00	
Colacino Industries Inc	3/15/2023	Monitoring for April 2023	1001	Checking	0.00	3594
		Monitoring for April 2023	6230	Telephone	580.00	3594
		Transaction Total			<u>580.00</u>	
Total Colacino Industries Inc					580.00	
Commercial Automotive	3/1/2023	2019 Chevy Equinox oil change	1001	Checking	0.00	3555
		2019 Chevy Equinox oil change	6420	Vehicle Maint	44.99	3555
		2021 Chevy Lic. BD9910 Oil change, Inspection	1001	Checking	0.00	3555
		2021 Chevy Lic. BD9910 Oil change, Inspection	6420	Vehicle Maint	57.74	3555
	3/15/2023	Brake pads and rotors of 2017 RAM vin 4557, AZ6584	1001	Checking	0.00	3595
		Brake pads and rotors of 2017 RAM vin 4557, AZ6584	6420	Vehicle Maint	767.51	3595
		Oil change, ignition coils 2019 RAM vin 6120, BC3584	1001	Checking	0.00	3595
		Oil change, ignition coils 2019 RAM vin 6120, BC3584	6420	Vehicle Maint	898.58	3595
		Transaction Total			<u>1,768.82</u>	
		Total Commercial Automotive				
Complete Payroll	3/24/2023	Additional Unemployment	1001	Checking	0.00	ACH001
		Additional Unemployment	5070	Unemployment	2,726.12	ACH001
	3/31/2023	PR 7 (3/12/23-3/25/23)	1001	Checking	0.00	ach001
		PR 7 (3/12/23-3/25/23)	5010	Wages	44,894.71	ach001
		PR 7 (3/12/23-3/25/23)	5020	Overtime	1,127.56	ach001
		PR 7 (3/12/23-3/25/23)	5030	FICA	3,719.19	ach001
		PR 7 (3/12/23-3/25/23)	5070	Unemployment	127.98	ach001
		PR 7 (3/12/23-3/25/23)	6130	Financial	137.07	ach001
		3/17/2023	PR 6 2/26/23-3/11/23	1001	Checking	0.00
	PR 6 2/26/23-3/11/23		5010	Wages	42,276.56	ACH002
	PR 6 2/26/23-3/11/23		5020	Overtime	1,233.66	ACH002
	PR 6 2/26/23-3/11/23		5030	FICA	3,516.89	ACH002
	PR 6 2/26/23-3/11/23		5070	Unemployment	294.81	ACH002
	PR 6 2/26/23-3/11/23		6130	Financial	107.27	ACH002
	3/3/2023		PR 5 (2/12/23-2/25/23)	1001	Checking	0.00
		PR 5 (2/12/23-2/25/23)	5010	Wages	42,424.49	ach004
		PR 5 (2/12/23-2/25/23)	5020	Overtime	2,245.18	ach004
PR 5 (2/12/23-2/25/23)		5030	FICA	3,607.87	ach004	
PR 5 (2/12/23-2/25/23)		5070	Unemployment	523.64	ach004	
PR 5 (2/12/23-2/25/23)		6130	Financial	200.02	ach004	
Transaction Total				<u>149,163.02</u>		

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Total Complete Payroll					149,163.02	
Constellation NewEnergy, Inc	3/15/2023	01/24/2023 - 02/24/2023	1001	Checking	0.00	3596
		01/24/2023 - 02/24/2023	6210	Electric	9,978.03	3596
		Transaction Total			9,978.03	
Total Constellation NewEnergy, Inc					9,978.03	
Core and Main LP	3/1/2023	Manhole repair	1001	Checking	0.00	3556
		Manhole repair	6620	Bldg Repair	795.00	3556
		Transaction Total			795.00	
Total Core and Main LP					795.00	
CSEA Employee Benefit Fund De...	3/1/2023	Dental and Vision 03/01/2023 - 03/31/2023	1001	Checking	0.00	3557
		Dental and Vision 03/01/2023 - 03/31/2023	2050	A/P Payroll	808.86	3557
		Dental and Vision 03/01/2023 - 03/31/2023	5050	Health	1,143.56	3557
		Transaction Total			1,952.42	
Total CSEA Employee Benefit Fu...					1,952.42	
Direct Energy Business	3/1/2023	01/13/2023 - 02/14/2023	1001	Checking	0.00	3558
		01/13/2023 - 02/14/2023	6220	Gas	505.48	3558
		Transaction Total			505.48	
Total Direct Energy Business					505.48	
Excellus Health Plan-Group	3/1/2023	03/01/2023 - 03/31/2023	1001	Checking	0.00	3559
		03/01/2023 - 03/31/2023	2050	A/P Payroll	2,400.96	3559
		03/01/2023 - 03/31/2023	5050	Health	31,113.47	3559
		Transaction Total			33,514.43	
Total Excellus Health Plan-Group					33,514.43	
Frontier Communications	3/1/2023	02/16/2023 - 03/24/2023	1001	Checking	0.00	3560
		02/16/2023 - 03/24/2023	6230	Telephone	161.86	3560
		Transaction Total			161.86	
Total Frontier Communications					161.86	
Genesee Valley Publications Inc	3/1/2023	Seasonal Worker Employment Ad 02/03/2023	1001	Checking	0.00	3561
		Seasonal Worker Employment Ad 02/03/2023	6830	Advertising	388.85	3561
		Transaction Total			388.85	
Total Genesee Valley Publications..					388.85	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
GHD Services Inc	3/1/2023	P31148 Professional Services 02/01/2023 - 02/25/2023	1001	Checking	0.00	3562
		Transaction Total			0.00	
Total GHD Services Inc					0.00	
Glass Act Inc	3/1/2023	2022 Ford F150 Vin 7084, BF5692 Windshield	1001	Checking	0.00	3563
		2022 Ford F150 Vin 7084, BF5692 Windshield	6420	Vehicle Maint	745.00	3563
		Transaction Total			745.00	
Total Glass Act Inc					745.00	
Guenther Automotive	3/15/2023	Oil change 2022 RAM vin 3294 BF9923	1001	Checking	0.00	3598
		Oil change 2022 RAM vin 3294 BF9923	6420	Vehicle Maint	94.90	3598
		Transaction Total			94.90	
Total Guenther Automotive					94.90	
Hach Company	3/1/2023	Bench Service	1001	Checking	0.00	3565
		Bench Service	6310	Outside O&M	294.88	3565
	3/15/2023	Phosphate for Lab	1001	Checking	0.00	3599
		Phosphate for Lab	6620	Bldg Repair	77.26	3599
		Transaction Total			372.14	
Total Hach Company					372.14	
Holland Company	3/15/2023	chemical tote	1001	Checking	0.00	3600
		chemical tote	6610	Equip Repair	4,529.39	3600
		Transaction Total			4,529.39	
Total Holland Company					4,529.39	
Honeoye Falls Napa	3/15/2023	Oil for pumps	1001	Checking	0.00	3601
		Oil for pumps	6610	Equip Repair	43.08	3601
		supplies for backhoe	1001	Checking	0.00	3601
		supplies for backhoe	6610	Equip Repair	6.03	3601
		Transaction Total			49.11	
Total Honeoye Falls Napa					49.11	
Jackson Welding Supply Co Inc	3/1/2023	Cylinder Rental	1001	Checking	0.00	3566
		Cylinder Rental	6620	Bldg Repair	30.40	3566
		Transaction Total			30.40	
Total Jackson Welding Supply Co...					30.40	
Kistner Concrete Products Ince	3/1/2023	Village of Livonia Manhole repair	1001	Checking	0.00	3567

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Village of Livonia Manhole repair	6620	Bldg Repair	579.00	3567
		Transaction Total			<u>579.00</u>	
Total Kistner Concrete Products L...					579.00	
Lifetime Benefit Solution	3/10/2023	LBS Admin Fee	1001	Checking	0.00	ach
		LBS Admin Fee	6130	Financial	75.00	ach
	3/31/2023	LTB 3/1/23-3/31/23	1001	Checking	0.00	ach003
		LTB 3/1/23-3/31/23	2050	A/P Payroll	703.24	ach003
		Transaction Total			<u>778.24</u>	
Total Lifetime Benefit Solution					778.24	
Livingston Co Treasurer	3/15/2023	Retiree Health Insurance 02/01/2023 - 02/28/2023	1001	Checking	0.00	3602
		Retiree Health Insurance 02/01/2023 - 02/28/2023	5048	Retiree Health	2,036.30	3602
		Transaction Total			<u>2,036.30</u>	
Total Livingston Co Treasurer					2,036.30	
LMC Industrial Contractors, Inc	3/15/2023	Repair Sludge Boiler	1001	Checking	0.00	3603
		Repair Sludge Boiler	6620	Bldg Repair	1,460.00	3603
		Transaction Total			<u>1,460.00</u>	
Total LMC Industrial Contractors,...					1,460.00	
McQuade & Bannigan Inc.	3/15/2023	Trash pump and hose	1001	Checking	0.00	3604
		Trash pump and hose	6625	Small Equip	3,981.78	3604
		Transaction Total			<u>3,981.78</u>	
Total McQuade & Bannigan Inc.					3,981.78	
Monroe County Water Authority	3/15/2023	01/31/2023 - 02/28/2023	1001	Checking	0.00	3605
		01/31/2023 - 02/28/2023	6515	Purchased Water	16,206.20	3605
		Transaction Total			<u>16,206.20</u>	
Total Monroe County Water Auth...					16,206.20	
MW Controls, Inc	3/1/2023	Hemlock Service 02/10/2023	1001	Checking	0.00	3568
		Hemlock Service 02/10/2023	6310	Outside O&M	1,601.22	3568
		Transaction Total			<u>1,601.22</u>	
Total MW Controls, Inc					1,601.22	
National Grid	3/15/2023	01/25/2023 - 02/25/2023	1001	Checking	0.00	3606
		01/25/2023 - 02/25/2023	6210	Electric	13,106.87	3606
		Transaction Total			<u>13,106.87</u>	
Total National Grid					13,106.87	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
NY Section AWWA	3/15/2023	NY Water meeting 04/11/23-04/13/23 Molino,Mark,Lauren,Bauer	1001	Checking	0.00	3607
		NY Water meeting 04/11/23-04/13/23 Molino,Mark,Lauren,Bauer	6840	Travel/Traing	1,600.00	3607
		Transaction Total			<u>1,600.00</u>	
Total NY Section AWWA					1,600.00	
NYS Deferred Compensation Plan	3/31/2023	PR 7 (3/12/23-3/25/23)	1001	Checking	0.00	ach002
		PR 7 (3/12/23-3/25/23)	2050	A/P Payroll	1,478.65	ach002
	3/17/2023	PR 6 2/26/23-3/11/23	1001	Checking	0.00	ACH003
		PR 6 2/26/23-3/11/23	2050	A/P Payroll	1,335.81	ACH003
	3/3/2023	PR 5 (2/12/23-2/25/23)	1001	Checking	0.00	ach005
		PR 5 (2/12/23-2/25/23)	2050	A/P Payroll	<u>1,346.41</u>	ach005
	Transaction Total			<u>4,160.87</u>		
Total NYS Deferred Compensatio...					4,160.87	
NYSEG	3/1/2023	01/13/2023-02/09/2023	1001	Checking	0.00	3569
		01/13/2023-02/09/2023	6210	Electric	201.10	3569
		01/13/2023-02/09/2023	6220	Gas	<u>490.15</u>	3569
		Transaction Total			<u>691.25</u>	
Total NYSEG					691.25	
PEMM, LLC	3/15/2023	Bulk Car Washes (50)	1001	Checking	0.00	3608
		Bulk Car Washes (50)	6310	Outside O&M	<u>270.00</u>	3608
		Transaction Total			<u>270.00</u>	
Total PEMM, LLC					270.00	
Penny Lane Printing	3/1/2023	February 2023 Billing	1001	Checking	0.00	3571
		February 2023 Billing	6310	Outside O&M	452.00	3571
		February 2023 Billing	6810	Postage	2,983.80	3571
		February 2023 Billing	6830	Advertising	<u>149.19</u>	3571
		Transaction Total			<u>3,584.99</u>	
Total Penny Lane Printing					3,584.99	
PlanTech	3/1/2023	Pump repair Groveland	1001	Checking	0.00	3572
		Pump repair Groveland	6310	Outside O&M	<u>644.30</u>	3572
		Transaction Total			<u>644.30</u>	
Total PlanTech					644.30	
Rochester Gas & Electric	3/1/2023	01/13/2023-02/14/2023	1001	Checking	0.00	3573
		01/13/2023-02/14/2023	6220	Gas	<u>2,766.61</u>	3573
		Transaction Total			<u>2,766.61</u>	
Total Rochester Gas & Electric					2,766.61	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
ServiceMaster	3/1/2023	02/01/2023 - 02/28/2023 4 cleaning visits	1001	Checking	0.00	3574
		02/01/2023 - 02/28/2023 4 cleaning visits	6360	Cleaning	300.00	3574
		Transaction Total			<u>300.00</u>	
Total ServiceMaster					300.00	
Staples Business Advantage	3/15/2023	Copy Paper	1001	Checking	0.00	3609
		Copy Paper	6820	Office Sup	140.30	3609
		Transaction Total			<u>140.30</u>	
Total Staples Business Advantage					140.30	
The Bonadio Group	3/15/2023	Audit Services 2020 Leases	1001	Checking	0.00	3610
		Audit Services 2020 Leases	6130	Financial	4,108.75	3610
		Audit Services 2022	1001	Checking	0.00	3610
		Audit Services 2022	6130	Financial	10,250.00	3610
		Transaction Total			<u>14,358.75</u>	
Total The Bonadio Group					14,358.75	
Toshiba American Business Solut...	3/15/2023	Scanned Documents	1001	Checking	0.00	3611
		Scanned Documents	6310	Outside O&M	2,138.95	3611
		Scanned Documents 2022	1001	Checking	0.00	3611
		Scanned Documents 2022	6310	Outside O&M	3,410.00	3611
		Transaction Total			<u>5,548.95</u>	
Total Toshiba American Business ..					5,548.95	
Underberg & Kessler	3/15/2023	Professional Services 02/01/2023 - 02/28/2023	1001	Checking	0.00	3612
		Professional Services 02/01/2023 - 02/28/2023	6110	Prof Legal	282.50	3612
		Transaction Total			<u>282.50</u>	
Total Underberg & Kessler					282.50	
USA Blue Book	3/1/2023	Hyd Flow test kit	1001	Checking	0.00	3575
		Hyd Flow test kit	6625	Small Equip	755.41	3575
	3/15/2023	Groveland plant aeration tank	1001	Checking	0.00	3613
		Groveland plant aeration tank	6620	Bldg Repair	336.41	3613
		Water stations supplies	1001	Checking	0.00	3613
	Water stations supplies	6620	Bldg Repair	284.17	3613	
		Transaction Total			<u>1,375.99</u>	
Total USA Blue Book					1,375.99	
Verizon Wireless	3/1/2023	02/02/2023 - 03/01/2023	1001	Checking	0.00	3576
		02/02/2023 - 03/01/2023	6230	Telephone	565.45	3576
	3/15/2023	03/02/2023 - 04/01/2023	1001	Checking	0.00	3614
		03/02/2023 - 04/01/2023	6230	Telephone	565.45	3614

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			<u>1,130.90</u>	
Total Verizon Wireless					1,130.90	
Village of Mt Morris	3/1/2023	11/01/2022 - 01/31/2023	1001	Checking	0.00	3577
		11/01/2022 - 01/31/2023	6510	Water Purch	<u>10,682.05</u>	3577
		Transaction Total			<u>10,682.05</u>	
Total Village of Mt Morris					10,682.05	
Webster Szanyi LLP	3/15/2023	Professional Services 01/02/2023 - 02/28/2023	1001	Checking	0.00	3615
		Professional Services 01/02/2023 - 02/28/2023	6110	Prof Legal	495.00	3615
		Professional Services 02/24/2023 - 02/28/2023	1001	Checking	0.00	3615
		Professional Services 02/24/2023 - 02/28/2023	6110	Prof Legal	82.50	3615
		Transaction Total			<u>577.50</u>	
Total Webster Szanyi LLP					577.50	
Western Chapter NYWEA	3/1/2023	Conference 03/14/2023 Jason Molino	1001	Checking	0.00	3570
		Conference 03/14/2023 Jason Molino	6840	Travel/Traing	130.00	3570
		Conference 03/14/2023 Jeff Utegg	1001	Checking	0.00	3570
		Conference 03/14/2023 Jeff Utegg	6840	Travel/Traing	130.00	3570
		Transaction Total			<u>260.00</u>	
Total Western Chapter NYWEA					260.00	
WIN-911	3/1/2023	WIN-911 Pro 04/02/2023-03/31/2024	1001	Checking	0.00	3578
		WIN-911 Pro 04/02/2023-03/31/2024	6140	Prof Computer	800.00	3578
		Transaction Total			<u>800.00</u>	
Total WIN-911					800.00	
WW Grainger	3/1/2023	Backflow	1001	Checking	0.00	3564
		Backflow	6620	Bldg Repair	890.72	3564
		Groveland Plant supplies	1001	Checking	0.00	3564
		Groveland Plant supplies	6620	Bldg Repair	306.72	3564
		Hose Nozzle	1001	Checking	0.00	3564
		Hose Nozzle	6625	Small Equip	24.22	3564
		Lockers	1001	Checking	0.00	3564
		Lockers	6620	Bldg Repair	809.96	3564
		Pump Station Charts	1001	Checking	0.00	3564
		Pump Station Charts	6620	Bldg Repair	499.44	3564
		Rain Coats	1001	Checking	0.00	3564
		Rain Coats	6340	Uniforms	51.32	3564

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 3/1/2023 Through 3/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Scottsburg Sparta water vault parts	1001	Checking	0.00	3564
		Scottsburg Sparta water vault parts	6620	Bldg Repair	155.47	3564
		Supplies	1001	Checking	0.00	3564
		Supplies	6620	Bldg Repair	393.66	3564
	3/15/2023	Batteries for flow meters	1001	Checking	0.00	3597
		Batteries for flow meters	6620	Bldg Repair	310.80	3597
		Boots for Jason	1001	Checking	0.00	3597
		Boots for Jason	6340	Uniforms	157.74	3597
		Boots for Joe H.	1001	Checking	0.00	3597
		Boots for Joe H.	6340	Uniforms	146.22	3597
		Boots Mark K	1001	Checking	0.00	3597
		Boots Mark K	6340	Uniforms	192.37	3597
		Hand soap	1001	Checking	0.00	3597
		Hand soap	6620	Bldg Repair	123.60	3597
		Pump belts for stations	1001	Checking	0.00	3597
		Pump belts for stations	6620	Bldg Repair	217.02	3597
		Transaction Total			<u>4,279.26</u>	
Total WW Grainger					4,279.26	
Xylem	3/15/2023	HD hose	1001	Checking	0.00	3616
		HD hose	6625	Small Equip	3,111.96	3616
		Transaction Total			<u>3,111.96</u>	
Total Xylem					<u>3,111.96</u>	
Report Opening/Current Balance						
Report Transaction Totals					<u>396,379.07</u>	
Report Current Balances						

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Capital Projects
From 3/1/2023 Through 3/31/2023



Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31132	GS WWTP UV	3593	Clark Patterson Lee	P31132 Professional services 01/27/23 - 02/24/23	2,650.00
				Transaction Total	<u>2,650.00</u>
Total 31132	GS WWTP UV				2,650.00
31142	Lakeville Plant Upgrades-Phase 2	3551	Blue Heron Construction Co	P31142 Pay App 17	343,615.00
	Lakeville Plant Upgrades-Phase 2	3593	Clark Patterson Lee	P31142 Professional Services 01/28/23 - 02/24/23	7,000.40
				Transaction Total	<u>350,615.40</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				350,615.40
31148	SCADA Sy Wide Imp P1	3562	GHD Services Inc	P31148 Professional Services 02/01/2023 - 02/25/2023	27,000.00
				Transaction Total	<u>27,000.00</u>
Total 31148	SCADA Sy Wide Imp P1				27,000.00
Report Opening/Current Balance					<u> </u>
Report Transaction Totals					<u>380,265.40</u>
Report Current Balances					<u> </u>

Livingston County WSA
 Vendor Activity - Cash Disbursements - Debt Reserve
 From 3/1/2023 Through 3/31/2023

(22)

<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Expenses</u>	<u>GL Code</u>
wire00...	NYS EFC	C8-6449-04-01	35,000.00	2020
		C8-6449-04-01	3,387.61	2025
		C8-6449-04-01	<u>6,775.22</u>	8110
		Transaction Total	<u>45,162.83</u>	
Total wire00...			45,162.83	
Report Opening/Current Balance				
Report Transaction Totals			<u>45,162.83</u>	
Report Current Balances				

LCWSA OPERATIONS REPORT

April 19, 2023

Water and Sewer Work Program

Customer Work Orders	Staff completed 123 workorders, up 34 from last month.
UFPO	Staff completed 131 stakeouts, up 68 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing was completed.

Water Work Program

Meter Reading	Staff has started meter reading.
Training	Staff had a refresher training on the meter reading equipment.
Curb Box Repair/ Replacement	Staff replaced 3 curb boxes and rods.
Water Main Repair	Staff replaced a repair clamp on the water main on Rochester Rd (Rt15) Lakeville
Meter Replacement Program LCWSA and Leicester Meter Replacements.	The meter replacement program for LCWSA is going well.

Sewer Work Program

Manhole Inspections and Repairs	Staff is working on manhole inspections on West Lake Rd
Sewer Taps	Fineline Pipeline did a sewer tap at Sutton Pt North and a new tap on Cluny point.
Cleaning and Televising	Staff started to clean and televise the sewer lines on west lake 2 sections after were the force main drops in.

LCWSA CAPITAL PROJECTS REPORT

April 19, 2023

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

Contract 2a Mw Controls is about 80 % complete with the chlorine upgrades. A preliminary punch list has been developed. Contract 5 Morsch Pipeline will be starting restoration over the next couple weeks. They will be starting with the concrete work first at ADM and then moving to Stone Hill Rd.

31138 Comprehensive SCADA System Evaluation


GHD is working with CPL to put a bid document together.

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 has completed the installation of the 2- 125hp pumps. Start up went well. Colacino is finishing up the programming of the drives and HMI. Blue Heron will be starting the removal of the Heat exchanger on Monday 4/17/2023.

To: Livingston County Water and Sewer Authority Board
From: Jason Molino, Executive Director 
Date: April 13, 2023
Subject: 2023 Bond

1. Action Requested:

Discussion, review and action by the Board approving a financing option for the local match for the Lakeville Chemical Feed Facility, Groveland WWTP UV Disinfection Treatment and various sewer collection system improvements.

Discussion, review and approval by the Board to move forward with needed improvements to the Airport Water Tank.

2. Background:

Groveland Wastewater Treatment Plant Improvements

On March 1, 2019, the New York State Department of Environmental Conservation (“NYSDEC”) provided a letter to the Livingston County Water and Sewer Authority (“Authority”) stating the intent to renew the State Pollution Discharge Elimination System (“SPDES”) discharge permit for the Groveland Station Wastewater Treatment Plant (“Groveland WWTP”). This permit renewal included the addition of a seasonal disinfection requirement.

In December 2021 the Authority was awarded a grant, through the NYSDEC Water Quality Improvement Program (“WQIP”) program, for 75%, or \$367,576, of the construction costs. Following the grant announcement, in January 2022 the Authority Board approved the design, bid and inspection services for the project to CPL, as design submission to the NYS DEC was required by May 1, 2022 and construction needs to begin by May 1, 2023.

Bids were opened April 10, 2023 and low bid for the project totaled \$681,000. The local match for construction is \$313,424.

Lakeville Wastewater Treatment Plant Phosphorus Removal Project

The SPEDS Permit for the Lakeville Wastewater Treatment Plant (“Lakeville WWTP”) includes a compliance schedule for “Phosphorus Concentration Effluent Limitation” that indicates the plant was

required to monitor the effluent concentration until July 31, 2022. Beginning August 1, 2022, the plant was required to meet the effluent limit of 1 mg/L.

The Authority previously designed and bid a chemical feed system as part of the recent upgrades at the Lakeville WWTP. The system included an insulated exterior storage tank, small enclosure for the chemical feed pumps, and injection in the splitter box prior to the final clarifiers. However, since the chemical feed system was not part of the original project budget and the bids came in over budget, it was elected to remove the work from the contract. This occurred in the spring of 2021.

In December 2021 the Authority was awarded a grant, through the NYSDEC Water Quality Improvement Program (“WQIP”) program, for 75%, or \$198,055, of the construction costs.

Bids were opened April 10, 2023. Bids are still being qualified, but it appears low bid for the project will total \$423,350. The local match for construction is likely to be \$225,295.

Sewer Collection System Capital Improvements

Over the past 18 months staff have dedicated a concerted effort to assessing current assets, primarily the water distribution systems and sewer collection systems. While there is considerable field work that has and will continue to be undertaken to fully assess asset conditions, substantial data has been collected recently and prior to 2021.

Most notably in 2007 and 2016 the Authority contracted for sewer line camera services that identified several severe sewer line and manhole deficiencies. After further review it has been confirmed that most of these deficiencies have not been completed. While some of these deficiencies contribute to the infiltration of groundwater into the sewer system, others pose a significant threat of system failure due to compromised pipe integrity.

Over the past 12-months Authority staff and contractors have conducted over 900 manhole inspection, identifying over 180 manholes that have deficiencies and require some form of maintenance and/or repair. These improvements range from the installation of a new manhole covers and rims to prevent inflow into the sewer system to full manhole rehabilitations and/or replacements needed to prevent sewer backups. Staff has prioritized a list of severe manhole improvement needs.

Staff have completed inspecting all gravity pipe immediately following force mains sections along East Lake Rd. and are expecting to complete similar inspections of gravity pipe and remaining manholes along West Lake Rd. within the next two weeks. While the assessment of these assets is not fully completed, based on a review of visual inspection and condition assessments, addressing the immediate issues identified as severe is estimated between \$800,000 - \$1,000,000. See attached photos for an overview of some of the identified deficiencies in the collection system and manholes.

Airport Water Tank Improvements

The Airport Water Tank is a 500,000-gallon, elevated steel tank, located at 5641 Pebble Beach Road in the Town of Livonia. The tank was constructed in 1994. The last inspection was in 2013. As part of the Countywide Water System Improvements started in 2021, chlorination injector stations have been installed in 7 water tanks throughout the Authority's water system. These stations now provide chlorine dosing based on effluent chlorine residual leaving each water tank. These stations have greatly assisted in managing chlorine residuals in recent months and surveillance sampling has shown lower TTHM and chlorine levels in effluent flow. During this process it was identified that there was significant corrosion in the standpipe of the Airport Water Tank (see attached photos) This corrosion has been caused by chlorine contact with the ductile iron pipe over time. As a result, a flow meter that is needed to monitor flow for the chlorine injection to be effective cannot be installed due to the compromised integrity of the pipe. Properly reinforcing the pipe, cutting out the bad section and installing a new section of pipe with valving is needed to effectively utilize the chlorine injector and prevent a catastrophic failure in the standpipe.

In total it is estimated that the Airport Water Tank improvements would cost \$125,000 - \$150,000.

3. Project Financing Options:

It should be noted that the Groveland UV Treatment and Lakeville Chemical Feed projects are required to be completed by the Authority as they are part of the SPDES permit renewal approved by the NYS DEC in 2021. While the other sewer and water improvement projects are not required, they are being recommended as they pose real threats compromising the integrity of sewer and water systems they support. While it is hard to predict when these systems will fail, based on our recent condition assessment of these assets a proactive approach to correcting these issues is preferred over a reactive approach to avoid costly emergency repairs, such as the sewer collapse on East Lake Rd. in May 2022.

When considering the above referenced projects several options exist for financing the local share.

- a. **Cash for Capital** – When funding these projects on a cash for capital basis, the Authority could consider utilizing its cash on hand to cover the local costs related to the Groveland and Lakeville projects only. Currently the Authority can access existing cash from its Debt Reserve Account.
 - i. **Sewer Collection System Improvements** – As of 12/31/2022 the balance in the Debt Reserve Account is ~\$578,000. While the Authority could access these funds and utilize them for covering the local share of ONLY the Groveland and Lakeville projects (~\$504,000) leaving only ~\$75,000 remaining in the reserve for any unforeseen emergencies or expenditures. While this is an option to consider, it should be noted that it would leave the Authority financially exposed with little to no contingency funds for future unknown expenditures.

Aside from depleting the Debt Reserve cash balance, this option would require the Authority Board to expedite an increase in the capital charge for all sewer customers in 2024. Under the current debt schedule and expected debt payments it has been proposed

the Authority incrementally increase the capital charge to customer's while utilizing some of the existing Debt Reserve to offset the Capital charge increase over the next 5 years (2023-2027). By using the Debt Reserve instead for the Groveland and Lakeville projects, the capital charge will have to be increased significantly in 2024 to make up for the loss of reserve funding.

Lastly, using existing cash in the Debt Reserve for these capital improvements would only cover the Groveland and Lakeville projects, and the remaining sewer collection system improvements would need to be financed at another time not attempted at this time.

- ii. *Airport Water Tank Improvements* – The Airport Water Tank Improvements are necessary to ensure the recent chlorine injector project is successful at this location, in addition to preserving the long-term integrity of the tank. It is recommended that the Authority utilize funds in its water reserve to pay cash for capital for the improvement to the water tank.
- b. **Revenue Bond** – Issuing revenue bonds would be very similar to the Authority's current outstanding debt issued from the Environmental Facilities Corporation ("EFC"), however a revenue bond would be issued from a financial institution in the open municipal bond market.
- i. Revenue bonds would require coordination with our bond counsel and financial advisers which would include additional financing costs (~\$70,000 - \$80,000) related to preparing the necessary documents, bidding, insurance and issuance of the bond.
 - ii. Bonds can be amortized over the Period of Probable Usefulness ("PPU") or the life of the asset. When considering the above referenced projects, the Authority could pursue a 10-, 15-, 20- or 25-year amortization.
 - iii. While utilizing a revenue bond will allow the Authority to maintain its existing Debt Reserve, it will require the Authority to pay interest on the amount borrowed.
 - iv. The Authority would likely be required to fund a local debt reserve or pay a slightly higher interest rate to lenders. This would be determined after additional financial analysis and conversations with our financial advisors and underwriters.
- c. **Do nothing** – While the Authority could choose not to proceed with any project, it would be recommended at a minimum to proceed with the Groveland and Lakeville projects as both are a requirement under the Authority's SPDES permit renewal for each plant.

4. Financial Analysis:

Total Project Costs

In evaluating the financial impact of issuing a bond to implement the above referenced projects, total project costs, including bonding costs needed were included in the evaluation. After several discussions with our financial advisors it was determined that a \$1,705,000 revenue bond would be needed to cover all construction and issuance costs. The local share for the Groveland and Lakeville projects (\$545,000), sewer collection system projects (\$970,000), local debt reserve requirements (\$112,000) and all issuance costs (\$78,000), amortized over a 25-year PPU, the average annual debt payment would equal \$109,000.

It should be noted that underwriter services and bond insurance will be bid out, and issuance costs may decrease.

As mentioned, it is possible the Authority may need to fund a local debt reserve as part of the project. The Authority would have the option of funding this reserve, which is generally equal to an annual debt payment, with existing cash or include it as part of the total funding package. The Authority may have the opportunity to not fund a local debt reserve but instead pay a higher interest rate imposed by lenders. These options can be determined prior to bond issuance based on financial comparisons of potential market interest rates for bonding with or without a local debt reserve. For discussion purposes financing the local debt reserve was included in the total issuance of \$1,705,000.

Amortization Options

The combined PPU for all projects is over 32 years. Technically the Authority could amortize the cost of the project for the full amount of PPU for the project. However, a 25 year amortization schedule balances a manageable debt payment and long-term debt strategy. For purposes of this analysis the total project costs are amortized over 25 years.

Sewer Capital Fee

When taking on any debt, the impact on the affordability to our customers is balanced with infrastructure needs and asset conditions. During the 2023 budget process it was identified that the Capital Fee for sewer customers will increase in the upcoming years due to several ongoing and upcoming projects. They included the Lakeville WWTP Improvements and Conesus Lake Pump Station Improvements. The Capital Fee charge also covers existing debt related to prior sewer capital improvements from 2009 and 2012.

Based on these projects it is estimated that the sewer capital fee would increase to \$167 per unit annually (currently \$84 per unit) by 2028 as the Lakeville WWTP and Conesus Lake Pump Station projects would be completed by that time. In addition, it was expected that existing funds from the Debt Reserve would be used to gradually increase the Capital Fee for customers as opposed to a sudden spike in the fee from one year to the next. In addition to covering existing and expected future debt, the capital fee was structured to maintain an existing balance in the Debt Reserve of approximately \$550,000. This provides a reasonable balance of funds for any expected expenditure, such as emergencies repairs, etc.

When considering the Groveland UV and Lakeville Chemical Feed projects, if financed through a bond, the impact on capital fee would be an additional \$4 per unit by 2028. When including the additionally proposed sewer improvements, the impact on the capital fee would be an additional \$8 per unit. In total, all proposed sewer improvements would increase the capital fee to \$179 per unit. This translates to a \$1.57 per unit per month increase in the capital fee to customers between 2024 and 2028. It should be noted that no increases to the sewer capital fee are proposed following 2028.

Bond Rating

While seeking a revenue bond the Authority would have the opportunity to be rated by a nationally recognized bond rating agency, such as S&P, Fitch or Moody's. Currently the Authority is not rated as all our long-term financing has been through EFC, which does not require a bond rating. However, EFC does require non-rated Authorities or Authorities that do not have a bond rating of AA-/Aa3 or higher to maintain a local debt reserve for any long-term financing to mitigate any credit risk. This was the case with our recent Lakeville WWTP Improvements, as the Authority has been required to keep \$255,000 in a local debt reserve for the remainder of the 30-year financing.

EFC has advised that if the Authority were to receive a bond rating of AA-/Aa3 or above the current local debt reserve would be released.

Seeking a bond rating requires the Authority to present information regarding quantitative and qualitative strengths and weaknesses of the Authority ranging from customer base to governance to determine our credit quality for prospective lenders. All nationally recognized bond rating agencies publish rating methodologies outlining how specific factors impact ratings.

Achieving a minimum of AA-/Aa3 rating would not only allow the Authority to have access to it \$255,000 in local debt reserve for the recent Lakeville WWTP Improvement project, but it would also allow the Authority to avoid the local debt reserve requirement for the Conesus Lake Pump Station Improvement project (~\$180,000) and the County Wide Water Improvements (~\$240,000). These funds could be utilized to meet other needs.

It is recommended that the Authority pursue getting rated by a nationally recognized agency.

5. Recommendation:

In May 2022 the Authority experienced a manhole overflow due to a collapsed sewer main East Lake Rd. This overflow led to sewage spilling into Conesus Lake. It was determined that the sewer collapse was caused by corrosion of the top of the asbestos concrete (AC) sewer pipe, due to sewer gases such as hydrogen sulfide. This is not uncommon as corrosion usually occurs at force main discharges where there are areas of turbulent flow, and are conducive to the release of hydrogen sulfide from wastewater. The East Lake Rd. sewer collapse was in the first section of gravity main downstream from a force main discharge. This collapse resulted in the Authority contracting for an emergency replacement of 30 feet of sewer pipe. The cost of the repair was \$35,000. In addition, the incident also caused two adjacent households to have sewer backups, each costing the homeowner over \$5,000. In total, the incident cost over \$40,000 or \$1,500 per linear foot, to repair. Had this location been proactively identified and improved such as the application of cured in-place pipe (CIPP), the total cost to improve that section of 30-foot pipe, and avoid the inevitable collapse, would have been less than \$2,000.

Over the course of the next year the Authority will begin designing the Conesus Lake Pump Station Improvements project. This project includes the replacement of all pumps in the 26 pump stations around the lake as well as upgrading all SCADA components in these assets. The project estimate is \$5,000,000.

While the Authority is making a valued and well needed investment in the 50-year-old pump stations around the lake, little to no investment has been made in the collection system around the lake.

While there is considerably more investment needed in the collection system around the lake, the staff diligently identified the most severe issues and locations around the lake, as well as some throughout the Lakeville collection system. Understanding this is a large financial investment, it strongly recommended that the Board approve the requested funding so that the needed investment can be made to avoid future sewer collapses like East Lake Rd. that will inherently cost significantly more if not addressed proactively.

While it is not necessary to make a financing decision at our April Board meeting, a decision should be made, at least in part by our May Board meeting.

Please feel free to contact me if you'd like to discuss these matters before the Board meeting and I'll make myself available.



2023 Sewer Repair Project Cost Estimate

Cured-In-Place Pipe Lining (CIPP) - Contract with Precision Trenchless from Ontario County Bid

Item	Description	QTY	Unit	Unit Cost	Total Cost	Notes
1A	Provide temporary bypass pumping system for 6" - 12" CIPP restoration as specified	29	Per Day	\$500.00	\$14,500.00	This is a high estimate; price may be negotiated downward
1B	Provide temporary bypass pumping system for 15" - 24" CIPP restoration as specified	4	Per Day	\$3,500.00	\$14,000.00	
3	Provide New 8" CIPP pipe lining as specified, including mobilization and all miscellaneous costs	2170	LF	\$48.73	\$105,744.10	
4	Provide New 10" CIPP pipe lining as specified, including mobilization and all miscellaneous costs	1700	LF	\$51.98	\$88,366.00	
5	Provide New 12" CIPP pipe lining as specified, including mobilization and all miscellaneous costs	1709	LF	\$58.78	\$100,455.02	
6	Provide New 14" CIPP pipe lining as specified, including mobilization and all miscellaneous costs	558	LF	\$94.60	\$52,786.80	
7	Provide New 16" CIPP pipe lining as specified, including mobilization and all miscellaneous costs	596	LF	\$122.56	\$73,045.76	
15A	Provide service cuts for all existing laterals, tie-ins and connections as specified, pipe diameter less than 42"	124	Each	\$275.00	\$34,100.00	
CIPP SUBTOTAL					\$482,997.68	

Spot Repair of Sanitary Sewer Main - Existing Service Contract with Fineline Pipeline

Item	Description	QTY	Unit	Unit Cost	Total Cost	Notes
1	Repair existing 16" ACP sanitary sewer main on Wilkins Tract Rd that is approximately 12 - 15' deep	1	LS	\$12,500.00	\$12,500.00	
2	Additional cost for Asbestos Concrete Pipe	1	LS	\$1,850.00	\$1,850.00	
Spot Repair SUBTOTAL					\$14,350.00	

Manhole Rehabilitation - Contract with Advanced Rehabilitation Technology through Ontario County Bid

Item	Description	QTY	Unit	Unit Cost	Total Cost	Notes
1	Mobilization	1	LS	\$3,500.00	\$3,500.00	
5	Manhole Rehabilitation with Polymer Systems	200	VF	\$285.00	\$57,000.00	Approximately 32 Manholes Total
Manhole Repair SUBTOTAL					\$60,500.00	

Manhole Rehabilitation - In-House Staff (Material Costs Only)

Item	Description	QTY	Unit	Unit Cost	Total Cost	Notes
1	Manhole Frame 9x34	10	Each	\$315.00	\$3,150.00	Most will be used to replace the non-standard 22" frames in the Village of Livonia
2	Solid Cover Sanitary 24" Dia	10	Each	\$180.00	\$1,800.00	
3	1"x24" Manhole Riser Ring	5	Each	\$165.00	\$825.00	
4	2"x24" Manhole Riser Ring	5	Each	\$135.00	\$675.00	
In-House Repair SUBTOTAL					\$4,950.00	

Manhole Replacement - Public Bid

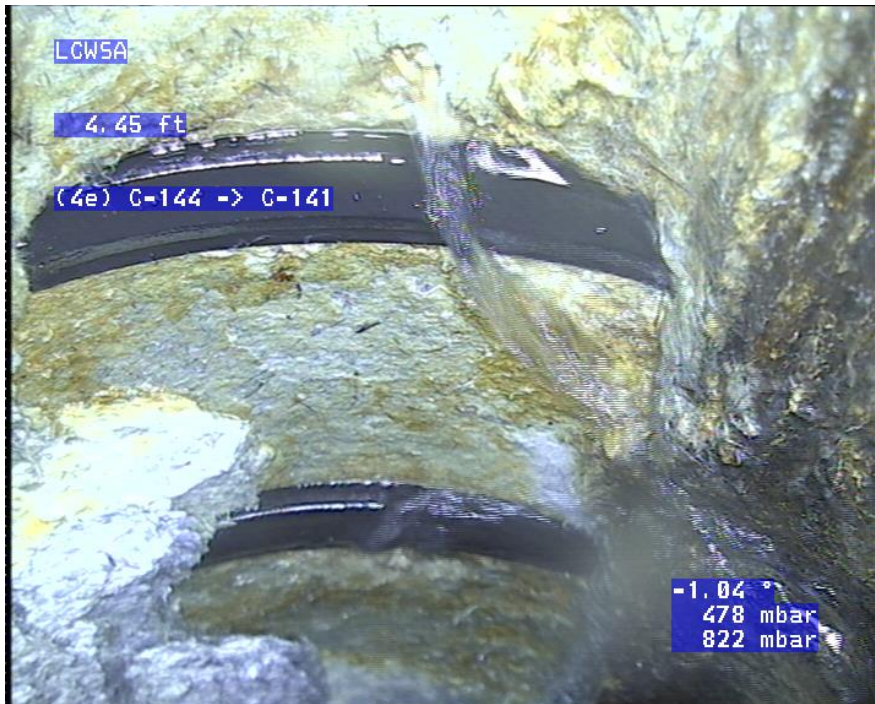
Item	Description	QTY	Unit	Unit Cost	Total Cost	Notes
1	Replace existing Manholes within Woodruff Rd Livonia Center downstream of the Hemlock forcemain	10	LS	\$10,000.00	\$100,000.00	
Manhole Replacement SUBTOTAL					\$100,000.00	

Project Grand TOTAL \$662,797.68

Existing Sewer Main in need of rehabilitation



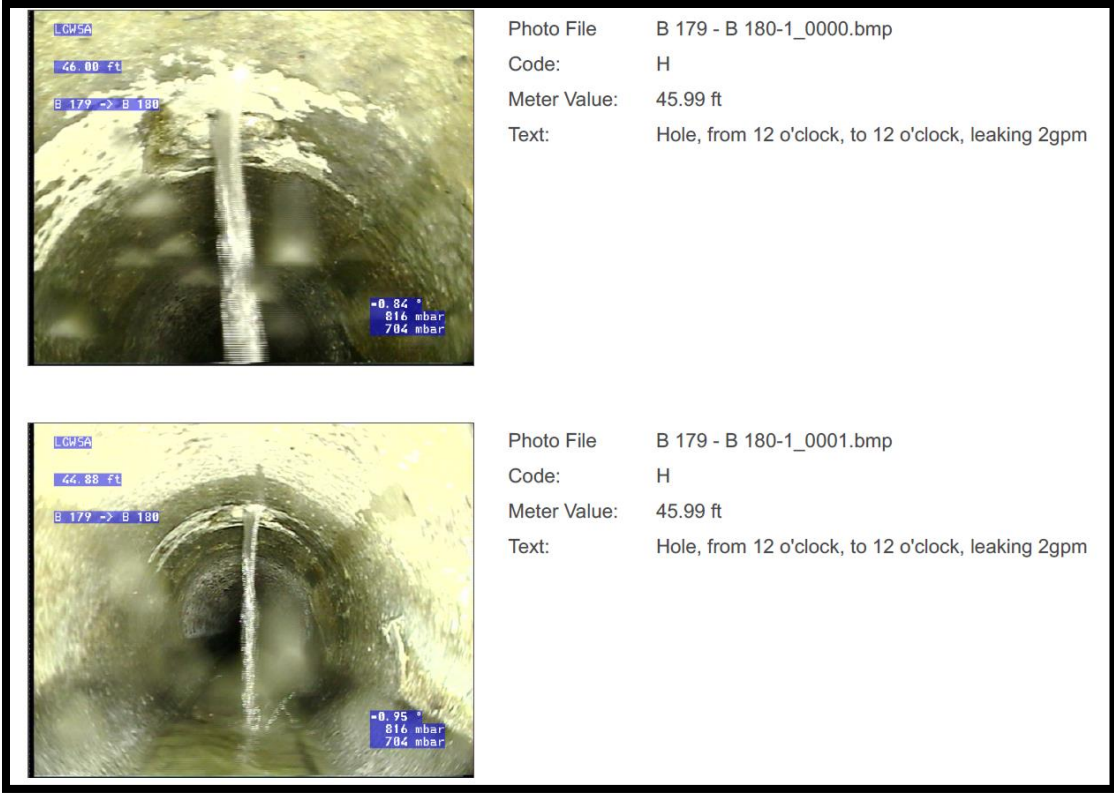
Pictured above and below: 10" ACP Sewer Main downstream of Pump Station 4E with exposed gaskets, creating a high level of infiltration & structural integrity of pipe is approaching failure.



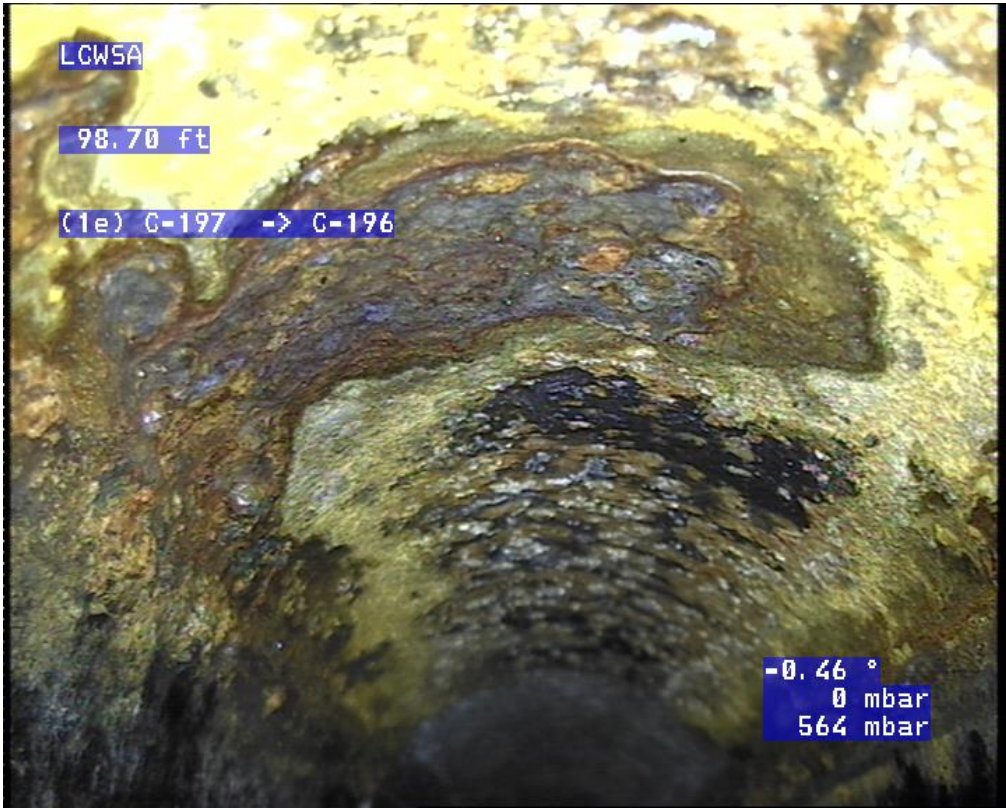


Pictured above and below: 8” ACP Sewer Main downstream of Pump Station 4W with exposed gaskets, creating a high level of infiltration & structural integrity of pipe is approaching failure.

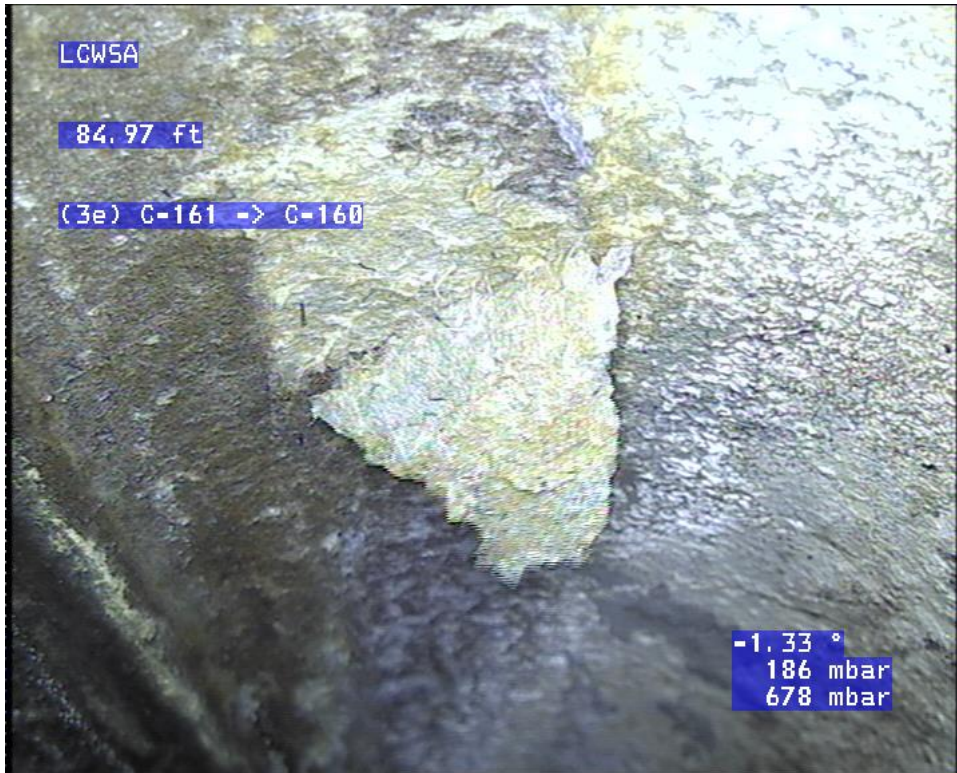




Pictured above: hole in 8" ACP sewer main on West Lake Rd near PS 5W, infiltration of at least 2 gpm



Pictured above: Sewer gases are discoloring and corroding the ACP pipes

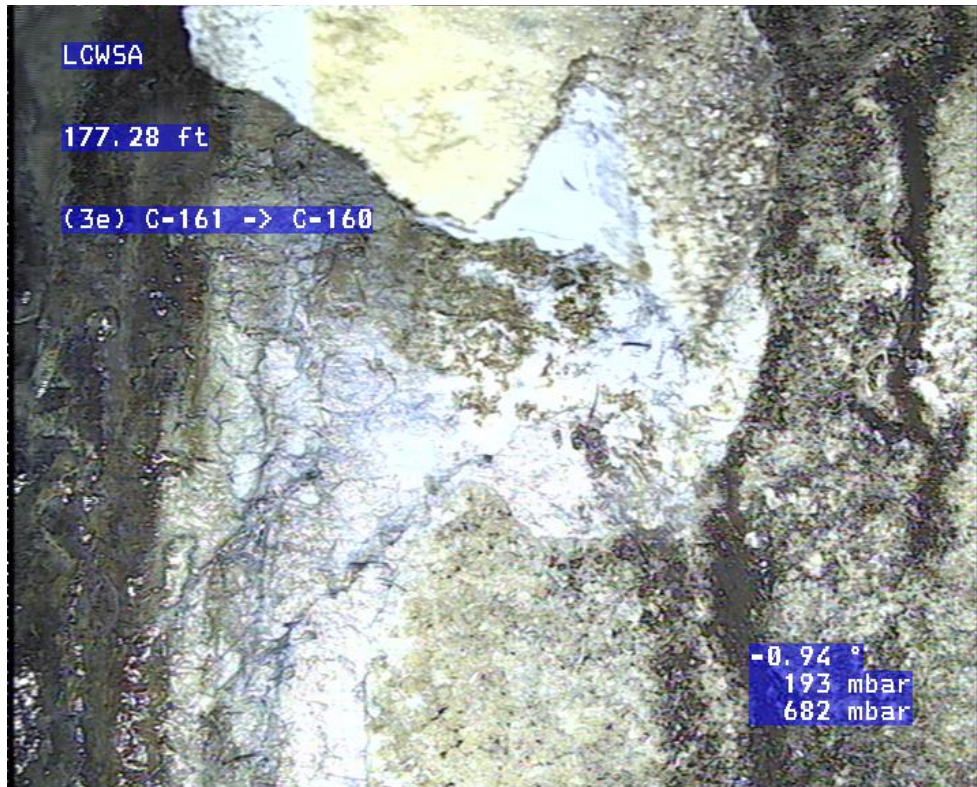


Pictured above and below: 10" ACP sewer main continuing to flake and peel away reducing the structural integrity of pipe (downstream of foremain tie-ins from PS 3E and 4E)





Pictured above and below: more instances of peeling material, spalling and cracking of ACP sewer mains





Pictured above and below: 8" ACP sewer main downstream of PS 1E is very pitted and corrosion is evident.





Pictures above and below: examples of the current pipe wall conditions along East Lake Rd

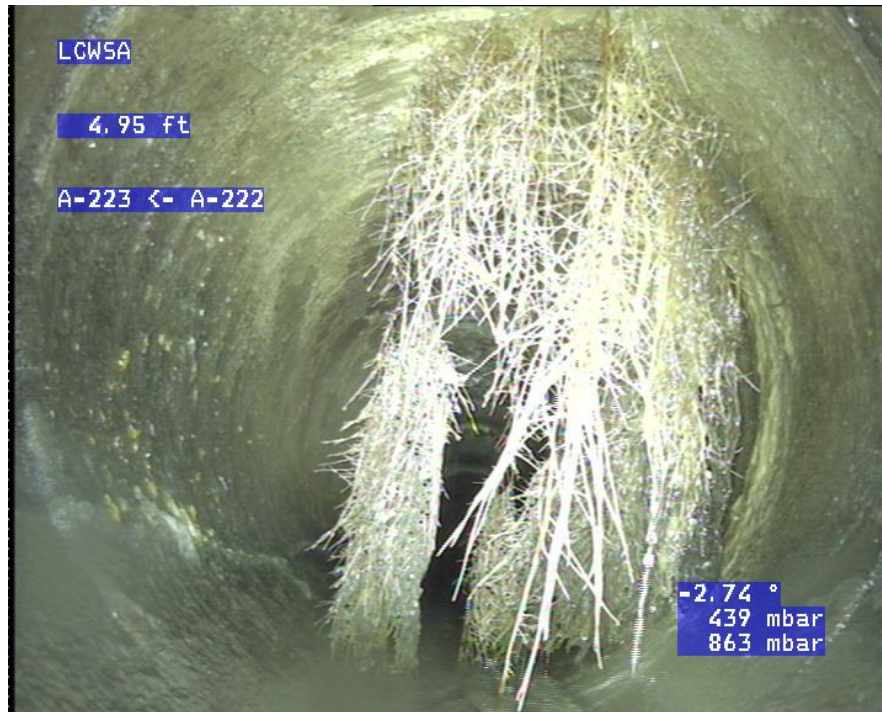


Proposed Solution: Cured-in-Place Pipe Lining (CIPP)

Trenchless Cured In Place Pipe Lining

- Fast Cured 2" to 72"
- Small Footprint On Site
- Environmentally Friendly
- Laterals, Elbows, T's and Y's can be lined





Pictured Above: Roots protruding into sewer main. Solution: A single spot repair of the 16" ACP to replace the section of the pipe that has cracked allowing roots to enter the main.

Pictured Below: Roots entering the sewer main at a defective lateral connection to the existing 14" ACP sewer main downstream of PS 9E on East Lake Rd.



Existing Manholes in need of repair and/or replacement:



We currently have 10 existing manholes that have deteriorated beyond repair due to sewer gases, these locations are all on Woodruff Rd in Livonia center, downstream of the Hemlock Forcemain connection.









Airport water tank standpipe corrosion at the chlorine injection point.



PURPOSE & SCOPE

Subject to the Public Authorities Law, the Authority shall make accessible to the public, via its official website, documentation pertaining to its mission, current activities, most recent annual financial reports, current year budget and its most recent independent audit report unless otherwise directed by the law.

ANNUAL REPORT

Due Date: Within 90 days after end of fiscal year.

Content:

1. Operations & accomplishments
2. Revenues & Expenses
3. Assets & Liabilities
4. Status of reserve & other special funds
5. Schedule of bonds/notes outstanding, incurred, & redeemed

Where to File:

- New York State Authority Budget Office
- Governor
- Senate Finance Committee, chairman
- Assembly Ways & Means Committee, chairman
- New York State Comptroller
- Livingston County Board of Supervisors
- Livingston County Treasurer
- Livingston County Administrator

Public Authorities Law Reference: 2800 and 1199-ssss

BUDGET

Due Date: Not more than 90 days and not less than 60 days before to start of fiscal year.

Content: Budget for upcoming year, current year & actual receipts/expenses for last completed year.

Where to File:

- New York State Authority Budget Office
- Livingston County Board of Supervisors
- Livingston County Treasurer
- Livingston County Administrator

Public Authorities Law Reference: 2801

AUDIT REPORT

Due Date: 30 days after receipt from auditor.

Content: Report by external auditor

Where to File:

- New York State Authority Budget Office
- Governor
- Senate Finance Committee, chairman
- Senate Finance Committee, ranking minority member
- Assembly Ways & Means Committee, chairman
- Assembly Ways & Means Committee, ranking minority member
- New York State Comptroller
- Livingston County Board of Supervisors
- Livingston County Treasurer
- Livingston County Administrator

Public Authorities Law Reference: 2802 and 1199-ssss



RESOLUTION NO. 2023-12

RESOLUTION ADOPTING ADMINISTRATIVE POLICY A-005 – SUMMARY OF FILING REQUIREMENTS

WHEREAS, The Livingston County Water and Sewer Authority (the “Authority”) currently has the Administrative Policy A05-005 - Summary of Filing Requirements

WHEREAS, Authority staff, including the Authority’s Attorney, have analyzed and reviewed the current Administrative Policy A05-005; and

WHEREAS, the Governance Committee has reviewed, and the Administrative Policy A-005 is attached hereto, is recommended to be utilized as the official policy for the Authority, and now therefore be it,

RESOLVED, the Livingston County Water and Sewer Authority Board hereby adopts the Administrative Policy A-005, attached hereto, as the official policy for the Authority Board, and be it further,

RESOLVED, that effective immediately, the Administrative Policy A-005 Summary of Filing Requirements shall replace existing Administrative Policy A05-005 Summary of Filing Requirements and said Administrative Policy is hereby null and void, and no longer in use by the Authority.

April 19, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



April 12, 2023

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

**RE: LIVINGSTON COUNTY WATER & SEWER AUTHORITY
GROVELAND WWTP – UV UPGRADE
RECOMMENDATION OF AWARD**

Dear Jason:

Bids were opened for the Groveland Wastewater Treatment Plant UV Upgrade on April 10, 2023. A copy of the bid tabulation for each contract is enclosed for your information and review. A summary of the bid results is provided below.

Contract 1 – General Construction

The bid advertisement was sent to five (5) general contractors directly, along with being advertised in the Livingston County News and several construction papers. We had eight (8) contractors make the required deposit and obtain the plans and specifications, of which only two (2) submitted a bid.

The low bidder was Crane-Hogan Structural Systems, Inc. from Spencerport, New York with a bid amount of \$590,924. Their bid also included the required LCWSA forms and EJCDC Qualifications Statement.

Crane-Hogan Structural Systems, Inc. has worked with CPL in the past. Their performance and quality of work is good and their willingness to collaborate and work as a team has been satisfactory.

Contract No. 2 – Electrical Construction

The bid advertisement was sent to four (4) electrical contractors directly, along with being advertised in the Livingston County News and several construction papers. We had three (3) contractors obtain the plans and specifications, of which only one submitted a bid.

The low bidder was Infinity Electric Services, Inc. from Hornell, New York with a bid amount of \$90,000. Their bid included the EJCDC Qualifications Statement.

While we don't have any previous experience working with Infinity Electric Services, Inc., we did check into some of the references included with their qualifications statement. We spoke with representatives DJA Builders and WH Bass, who have worked with Infinity Electrical Services on apartment complex construction projects and multiple Love's Truck Stop projects. We received favorable remarks including compliments on workmanship, fair pricing in collaboration and flexibility.



Recommendation

Based on the information provided above, we recommend that the Authority pass a resolution awarding both Contracts as follows:

"Accepting the bid for Contract No. 1 – General Construction in the amount of \$590,924.00 as received from Crane-Hogan Structural Systems, Inc. and awarding the Contract to them".

"Accepting the bid for Contract No. 2 – Electrical Construction in the amount of \$90,000.00 as received from Infinity Electric Services, Inc. and awarding the Contract to them".

CPL looks forward to working with the Authority and the contractors to successfully complete this project. If you have any questions or require any additional information, please contact me at (585) 402-7529.

Very truly yours,

CPL

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

Eric C. Wies, P.E.
Principal

Enclosures



RESOLUTION NO. 2023-13

RESOLUTION AWARDING A BID FOR GENERAL CONSTRUCTION FOR THE GROVELAND WASTEWATER TREATMENT PLANT UV DISINFECTION UPGRADE (WQIP # C01584GG)

WHEREAS, after proper legal advertisement for bids for Groveland Wastewater Treatment Plant UV Disinfection Project, two (2) bids were received, then publicly opened and read aloud on April 10, 2023, and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated April 13, 2023, and

WHEREAS, Crane-Hogan Structural Systems, Inc., having an address of 3001 Brockport Rd, Spencerport, NY 14559 has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$590,924.00, and

WHEREAS, the Livingston County Water & Sewer Authority (Authority) Board has reviewed the bid review letter and accepts the recommendation of award, now therefore be it,

RESOLVED, that the Authority Board hereby authorizes the Executive Director to sign a contract with Crane-Hogan Structural Systems, Inc. for the general construction for the Groveland Wastewater Treatment Plant UV Disinfection Upgrade in the amount of \$590,924.00, subject to review by the Authority Attorney.

April 19, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION NO. 2023-14

RESOLUTION AWARDING A BID FOR ELECTRICAL CONSTRUCTION FOR THE GROVELAND WASTEWATER TREATMENT PLANT UV DISINFECTION UPGRADE (WQIP # C01584GG)

WHEREAS, after proper legal advertisement for bids for Groveland Wastewater Treatment Plant UV Disinfection Project, one (1) bid was received, then publicly opened and read aloud on April 10, 2023, and


WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated April 13, 2023, and

WHEREAS, Infinity Electric Service, Inc., having an address of 7565 State Route 21. Hornell, NY 14843 has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$90,000.00, and

WHEREAS, the Livingston County Water & Sewer Authority (Authority) Board has reviewed the bid review letter and accepts the recommendation of award, now therefore be it,

RESOLVED, that the Authority Board hereby authorizes the Executive Director to sign a contract with Infinity Electric Service, Inc. for the electrical construction for the Groveland Wastewater Treatment Plant UV Disinfection Upgrade in the amount of \$90,000.00, subject to review by the Authority Attorney.

April 19, 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: April 13, 2023
Subject: East Avon Mobile Home Park (5652 East Avon-Lima Road, Avon, NY)

1. Action Requested:

Board action approving the execution of a Service Unit Charge Agreement with the East Avon Mobile Home Park (“EAMHP”).

2. Background:

EAMHP is in the Town of Avon and the Authority provides sanitary sewer services for 27 units within its park. In recent months, staff identified an error in their sewer billing that dated back to the late 1990’s. Historically the Authority charged for sanitary sewer services based on water consumption, with no unit charges for each of the 27 individual dwelling units located within EAMHP. This approach was not consistent with the prior or current Unit Service Policy for unit assignments and billing for sewer services. Once identified, the Authority approached the park owner and explained that the Authority would be billing them consistent with all other Authority customers and unit policy.

While the park owners disagreed at first with the error we brought forward, they have since agreed to a timed phase-in of the sanitary sewer charge structure.

The proposed Sewer Unit Charge Agreement phases in the total sewer charges that would otherwise be calculated and charged pursuant to the current sewer unit and sewer service rate policies of the Authority between 2024 and 2028.

3. Financial Implications:

Under the proposed agreement total sewer charges are realized incrementally between 2024 and 2028 at 35%, 50%, 60%, 75% and 90% respectively. Any sewer bill issued after November 2028 will be charged consistent with the Authority’s then current adopted sewer units and service rates at 100% with no reduction.

The prior quarterly sewer bills on average were ~\$400 for this account. When the current Unit Service Policy is applied the quarterly sewer billing will be ~\$2,215.



RESOLUTION NO. 2023-15

RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A SEWER UNIT CHARGE AGREEMENT WITH THE EAST AVON MOBILE HOME PARK

WHEREAS, the East Avon Mobile Home Park (“EAMHP”) operates a manufactured home park located at 5652 East Avon-Lima Road within the Town of Avon, Livingston County, New York, that is provided sanitary sewer services by the Livingston County Water and Sewer Authority (“Authority”) to 27 dwelling units located on property owned by EAMHP; and

WHEREAS, EAMHP has historically been charged by the Authority for sanitary sewer services based on water consumption, with no unit charges for each of the 27 individual dwelling units located within EAMHP; and

WHEREAS, the Authority’s Unit Service Policy provides that multiple dwelling units on the same parcel of land, including manufactured homes or mobile homes located within a community or park of manufactured or mobile homes, will be considered as individual service units and the parcel upon which such multiple dwelling units exist will be charged based on the cumulative number of service units located on such parcel; and

WHEREAS, the Authority by letter dated January 3, 2023, notified EAMHP of its intent to adjust the billing charges for EAMHP to reflect each of its 27 dwelling units being billed its own service unit charge, rather than being billed based on water consumption covering all 27 dwelling units; and

WHEREAS, the Authority and EAMHP (“Parties), have come to agree on a timed phase-in of the new sanitary sewer charge structure for EAMHP, so as to minimize unnecessary financial hardship to EAMHP and its tenants; and

WHEREAS, the parties wish to hereby memorialize the terms agreed upon for the phase-in of the revised sanitary sewer charges entitled Sewer Unit Charge Agreement (“Agreement”), and therefore be it,

RESOLVED, the Authority Attorney and Executive Director have reviewed the Agreement and agree with and recommend the terms set forth in said Agreement, and be it further,

RESOLEVD, the Authority Board authorized the Executive Director to execute the Agreement.

April 19, 2023
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS: