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*Agenda*

**July 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](http://www.lcwsa.us)

**1. Call to Order**

**2. Approval of Agenda**

**3. Approval of Minutes**

- a. June 21, 2023 – Regular Meeting
- b. July 14, 2023 – Governance Committee Meeting

**4. Reports**

- a. Financial Report - June 2023
- b. Operation/Capital Report
- c. Executive Director's Report

**5. Other Business**

- |                         |  |
|-------------------------|--|
| Resolution No.: 2023-26 | RESOLUTION TO SET A PUBLIC HEARING FOR THE AMENDED SERVICE UNIT POLICY   |
| Resolution No.: 2023-27 | RESOLUTION ADOPTING PERSONNEL POLICIES RIGHT TO EXPRESS BREAST MILK POLICY AND WORKPLACE VIOLENCE PREVENTION POLICY  |
| Resolution No.: 2023-28 | RESOLUTION ADOPTING POST ISSUANCE COMPLIANCE POLICY FOR OBLIGATIONS SUBJECT TO RULE 15c2-12  |
| Resolution No.: 2023-29 | RESOLUTION ADOPTING GUIDELINES OF THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY FOR THE SALE AND REPORTING OF BONDS  |
| Resolution No.: 2023-30 | AMENDED AND RESTATED RESOLUTION TO APPROVE (A) THE ISSUANCE OF THE AUTHORITY'S BONDS AND NOTES; AND (B) AN AMENDED AND RESTATED THIRTEENTH SUPPLEMENTAL RESOLUTION FOR THE INSTALLATION OF A NEW UV DISINFECTION SYSTEM AT THE GROVELAND WASTEWATER TREATMENT PLANT, A NEW CHEMICAL FEED SYSTEM AT THE LAKEVILLE WASTEWATER TREATMENT PLANT, AND VARIOUS SEWER COLLECTION IMPROVEMENTS |
| Resolution No.: 2023-31 | RESOLUTION TO TRANSFER \$50,000 FROM RESERVE TO THE OPERATING BUDGET FOR EMERGENCY REPAIRS TO THE AIRPORT WATER TANK   |

**6. Executive Session**

**7. Adjournment**

**Next Regular Meeting: Wednesday, August 23, 2023 @ 8 am**

Livingston County Water & Sewer Authority  
PO Box 396, 1997 D'Angelo Drive, Lakeville, NY 14480  
(585) 346-3523  
[www.lcwsa.us](http://www.lcwsa.us)

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*Unreviewed Minutes*  
**REGULAR MEETING**  
**June 21, 2023 at 8:00 am**  
**Watershed Education Center (Vitale Park)**  
**Lakeville, NY 14480**

**Members Attending:** M. McKeown, B. Ceci, T. Saunders, M. Falk, and D. Higgins

**Others attending:** J. Molino (Executive Director), R. Lewis (Principal Accountant), S. Wright (Secretary), and J. Campbell (Attorney)

**Call to Order: 8:00 a.m.**

**Approval of Agenda:**

Executive Session was added to the agenda.

**Approval of Minutes:**

**May 17, 2023 - Regular Meeting**

*Motion: D. Higgins moved, and B. Ceci seconded to approve the regular board meeting minutes dated May 17, 2023. Carried unanimously.*

**May 25, 2023 – Governance Committee Meeting**

*Motion: B. Ceci moved, and T. Saunders seconded to approve the Governance Committee meeting minutes dated May 25, 2023. Carried unanimously.*

**Reports:**

**Financial Report – May 2023**

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

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

**Operations and Capital Report**

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

**Executive Director Report**

J. Molino reviewed:

- The Airport Tank was inspected, and the findings were as expected. The replacement of inlet pipe, venting, and sediment removal are the priorities. J. Molino is hoping to include these in the water improvement project.
- The bid for sludge tank painting was very high. The work may be done by LCWSA employees instead of contracting it out. The bid for the electrical work at pump station 11W was pushed out as changes to the bonding requirements has allowed for smaller companies bid. The close for that bid is now June 30<sup>th</sup>.
- The Town and Village of Lima have an intermunicipal agreement from 1986 that shares operation and maintenance expenses for the water line along Route 15A (Town of Lima Water District 2 customers). The agreement is not overly fair and equitable to the Town residents. J. Molino has been and will continue to work with the Village of Lima to craft a new agreement that is fair to those customers and will foster a long-term relationship between the Village and LCWSA as the Authority is now operating and maintaining the Town's water supply.

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- Meetings with the Village of Geneseo regarding a wholesale agreement between the Authority and the Village are ongoing. The AKZO committee is ready to move forward with an RFP for engineering design services for the Leicester/York Water Supply Project thus expediting the intermunicipal agreement process. The Authority will be working with the Village and Town of Geneseo, the Town of York, and the Town of Leicester to craft agreements for water purchasing and supply and operations and maintenance as part of the overall project.

**Other Business:**

**Resolutions:**

- 2023-22 RESOLUTION FOR AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NORTHERN BORDER REGIONAL COMMISSION *Motion: D. Higgins moved, and B. Ceci seconded to approve Resolution 2023-22. Carried unanimously.*
- 2023-23 RESOLUTION AUTHORIZING THE CREATION OF THE SENIOR ACCOUNT CLERK POSITION TO REPLACE THE SENIOR ACCOUNT CLERK TYPIST *Motion: T. Saunders moved, and M. Falk seconded to approve Resolution 2023-23. Carried unanimously.*
- 2023-24 RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES *Motion: B. Ceci moved, and T. Saunders seconded to approve Resolution 2023-24. Carried unanimously.*

**Executive Session:**

*Motion: M. Falk moved, and D. Higgins seconded that the board reconvene in Executive Session at 9:09 a.m. for the purpose of discussions concerning the medical, financial, credit or employment 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 T. Saunders seconded to end the Executive Session at 9:34 a.m.. Carried unanimously.*

- 2023-25 RESOLUTION TO SET THE COMPENSATION FOR THE EXECUTIVE DIRECTOR *Motion: B. Ceci moved, and M. Falk seconded to increase the Executive Director's (J. Molino) compensation \$10,000. Carried unanimously.*

**Adjournment – 9:36 a.m.**

*Motion: M. Falk moved, and T. Saunders seconded to close the meeting. Carried unanimously.*

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*Unreviewed Minutes*

**GOVERNANCE COMMITTEE MEETING**  
**July 14, 2023 at 8:00 a.m.**  
**Watershed Education Center (Vitale Park)**  
**Lakeville, NY 14480**

**Members Attending:** B. Ceci, M. McKeown, and Ted Saunders

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

**Amended Service Unit Policy**

*Clarifications to the service unit assignments and fire service units was discussed.*

**Personnel Policies**

- **Policy on the Right to Express Breast Milk**
- **Workplace Violence Prevention Policy and Assessments**

**Financial Policies**

- **Post Issuance Compliance Policy**
- **Guidelines of the Livingston County Water & Sewer Authority for the Sale and Reporting of Bonds**

**Each policy was reviewed and after much discussion, it was agreed to present the policies to the Board for approval for the July 19, 2023 meeting.**

# Livingston County Water and Sewer Authority

June 2023

## Financial Report

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**June 2023  
Revenue & Expenses**

**REVENUE**

*2023 Budget Revenue -\$3,743,714*

**Year to date**                      **\$1,268,537**    **increase of \$109,493 over last year**  
*-Retail Fees represents billing through 4/30/23, next billing August 2023 for 5/1/23-7/31/23*

*-Retail Fees Increases*            \$80,158            *unit increases, sewer rate over 15,000*

**Current Period**                      **\$ 35,035**

**EXPENSES**

*2023 Budget Expenses -\$3,739,387*

**Year to Date Expenses** \$1,726,449 (approx. 46.2%) **increase of \$185,412 over last year**

<i>-Wages</i>	<i>\$ 93,633</i>	<i>increased staff, wages</i>
<i>-Retirement</i>	<i>(\$50,283)</i>	<i>No longer accruing</i>
<i>-Health Insurance</i>	<i>\$ 59,736</i>	<i>increased staff, plan increases</i>
<i>-Engineering</i>	<i>(\$40,131)</i>	
<i>-Project Engineering</i>	<i>(\$12,310)</i>	
<i>-Purchased Water</i>	<i>\$ 25,642</i>	<i>timing City of Rochester</i>
<i>-Project Expense</i>	<i>\$70,685</i>	<i>I &amp; I</i>
<i>-Small Equipment</i>	<i>\$11,535</i>	
<u><i>-Building &amp; Maint.</i></u>	<u><i>\$85,373</i></u>	<u><i>Sludge Hauling(increase) Customer Installs (decrease)</i></u>

**Current Period**                      **\$299,713**

**Livingston County WSA**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
From 6/1/2023 Through 6/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
<b>OPERATING REVENUE</b>						
Fees						
4110	(2,264.24)	1,158,658.16	1,078,499.60	80,158.56	3,416,888.00	(2,258,229.84)
4120	74.00	460.00	13,060.66	(12,600.66)	0.00	460.00
4125	15,963.30	105,572.61	76,312.88	29,259.73	0.00	105,572.61
	<u>13,773.06</u>	<u>1,264,690.77</u>	<u>1,167,873.14</u>	<u>96,817.63</u>	<u>3,416,888.00</u>	<u>(2,152,197.23)</u>
Permit Fees						
4200	9,875.00	47,265.00	55,287.89	(8,022.89)	45,000.00	2,265.00
	<u>9,875.00</u>	<u>47,265.00</u>	<u>55,287.89</u>	<u>(8,022.89)</u>	<u>45,000.00</u>	<u>2,265.00</u>
O&M Services						
4130	0.00	23,000.00	15,000.00	8,000.00	23,000.00	0.00
	<u>0.00</u>	<u>23,000.00</u>	<u>15,000.00</u>	<u>8,000.00</u>	<u>23,000.00</u>	<u>0.00</u>
Other Income						
4140	11,386.87	28,739.29	19,631.31	9,107.98	36,326.00	(7,586.71)
4160	0.00	8,090.65	8,250.00	(159.35)	0.00	8,090.65
4410	0.00	6,244.40	2,494.79	3,749.61	222,500.00	(216,255.60)
	<u>11,386.87</u>	<u>43,074.34</u>	<u>30,376.10</u>	<u>12,698.24</u>	<u>258,826.00</u>	<u>(215,751.66)</u>
	<u>35,034.93</u>	<u>1,378,030.11</u>	<u>1,268,537.13</u>	<u>109,492.98</u>	<u>3,743,714.00</u>	<u>(2,365,683.89)</u>
<b>OPERATING EXPENSE</b>						
Wages & Fringes						
5010	47,613.13	497,286.60	403,653.77	93,632.83	1,196,773.00	699,486.40
5020	3,869.94	19,473.23	23,784.02	(4,310.79)	46,782.00	27,308.77
5030	3,975.43	38,215.47	32,036.81	6,178.66	94,924.00	56,708.53
5040	(4,328.80)	14,857.61	65,140.86	(50,283.25)	139,874.00	125,016.39
5048	2,036.30	10,181.50	8,490.62	1,690.88	37,620.00	27,438.50
5050	12,608.20	194,483.45	134,747.83	59,735.62	363,601.00	169,117.55
5060	0.00	17,638.24	19,419.19	(1,780.95)	20,141.00	2,502.76
5070	171.53	7,998.48	2,591.77	5,406.71	15,000.00	7,001.52
	<u>65,945.73</u>	<u>800,134.58</u>	<u>689,864.87</u>	<u>110,269.71</u>	<u>1,914,715.00</u>	<u>1,114,580.42</u>
Professional Services						
6110	1,405.00	11,080.25	5,746.00	5,334.25	25,350.00	14,269.75
6120	0.00	950.00	41,081.44	(40,131.44)	25,000.00	24,050.00
6125	900.00	5,400.00	17,710.00	(12,310.00)	0.00	(5,400.00)
6130	310.75	24,805.77	25,162.02	(356.25)	18,300.00	(6,505.77)
6140	4,521.23	20,959.77	9,196.07	11,763.70	30,800.00	9,840.23
6150	14,000.00	60,806.60	48,600.00	12,206.60	112,000.00	51,193.40
	<u>21,136.98</u>	<u>124,002.39</u>	<u>147,495.53</u>	<u>(23,493.14)</u>	<u>211,450.00</u>	<u>87,447.61</u>
Utilities						
6200	0.00	0.00	67.23	(67.23)	0.00	0.00
6210	22,715.37	113,545.99	115,981.56	(2,435.57)	287,426.00	173,880.01
6220	2,799.74	12,030.46	16,900.35	(4,869.89)	33,600.00	21,569.54

**Livingston County WSA**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
From 6/1/2023 Through 6/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6230 Telephone	1,404.45	8,274.81	10,877.31	(2,602.50)	23,707.00	15,432.19
Total Utilities	26,919.56	133,851.26	143,826.45	(9,975.19)	344,733.00	210,881.74
Vehicle Expense						
6420 Vehicle Maint	(11,669.56)	(12,026.45)	13,615.48	(25,641.93)	16,000.00	28,026.45
6430 Gasoline	0.00	9,932.76	8,415.57	1,517.19	37,600.00	27,667.24
Total Vehicle Expense	(11,669.56)	(2,093.69)	22,031.05	(24,124.74)	53,600.00	55,693.69
Purchased Water/Sewer						
6510 Purchased Water	36,073.48	128,774.12	106,424.43	22,349.69	376,908.00	248,133.88
6515 Purchased Water MCWA	15,963.30	90,384.00	76,312.22	14,071.78	0.00	(90,384.00)
6520 Purchased Sewer Treatment	11,408.09	21,383.19	28,263.72	(6,880.53)	79,500.00	58,116.81
Total Purchased Water/Sewer	63,444.87	240,541.31	211,000.37	29,540.94	456,408.00	215,866.69
Equipment Maintenance						
6610 Equipment Repair/Supply	1,159.71	9,053.19	867.07	8,186.12	13,125.00	4,071.81
6625 Small Equipment Purchase	2,056.97	17,812.03	6,277.44	11,534.59	72,155.00	54,342.97
6635 Equip Lease/Rental Contracts	0.00	0.00	0.00	0.00	65,000.00	65,000.00
Total Equipment Maintenance	3,216.68	26,865.22	7,144.51	19,720.71	150,280.00	123,414.78
Building Maintenance						
6300 Project Expense	0.00	75,186.40	4,501.20	70,685.20	0.00	(75,186.40)
6305 Water/Sewer Installs	4,440.75	15,140.75	0.00	15,140.75	0.00	(15,140.75)
6310 Outside O&M Services	34,387.70	61,104.62	160,216.60	(99,111.98)	241,500.00	180,395.38
6315 Water/Sewer Repair	10,505.12	16,812.95	0.00	16,812.95	0.00	(16,812.95)
6320 Laboratory Services	4,350.40	13,801.80	11,250.00	2,551.80	0.00	(13,801.80)
6325 Sludge Hauling	62,773.25	131,180.58	0.00	131,180.58	0.00	(131,180.58)
6350 Refuse Collection	232.13	2,937.78	4,874.64	(1,936.86)	9,800.00	6,862.22
6360 Cleaning Service	375.00	1,575.00	1,650.00	(75.00)	4,000.00	2,425.00
6620 Building Repair/Supply	7,556.58	51,154.06	47,731.90	3,422.16	183,178.00	132,023.94
6640 Customer Installation Supplies	570.52	828.52	54,124.68	(53,296.16)	38,908.00	38,079.48
Total Building Maintenance	125,191.45	369,722.46	284,349.02	85,373.44	477,386.00	107,663.54
Other Expenses						
6340 Uniforms/Clothing	691.17	4,215.71	1,924.16	2,291.55	7,050.00	2,834.29
6700 Permits, Fees & Inspections	1,515.00	2,711.80	2,063.00	648.80	23,915.00	21,203.20
6810 Postage & Freight	1,348.36	9,170.74	6,805.15	2,365.59	15,100.00	5,929.26
6820 Office Supplies	383.67	2,839.61	1,968.39	871.22	4,760.00	1,920.39
6830 Advertising	176.58	6,203.82	11,416.56	(5,212.74)	3,990.00	(2,213.82)
6840 Travel & Training	1,413.00	9,643.96	11,148.05	(1,504.09)	35,000.00	25,356.04
6890 Miscellaneous Expenses	0.00	(161.93)	0.00	(161.93)	0.00	161.93
6899 Prior Year expense	0.00	(1,198.32)	0.00	(1,198.32)	0.00	1,198.32
Total Other Expenses	5,527.78	33,425.39	35,325.31	(1,899.92)	89,815.00	56,389.61
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

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**Livingston County WSA**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
From 6/1/2023 Through 6/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
Total Easements & Judgements	0.00	0.00	0.00	0.00	41,000.00	41,000.00
Total OPERATING EXPENSE	299,713.49	1,726,448.92	1,541,037.11	185,411.81	3,739,387.00	2,012,938.08
GAIN/LOSS BEF DEPRECIATION	(264,678.56)	(348,418.81)	(272,499.98)	(75,918.83)	4,327.00	(352,745.81)
DEPRECIATION EXPENSE						
6910 Deprec Expense-non contrib	(63,753.24)	(380,505.40)	(297,419.71)	(83,085.69)	0.00	(380,505.40)
6920 Deprec Expense-contributed	(62,192.51)	(352,813.51)	(348,745.20)	(4,068.31)	0.00	(352,813.51)
Total DEPRECIATION EXPENSE	(125,945.75)	(733,318.91)	(646,164.91)	(87,154.00)	0.00	(733,318.91)
OPERATING GAIN/LOSS	(390,624.31)	(1,081,737.72)	(918,664.89)	(163,072.83)	4,327.00	(1,086,064.72)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115 Retail Fees-Debt related	1,792.55	181,418.46	133,423.10	47,995.36	343,447.00	(162,028.54)
4300 Restricted Revenue	28.21	143.86	7.89	135.97	0.00	143.86
7110 Interest Income	7,507.09	43,194.09	10,786.96	32,407.13	0.00	43,194.09
Total Non-Operating Income	9,327.85	224,756.41	144,217.95	80,538.46	343,447.00	(118,690.59)
Non-Operating Expense						
8110 Interest Expense	0.00	(11,963.37)	(10,409.78)	(1,553.59)	0.00	(11,963.37)
8120 G/L on sale of Assets	0.00	19,350.00	0.00	19,350.00	0.00	19,350.00
8140 Debt Fees	(1,000.00)	(9,375.00)	0.00	(9,375.00)	0.00	(9,375.00)
Total Non-Operating Expense	(1,000.00)	(1,988.37)	(10,409.78)	8,421.41	0.00	(1,988.37)
Total NON-OPERATING REVENUE/EXPENSE	8,327.85	222,768.04	133,808.17	88,959.87	343,447.00	(120,678.96)
NET GAIN/LOSS BEF CONTRIB	(382,296.46)	(858,969.68)	(784,856.72)	(74,112.96)	347,774.00	(1,206,743.68)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110 Grant & Donation Revenue	250,832.00	289,498.92	(443,295.53)	732,794.45	0.00	289,498.92
Total Grant Revenue	250,832.00	289,498.92	(443,295.53)	732,794.45	0.00	289,498.92
Contributed Capital						
9130 Contributed Funds	0.00	17,450.00	0.00	17,450.00	0.00	17,450.00
Total Contributed Capital	0.00	17,450.00	0.00	17,450.00	0.00	17,450.00
Total CAPITAL CONTRIBUTIONS	250,832.00	306,948.92	(443,295.53)	750,244.45	0.00	306,948.92
CHANGE IN NET ASSETS	(131,464.46)	(552,020.76)	(1,228,152.25)	676,131.49	347,774.00	(899,794.76)

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**Livingston County WSA**

Balance Sheet

As of 6/30/2023

(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>
<b>CURRENT ASSETS</b>					
Operating Cash	1,969,141	819,821	1,149,320	1,183,052	786,089
Debt Reserve	1,083,020	1,018,119	64,901	852,249	230,771
Accounts Receivable	290,145	749	289,397	1,113,036	(822,890)
Capital Contributions Receivable	25,733	27,514	(1,780)	57,289	(31,556)
Inventory	10,557	18,631	(8,073)	9,773	784
Prepaid Expenses	36,104	(21,233)	57,337	158,996	(122,891)
Funds held for Others	<u>36,134</u>	<u>43,658</u>	<u>(7,524)</u>	<u>42,300</u>	<u>(6,166)</u>
Total CURRENT ASSETS	3,450,835	1,907,257	1,543,578	3,416,696	34,140
Total Current Assets	<u>3,450,835</u>	<u>1,907,257</u>	<u>1,543,578</u>	<u>3,416,696</u>	<u>34,140</u>
<b>NON-CURRENT ASSETS</b>					
Restricted Cash	375,540	667,371	(291,831)	375,370	170
Capital Contrib Receivable, net current	461,463	632,064	(170,601)	592,057	(130,594)
Property & Equipment, Net Deprec	39,841,969	23,746,390	16,095,579	40,521,557	(679,588)
Work-In-Progress	<u>2,520,446</u>	<u>9,903,778</u>	<u>(7,383,333)</u>	<u>1,457,413</u>	<u>1,063,032</u>
Total NON-CURRENT ASSETS	43,199,417	34,949,603	8,249,814	42,946,397	253,020
Total Non-Current Assets	<u>43,199,417</u>	<u>34,949,603</u>	<u>8,249,814</u>	<u>42,946,397</u>	<u>253,020</u>
<b>TOTAL ASSETS</b>	<u><u>46,650,253</u></u>	<u><u>36,856,861</u></u>	<u><u>9,793,392</u></u>	<u><u>46,363,093</u></u>	<u><u>287,159</u></u>
<b>CURRENT LIABILITIES</b>					
Accounts Payable	(1,745)	134,093	(135,838)	62,612	(64,357)
Current Portion Loans Payable	3,125,221	2,926,736	198,485	2,067,468	1,057,753
Other Current Liabilities	0	(1,257,411)	1,257,411	1,112,704	(1,112,704)
Funds held for others	<u>35,099</u>	<u>43,254</u>	<u>(8,156)</u>	<u>42,300</u>	<u>(7,201)</u>
Total CURRENT LIABILITIES	3,158,574	1,846,672	1,311,902	3,285,084	(126,509)
Total Current Liabilities	<u>(3,158,574)</u>	<u>(1,846,672)</u>	<u>(1,311,902)</u>	<u>(3,285,084)</u>	<u>126,509</u>
<b>NON-CURRENT LIABILITIES</b>					
System Revenue Notes Payable	<u>12,912,765</u>	<u>3,921,225</u>	<u>8,991,540</u>	<u>11,947,075</u>	<u>965,689</u>
Total NON-CURRENT LIABILITIES	12,912,765	3,921,225	8,991,540	11,947,075	965,689
<b>Retained Earnings &amp; Net Position</b>					
Retained Earnings	(31,624,212)	(32,317,116)	692,904	(31,624,212)	0
Net Income	<u>525,881</u>	<u>1,228,153</u>	<u>(702,272)</u>	<u>0</u>	<u>525,881</u>
Total Retained Earnings & Net Position	(31,098,331)	(31,088,963)	(9,369)	(31,624,212)	525,881
Total Net Position	<u><u>47,169,671</u></u>	<u><u>36,856,860</u></u>	<u><u>10,312,811</u></u>	<u><u>46,856,371</u></u>	<u><u>313,300</u></u>

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	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	July	Aug
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
<b>Cash on hand 1st of each month</b>	\$ 408	\$ (29)	\$ 84	\$ 933	\$ 435	\$ 339	\$ 1,183	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,218
<b>Cash Received</b>														
Customer Billing	50	363.2	474.5	46.4	387.4	445.7	28	235.2	592.5	76.3	461.2	385.1	65	450
Miscellaneous		1	1	9.3	1.5	10	32	2.2	159.4	4.1	4.8	4.9		
Debt/Project Related		3	3	3	3	3	3							
Billing Services/O & M Services	13.2	16.3			13.2	4	71.5	11.6	28.7		17.1			
Relevy										225				
<b>Estimated Cash Receipts</b>														
Cash Receipts														
Debt/Grant/Contrib Receipts		379	443.7						17.4			100		
EFC			859.2		260	197	183.7		721.8	1106.3	120.4	150.8		
<b>Cash Balance before expenditures</b>	\$ 471	\$ 733	\$ 1,866	\$ 992	\$ 1,100	\$ 998	\$ 1,501	\$ 1,466	\$ 2,633	\$ 3,268	\$ 2,442	\$ 2,722	\$ 2,028	\$ 1,668
	169.4	216.7	304.5	259.7	160.6									
Operating Vouchers	83.6	269.1	40	185.9	217.5	491.6	214.7	247	396.3	330.4	331	320.2	800	250
Trasfer to Debt/Relevy												28.4		
Project Vouchers	247.4	163.4	587.8	111.4	383.4	162.7	69.1	106.2	380.2	1099.1	30	410.4	10	10
<b>Estimated Expenditures</b>														
Utilities														
Operating														
Projects														
<b>Cash Balance after expenditures</b>	\$ (29)	\$ 84	\$ 933	\$ 435	\$ 339	\$ 344	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,218	\$ 1,408
Reserve Projects in Progress Budget Bal + Equipment to Purchase	435	413	397	390	387	293	293	269	255	255	342	339	329	319
<b>Unallocated Cash Balance</b>	\$ (464)	\$ (329)	\$ 536	\$ 45	\$ (48)	\$ 51	\$ 924	\$ 844	\$ 1,602	\$ 1,584	\$ 1,739	\$ 1,624	\$ 889	\$ 1,089

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Project Code	Project Name	Expenditures		Budget		Financing			Date Began	End Date	
		Expenses	Capitalized	Budget	Balance	Funding	Grant/Contributed	Reserve			Debt
<b>DEBT &amp; REIMBURSABLE PROJECTS</b>											
31131	County Wide WaterSystem Improvements (EFC WIIA)	1,097,180.58	3,351,506.26	8,500,000	4,051,313.16	DO 18746	\$ 3,000,000	\$ -	\$ 3,842,000	7/12/2019	12/31/2024
31142	LakevilleWWTP Plant Phase 2 (EFC WIIA)	873,351.12	4,309,052.41	5,525,016.06	342,612.53	C8-6449-05-00	\$ 2,179,750	\$ -	\$ 5,525,016.06	1/1/2022	8/31/2023
31132	Groveland Sta WWTP UV/ Disinfection (WQIP)	36,209.98		747,524	711,314.02	01584GG	\$ 367,576	\$ 66,600	\$ 313,348	1/1/2022	5/1/2024
31121	Lakeville WWTP Chemical Feed Facility (WQIP)	33,000.00		484,850	451,850.00	111711	\$ 198,055	\$ 38,000	\$ 248,795	1/1/2022	12/31/2023
31450	Leicester/York Regional Water Project	263,993.75									
31455	Conesus Lake PS Improvements (EFC WIIA)	9,490.03		5,000,000	4,990,509.97	C8-6449-06-00	\$ 1,250,000	\$ -	\$ 3,750,000		
31475	2023 Sewer Collection Improvements	24,325.30		940,000							
		<b>2,337,550.76</b>			<b>10,547,599.68</b>						
<b>GENERAL RESERVE PROJECTS</b>											
<b>Reserve Cash for Debt &amp; Reimbursable Projects</b>					\$ 104,600.00						
31148	SCADA System Wide Improvements (Phase 1)	\$ 182,620.95		\$ 370,000	\$ 187,379.05					1/1/2022	12/31/2023
<b>Total General Reserve Projects</b>		<b>182,620.95</b>			<b>291,979.05</b>						
<b>Total WIP Expense ( GL 1600)</b>		<b>2,520,171.71</b>									
<b>Studies/ Non Capitalization</b>											
	Operation and Admin Bldg Assessment			25,000	25,000.00			\$ 25,000		1/1/2022	12/31/2022
	Phase III I & I (EPG)			122,500	122,500.00	121387	\$ 100,000	\$ 22,500		5/1/2023	
<b>Total Studies</b>					<b>147,500.00</b>		\$ 100,000				
<b>Less Grants</b>					<b>100,000.00</b>						
<b>Total Project Cash Committed</b>					<b>339,479.05</b>						

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Jun-23	2022				2023			
	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	1st Qtr Actual	2nd Qtr Actual	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	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	\$ 1,083,023	\$ 801,717
Cash Received - Customer Billing:	88,955	92,409	92,991	89,324	120,363	123,079	120,000	120,000
Cash Received - Miscellaneous	375	481	2,014	4,358	6,549	7,296	5,000	5,000
Cash Received - Relevy		22,042				28,436		
<b>Cash Balance before expenditures</b>	<b>\$ 1,101,893</b>	<b>\$ 1,147,927</b>	<b>\$ 1,236,507</b>	<b>\$ 1,110,938</b>	<b>\$ 979,164</b>	<b>\$ 1,089,137</b>	<b>\$ 1,208,023</b>	<b>\$ 926,717</b>
Admin Fees Paid	\$ 2,511	\$ 6,425	\$ 500			\$ 5,700		
Debt Payments (Principal & Interest):								
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						414		
<b>Cash Balance after expenditures</b>	<b>\$ 1,032,995</b>	<b>\$ 1,141,502</b>	<b>\$ 1,017,256</b>	<b>\$ 852,252</b>	<b>\$ 930,326</b>	<b>\$ 1,083,023</b>	<b>\$ 801,717</b>	<b>\$ 926,717</b>
NYS EFC-Grov Sta Water - DO 17369:								
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	-
<b>Ending Balance</b>	<b>602,775</b>	<b>602,775</b>	<b>602,775</b>	<b>571,050</b>	<b>571,050</b>	<b>571,050</b>	<b>539,325</b>	<b>539,325</b>
8/27/09->8/27/39 Sewer Bond (SL) C8-6449-04-00								
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	-
<b>Ending Balance</b>	<b>1,970,000</b>	<b>1,970,000</b>	<b>1,970,000</b>	<b>1,880,000</b>	<b>1,880,000</b>	<b>1,880,000</b>	<b>1,785,000</b>	<b>1,785,000</b>
6/21/12->11/1/42 Sewer Bond (SL) C8-6449-01-01								
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	-	-	-
<b>Ending Balance</b>	<b>970,000</b>	<b>970,000</b>	<b>970,000</b>	<b>970,000</b>	<b>935,000</b>	<b>935,000</b>	<b>935,000</b>	<b>935,000</b>
EFC Series 2022 Sewer Bond(SL) C8-6449-05-00								
Beginning Balance					7,652,105	7,652,105	7,652,105	7,397,025
Principal Payment							255,080	
<b>Ending Balance</b>					<b>7,652,105</b>	<b>7,652,105</b>	<b>7,397,025</b>	<b>7,397,025</b>
<b>Total Debt Balance</b>	<b>\$ 3,542,775</b>	<b>\$ 3,542,775</b>	<b>\$ 3,542,775</b>	<b>\$ 3,421,050</b>	<b>\$ 11,038,155</b>	<b>\$ 11,038,155</b>	<b>\$ 10,656,350</b>	<b>\$ 10,656,350</b>
			EOY Balance	\$ 852,252			EOY Balance	\$ 926,717
	12 mos pmts =	\$ 543,824	1.05% =	\$ 571,015	12 mos pmts =	\$ 455,558	1.05% =	\$ 478,336



## Disbursements 6/1/23-6/30/23

Debt Reserve disbursements	\$ 1,000.00
Operating disbursements	\$ 410,457.09
Capital Project disbursements	<u>\$ 320,291.39</u>
<b>Total Disbursement</b>	<b>\$ 731,748.48</b>

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Livingston County WSA  
Vendor Activity - Cash Disbursements-Debt Reserve  
From 6/1/2023 Through 6/30/2023

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>GL Short Title</u>	<u>Expenses</u>	<u>Check #</u>
Wilmington Trust	6/8/2023	Wilming Trust Trustee Fee	1180	Debt Res MM	<u>1,000.00</u>	wire00099
		Transaction Total			<u>1,000.00</u>	
Total Wilmington Trust					<u>1,000.00</u>	
Report Opening/Current Balance						
Report Transaction Totals					<u>1,000.00</u>	
Report Current Balances						

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**Livingston County WSA**  
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview  
 From 6/1/2023 Through 6/30/2023

<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>
A. D. Call & Sons Excavating & ...	6/7/2023	13,000 gallons Sludge transport 5/23/23	1001	Checking	0.00	3753
		13,000 gallons Sludge transport 5/23/23	6325	Sludge Hauling	1,560.00	3753
		19,500 gallons Sludge transport 5/19/23	1001	Checking	0.00	3753
		19,500 gallons Sludge transport 5/19/23	6325	Sludge Hauling	2,340.00	3753
		19,500 gallons Sludge transport 5/24/23	1001	Checking	0.00	3753
		19,500 gallons Sludge transport 5/24/23	6325	Sludge Hauling	2,340.00	3753
		19,500 gallons Sludge transport 5/26/23	1001	Checking	0.00	3753
		19,500 gallons Sludge transport 5/26/23	6325	Sludge Hauling	2,340.00	3753
		32,500 gallons Sludge transport 5/18/23	1001	Checking	0.00	3753
		32,500 gallons Sludge transport 5/18/23	6325	Sludge Hauling	3,900.00	3753
		32,500 gallons Sludge transport 5/25/23	1001	Checking	0.00	3753
		32,500 gallons Sludge transport 5/25/23	6325	Sludge Hauling	3,900.00	3753
		39,000 gallons Sludge transport 5/16/23	1001	Checking	0.00	3753
		39,000 gallons Sludge transport 5/16/23	6325	Sludge Hauling	4,680.00	3753
		39,000 gallons Sludge transport 5/17/23	1001	Checking	0.00	3753
		39,000 gallons Sludge transport 5/17/23	6325	Sludge Hauling	4,680.00	3753
		<b>Transaction Total</b>			<u>25,740.00</u>	
<b>Total A. D. Call &amp; Sons Excavati...</b>					<b>25,740.00</b>	
ALS Group USA	6/7/2023	Samples 04/13/23	1001	Checking	0.00	3754
		Samples 04/13/23	6320	Lab Services	202.00	3754
		Samples 04/20/23	1001	Checking	0.00	3754
		Samples 04/20/23	6320	Lab Services	202.00	3754
		Samples 04/27/23	1001	Checking	0.00	3754
		Samples 04/27/23	6320	Lab Services	189.00	3754
		Samples 05/01/23	1001	Checking	0.00	3754
		Samples 05/01/23	6320	Lab Services	189.00	3754
		Samples 05/04/23	1001	Checking	0.00	3754
		Samples 05/04/23	6320	Lab Services	214.00	3754
		Samples 05/05/23	1001	Checking	0.00	3754
		Samples 05/05/23	6320	Lab Services	202.00	3754
		Samples 05/11/23	1001	Checking	0.00	3754
		Samples 05/11/23	6320	Lab Services	214.00	3754
	6/21/2023	Samples 05/18/23	1001	Checking	0.00	3798
		Samples 05/18/23	6320	Lab Services	691.00	3798
		Samples 05/25/23	1001	Checking	0.00	3798
		Samples 05/25/23	6320	Lab Services	264.00	3798
		Samples 06/01/23	1001	Checking	0.00	3798



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**Livingston County WSA**  
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview  
 From 6/1/2023 Through 6/30/2023

<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>
		Samples 06/01/23	6320	Lab Services	466.00	3798
		Transaction Total			<u>2,833.00</u>	
Total ALS Group USA					2,833.00	
Apparel Printers Plus	6/7/2023	Uniforms	1001	Checking	0.00	3755
		Uniforms	6340	Uniforms	311.40	3755
		Transaction Total			<u>311.40</u>	
Total Apparel Printers Plus					311.40	
Aquafix Inc	6/7/2023	Foam buster	1001	Checking	0.00	3756
		Foam buster	6620	Bldg Repair	394.98	3756
		Transaction Total			<u>394.98</u>	
Total Aquafix Inc					394.98	
Benefactor Funding Corp	6/7/2023	Samples 05/16/23	1001	Checking	0.00	3757
		Samples 05/16/23	6320	Lab Services	54.00	3757
		Samples 05/17/23	1001	Checking	0.00	3757
		Samples 05/17/23	6320	Lab Services	270.00	3757
	6/21/2023	Samples 05/24/23	1001	Checking	0.00	3799
		Samples 05/24/23	6320	Lab Services	1,085.40	3799
		Samples 06/01/23	1001	Checking	0.00	3799
		Samples 06/01/23	6320	Lab Services	54.00	3799
		Samples 06/06/23	1001	Checking	0.00	3799
		Samples 06/06/23	6320	Lab Services	54.00	3799
		Transaction Total			<u>1,517.40</u>	
Total Benefactor Funding Corp					1,517.40	
Ber-National Automation, Inc	6/21/2023	P31142 Fence gate operating system	1001	Checking	0.00	3800
		Transaction Total			<u>0.00</u>	
Total Ber-National Automation, Inc					0.00	
Blue Heron Construction Co	6/5/2023	P31131: Pay App 19 4/1/23-4/30/23	1001	Checking	0.00	3749
	6/21/2023	P31142 Pay App 20 05/01/23 - 05/31/23	1001	Checking	0.00	3801
		Transaction Total			<u>0.00</u>	
Total Blue Heron Construction Co					0.00	
BXI Consultants, Inc	6/7/2023	Printer supplies	1001	Checking	0.00	3758
		Printer supplies	6820	Office Sup	9.50	3758
	6/21/2023	05/05/23 - 06/04/23	1001	Checking	0.00	3802
		05/05/23 - 06/04/23	6820	Office Sup	145.97	3802
		Transaction Total			<u>155.47</u>	
Total BXI Consultants, Inc					155.47	

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**Livingston County WSA**  
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview  
 From 6/1/2023 Through 6/30/2023

<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>
C & B Small Engine Repair	6/7/2023	Mower repair - zero turn	1001	Checking	0.00	3759
		Mower repair - zero turn	6610	Equip Repair	<u>446.15</u>	3759
		Transaction Total			<u>446.15</u>	
Total C & B Small Engine Repair					446.15	
Casella Waste Services	6/7/2023	Sludge disposal	1001	Checking	0.00	3760
		Sludge disposal	6325	Sludge Hauling	3,204.32	3760
	6/21/2023	06/01/23 - 06/30/23	1001	Checking	0.00	3803
		06/01/23 - 06/30/23	6350	Refuse	<u>232.13</u>	3803
		Transaction Total			<u>3,436.45</u>	
Total Casella Waste Services					3,436.45	
Charter Communications	6/21/2023	06/08/23 - 07/07/23	1001	Checking	0.00	3804
		06/08/23 - 07/07/23	6140	Prof Computer	<u>179.98</u>	3804
		Transaction Total			<u>179.98</u>	
Total Charter Communications					179.98	
Chase Card Services	6/14/2023	7-Eleven - Emergency water main break Food Supplies	1001	Checking	0.00	3797
		7-Eleven - Emergency water main break Food Supplies	6840	Travel/Traing	39.26	3797
		Briggs Tire and Farm Service - truck tire, J.Cucinotta truck	1001	Checking	0.00	3797
		Briggs Tire and Farm Service - truck tire, J.Cucinotta truck	6420	Vehicle Maint	227.50	3797
		Delta Flight - Moody's Trip	1001	Checking	0.00	3797
		Delta Flight - Moody's Trip	6840	Travel/Traing	297.80	3797
		Dunkin Donuts - I/I meeting	1001	Checking	0.00	3797
		Dunkin Donuts - I/I meeting	6840	Travel/Traing	21.99	3797
		Genesee Lumber - curb stop supplies	1001	Checking	0.00	3797
		Genesee Lumber - curb stop supplies	6620	Bldg Repair	9.20	3797
		Genesee Lumber - manhole repair on East Ave.	1001	Checking	0.00	3797
		Genesee Lumber - manhole repair on East Ave.	6620	Bldg Repair	80.49	3797
		Genesee Lumber - marking paint	1001	Checking	0.00	3797
		Genesee Lumber - marking paint	6620	Bldg Repair	29.97	3797
		Genesee Lumber - shop supplies	1001	Checking	0.00	3797
		Genesee Lumber - shop supplies	6620	Bldg Repair	285.40	3797
		Genesee Lumber - supplies for TV trailer	1001	Checking	0.00	3797
		Genesee Lumber - supplies for TV trailer	6610	Equip Repair	34.47	3797
		Genesee Lumber - tools	1001	Checking	0.00	3797
		Genesee Lumber - tools	6625	Small Equip	42.98	3797
Livonia Supply Centre - supplies for water service supplies	1001	Checking	0.00	3797		
Livonia Supply Centre - supplies for water service supplies	6620	Bldg Repair	23.18	3797		

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**Livingston County WSA**  
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview  
 From 6/1/2023 Through 6/30/2023

<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>
		Millennium NY Downtown hotel fees - Moody's trip	1001	Checking	0.00	3797
		Millennium NY Downtown hotel fees - Moody's trip	6840	Travel/Traing	40.17	3797
		NYS American Water Works - Underground Utility & Leak class	1001	Checking	0.00	3797
		NYS American Water Works - Underground Utility & Leak class	6840	Travel/Traing	300.00	3797
		Tractor Supply - Groveland supplies	1001	Checking	0.00	3797
		Tractor Supply - Groveland supplies	6620	Bldg Repair	56.46	3797
		Tractor Supply - Shop supplies	1001	Checking	0.00	3797
		Tractor Supply - Shop supplies	6620	Bldg Repair	55.97	3797
		Tractor Supply - shop tool	1001	Checking	0.00	3797
		Tractor Supply - shop tool	6625	Small Equip	49.99	3797
		Tractor Supply - truck supplies	1001	Checking	0.00	3797
		Tractor Supply - truck supplies	6620	Bldg Repair	47.47	3797
		USPS - certified postage	1001	Checking	0.00	3797
		USPS - certified postage	6810	Postage	41.46	3797
		USPS - envelopes and postage	1001	Checking	0.00	3797
		USPS - envelopes and postage	6810	Postage	1,280.20	3797
		USPS - envelopes and postage	6820	Office Sup	228.20	3797
		USPS - postage	1001	Checking	0.00	3797
		USPS - Postage	6810	Postage	26.70	3797
		Vincenza's Pizza - training meeting	1001	Checking	0.00	3797
		Vincenza's Pizza - training meeting	6840	Travel/Traing	61.30	3797
		Walmart - admin office air conditioner	1001	Checking	0.00	3797
		Walmart - admin office air conditioner	6625	Small Equip	264.00	3797
		Walmart - water	1001	Checking	0.00	3797
		Walmart - water	6840	Travel/Traing	9.75	3797
		Wegmans - I/I meeting	1001	Checking	0.00	3797
		Wegmans - I/I meeting	6840	Travel/Traing	23.98	3797
		Wegmans - training meeting	1001	Checking	0.00	3797
		Wegmans - training meeting	6840	Travel/Traing	67.80	3797
		<b>Transaction Total</b>			<u>3,645.69</u>	
<b>Total Chase Card Services</b>					<b>3,645.69</b>	
City Treasurer, Rochester, NY	6/7/2023	03/29/23 - 04/29/23	1001	Checking	0.00	3761
		03/29/23 - 04/29/23	6510	Water Purch	26,248.40	3761
		<b>Transaction Total</b>			<u>26,248.40</u>	
<b>Total City Treasurer, Rochester, NY</b>					<b>26,248.40</b>	
Clark Patterson Lee	6/7/2023	P31121	1001	Checking	0.00	3762
		Sanitary Sewer Improvements		Checking	0.00	
		04/01/23 - 04/28/23				

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		Sanitary Sewer Improvements 04/01/23 - 04/28/23	6125	Project Enginee	900.00	3762
		Transaction Total			<u>900.00</u>	
Total Clark Patterson Lee					900.00	
Colacino Industries Inc	6/7/2023	Monitoring for July 2023	1001	Checking	0.00	3763
		Monitoring for July 2023	6230	Telephone	<u>580.00</u>	3763
		Transaction Total			<u>580.00</u>	
Total Colacino Industries Inc					580.00	
Commercial Automotive	6/7/2023	2022 Ram 1500 vin 3292 Oil change and tire repair	1001	Checking	0.00	3764
		2022 Ram 1500 vin 3292 Oil change and tire repair	6420	Vehicle Maint	99.74	3764
		2022 Ram 1500 Vin 3294 Oil change	1001	Checking	0.00	3764
		2022 Ram 1500 Vin 3294 Oil change	6420	Vehicle Maint	57.74	3764
	6/21/2023	2017 Ram 1500 vin.4557 replaced heater blower	1001	Checking	0.00	3805
		2017 Ram 1500 vin.4557 replaced heater blower	6420	Vehicle Maint	563.84	3805
		2019 Equinox tire repair	1001	Checking	0.00	3805
		2019 Equinox tire repair	6420	Vehicle Maint	<u>52.50</u>	3805
		Transaction Total			<u>773.82</u>	
Total Commercial Automotive					773.82	
Complete Payroll	6/23/2023	PR 13	1001	Checking	0.00	ACH
		PR 13	5010	Wages	40,414.79	ACH
		PR 13	5020	Overtime	1,354.98	ACH
		PR 13	5030	FICA	3,363.08	ACH
		PR 13	5070	Unemployment	93.48	ACH
		PR 13	6130	Financial	107.27	ACH
	6/9/2023	PR 12 (5/21/23-6/3/23)	1001	Checking	0.00	ACH001
		PR 12 (5/21/23-6/3/23)	5010	Wages	41,647.50	ACH001
		PR 12 (5/21/23-6/3/23)	5020	Overtime	2,514.96	ACH001
		PR 12 (5/21/23-6/3/23)	5030	FICA	3,553.64	ACH001
		PR 12 (5/21/23-6/3/23)	5070	Unemployment	78.05	ACH001
		PR 12 (5/21/23-6/3/23)	6130	Financial	<u>203.48</u>	ACH001
		Transaction Total			<u>93,331.23</u>	
Total Complete Payroll					93,331.23	
Constellation NewEnergy, Inc	6/21/2023	04/25/23-05/24/23	1001	Checking	0.00	3806
		04/25/23-05/24/23	6210	Electric	<u>8,626.19</u>	3806
		Transaction Total			<u>8,626.19</u>	
Total Constellation NewEnergy, Inc					8,626.19	
Core and Main LP	6/7/2023	Emergency Repair Big Tree Road	1001	Checking	0.00	3765

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		Emergency Repair Big Tree Road	6620	Bldg Repair	1,317.33	3765
		Emergency Repair Lakeville Plant	1001	Checking	0.00	3765
		Emergency Repair Lakeville Plant	6620	Bldg Repair	1,403.52	3765
		P31475: Manholes and Frames	1001	Checking	0.00	3765
		Rubber gaskets		Checking	0.00	
		Rubber gaskets	6640	Cust Install	420.00	3765
	6/21/2023	P31475: Manhole rings	1001	Checking	0.00	3807
		Transaction Total			<u>3,140.85</u>	
Total Core and Main LP					3,140.85	
CSEA Employee Benefit Fund De...	6/21/2023	Dental and Vision 07/01/23 - 07/31/23	1001	Checking	0.00	3809
		Dental and Vision 07/01/23 - 07/31/23	2050	A/P Payroll	611.91	3809
		Dental and Vision 07/01/23 - 07/31/23	5050	Health	1,023.45	3809
		Transaction Total			<u>1,635.36</u>	
Total CSEA Employee Benefit Fu...					1,635.36	
CSEA, Inc	6/21/2023	Union Dues 06/09/23, 06/23/23	1001	Checking	0.00	3808
		Union Dues 06/09/23, 06/23/23	2050	A/P Payroll	575.00	3808
		Transaction Total			<u>575.00</u>	
Total CSEA, Inc					575.00	
Davis Trailer World, LLC	6/21/2023	Caps for 2022 Ram Trucks	1001	Checking	0.00	3810
		Caps for 2022 Ram Trucks	6420	Vehicle Maint	1,864.00	3810
		Transaction Total			<u>1,864.00</u>	
Total Davis Trailer World, LLC					1,864.00	
Direct Energy Business	6/7/2023	04/14/23-05/11/23	1001	Checking	0.00	3766
		04/14/23-05/11/23	6220	Gas	295.10	3766
		Transaction Total			<u>295.10</u>	
Total Direct Energy Business					295.10	
DJM Equipment, Inc.	6/21/2023	Bobcat Excavator electrical repair	1001	Checking	0.00	3811
		Bobcat Excavator electrical repair	6610	Equip Repair	679.09	3811
		Transaction Total			<u>679.09</u>	
Total DJM Equipment, Inc.					679.09	
Excellus Health Plan-Group	6/21/2023	07/01/23 - 07/31/23	1001	Checking	0.00	3812
		07/01/23 - 07/31/23	2050	A/P Payroll	2,037.07	3812
		07/01/23 - 07/31/23	5050	Health	28,705.94	3812

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		Transaction Total			<u>30,743.01</u>	
Total Excellus Health Plan-Group					30,743.01	
F.W. Webb	6/7/2023	Emergency Repair Big Tree Road	1001	Checking	0.00	3770
		Emergency Repair Big Tree Road	6620	Bldg Repair	<u>1,349.36</u>	3770
		Transaction Total			<u>1,349.36</u>	
Total F.W. Webb					1,349.36	
Featured Media	6/7/2023	2022 Water Quality Reports	1001	Checking	0.00	3767
		2022 Water Quality Reports	6310	Outside O&M	<u>73.50</u>	3767
		Transaction Total			<u>73.50</u>	
Total Featured Media					73.50	
Fineline Pipeline, Inc	6/7/2023	Emergency Sewer repair 56 Commercial Street	1001	Checking	0.00	3768
		Emergency Sewer repair 56 Commercial Street	6310	Outside O&M	8,987.50	3768
		Sewer Laterals East Lake Road and Poplar Hill Road	1001	Checking	0.00	3768
		Sewer Laterals East Lake Road and Poplar Hill Road	6310	Outside O&M	7,500.00	3768
	6/21/2023	Ashphalt restorations	1001	Checking	0.00	3813
		Ashphalt restorations	6305	Water/Sewer Ins	4,440.75	3813
		Ashphalt restorations	6315	Water/Sewer Rep	<u>10,505.12</u>	3813
		Transaction Total			<u>31,433.37</u>	
Total Fineline Pipeline, Inc					31,433.37	
Five Corners Repair	6/21/2023	screen and chute for stainless box & rake	1001	Checking	0.00	3814
		screen and chute for stainless box & rake	6310	Outside O&M	<u>1,505.70</u>	3814
		Transaction Total			<u>1,505.70</u>	
Total Five Corners Repair					1,505.70	
Frontier Communications	6/7/2023	05/16/23 - 06/15/2023	1001	Checking	0.00	3769
		05/16/23 - 06/15/2023	6230	Telephone	<u>159.25</u>	3769
		Transaction Total			<u>159.25</u>	
Total Frontier Communications					159.25	
Gardner, Joan	6/5/2023	Payment Reveral #11670	1001	Checking	<u>0.00</u>	3750
		Transaction Total			<u>0.00</u>	
Total Gardner, Joan					0.00	
Genesee Lumber Inc	6/7/2023	White marking Paint	1001	Checking	0.00	3771
		White marking Paint	6620	Bldg Repair	<u>10.99</u>	3771

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		Transaction Total			10.99	
Total Genesee Lumber Inc					10.99	
GHD Services Inc	6/7/2023	P31148	1001	Checking	0.00	3772
		Transaction Total			0.00	
Total GHD Services Inc					0.00	
Heidelberg Materials	6/7/2023	Crusher Run	1001	Checking	0.00	3774
		Crusher Run	6620	Bldg Repair	708.15	3774
		Transaction Total			708.15	
Total Heidelberg Materials					708.15	
Jackson Welding Supply Co Inc	6/7/2023	Cylinder Rental	1001	Checking	0.00	3775
		Cylinder Rental	6620	Bldg Repair	42.17	3775
		Transaction Total			42.17	
Total Jackson Welding Supply Co...					42.17	
Kosieracki, Paul	6/21/2023	4071 East Lake Rd, Sewer Capital Improvement Overcharge	1001	Checking	0.00	3816
		4071 East Lake Rd, Sewer Capital Improvement Overcharge	4115	RFees-Debt	469.00	3816
		Transaction Total			469.00	
Total Kosieracki, Paul					469.00	
LandPro	6/7/2023	Cut Saw	1001	Checking	0.00	3776
		Cut Saw	6625	Small Equip	1,700.00	3776
		Transaction Total			1,700.00	
Total LandPro					1,700.00	
Layer 3 Technologies	6/7/2023	P31131 Scada Server Upgrades	1001	Checking	0.00	3777
		Transaction Total			0.00	
Total Layer 3 Technologies					0.00	
Lifetime Benefit Solution	6/6/2023	Lifetime Monthly ACH May	1001	Checking	0.00	ACH
		Lifetime Monthly ACH May	6310	Outside O&M	75.00	ACH
	6/30/2023	June Lifetime Benefit ACH's	1001	Checking	0.00	ach003
		June Lifetime Benefit ACH's	2050	A/P Payroll	161.48	ach003
		Transaction Total			236.48	
Total Lifetime Benefit Solution					236.48	
Livingston Co Dept of Health	6/7/2023	Dept of Health Operation Fee 01/01/23 - 12/31/23	1001	Checking	0.00	3778
		Dept of Health Operation Fee 01/01/23 - 12/31/23	6700	Permit/Inspec	1,305.00	3778

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		Transaction Total			<u>1,305.00</u>	
Total Livingston Co Dept of Health					1,305.00	
Livingston Co Treasurer	6/7/2023	Retiree Health Care 05/01/23 - 05/31/23	1001	Checking	0.00	3779
		Retiree Health Care 05/01/23 - 05/31/23	5048	Retiree Health	2,036.30	3779
		Transaction Total			<u>2,036.30</u>	
Total Livingston Co Treasurer					2,036.30	
Molino, Jason	6/7/2023	Expense Report 05/30/23 - 06/30/23	1001	Checking	0.00	3780
		Expense Report 05/30/23 - 06/30/23	6230	Telephone	50.00	3780
		Expense Report 05/30/23 - 06/30/23	6840	Travel/Traing	550.95	3780
		Transaction Total			<u>600.95</u>	
Total Molino, Jason					600.95	
Monaghan, Lauren	6/7/2023	Phone allowance 06/01/23-06/30/23	1001	Checking	0.00	3781
		Phone allowance 06/01/23-06/30/23	6230	Telephone	50.00	3781
		Transaction Total			<u>50.00</u>	
Total Monaghan, Lauren					50.00	
Monroe County DES Division of ...	6/21/2023	05/01/23-05/31/23 Sludge water treatment	1001	Checking	0.00	3818
		05/01/23-05/31/23 Sludge water treatment	6325	Sludge Hauling	33,828.93	3818
		Transaction Total			<u>33,828.93</u>	
Total Monroe County DES Divisi...					33,828.93	
Monroe County Water Authority	6/21/2023	04/28/23 - 05/31/23	1001	Checking	0.00	3817
		04/28/23 - 05/31/23	6515	Purchased Water	15,963.30	3817
		Transaction Total			<u>15,963.30</u>	
Total Monroe County Water Auth...					15,963.30	
Morsch Pipeline, Inc	6/7/2023	Top Soil for Landcaping repairs	1001	Checking	0.00	3782
		Top Soil for Landcaping repairs	6620	Bldg Repair	700.00	3782
		Transaction Total			<u>700.00</u>	
Total Morsch Pipeline, Inc					700.00	
National Grid	6/7/2023	04/25/23 - 05/24/23	1001	Checking	0.00	3783
		04/25/23 - 05/24/23	6210	Electric	13,469.63	3783



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		Transaction Total			<u>13,469.63</u>	
Total National Grid					13,469.63	
New York State Fence, Inc	6/21/2023	Fence maintenance	1001	Checking	0.00	3819
		Fence maintenance	6310	Outside O&M	<u>475.00</u>	3819
		Transaction Total			<u>475.00</u>	
Total New York State Fence, Inc					475.00	
NYS Employees Retirement Syst...	6/23/2023	June Employee Retirement	1001	Checking	0.00	ach
		June Employee Retirement	2050	A/P Payroll	<u>1,561.55</u>	ach
		Transaction Total			<u>1,561.55</u>	
Total NYS Employees Retiremen...					1,561.55	
NYS Deferred Compensation Plan	6/23/2023	PR 13	1001	Checking	0.00	ACH001
		PR 13	2050	A/P Payroll	1,133.64	ACH001
	6/9/2023	PR 12 (5/21/23-6/3/23)	1001	Checking	0.00	ACH002
		PR 12 (5/21/23-6/3/23)	2050	A/P Payroll	<u>1,212.38</u>	ACH002
		Transaction Total			<u>2,346.02</u>	
Total NYS Deferred Compensatio...					2,346.02	
NYSEG	6/7/2023	04/12/23 - 05/08/23	1001	Checking	0.00	3784
		04/12/23 - 05/08/23	6210	Electric	260.56	3784
		04/12/23 - 05/08/23	6220	Gas	<u>545.83</u>	3784
		Transaction Total			<u>806.39</u>	
Total NYSEG					806.39	
Parker Hannifin Corporation	6/7/2023	Analyzer	1001	Checking	0.00	3785
		Analyzer	1440	FA-Maintenance	<u>45,984.00</u>	3785
		Transaction Total			<u>45,984.00</u>	
Total Parker Hannifin Corporation					45,984.00	
Petuccione, Dave	6/5/2023	Reverse Payment #12811	1001	Checking	<u>0.00</u>	3751
		Transaction Total			<u>0.00</u>	
Total Petuccione, Dave					0.00	
Phillips, Bobby	6/7/2023	Uniform Allowance	1001	Checking	0.00	3786
		Uniform Allowance	6340	Uniforms	<u>196.40</u>	3786
		Transaction Total			<u>196.40</u>	
Total Phillips, Bobby					196.40	
Pittsburg Tank & Tower Maintena..	6/21/2023	Tank inspections Niver, Aiport, Lakeville, Sliker Hill	1001	Checking	0.00	3820
		Tank inspections Niver, Aiport, Lakeville, Sliker Hill	6310	Outside O&M	<u>10,000.00</u>	3820

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		Transaction Total			<u>10,000.00</u>	
Total Pittsburg Tank & Tower Mai..					10,000.00	
Rochester Gas & Electric	6/7/2023	04/14/23 - 05/11/23	1001	Checking	0.00	3787
		04/14/23 - 05/11/23	6210	Electric	358.99	3787
		04/14/23 - 05/11/23	6220	Gas	<u>1,958.81</u>	3787
		Transaction Total			<u>2,317.80</u>	
Total Rochester Gas & Electric					2,317.80	
Safety Kleen Systems, Inc	6/21/2023	Parts Washer service	1001	Checking	0.00	3821
		Parts Washer service	6620	Bldg Repair	<u>262.77</u>	3821
		Transaction Total			<u>262.77</u>	
Total Safety Kleen Systems, Inc					262.77	
Sample News Group	6/7/2023	P31142 Public notice bid for sludge tank painting	1001	Checking	0.00	3788
		P31455 SCADA bid public notice		Checking	0.00	
	6/21/2023	Legal Notice - Bid Announcement Smoke Testing	1001	Checking	0.00	3822
		Legal Notice - Bid Announcement Smoke Testing	6830	Advertising	176.58	3822
		P31475 - Legal Notice - Public Hearing Hemlock	1001	Checking	0.00	3822
		Transaction Total			<u>176.58</u>	
Total Sample News Group					176.58	
Selective Insurance Co of New Yo..	6/21/2023	08/18/23 - 08/17/24 5289 ELR Policy FLD1526227	1001	Checking	0.00	3823
		08/18/23 - 08/17/24 5289 ELR Policy FLD1526227	1700	Prepaid Exp	<u>1,076.00</u>	3823
		Transaction Total			<u>1,076.00</u>	
Total Selective Insurance Co of N...					1,076.00	
ServiceMaster	6/7/2023	Cleaning 05/01/23 - 05/31/23	1001	Checking	0.00	3789
		Cleaning 05/01/23 - 05/31/23	6360	Cleaning	<u>375.00</u>	3789
		Transaction Total			<u>375.00</u>	
Total ServiceMaster					375.00	
Siewert Equipment Company	6/21/2023	Repair and install Bio Tower pump	1001	Checking	0.00	3824
		Repair and install Bio Tower pump	6310	Outside O&M	<u>5,276.00</u>	3824
		Transaction Total			<u>5,276.00</u>	
Total Siewert Equipment Company					5,276.00	

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Taranko, Nicholas	6/5/2023	Customer Refund, Blue Heron	1001	Checking	0.00	3752
		Transaction Total			<u>0.00</u>	
Total Taranko, Nicholas					0.00	
Target Pest Control of NY, INC	6/21/2023	06/01/23 - 01/01/24	1001	Checking	0.00	3825
		06/01/23 - 01/01/24	6310	Outside O&M	495.00	3825
		Transaction Total			<u>495.00</u>	
Total Target Pest Control of NY, I...					495.00	
Ti-Sales Inc	6/7/2023	Inv155773, 155070, Return 009712	1001	Checking	0.00	3790
		Inv155773, 155070, Return 009712	6640	Cust Install	150.52	3790
		P31131: various size meters	1001	Checking	0.00	3790
		Transaction Total			<u>150.52</u>	
Total Ti-Sales Inc					150.52	
US Postal Service - Lakeville	6/21/2023	PO Box 396 rental 07/01/23 - 06/30/24	1001	Checking	0.00	3826
		PO Box 396 rental 07/01/23 - 06/30/24	6700	Permit/Inspec	210.00	3826
		Transaction Total			<u>210.00</u>	
Total US Postal Service - Lakeville					210.00	
USA Blue Book	6/7/2023	Chemical Pump part	1001	Checking	0.00	3791
		Chemical Pump part	6620	Bldg Repair	289.21	3791
		Transaction Total			<u>289.21</u>	
Total USA Blue Book					289.21	
Verizon Wireless	6/21/2023	06/01/23 - 06/30/23	1001	Checking	0.00	3827
		06/01/23 - 06/30/23	6230	Telephone	565.20	3827
		Transaction Total			<u>565.20</u>	
Total Verizon Wireless					565.20	
Village of Avon	6/7/2023	02/01/23 - 04/30/23	1001	Checking	0.00	3792
		02/01/23 - 04/30/23	6510	Water Purch	9,825.08	3792
		Transaction Total			<u>9,825.08</u>	
Total Village of Avon					9,825.08	
Village of Mt Morris	6/7/2023	02/01/23 - 04/30/23 Sewer	1001	Checking	0.00	3793
		02/01/23 - 04/30/23 Sewer	6520	Sewer Purch	11,408.09	3793
		Transaction Total			<u>11,408.09</u>	
Total Village of Mt Morris					11,408.09	

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 From 6/1/2023 Through 6/30/2023

<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>
Webster Szanyi LLP	6/21/2023	Legal Services 05/01/23 - 05/31/23	1001	Checking	0.00	3828
		Legal Services 05/01/23 - 05/31/23	6110	Prof Legal	1,292.50	3828
		Transaction Total			<u>1,292.50</u>	
Total Webster Szanyi LLP					1,292.50	
Wilmington Trust	6/8/2023	Wilming Trust Trustee Fee	8140	Debt Fees	<u>1,000.00</u>	wire00...
		Transaction Total			<u>1,000.00</u>	
Total Wilmington Trust					1,000.00	
WW Grainger	6/7/2023	Belts for Air Pumps	1001	Checking	0.00	3773
		Belts for Air Pumps	6620	Bldg Repair	109.80	3773
		Boots - Bob Phillips	1001	Checking	0.00	3773
		Boots - Bob Phillips	6340	Uniforms	183.37	3773
	6/21/2023	Paper Towels	1001	Checking	0.00	3815
		Paper Towels	6620	Bldg Repair	<u>380.16</u>	3815
		Transaction Total			<u>673.33</u>	
Total WW Grainger					<u>673.33</u>	
Report Opening/Current Balance						
Report Transaction Totals					<u>410,457.09</u>	
Report Current Balances						


**Livingston County WSA**  
Vendor Activity - Cash Disbursements-board mtg-Capital Projects  
From 6/1/2023 Through 6/30/2023

*24*

Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31121	Lakeville WWTP Phosphorus	3762	Clark Patterson Lee	P31121	<u>3,000.00</u>
				Transaction Total	<u>3,000.00</u>
Total 31121	Lakeville WWTP Phosphorus				3,000.00
31131	Water System Improvements (EFC WIIA)	3777	Layer 3 Technologies	P31131 Scada Server Upgrades	22,662.00
	Water System Improvements (EFC WIIA)	3790	Ti-Sales Inc	P31131: various size meters	7,656.28
				Transaction Total	<u>30,318.28</u>
Total 31131	Water System Improvements (EFC WIIA)				30,318.28
31142	Lakeville Plant Upgrades-Phase 2	3800	Ber-National Automation, Inc	P31142 Fence gate operating system	7,200.00
	Lakeville Plant Upgrades-Phase 2	3801	Blue Heron Construction Co	P31142 Pay App 20 05/01/23 - 05/31/23	66,281.50
	Lakeville Plant Upgrades-Phase 2	3749	Blue Heron Construction Co	P31131: Pay App 19 4/1/23-4/30/23	186,145.00
	Lakeville Plant Upgrades-Phase 2	3788	Sample News Group	P31142 Public notice bid for sludge tank painting	214.83
				Transaction Total	<u>259,841.33</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				259,841.33
31148	SCADA Sy Wide Imp P1	3772	GHD Services Inc	P31148	<u>2,581.95</u>
				Transaction Total	<u>2,581.95</u>
Total 31148	SCADA Sy Wide Imp P1				2,581.95
31455	Conesu Lake PS Improvements	3788	Sample News Group	P31455 SCADA bid public notice	<u>224.53</u>
				Transaction Total	<u>224.53</u>
Total 31455	Conesu Lake PS Improvements				224.53
31475	2023 Sewer Collection Improvements	3765	Core and Main LP	P31475: Manholes and Frames	21,575.00
	2023 Sewer Collection Improvements	3807	Core and Main LP	P31475: Manhole rings	2,642.00
	2023 Sewer Collection Improvements	3822	Sample News Group	P31475 - Legal Notice - Public Hearing Hemlock	108.30
				Transaction Total	<u>24,325.30</u>
Total 31475	2023 Sewer Collection Improvements				24,325.30
Report Opening/Current Balance					<u>                    </u>
Report Transaction Totals					<u>320,291.39</u>

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To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: July 12, 2023

Subject: Policy Updates

**1. Action Requested:**

Board action approving the Policy on the Right of Employees to Express Breast Milk, Workplace Violence Prevention Policy and Assessments, Post Issuance Compliance Policy, Guidelines for the Sale and Reporting of Bonds and updates to the Service Unit Policy.

**2. Background:**

Over the past year, the Livingston County Water and Sewer Authority (“Authority”) has made a focused effort to update its existing policies to ensure best practices are implemented and the Authority follows all Federal and State requirements. Below are several policies that have recently been reviewed and updated for Board consideration. All of the forthcoming policies have been reviewed and recommended for adoption by the Governance Committee, and reviewed by the Authority’s legal counsel where appropriate, which include general counsel, labor counsel, bond counsel and underwriter bond counsel.

*Right of Employees to Express Breast Milk*

Recent amendments to New York State Labor Law Section 206-c giving employees the right to express breast milk in the workplace became effective on June 7, 2023, and the New York State Department of Labor recently issued the attached Policy on the Rights of Employees to Express Breast Milk in the Workplace. It is clear from the statutory amendment and the language of the policy that the Department of Labor’s policy is the policy (as opposed to a model policy). This law applies to the Authority given that it applies to all public and private employers in New York State, regardless of size or the nature of their business.

After consultation with our labor attorney, it is recommended that the Authority adopt and distribute the State’s exact policy. This policy must be provided at the time of hire, annually, and to any employees returning to work following the birth of a child.

*Workplace Violence Prevention Policy and Assessments*

Workplace violence is any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment.

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In 2006, New York State enacted legislation requiring public employers to develop and implement programs to prevent and minimize workplace violence and help ensure the safety of public employees. Currently the Authority does not have the required workplace violence prevention program consistent with the law. The proposed policy is a model policy provided by the NYS Department of Labor. In addition to the adoption of the policy, Authority leadership will complete a workplace violence assessment/evaluation and conduct the annual staff training. An annual training course is provided by NYMIR.

*Post Issuance Compliance Policy & Guidelines for the Sale and Reporting of Bonds*

As the Authority will issue its first bond anticipation notes outside of Environmental Facilities Corporation (“EFC”) financing options, several policies pertaining to future indebtedness are required to be adopted by the Authority.

The Post Issuance Compliance Policy relates to the Authority’s responsibility to continually disclose relevant financial and operational information that may have an impact prior to, during and post issuance of notes, bonds and indebtedness.

In the Authority’s enabling legislation under Section 4 of § 1199-gggg, the legislation states that the Authority “shall set guidelines governing the terms and conditions of any such private or public sales.” With assistance from our bond counsel, the proposed Guidelines for the Sale and Reporting of Bonds provides the administrative framework for conducting bond sales.

Both policies follow standard best practices for issuance of indebtedness and issuance compliance.

*Service Unit Policy*

In October 2022 the Authority Board adopted the Service Unit Policy. This policy created a standardized method for charging water and sewer customers based on water meter size, property use and dwellings.

The proposed updates to the Service Unit Policy include additional units/fees that would be assigned to customers with un-metered fire service connections. As we continue the water meter replacement program, we have identified over 15 customers who maintain fire sprinkler systems within their facilities that have un-metered fire connections to our water infrastructure. We do not anticipate any water use through the unmetered fire service lines and would not require a new meter to be installed at these locations. However, this does present an inequity with new customers with fire sprinkler systems as they have/would be required to provide a compound water meter that would supply both domestic and fire services as an unmetered fire connection is no longer permitted.

Since the current Service Unit Policy is based on meter size these new customers are currently paying higher base fees due to the larger meter size required for fire sprinkler demands. To correct this inequity, we have proposed a new fire service unit policy that would assign units based on the size of the fire line that exists to serve the facility. If approved this new policy will impact 15-20 customers who have been identified through visual inspections as having unmetered fire service lines.

### **3. Financial Implications:**

There are no financial implications for the Right of Employees to Express Breast Milk, Workplace Violence Prevention Policy and Assessments, Post Issuance Compliance Policy and Guidelines for the Sale and Reporting of Bonds. The updates to the Service Unit Policy will generate an additional ~\$15,000 in annual water revenue and address a current inequity within customer categories.



## PURPOSE

The following Service Unit Policy, along with the LCWSA's Water and Sewer Use Rules & Regulations are considered the contract between the Livingston County Water and Sewer Authority Board, doing business as the Livingston County Water and Sewer Authority (LCWSA), and every person, business, owner, occupant, or customer who uses water, sewer or services (hereafter "Consumer") provided by the LCWSA.

## SCOPE

This policy applies to any Consumer utilizing water and sewer service from the LCWSA shall be bound by the provisions of the Service Unit Policy and Water and Sewer Rules and Regulations, as from time to time amended by the LCWSA Board.

## POLICY

### I. Definitions

**Multiple-Family Residential Parcel** – A multiple-family residential parcel is any parcel within the Service Area (as defined below) which is connected to the Water System and/or Sewer System (both as defined below) which contains more than one dwelling unit which have separate living quarters with separate plumbing, kitchen, and toilet facilities, capable of housing more than one person living separately in each dwelling unit. Examples of a multiple-family residential parcel shall include but are not limited to a home with an apartment, apartment house or complex, a mobile/manufactured home park, whether occupied on a seasonal, part time or yearly basis.

**Non-Residential Parcel** – A non-residential parcel is any parcel within the Service Area which is connected to the Water System and/or Sewer System which does not meet the definition of a Residential Parcel (as defined below) or Multiple-Family Residential Parcel which may or may not have plumbing facilities and shall include any use not otherwise defined herein. Examples of a Non-Residential Parcel shall include, but not be limited to an institution, commercial business, industrial business, agricultural business, or a vacant tax parcel with service (such as a vacant lot with a yard hydrant).

**Residential Parcel** – A residential parcel is any parcel within the Service Area which is connected to the Water System and/or Sewer System which is a dwelling unit containing a single living quarter with plumbing, kitchen, and toilet facilities, capable of housing one or more persons. Examples of a residential parcel shall include but are not limited to a home, mobile/manufactured home, apartment, whether occupied on a seasonal, part time or yearly basis.

**Service Area** – That area within Livingston County, New York that the LCWSA owns or operates water and/or sewer distribution, collection or treatment facilities and provides potable drinking water and/or sewer treatment services to Consumers.

**Service Unit** – A billing designation assigned to each Consumer that is connected to a Water System and/or Sewer System operated by the LCWSA. Such designation will be used to determine the amount each consumer pays for Water Service and/or Sewer Service provided to it by the LCWSA. Such Service Units will be

independently assigned for both Water Service and Sewer Service and the number of Service Units may not be the same for Water Service as it is for Sewer Service.

**Sewage** – A combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, and such ground, surface, and storm water as may be inadvertently present. The admixture of sewage, as defined above, with industrial wastes and other wastes shall also be considered "sewage", within the meaning of this definition.

**Sewer Service** - A connection from a single dwelling unit in a Residential Parcel or Multiple-Family Residential Parcel or a single connection from a Non-Residential Parcel or Seasonal or Recreational Parcel to a Sewer System for purposes the collection, treatment or disposal of sewer, industrial waste, and other wastes generated by such Residential Parcel, Multiple-Family Residential Parcel, Non-Residential Parcel or Seasonal or Recreational Parcel.

**Sewer System** – All sewer pipes and other appurtenances which are used or useful in whole or in part in connection with the collection, treatment or disposal of sewer, industrial waste, and other wastes and which are maintained, owned or operated by the Livingston County Water and Sewer Authority, including sewage pumping stations and sewage treatment and disposal works.

**Water Connection** – Any piping system, which can extract water from a water main.

**Water/Sewer Main** – Any piping system through which publicly supplied water is transported or sewage is conveyed.

**Water Service** – A connection from a single dwelling unit in a Residential Parcel or Multiple-Family Residential Parcel or a single connection from a Non-Residential Parcel or Seasonal or Recreational Parcel to a Water Main or other component of the Water System that is intended to and does provide potable drinking water to such Residential Parcel, Multiple-Family Residential Parcel, Non-Residential Parcel or Seasonal or Recreational Parcel.

**Water System** – All water pipes, water mains and other appurtenances which are used or useful in whole or in part in connection with the collection, storage, treatment or distribution of potable drinking water and which are maintained, owned or operated by the Livingston County Water and Sewer Authority.

## II. Service Unit Assignment

1. **Service Unit assignment:** Service units for each Consumer shall be determined by the size and type of Water Service and/or Sewer Service connections each parcel has to the Water System and/or Sewer System.
2. **Residential Parcel:** One Service Unit shall be assigned for each Water Service and/or Sewer Service connected, plus one additional Service Unit shall be assigned for each Water Service and/or Sewer Service connection in excess of one.
  - a. Each single-family residential dwelling unit shall be considered to be one Service Unit and will be provided with a 5/8" x 3/4" service and water meter. When a single-family residential dwelling has a meter larger than 5/8" x 3/4" the unit assignment for the larger meter will be applied based on the Table in section 3.5. Included in this category will be single-family homes, individual apartments and manufactured homes or mobile homes that are not located within an apartment building, multi-family home or manufactured home community/park or mobile home community/park.

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- b. Multiple single-family dwelling units on the same parcel of land will each be considered as an individual Service Unit and may be required to have an individual water meter, provided they each have frontage to the public right-of-way and public water main.
  3. **Multiple-family Residential Parcel:** One Service Unit shall be assigned for each Water Service provided for each dwelling unit or separate living quarter, plus one Service Unit for each sewer connection per separate dwelling unit or separate living quarters.
    - a. Multiple dwelling units within a single building located on the same parcel of land, including apartment buildings with multiple apartments and manufactured homes or mobile homes located within a community or park of manufactured or mobile homes, will be served by one appropriately sized master meter serving all dwelling units on such parcel. Each dwelling unit on such parcel will be considered as an individual Service Unit 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.
  4. **Non-residential Parcel:** The number of Service Units assigned for Water Service to a Non-Residential Parcels will be based on water meter size. The methods described in the American Water Works Association (AWWA) Manual of Water Supply Practices (M22) will be the standard for determining meter sizes with non-residential parcels.
    - a. Any Non-Residential Customer shall submit for review by LCWSA or its designee, an analysis prepared by a professional engineer licensed in New York State, which supports the meter size requested by the customer. The analysis shall describe the bases of design and state that the method used is consistent with AWWA M22. Non-residential uses, which may include but are not limited to, recreational, educational, commercial, and agricultural uses and/or facilities will be assigned a number of service units based on the size of the water meter provided for by an M22 analysis.
    - b. LCWSA reserves the right to determine the appropriate number of Service Units assigned to each parcel.
    - c. The number of Service Units assigned for Sewer Service to Non-Residential Parcels may be based on water meter size. However, the LCWSA reserves the right to assign additional Service Units to Non-Residential Parcels based upon the specific strength, characteristics and flow of Sewage produced by a Non-Residential Parcel and its introduction into the Sewer System. At the request of the LCWSA, any Non-Residential Customer shall submit for review by LCWSA or its designee, an analysis prepared by a professional engineer licensed in New York State, which discloses the anticipated chemical makeup, quantity and frequency of its discharge into the LCWSA Sewer System. Should the LCWSA require review or analysis of such information by its own engineers, the cost of such review shall be borne by the Non-Residential Parcel owner and may be required to be paid prior to such review being completed.
  5. **Recreational and/or Campground Parcel:** Service Unit assignments for Water Service and/or Sewer Service shall be based on meter size when only one service connection is utilized for the entire parcel.

6. **Unit Charges:** Service Units for Water Service and Sewer Service charges shall be billed quarterly based on the following water meter sizes:

<b>Table 3.5</b>	
<b><u>Meter Size</u></b>	<b><u>Number of Service Units</u></b>
3/4"	1.0 unit
1"	1.5 units
1 ½"	3.0 units
2"	5.0 units
3"	11.0 units
4"	20.0 units
6"	40.0 units
8"	80.0 units

- a. Seasonal or non-continuous occupancy of a dwelling unit, other than parcel identified as seasonal and recreational parcels, will not be taken into consideration when determining what constitutes a service unit.
- b. Any metered facility will be considered as a minimum of one Service Unit.
7. **Capital and Debt Charges:** Capital and debt charges assigned by LCWSA shall be based upon the determination of the number of Service Units assigned to various parcels in the Service Area that are or may be connected to the Water System and/or Sewer System.
8. **Sewage From Nonmetered Source :** In the event that the owner of a lot, parcel of land, building or other premises discharging Sewage, water or other liquids into a Sewer System, either directly or indirectly, uses metered LCWSA water and water other than metered LCWSA water, or uses water other than metered LCWSA water exclusively, LCWSA shall determine a method of measuring the Sewage, water or other liquids entering the Sewer System consistent with this policy. In such cases, the sewer Unit Charge shall be based on this determination. All expenses in connection with metering shall be charged to the owner of the land.
9. **Fire Service Units**
- a. **Water Units:** Customers with fire service to their property may incur additional fees as follows:
- i. Single-Family Residential and Places of Worship with a combined domestic and fire water service connection will not be charged additional fees for fire service and the Service Units shall be based on the water service meter size.
  - ii. Un-metered Fire Service lines shall be inspected annually and shall be assigned additional units based on the size of the fire service as follows:
    1. 4" or less: 5 additional units
    2. 6" – 10 additional units
    3. 8" – 20 additional units
  - iii. Metered Fire Service Lines will be charged based on the meter size as listed in section 3.5 above.

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- b. **Sewer Units:** Total sewer units for any parcel shall match the total water units assigned. However, Sewer Units may be reduced for buildings and/or properties that contain a fire suppression system. The owner shall provide an accurate fixture count indicating all domestic water fixtures which may be used to determine the equivalent domestic water meter size consistent with AWWA M22 calculations. Upon review and inspection by LCWSA staff, the total sewer units may be reduced to match the equivalent domestic water meter size rather than the actual installed water meter size.



**RESOLUTION NO. 2023 - 26**

**RESOLUTION TO SET A PUBLIC HEARING FOR THE AMENDED SERVICE UNIT  
POLICY FOR AUGUST 16, 2023 AT 8:00AM**

WHEREAS, the Livingston County Water & Sewer Authority (“Authority”) has amended the Service Unit Policy (attached as Appendix A), and

WHEREAS, the public hearing will be set for August 16, 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 public hearing for August 16, 2023 at 8:00am.

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

## **PURPOSE**

Section 206-c of the New York State Labor Law gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business. The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

## **SCOPE**

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

## **POLICY**

### **I. Using Break Time For Breast Milk Expression**

Employers must provide reasonable unpaid break time for their employees to express breast milk. In addition, employees must also be permitted to use their paid break time or meal time to express breast milk. This time must be provided for up to three years following childbirth. Employers must provide unpaid break time at least every three hours if requested by the employee. However, the number of unpaid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employee must be permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast milk, as long as this time falls within the employer's normal work hours. However, an employee is not required to make up their unpaid break time.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding paid and unpaid break time and meal times regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods  
[dol.ny.gov/day-rest-and-meal-periods](https://dol.ny.gov/day-rest-and-meal-periods)
- NY Department of Labor FAQs on Meal and Rest Periods  
[dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf](https://dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf)
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods  
[dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked](https://dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked)
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk  
[dol.gov/agencies/whd/fact-sheets/73-flsa-breaktime-nursing-mothers](https://dol.gov/agencies/whd/fact-sheets/73-flsa-breaktime-nursing-mothers)

While an employer cannot require that an employee works while expressing breast milk, nothing in Labor Law 206-c prevents an employee from voluntarily choosing to do so. Time working while expressing breast milk must be compensated.

Unpaid breaks provided for the expression of breast milk must be at least twenty minutes. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break must be at least thirty minutes. An employee must be allowed to take a longer unpaid break if needed. Employees may also opt to take shorter unpaid breaks.

Employees who work remotely have the same rights to unpaid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

## **II. Making A Request To Express Breast Milk At Work**

If an employee wants to express breast milk at work, they need to give employers reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow employers the time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

## **III. Lactation Room Requirements**

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall. The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.



Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering. In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace. Employees are required to store all expressed milk in closed containers and bring milk home each evening. The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible. Undue hardship is defined in the statute as "causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business." **However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.**

#### **IV. New York State Department Of Labor Resources**

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, should contact the New York State Department of Labor's Division of Labor Standards. Call us at 1-888-52-LABOR, email us at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or visit the nearest Labor Standards office to personally file a complaint.

A list of our offices is available at [dol.ny.gov/location/contact-division-labor-standards](https://dol.ny.gov/location/contact-division-labor-standards). *Complaints are confidential.*

#### **V. Federal Resources**

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit [dol.gov/agencies/whd/pump-at-work](https://dol.gov/agencies/whd/pump-at-work).

## **PURPOSE**

Livingston County Water & Sewer Authority (“Authority”) is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, employees, and customers.

## **SCOPE**

All employees will participate in the annual Workplace Violence Prevention Training. The goal of this policy is to promote the safety and well-being of all people in our workplace.

## **POLICY**

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as customers and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

**Designated Contact Person: Jason Molino**  
**Title: Executive Director**  
**E-mail: [jmolino@lcwsa.us](mailto:jmolino@lcwsa.us)**

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.

<b>Record Examination</b>	<b>Results of the examination</b>
a. Log of Work Related Injuries and Illnesses (Form SH900) b. Summary of Work Related Injuries and Illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.2)	
<b>Workplace Violence Incident Reports</b>	
<b>Personnel Disciplinary Reports</b>	
<b>Workers' Compensation Reports</b>	

**Assessment of Relevant Policies, Practices, and Procedures**

<p>Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.</p>	
	<p><b>Record the results of the assessment and any associated risks below.</b></p>
<p><b>Examples of relevant policies:</b>          Domestic Violence          Sexual Harassment          Visitation Policies          Policies relevant to the treatment of customers          Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided, etc.)</p> <p><b>Examples of work practices and procedures:</b>          Visitor/Customer sign n/out          Escorting visitors/customers          Oneclient entrance used          Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public)          I.D. Badges used          Itineraries with employee contact info.          Periodic check-in procedures          After-hours contact procedures          Procedure on how to control/defuse potentially violent situations          Supplied with personal alarm/cellular phone/radio          Limit visible clues of carrying money/valuables          Partnering arrangements if necessary</p>	

**Location:**

**Persons conducting the evaluation:**

**Date of assessment:**

**This section requires the participation of the authorized employee representative(s).**

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
<b>1. Security Features</b>				
Reception Area Available				
Barriers to Separate Clients from Work Area				
Separate Interview Area(s)				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Control(s) i.e. locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Panic Button(s)				
Video Monitor(s)				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Other:				

<b>2. Factors That Might Place Employees at Risk</b>				
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers				
Work late night or early morning hours				
Exchange money with the Public				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Any other factors that might place employees at risk				
<b>3. Security Guards</b>				
Are security guards present at the location				

**Evaluation of  
Physical  
Environment**

4. Description of Building: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of exists, number of employees, access to the building, security features, areas of concerns related to security.)



**RESOLUTION NO. 2023 - 27**

**RESOLUTION ADOPTING PERSONNEL POLICIES**

WHEREAS, The Livingston County Water and Sewer Authority (the “Authority”) currently does not have the following Personnel Policies as required:

Right to Express Breast Milk Policy  
Workplace Violence Prevention Policy

WHEREAS, Authority staff, including the Authority’s Attorney, have analyzed and reviewed the Personnel Policies,

WHEREAS, the Governance Committee has reviewed and recommends the Personnel Policies attached hereto, to be utilized as the official policies for the Authority, and now therefore be it,

RESOLVED, the Livingston County Water and Sewer Authority Board hereby adopts the Personnel Policies, attached hereto, as the official policies for the Authority Board, and be it further,

RESOLVED, that the Authority will combine said Personnel Policies to be made available to all current employees and will provided to all new employees.

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

## PURPOSE

This Post Issuance Compliance Policy (“Policy”) applies to all notes, bonds and other indebtedness (“Obligations”) issued by the Livingston County Water and Sewer Authority (the “Authority”) that are subject to the provisions of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934 (“Rule”).

## SCOPE

This Policy sets forth specific requirements of the Authority designed to monitor post-issuance compliance by the Authority with applicable provisions of the Rule. This Policy describes various procedures and systems designed to identify, on a timely basis, facts that may be relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the Authority complies with its continuing disclosure undertakings executed and delivered pursuant to the Rule.

## POLICY

The Authority recognizes that compliance with applicable provisions of the Rule is an on-going process, necessary during the entire term of the Obligations. Accordingly, the analysis of those facts and implementation of this Policy will require on-going monitoring and, likely, ongoing consultation with bond counsel and/or counsel to the Authority.

### I. Financing Program

The Authority is authorized under the provisions of Title 8-G of Article 5 of the Public Authorities Law of the State of New York (the “Act”) to undertake the financing and refinancing of certain projects. Pursuant to the Act, the Authority has in the past and may in the future request issue Obligations for the financing and refinancing of projects (the “Financing Program”).

### II. Policies and Procedures

The following policies and procedures are adopted for the monitoring of post-issuance compliance with the Authority’s continuing disclosure undertakings and the Rule in connection with Obligations issued by the Authority:

Administration Designee. The Authority’s Executive Director, or in his or her absence, the Deputy Executive Director (collectively “Executive Director”), shall be responsible for undertaking post-issuance compliance by the Authority with the Authority’s continuing disclosure undertakings and the Rule with regard to Obligations issued by the Authority pursuant to the Financing Program. The Executive Director shall be responsible for ensuring an adequate succession plan for transferring post-issuance compliance responsibility when changes in staff occur.

Disclosure in Preliminary Official Statements, final Official Statements or other disclosure documents. Prior to the printing or posting of a preliminary official statement, a final official statement or other form of disclosure document, the Executive Director must review such document for accuracy with regard to information set forth therein concerning the Authority and shall specifically review the information set forth therein with regard to the Authority’s compliance with its current continuing disclosure undertakings (if any) in order to determine that such information is correct in all material respects.

Closing Binder. Following the issuance of a specific issue of Obligations under the Financing Program, the Executive Director should obtain and store a closing binder and/or CD or other electronic copy of the



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relevant and customary transaction documents. The Executive Director shall also store and maintain a file with paper copies of all final official statements and all continuing disclosure undertakings.

EMMA Reporting. For each issuance of Obligations under the Financing Program, the Executive Director should confirm: (i) that the final official statement or disclosure document has been posted on the Municipal Security Rulemaking Board's Electronic Municipal Market Access system ("EMMA"); and (ii) if the Obligations are issued to refund other Obligations, notice of such an event is posted on EMMA.

The Executive Director shall establish and maintain a "tickler" system so that at least thirty (30) days prior to the date when any annual financial information is required to be posted on EMMA, the Executive Director shall receive a reminder notice. The Executive Director shall then prepare or cause to be prepared the appropriate annual financial information required by the continuing disclosure undertaking to be posted on EMMA and to post the same in a timely manner.

If a "material event" or a "listed event," as defined in the Authority's continuing disclosure undertakings or the Rule occurs, the Executive Director shall prepare or cause to be prepared, an appropriate notice to be posted on EMMA, as required by the terms of the continuing disclosure undertakings and the Rule. The current list of material events and listed events are attached hereto as EXHIBIT "A," it being understood that such list may be changed from time to time due to changes in the Rule.

The Executive Director may fulfill all of the EMMA reporting obligations set forth above by engaging a municipal advisor registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to undertake such actions on behalf of the Authority.

Continuing Disclosure Requirements. The Executive Director should monitor and maintain compliance by the Authority of its agreements in its continuing disclosure undertakings, to comply with all applicable requirements that must be satisfied subsequent to the issuance of the Obligations. The Executive Director shall be responsible for the posting of all information and notices, as appropriate, required to be posted on EMMA in a timely manner. If the Executive Director believes that a material violation or a potential material violation of any such agreement has occurred, the Executive Director shall consult with bond counsel as to what action under the Rule is required, and if so, shall notify the Board of the Authority of such information. The Authority shall thereafter, upon advice of bond counsel, or counsel to the Authority, undertake any recommended action.

The Executive Director shall monitor any changes in the Rule and shall consult with bond counsel to the Authority regarding the need to amend this policy to comply with changes in the Rule. The Executive Director shall also consult with bond counsel or counsel to the Authority, as and when the Executive Director deems it necessary, to make certain that the Executive Director has a working knowledge of the Rule which needs to be complied with by the Authority to maintain compliance with its continuing disclosure undertakings and the Rule.

The Executive Director may engage a municipal advisor registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to assist the Executive Director in fulfilling all of the continuing disclosure obligations set forth above.

Record Retention. The Executive Director will coordinate procedures for record retention and review of such records. Records shall be maintained until all Obligations which financed or refinanced any portion of the Financing Program are retired or are no longer outstanding. Electronic media will be the preferred method for storage of all documents and other records maintained by the Authority.

Periodic Review. The Executive Director will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

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Manner of Submission. The documents, reports and notices required to be submitted pursuant to this policy shall be submitted through EMMA in an electronic format, and shall be accompanied by identifying information, in the manner prescribed by the Municipal Securities Rulemaking Board (“MSRB”), or in such other manner as is consistent with the Rule.

Further Policies and Procedures. The foregoing list of post-issuance compliance procedures is not intended to be exhaustive. Further policies and procedures may be identified from time to time by Authority’s administration in consultation with bond counsel and Authority counsel, which policies and procedures may or may not be reflected in this Policy.

**III. Effective Date**

This Policy is effective on the date of approval set forth below.

**IV. Date of Approval**

July 19, 2023



**RESOLUTION NO. 2023 - 28**

**RESOLUTION ADOPTING POST ISSUANCE COMPLIANCE POLICY FOR OBLIGATIONS  
SUBJECT TO RULE 15c2-12**

WHEREAS, The Livingston County Water and Sewer Authority (the “Authority”) staff, including the Authority’s Attorney, have analyzed and reviewed Post Issuance Policy for Obligation Subject to Rule 15c2-12;

WHEREAS, the Governance Committee has reviewed and recommends the Post Issuance Policy for Obligation Subject to Rule 15c2-12 attached hereto, 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 Post Issuance Policy for Obligation Subject to Rule 15c2-12, attached hereto, as the official policy for the Authority Board.

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

## **PURPOSE**

The provisions set forth below (the “Guidelines”) have been developed and are adopted to provide the Livingston County Water and Sewer Authority (the “Authority”) with an administrative framework for conducting its bond sales.

## **SCOPE**

It is anticipated that the Guidelines will be amended from time to time to reflect the evolution of municipal finance practices. The Guidelines have also been developed pursuant to the provisions of Title 8-G of Article 5 of the Public Authorities Law of the State of New York, as it may from time to time be amended.

## **POLICY**

### **I. Definition of Terms**

The following terms shall, for purposes of these Guidelines, have the following meanings unless the context shall clearly indicate some other meaning:

“Act” shall mean Title 8-G - Livingston County Water and Sewer Authority, of Article 5 of the Public Authorities Law, as it may from time to time be amended.

“Agency” shall mean the Livingston County Water and Sewer Authority.

“Chairperson” shall mean the Chairperson of the Authority.

“Members” shall mean the members of Board of the Authority.

“Treasurer” shall mean the Treasurer of the Authority.

### **II. Selection of Method of Sale**

1. Following written recommendation by the Chairperson or his designee, the Members of the Authority, by majority vote, shall select a method of sale from among the following:
  - a. Public Competitive Sale. When a particular bond issue is standardized and routine such that the specifics of the issue can be easily described in a public notice to bidders and for which the most important factor is the ultimate price of the issue, bids may be solicited from the public. The sale of bonds shall be advertised in accordance with the Act and in a manner determined by the Members to provide adequate notice for the most practical and efficient sale.
  - b. Public Negotiated Sale. Bonds may be sold at public negotiated sale, upon the determination of the Members, when the bond issue represents a new financing program; includes complex security, structuring, or other factors that require extensive explanation to potential purchasers of the bond; or has such other features as require extensive premarketing efforts in order to achieve a cost-effective sale. In addition, the use of public negotiated sale is appropriate during periods of instability or uncertainty in the financial markets.
  - c. Private Placement. Where the size of a bond issue or other considerations would make it impractical or not cost effective to offer the bonds for sale to more than a limited number of ultimate purchasers, or the Authority seeks to access benefits available from state or federal agencies, authorities or public benefit corporations, including but not limited to the New York State Environmental Facilities Corporation (NYSEFC) or the Rural Utilities Service, United States Department of Agriculture (USDA), the Members may select a private placement sale.
2. In the case of a public negotiated sale, an underwriter shall be selected by a majority vote of the Authority’s board, following the recommendation of the Chairperson or his designee. The Chairperson or his designee shall review and recommend the selection of an underwriter based upon, among other

## Guidelines of the Livingston County Water & Sewer Authority for the Sale and Reporting of Bonds

things, qualifications of underwriters as to experience, their ability to structure and sell authority bond issues, anticipated costs to the Authority, the prior experience of the Authority with the firm, if any, the capitalization of such firms.

3. Where it has been determined that a private placement is the appropriate method of sale, a placement agent shall be selected by a majority vote of the Authority's board, following the recommendation of the Chairperson or his designee. The Members shall generally take into account the factors described above, as well as particular benefits offered by a private placement agent (such as the NYSEFC or USDA) as well as expertise and experience of effectuating a private placement in a cost-effective manner.

### III. Reports on Bond Sales

**Annual Report.** The Authority shall, on an annual basis, prepare and approve a bond sale report which shall include the Authority's Bond Sale Guidelines, amendments to such guidelines since the last bond sale report and the results of any sale during such period, including, but not limited to, the underwriter's discount and net interest costs of bonds sold during the reporting period. Such bond sale report shall also identify which of the Authority's bond sales were conducted as public sales and which were conducted as private sales and of those, which were taxable. The annual bond sale report shall be distributed to the NYS Comptroller, the NYS Senate Finance Committee and the NYS Assembly Ways and Means Committee. The Authority shall also make available to the public copies of its bond sale report upon reasonable request thereof.

### IV. Miscellaneous Provisions

1. **Powers of Amendment.** Any modification or amendment of these Guidelines may be made by a Resolution adopted at any duly constituted Members' meeting of the Authority; provided, however, that no such modification or amendment shall abrogate the rights and duties of existing Authority contracts, the terms of which were established pursuant to these Guidelines; and further provided that the Chairperson or Treasurer may make non-material changes in these Guidelines.
2. **No Recourse Under These Guidelines.** No provision of these Guidelines shall be the basis for any claim based on these Guidelines against any Member, officer or employee of the Authority or the Authority itself. Furthermore, notwithstanding the provisions of these Guidelines, once the Members have authorized the issuance of bonds, these Guidelines shall not be construed to restrict in any way the issuance of such bonds.
3. **Effect upon Existing Agency Contracts.** These Guidelines shall not abrogate the rights and duties of Authority contracts with third parties executed prior to the effective date of these Guidelines.
4. **Inability to Act.** In any case where action by the Chairperson of the Authority is required under these Guidelines, if the Chairperson is absent or unable to act as required for any reason (including, without limitation, an actual or potential conflict of interest), the Vice Chairperson is empowered to act in the place and stead of the Chairperson.
5. **Designee.** Any reference in these Guidelines to a "designee" shall mean a person designated by the Chairperson as a designee of the Chairperson, which may include the Authority's Executive Director.



**RESOLUTION NO. 2023 - 29**

**RESOLUTION ADOPTING GUIDELINES OF THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY FOR THE SALE AND REPORTING OF BONDS**


WHEREAS, The Livingston County Water and Sewer Authority (the “Authority”) staff, including the Authority’s Attorney, have analyzed and reviewed Guidelines of the Livingston County Water & Sewer Authority for the Sale and Reporting of Bonds;

WHEREAS, the Governance Committee has reviewed and recommends the Guidelines of the Livingston County Water & Sewer Authority for the Sale and Reporting of Bonds attached hereto, 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 Guidelines of the Livingston County Water & Sewer Authority for the Sale and Reporting of Bonds, attached hereto, as the official policy for the Authority Board.

July 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: July 13, 2023

Subject: Amended and Restated Bond and Notes Resolution

**1. Action Requested:**

Board action approving the amended and restated Thirteenth Supplemental Resolution for issuance of bond anticipation notes.

**2. Background:**

On May 17, 2023 the Authority Board approved Resolution No. 2023-21 amending the Thirteenth Supplemental Resolution to authorize the expanded scope of sewer collection improvements in addition to Groveland Station Wastewater Treatment Plant UV Facility and Lakeville Wastewater Treatment Plant Chemical Feed Facility.

As the Authority has been working with bond counsel, financial advisors and underwriters preparing for the bond anticipation note issuance, several administrative issues have come up regarding the prior resolution.

In short, both bond counsel and our underwriters have requested several amendments to the resolution that have no impact on the Boards authorization to borrow funds, nor on the amount of funding authorized. These changes are for consistency with the Authority's General Resolution and language preference of the bond counsels involved.

**3. Financial Implications:**

There are no financial implications for the proposed amendments to the Thirteenth Supplemental Resolution.



**RESOLUTION NO. 2023 - 30**

**AMENDED AND RESTATED RESOLUTION TO APPROVE (A) THE ISSUANCE OF THE AUTHORITY'S BONDS AND NOTES; AND (B) AN AMENDED AND RESTATED THIRTEENTH SUPPLEMENTAL RESOLUTION FOR THE INSTALLATION OF A NEW UV DISINFECTION SYSTEM AT THE GROVELAND WASTEWATER TREATMENT PLANT, A NEW CHEMICAL FEED SYSTEM AT THE LAKEVILLE WASTEWATER TREATMENT PLANT, AND VARIOUS SEWER COLLECTION IMPROVEMENTS**

WHEREAS, Title 8-G of the Public Authorities Law of the State of New York, as amended (the "Act") created the Livingston County Water and Sewer Authority (the "Authority") with the authority and power to issue its revenue bonds and notes for the purpose of among other things, planning, developing, acquiring, constructing and financing the cost of any Water or Sewer Project (as defined in the Act), or for any other corporate purpose; and

WHEREAS, the Authority has proposed improvements which include (1) the installation of a new UV disinfection system at the Groveland Wastewater Treatment Plant; (2) a new chemical feed system at the Lakeville Wastewater Treatment Plant; and (3) various sewer collection improvements which include sewer lining and manhole repair (collectively, the "**Project**");

WHEREAS, the Authority has deemed it necessary in connection with the Project to financing the Project with a combination of debt and grants, which will be used to fund the completion of the Project, related documents for the following grants (i) an approximate \$367,576 grant under the New York State Water Quality Improvement Project as administrated by the New York Department of Environmental Conservation ("WQIP") for the new UV disinfection system at the Groveland Wastewater Treatment Plant; and (ii) an approximate \$198,055 grant under WQIP for the new chemical feed system at the Lakeville Wastewater Treatment Plant;

WHEREAS, the Authority desires to issue its bonds and notes in an aggregate principal amount not to exceed \$1,705,000, pursuant to the Act (the "Obligations") the Obligations to be issued, in the aggregate principal amount as shall be approved by the Chair, the Vice Chair or the Executive Director, to finance the Project and to pay the cost of issuance;

WHEREAS, the Authority has deemed it necessary in connection with the Project to financing the Project through the issuance of indebtedness represented by bonds and notes;

WHEREAS, the Authority is required by Section 3.2(b) of the Authority's General Bond Resolution, dated as of January 1, 2008, to adopt a Supplemental Bond Resolution authorizing additional indebtedness to be incurred by the Authority;



WHEREAS, as a condition precedent to incurring the above related indebtedness, the Authority intends to adopt an amended and restated Thirteenth Supplemental Resolution annexed hereto and made a part hereof;

WHEREAS, it is now desired to authorize the issuance of the Obligations and to approve and authorize the execution of related documents;

NOW THEREFORE, it is hereby resolved as follows:

Section 1. The Authority hereby finds and determines:

(a) By virtue of the Act, the Authority has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act.

(b) It is desirable and in the public interest for the Authority to apply for the grants discussed above and issue and sell the Obligations and to use the proceeds of said Obligations to refinance all or a part of the costs of the Project and pay costs of issuance.

Section 2. In consequence of the foregoing, the Authority hereby determines to:

(a) Issue and sell the Obligations, pursuant to the General Revenue Bond Resolution (the “General Resolution”) adopted by the Authority as of January 1, 2008 and an Amended and Restated Thirteenth Supplemental Resolution adopted by the Authority on July 19, 2023 (the “Thirteenth Supplemental Resolution,” together with the General Resolution, the “Resolution”) and, for the bonds, in accordance with a Project Finance Agreement entered into by the Authority with the New York State Environmental Facilities Corporation (“Project Finance Agreement”), and for the notes on a negotiated basis in accordance with a Note Purchase Agreement to be entered into by the Authority with Roosevelt & Cross Incorporated (the “Note Purchase Agreement”);

(b) Use the proceeds of the Obligations as previously described and as shall be provided for in the Thirteenth Supplemental Resolution;

(c) Enter into each agreement or instrument required by the Resolution and the Project Finance Agreement and Note Purchase Agreement, as applicable; and

(d) Execute such other documents and take such other action as may be necessary to effectuate the purposes of this resolution.

Section 3. The form and substance of the Thirteenth Supplemental Resolution presented at this meeting is approved.

Section 4. The Authority is hereby authorized to issue, execute, sell and deliver the Obligations in the aggregate principal amount not to exceed \$1,705,000, bearing interest, maturing,

and upon such terms as shall be approved by the Chair, the Vice Chair or the Executive Director, provided that:

(a) The Obligations are hereby authorized to be issued, executed and delivered and shall be issued, executed and delivered at such time as the Chair, the Vice Chair or the Executive Director of the Authority determine.

(b) The Obligations shall be issued solely for the purposes previously described.

(c) The Obligations and the interest thereon, if any, are not and shall never be a debt of the State of New York or any political subdivision thereof other than the Authority, including without limitation the County of Livingston, and neither the State of New York nor any political subdivision thereof other than the Authority, including without limitation the County of Livingston, shall be liable thereon.

Section 5. The temporary use of available funds of the Authority, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to **Section 165.10 of the Local Finance Law**, for the purpose or purposes described in this resolution. The Authority then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the date hereof) with the proceeds of the bonds and notes authorized by this resolution. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 6. The Obligations shall not be issued, executed or delivered until the prior approval of the State Comptroller shall have been obtained as required by the Act.

Section 7. The Executive Director, the Chair or the Vice-Chair of the Authority are hereby authorized, on behalf of the Authority, (i) to execute and deliver the Thirteenth Supplemental Resolution, in substantially the form thereof presented to this meeting, with such changes, variations, omissions and insertions as the Executive Director, the Chair or the Vice Chair may hereafter approve, and (ii) to approve on behalf of the Authority (after consultation with Authority's counsel and bond counsel) the form and substance of the Project Finance Agreement and the bonds and the Note Purchase Agreement and the notes (collectively, with the Thirteenth Supplemental Resolution, the "Financing Documents"), and to execute and deliver the same, and the Secretary or Executive Director of the Authority is hereby authorized to affix the seal of the Authority to the Financing Documents and to attest the same. The execution by the Chair, the Vice-Chair or the Executive Director of each of the Financing Documents shall constitute conclusive evidence of the Chair's, the Vice-Chair's or Executive Director's approval thereof.

Section 8. The Executive Director, the Chair or the Vice-Chair of the Authority are further hereby authorized, on behalf of the Authority, to designate any additional Authorized

Representatives of the Authority (as used or defined in and pursuant to the Resolution) to execute, on behalf of the Authority, any Financing Documents.

Section 9. The members, officers, employees and agents of the Authority are hereby authorized and directed for and in the name and on behalf of the Authority to do all acts and things required or provided for by the provisions of the Financing Documents, and to execute and deliver all such additional certificates, instruments and documents, pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the member, officer, employee or agent acting, desirable and proper to effect the purposes of this resolution and to cause compliance by the Authority with all of the terms, covenants and provisions of the Financing Documents.

Section 10. This resolution shall take effect immediately and the Obligations are hereby ordered to be issued in accordance with this resolution.

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

Livingston County Water & Sewer Authority Board	<p>This is to Certify that I, the undersigned, Secretary of the Livingston County Water &amp; Sewer Authority, have compared the foregoing copy of resolution with the original resolution now on file in this office and which was duly adopted by the Livingston County Water &amp; Sewer Authority Board on July 19, 2023 and that the same is a true and correct transcript of said resolution and of the whole thereof.</p> <p>In Witness Whereof I have hereunto set my hand and the official seal of the Livingston County Water &amp; Sewer Authority Board, this July 19, 2023.</p> <p>_____ Sarah Wright, Secretary of the Board</p>
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**LIVINGSTON COUNTY WATER AND SEWER AUTHORITY**

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**AMENDED AND RESTATED  
THIRTEENTH SUPPLEMENTAL  
RESOLUTION AUTHORIZING UP TO  
\$1,705,000 SYSTEM REVENUE NOTES, 2023 AND SYSTEM REVENUE  
BONDS, 2023**

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Dated as of July 19, 2023

**THIRTEENTH SUPPLEMENTAL RESOLUTION AUTHORIZING UP TO  
\$1,705,000 SYSTEM REVENUE NOTES, – 2023 AND SYSTEM REVENUE  
BONDS, 2023**

Be It Resolved by the Governing Board of the Livingston County Water and Sewer  
Authority (the “Authority”), as follows:

**ARTICLE I**

**DEFINITIONS AND STATUTORY AUTHORITY**

SECTION 1.01. Thirteenth Supplemental Resolution. This amended and restated Thirteenth Supplemental Resolution Authorizing up to \$1,705,000 System Revenue Notes, 2023 and System Revenue Bonds, 2023 is supplemental to the resolution adopted by the Governing Board of the Authority dated as of January 1, 2008, entitled “General Revenue Bond Resolution” (the “General Resolution”) and referred to herein, with the General Resolution, as the “Resolution” and replaces in its entirety that Thirteenth Supplemental Resolution approved on May 17, 2023.

SECTION 1.02. Definitions. (a) All terms that are defined in Section 1.5 of the Resolution shall have the same meanings, respectively, in this Thirteenth Supplemental Resolution as such terms are given in said Section 1.5 of the Resolution.

(b) In addition, as used in this Thirteenth Supplemental Resolution, unless the context shall otherwise require, the following terms shall have the following meanings:

“Closing Date” shall mean either the date the 2023 Notes or 2023 Bonds closes, as applicable.

“Note Purchase Agreement” shall mean the Note Purchase Agreement relating to the 2023 Notes.

“Project Finance Agreement” shall mean the Project Finance Agreement relating to the 2023 Bonds

“Thirteenth Supplemental Resolution” shall mean this Thirteenth Supplemental Resolution.

“2023 Bond” shall mean the System Revenue Bond, 2023 authorized pursuant

to this resolution in an amount not to exceed \$1,705,000.

“2023 Notes” shall mean the System Revenue Notes, 2023 authorized pursuant to this resolution in an amount not to exceed \$1,705,000.

(c) Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neutral genders. Unless the context shall otherwise indicate, words importing the singular number shall include the plural number and vice versa, and words importing persons shall include authorities and associations, including public bodies, as well as natural persons, but shall not include the Authority.

(d) The terms “hereby”, “hereof”, “hereto”, “herein”, “hereunder”, and any similar terms, as used in this Thirteenth Supplemental Resolution, refer to the Thirteenth Supplemental Resolution.

SECTION 1.03. Authority for the Thirteenth Supplemental Resolution. This Thirteenth Supplemental Resolution is adopted pursuant to the provisions of the Act and the Resolution.

## ARTICLE II

### AUTHORIZATION, TERMS AND ISSUANCE OF THE 2023 BOND AND 2023 NOTES

SECTION 2.01. Authorization of the 2023 Bond and 2023 Notes, Principal Amounts, Designation and Series. The 2023 Bond and 2023 Notes are hereby authorized to be issued in an aggregate principal amounts not to exceed \$1,705,000 and subject to the terms, conditions and limitations established in the Resolution, this Thirteenth Supplemental Resolution and Note Purchase Agreement.

SECTION 2.02. Purposes. The purposes for which the proceeds of the 2023 Bond and 2023 Notes are being issued are to (i) finance the installation of a new UV disinfection system at the Groveland Wastewater Treatment Plant (ii) financing the construction of a new chemical feed system at the Lakeville Wastewater Treatment Plant, and (iii) finance the cost of various sewer collection improvements which include sewer lining and manhole repair and (iv) pay the costs of issuance.

SECTION 2.03. Date of the 2023 Bond and 2023 Notes. The 2023 Bond shall be dated the date the 2023 Bond transaction closes. The 2023 Notes shall be dated the date the 2023 Notes transaction closes.

SECTION 2.04. Maturities and Interest Rates. The 2023 Bond shall bear interest and shall mature as set forth in the Project Finance Agreement. The 2023 Notes shall bear such interest and shall mature as set forth in the Note Purchase Agreement.

SECTION 2.05. Place of Payment. The principal of the 2023 Bond shall be

payable at maturity to the holder of the 2023 Bond. The principal of the 2023 Notes shall be payable at maturity to the holder of the 2023 Notes.

### **ARTICLE III**

#### **APPLICATION OF PROCEEDS OF THE 2023 BOND AND 2023 NOTES**

SECTION 3.01. Application of Proceeds and Other Moneys. All proceeds will be deposited into the Project Fund and the Cost of Issuance Fund.

### **ARTICLE IV**

#### **FORM AND EXECUTION OF THE 2023 BOND AND 2023 NOTES**

SECTION 4.01. Form of the 2023 Bond. Subject to the provisions of the Resolution, the 2023 Bond in registered form, together with the form of assignment therefor and the Trustee's Certificate of Authentication, shall be in substantially the form set forth in the Project Finance Agreement.

SECTION 4.02. Execution and Authentication of the 2023 Bond. Pursuant to the provisions of Section 2.3 of the Resolution, and this Thirteenth Supplemental Resolution either the Chairperson, the Vice Chairperson or the Executive Director of the Authority is hereby authorized and directed to execute, by such person's manual or facsimile signature, the 2023 Bond in the name of the Authority and the corporate seal (or a facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Secretary of the Authority is hereby authorized and directed to attest, by manual or facsimile signature, the execution of the 2023 Bond. The Trustee is hereby authorized to authenticate, by manual or facsimile signature, the 2023 Bond and to deliver the same to or upon the order of the Authority in such amounts and at such times as the Trustee shall be directed in writing by an Authorized Officer.

SECTION 4.01. Form of the 2023 Notes. Subject to the provisions of the Resolution, the 2023 Notes in registered form, together with the form of assignment therefor and the Trustee's Certificate of Authentication, shall be in substantially the form set forth in the Note Purchase Agreement.

SECTION 4.02. Execution and Authentication of the 2023 Notes. Pursuant to the provisions of Section 2.3 of the Resolution, and this Thirteenth Supplemental Resolution either the Chairperson, the Vice Chairperson or the Executive Director of the Authority is hereby authorized and directed to execute, by such person's manual or facsimile signature, the 2023 Notes in the name of the Authority and the corporate seal (or a facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Secretary of the Authority is hereby authorized and directed to attest, by manual or facsimile signature, the execution of the 2023 Notes. The Trustee is hereby authorized to authenticate, by manual or facsimile signature, the 2023 Notes and to deliver the same to or upon the order of the Authority in such amounts and at such times as the Trustee shall be directed in writing by an Authorized Officer.

**ARTICLE V**  
**MISCELLANEOUS**

SECTION 5.01. State Covenant. In accordance with the provisions of the Act, the State has pledged and agreed with the owners of Bonds of the Authority that the State will not alter or limit the rights vested by the Act in the Authority to finance or refinance the acquisition, construction, maintenance, operation, repair, reconstruction, rehabilitation and improvement of facilities and to fulfill the terms of any agreement made with or for the benefit of the holders of bonds of the Authority or with any public corporation or person with reference to such project or part thereof, or in any way impair the rights and remedies of the Authority's bondholders, until the 2023 Bond or 2023 Notes and all costs and expenses in connection with any action or proceeding by or on behalf of such holders, are fully met and discharged. The State has further pledged and agreed with the holders of any bonds issued by the Authority pursuant to the Act that the State will not alter or limit the rights of the Authority to establish and collect rates, rents, fees or other charges to pay expenses in connection with the System.

SECTION 5.02. Authorized Officers. The Chairperson, Vice Chairperson, Secretary, and Treasurer of the Authority, and the Executive Director, are each hereby authorized to deliver and execute in the name and on behalf of the Authority any agreement, certificate, opinion, record or other document required by or authorized pursuant to the Resolution or this Thirteenth Supplemental Resolution in connection with the issuance of the 2023 Bond and 2023 Notes.

SECTION 5.03. When Effective. The Thirteenth Supplemental Resolution shall become effective immediately upon the filing with the Trustee of a copy hereof certified by an Authorized Officer.

SECTION 5.04. The 2023 Bond and 2023 Notes constitute Additional Parity Indebtedness, and a default under any Outstanding Additional Parity Indebtedness shall constitute a default under the 2023 Bond and 2023 Notes, respectively and entitle any holder of the 2023 Bond and 2023 Notes to parity treatment in accordance with Section 3.5 of the General Resolution.

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**IN WITNESS WHEREOF, LIVINGSTON COUNTY WATER AND SEWER AUTHORITY** has caused this resolution to be executed by its Executive Director and its corporate seal to be hereunto affixed, attested by its Secretary, all as of the day and year first above written.


[SEAL]

**LIVINGSTON COUNTY WATER  
AND SEWER AUTHORITY**

Attest: \_\_\_\_\_  
Sarah Wright, Secretary

By: \_\_\_\_\_  
Jason Molino, Executive Director

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To: Livingston County Water and Sewer Authority Board  
From: Jason Molino, Executive Director   
Date: July 13, 2023  
Subject: Request for Funding for Improvements to the Airport Tank

**1. Action Requested:**

Board action approving the use of reserve funds for making emergency improvements to the Airport Tank.

**2. Background:**

In April, we discussed needed improvements to the Airport tank. At the time the tank was scheduled for an inspection, however staff had identified a problem with a section of the standpipe that needed to be replaced due to excess coercion. At the time, the estimated improvement costs were over \$100,000. After further investigation, the standpipe condition, while critical, was determined not to be in as bad of a condition, and as a result the process for repair is not as involved as originally anticipated. The estimated cost to replace that section of pipe is ~\$10,000-\$15,000.

Following the results of the tank inspection, two improvements were categorized as “critical/emergency” repairs and recommended immediate correction. They include replacing the roof vent system and cleaning out of sediment at the bottom of the tank. Costs for each are \$22,000 and \$14,000 respectfully.

All the above improvements will improve the water quality of the tank to finish the chlorine project as well as improve the THM results which will address our current EPA Administrative Order.

**3. Financial Implications:**

It is requested that the Board authorize the use of reserve funds not to exceed \$50,000 to make the above reference improvements to the tank. The current balance of the water reserve fund is \$157,000.



**RESOLUTION NO. 2023 - 31**

**RESOLUTION TO TRANSFER \$50,000 FROM RESERVE TO THE OPERATING BUDGET  
FOR EMERGENCY REPAIRS TO THE AIRPORT WATER TANK**

WHEREAS, The Livingston County Water & Sewer Authority (“Authority”) operates and maintains the Airport Water Tank (“Tank”) a 500,000-gallon, elevated steel tank, located at 5641 Pebble Beach Road in the Town of Livonia that provides water supply to the Authority’s Consolidated Water District; and

WHEREAS, A recent inspection of the Tank identified needed improvements categorizing those improvements as “critical/emergency” which include replacement of a section of the standpipe, replacing the roof vent system and cleaning out of sediment at the bottom of the tank; and

WHEREAS, All the improvements will improve the water quality of the Tank as well as improve the THM results which will address our current EPA Administrative Order; and now, therefore be it,

RESOLVED, The Livingston County Water and Sewer Authority Board approves the transfer in the amount \$50,000 from unallocated reserve to the operating budget for said emergency repairs.

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