
Agenda

December 15, 2023 at 10:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

All attachments and reports may be found at
www.lcwsa.us

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - a. November 15, 2023 – Regular Meeting
4. **Reports**
 - a. Financial Report - November 2023
 - b. Operations & Capital Report
 - c. Executive Director's Report

5. **Other Business**

Resolution No.: 2023-55	RESOLUTION AWARDING A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 2B – THM REMOVAL SYSTEM ELECTRICAL
Resolution No.: 2023-56	RESOLUTION ADOPTING VEHICLE USAGE AND CELL PHONE USAGE POLICIES
Resolution No.: 2023-57	RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH ZIPTILITY INC. FOR GIS MAPPING AND WORKFLOW SYSTEMS AND APPROVING ADJUSTMENTS TO THE 2024 BUDGET

6. **Adjournment**

Next Regular Meeting: Wednesday, January 17, 2023 @ 8:00 am

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

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

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

Call to Order: 8:00 a.m.

Approval of Agenda:

Motion: B. Ceci moved, and D. Higgins seconded to approve the agenda. Carried unanimously.

Approval of Minutes:

October 18, 2023 - Regular Meeting

Motion: T. Saunders moved, and M. Falk seconded to approve the regular board meeting minutes dated October 18, 2023. Carried unanimously.

October 25, 2023 – Governance Committee Meeting

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

Reports:

Financial Report – October 2023

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

Motion: S. Beardsley moved, and M. Falk seconded to approve the October 2023 Financial Report. Carried unanimously.

Executive Director Report

J. Molino reviewed:

- The Authority has experienced five water main breaks between November 11-14. The staff has worked tirelessly to determine the cause of the breaks and to make the repairs. It has been determined a Pressure Reducing Valve was faulty and causing spikes in the pressure on the lines. The jolting with the increased pressure is likely the cause of the breaks. The staff will be performing maintenance on other PRV's in the system and working with technical engineers to improve SCADA function so that these changes in pressure are reported more effectively. J. Molino complimented the Maintenance staff on their hard work at mobilizing and fixing the breaks.

Other Business:

Resolutions:

- 2023-53 RESOLUTION ADOPTING VARIOUS LIVINGSTON COUNTY WATER & SEWER
AUTHORITY POLICIES
*Motion: B. Ceci moved, and D. Higgins seconded to approve Resolution 2023-53. Carried
unanimously.*
- 2023-54 RESOLUTION SETTING THE LIVINGSTON COUNTY WATER AND SEWER
AUTHORITY MEETING SCHEDULE FOR 2024RESOLUTION APPROVING
ADJUSTMENTS TO THE 2023 BUDGET
*Motion: M. Falk moved, and B. Ceci seconded to approve Resolution 2023-54. Carried
unanimously.*

Adjournment: 8:52 a.m.

Motion: S. Beardsley moved, and T. Saunders seconded to close the meeting. Carried unanimously.

①

**October 2023
Revenue & Expenses**

REVENUE

2023 Budget Revenue -\$3,958,714

Year to date **\$3,391,418** **increase of \$211,400 over last year**

Current Period *\$ 953,519* *(ADM Surcharge \$95,000 not included)*

-Retail Fees represents billing through 10/31/23, next billing February 2024 for 11/1/23-1/31/24

-Retail Fees Increases **\$155,923** *unit increases, sewer rate over 15,000*

EXPENSES

2023 Budget Expenses -\$4,354,822

Year to Date Expenses \$3,452,902 (approx. 79.2 %) increase of \$357,479 over last year

Current Period *\$ 408,939*

-Wages	\$ 102,288	<i>increased staff, wages</i>
-Health Insurance	\$ 68,654	<i>increased staff, plan increases,</i>
-Engineering	(\$23,092)	
-Project Engineering	(\$43,342)	
-Other Professional Services	\$33,746	<i>Income Survey/Grant Writer</i>
-Vehicle Maintenance	(\$42,345)	<i>WQIP Grant for County Wide Project (Meter Replacements)</i>
-Project Expense	\$70,685	<i>I & I</i>
-Building & Maint.	\$275,792	<i>Sludge Hauling(increase) Customer Installs (decrease)</i>

The Meter Replacement Grant reduced the following expenses by:

Wages	\$169,719
Health Care	\$55,318
Vehicle Maint.	\$46,899

Bank Interest Comparison

	<u>Debt Reserve</u>	<u>Operating Reserve</u>	<u>2023 BAN</u>	<u>Totals</u>
2020	\$ 4,717	\$11,604		\$16,321
2021	\$ 1,559	\$ 2,559		\$ 4,118
2022	\$ 7,228	\$8,545		\$15,773
2023	\$23,947	\$36,569	\$12,698	\$73,214

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2023 Through 11/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance	
OPERATING REVENUE							
Fees							
4110	Retail Fees	926,247.61	2,937,437.88	2,781,514.75	155,923.13	3,416,888.00	(479,450.12)
4120	Wholesale Fees	78.84	936.84	964.00	(27.16)	0.00	936.84
4125	Wholesale Fees V Caledonia	14,862.85	178,948.86	170,715.09	8,233.77	215,000.00	(36,051.14)
	Total Fees	941,189.30	3,117,323.58	2,953,193.84	164,129.74	3,631,888.00	(514,564.42)
Permit Fees							
4200	Permits	6,642.50	73,944.50	116,941.89	(42,997.39)	45,000.00	28,944.50
4210	Permits Taps/Bores	0.00	52,608.00	0.00	52,608.00	0.00	52,608.00
	Total Permit Fees	6,642.50	126,552.50	116,941.89	9,610.61	45,000.00	81,552.50
O&M Services							
4130	O & M Service	0.00	23,000.00	15,000.00	8,000.00	23,000.00	0.00
	Total O&M Services	0.00	23,000.00	15,000.00	8,000.00	23,000.00	0.00
Other Income							
4140	Late Fees	3,794.50	44,993.71	29,712.95	15,280.76	36,326.00	8,667.71
4160	Billing Services	1,312.50	13,340.65	11,375.00	1,965.65	0.00	13,340.65
4410	Miscellaneous Income	580.54	51,120.64	18,289.44	32,831.20	222,500.00	(171,379.36)
7120	Insurance/Judgement Reimbursement	0.00	15,087.16	0.00	15,087.16	0.00	15,087.16
	Total Other Income	5,687.54	124,542.16	59,377.39	65,164.77	258,826.00	(134,283.84)
	Total OPERATING REVENUE	953,519.34	3,391,418.24	3,144,513.12	246,905.12	3,958,714.00	(567,295.76)
OPERATING EXPENSE							
Wages & Fringes							
5010	Wages & Salaries	88,645.39	928,183.70	825,895.53	102,288.17	1,196,773.00	268,589.30
5020	Overtime	6,464.35	37,119.87	39,291.04	(2,171.17)	46,782.00	9,662.13
5030	FICA	7,021.89	70,924.90	64,625.55	6,299.35	94,924.00	23,999.10
5040	Retirement	112,681.50	120,245.32	116,260.61	3,984.71	139,874.00	19,628.68
5048	Retiree Health Insurance	2,036.30	20,363.00	28,423.00	(8,060.00)	37,620.00	17,257.00
5050	Health Insurance	29,713.71	314,831.64	246,177.99	68,653.65	363,601.00	48,769.36
5060	Workman's Compensation/Disability	0.00	17,638.24	19,419.19	(1,780.95)	20,141.00	2,502.76
5070	Unemployment	15.64	8,832.24	4,848.98	3,983.26	15,000.00	6,167.76
	Total Wages & Fringes	246,578.78	1,518,138.91	1,344,941.89	173,197.02	1,914,715.00	396,576.09
Professional Services							
6110	Legal Services	852.50	34,407.75	32,529.25	1,878.50	25,350.00	(9,057.75)
6120	Engineering Services	1,620.00	16,819.25	39,910.84	(23,091.59)	25,000.00	8,180.75
6125	Project Engineering NC	0.00	11,550.00	54,891.70	(43,341.70)	0.00	(11,550.00)
6130	Financial Services	374.13	26,983.70	20,486.44	6,497.26	18,300.00	(8,683.70)
6140	Computer Services	75.00	32,149.24	33,423.96	(1,274.72)	30,800.00	(1,349.24)
6150	Insurance	10,100.00	111,952.97	96,179.01	15,773.96	112,000.00	47.03
6160	Plant Operations	0.00	0.00	22,050.00	(22,050.00)	0.00	0.00
6190	Other Professional Services	0.00	45,900.00	12,154.25	33,745.75	31,000.00	(14,900.00)
	Total Professional Services	13,021.63	279,762.91	311,625.45	(31,862.54)	242,450.00	(37,312.91)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2023 Through 11/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance	
Utilities							
6200	Computer Utilities	0.00	0.00	67.23	(67.23)	0.00	0.00
6210	Electricity	25,141.26	233,506.04	217,616.15	15,889.89	287,426.00	53,919.96
6220	Gas/Heating	1,331.72	16,982.40	30,591.31	(13,608.91)	33,600.00	16,617.60
6230	Telephone	1,438.27	15,412.68	20,680.44	(5,267.76)	23,707.00	8,294.32
	Total Utilities	27,911.25	265,901.12	268,955.13	(3,054.01)	344,733.00	78,831.88
Vehicle Expense							
6420	Vehicle Maint	54.99	(34,070.96)	8,274.47	(42,345.43)	16,000.00	50,070.96
6430	Gasoline	0.00	31,346.05	28,811.39	2,534.66	37,600.00	6,253.95
	Total Vehicle Expense	54.99	(2,724.91)	37,085.86	(39,810.77)	53,600.00	56,324.91
Purchased Water/Sewer							
6510	Purchased Water	39,895.82	296,868.37	277,608.29	19,260.08	376,908.00	80,039.63
6515	Purchased Water MCWA	14,862.85	163,760.25	170,714.43	(6,954.18)	215,000.00	51,239.75
6520	Purchased Sewer Treatment	19,745.60	57,557.85	65,234.91	(7,677.06)	79,500.00	21,942.15
	Total Purchased Water/Sewer	74,504.27	518,186.47	513,557.63	4,628.84	671,408.00	153,221.53
Equipment Maintenance							
6610	Equipment Repair/Supply	0.00	11,839.97	22,129.25	(10,289.28)	13,125.00	1,285.03
6625	Equipment	385.70	23,400.76	35,350.63	(11,949.87)	72,155.00	48,754.24
6635	Equip Lease/Rental Contracts	0.00	0.00	15,070.00	(15,070.00)	65,000.00	65,000.00
	Total Equipment Maintenance	385.70	35,240.73	72,549.88	(37,309.15)	150,280.00	115,039.27
Building Maintenance							
6300	Project Expense	0.00	75,186.40	4,501.20	70,685.20	129,435.00	54,248.60
6305	Water/Sewer Installs	12,450.00	47,313.75	0.00	47,313.75	45,000.00	(2,313.75)
6310	Outside O&M Services	16,176.09	178,213.19	254,333.20	(76,120.01)	138,000.00	(40,213.19)
6315	Water/Sewer Repair	0.00	26,391.95	0.00	26,391.95	40,000.00	13,608.05
6320	Laboratory Services	2,886.00	26,528.00	29,355.06	(2,827.06)	46,000.00	19,472.00
6325	Sludge Hauling	0.00	241,361.06	0.00	241,361.06	212,500.00	(28,861.06)
6350	Refuse Collection	234.21	4,099.34	9,358.25	(5,258.91)	9,800.00	5,700.66
6360	Cleaning Service	564.00	3,589.00	3,225.00	364.00	4,000.00	411.00
6370	Building Rent	600.00	1,200.00	0.00	1,200.00	0.00	(1,200.00)
6620	Building Repair/Supply	4,689.86	111,833.19	106,742.65	5,090.54	183,178.00	71,344.81
6640	Customer Installation Supplies	323.20	45,736.06	78,144.68	(32,408.62)	38,908.00	(6,828.06)
	Total Building Maintenance	37,923.36	761,451.94	485,660.04	275,791.90	846,821.00	85,369.06
Other Expenses							
6340	Uniforms/Clothing	5.99	5,246.52	4,186.40	1,060.12	7,050.00	1,803.48
6700	Permits, Fees & Inspections	3,492.65	16,540.22	5,940.00	10,600.22	23,915.00	7,374.78
6810	Postage & Freight	3,457.11	16,323.45	14,208.84	2,114.61	15,100.00	(1,223.45)
6820	Office Supplies	924.62	4,831.40	5,253.94	(422.54)	4,760.00	(71.40)
6830	Advertising	158.70	10,570.27	17,637.30	(7,067.03)	3,990.00	(6,580.27)
6840	Travel & Training	520.00	19,279.06	13,821.22	5,457.84	35,000.00	15,720.94
6885	Fines Errors & Losses	0.00	54.52	0.00	54.52	0.00	(54.52)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2023 Through 11/30/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance	
6890	Miscellaneous Expenses	0.00	(161.93)	(0.10)	(161.83)	0.00	161.93
6899	Prior Year expense	0.00	4,261.68	0.00	4,261.68	0.00	(4,261.68)
	Total Other Expenses	8,559.07	76,945.19	61,047.60	15,897.59	89,815.00	12,869.81
	Easements & Judgements						
6870	Easements & Landtaking	0.00	0.00	0.00	0.00	40,500.00	40,500.00
6880	Judgements & Claims	0.00	0.00	0.00	0.00	500.00	500.00
	Total Easements & Judgements	0.00	0.00	0.00	0.00	41,000.00	41,000.00
	Total OPERATING EXPENSE	408,939.05	3,452,902.36	3,095,423.48	357,478.88	4,354,822.00	901,919.64
	GAIN/LOSS BEF DEPRECIATION	544,580.29	(61,484.12)	49,089.64	(110,573.76)	(396,108.00)	334,623.88
	DEPRECIATION EXPENSE						
6910	Deprec Expense-non contrib	(62,424.92)	(694,395.57)	(551,064.28)	(143,331.29)	0.00	(694,395.57)
6920	Deprec Expense-contributed	(62,192.51)	(663,776.06)	(639,366.20)	(24,409.86)	0.00	(663,776.06)
	Total DEPRECIATION EXPENSE	(124,617.43)	(1,358,171.63)	(1,190,430.48)	(167,741.15)	0.00	(1,358,171.63)
	OPERATING GAIN/LOSS	419,962.86	(1,419,655.75)	(1,141,340.84)	(278,314.91)	(396,108.00)	(1,023,547.75)
	NON-OPERATING REVENUE/EXPENSE						
	Non-Operating Income						
4115	Retail Fees-Debt related	130,167.94	444,645.67	330,188.69	114,456.98	343,447.00	101,198.67
4300	Restricted Revenue	3,162.27	16,151.16	56.11	16,095.05	0.00	16,151.16
7110	Interest Income	7,940.78	78,476.17	31,643.18	46,832.99	0.00	78,476.17
	Total Non-Operating Income	141,270.99	539,273.00	361,887.98	177,385.02	343,447.00	195,826.00
	Non-Operating Expense						
8110	Interest Expense	0.00	(31,742.18)	(27,272.82)	(4,469.36)	0.00	(31,742.18)
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	0.00	(9,875.00)	(19,098.83)	9,223.83	0.00	(9,875.00)
	Total Non-Operating Expense	0.00	(22,267.18)	(46,371.65)	24,104.47	0.00	(22,267.18)
	Total NON-OPERATING REVENUE/EXPENSE	141,270.99	517,005.82	315,516.33	201,489.49	343,447.00	173,558.82
	NET GAIN/LOSS BEF CONTRIB	561,233.85	(902,649.93)	(825,824.51)	(76,825.42)	(52,661.00)	(849,988.93)
	CAPITAL CONTRIBUTIONS						
	Grant Revenue						
9110	Grant & Donation Revenue	108,659.10	398,167.52	226,531.20	171,636.32	100,000.00	298,167.52
	Total Grant Revenue	108,659.10	398,167.52	226,531.20	171,636.32	100,000.00	298,167.52
	Contributed Capital						
9130	Contributed Funds	0.00	17,450.00	260,000.00	(242,550.00)	0.00	17,450.00
	Total Contributed Capital	0.00	17,450.00	260,000.00	(242,550.00)	0.00	17,450.00
	Total CAPITAL CONTRIBUTIONS	108,659.10	415,617.52	486,531.20	(70,913.68)	100,000.00	315,617.52

Livingston County WSA

Balance Sheet

As of 11/30/2023

(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>
CURRENT ASSETS					
Operating Cash	753,469	748,616	4,853	1,183,052	(429,583)
Debt Reserve	874,977	937,721	(62,744)	852,249	22,728
Accounts Receivable	921,743	622,226	299,517	1,113,036	(191,293)
Capital Contributions Receivable	(1)	(9,258)	9,257	57,289	(57,290)
Inventory	31,535	19,906	11,630	9,773	21,762
Prepaid Expenses	149,647	60,072	89,575	158,996	(9,348)
Funds held for Others	35,565	32,441	3,124	42,300	(6,735)
Total CURRENT ASSETS	2,766,936	2,411,724	355,211	3,416,696	(649,760)
Total Current Assets	2,766,936	2,411,724	355,211	3,416,696	(649,760)
NON-CURRENT ASSETS					
Restricted Cash	1,271,094	667,419	603,675	375,370	895,724
Capital Contrib Receivable, net current	461,463	632,064	(170,601)	592,057	(130,594)
Property & Equipment, Net Deprac	39,762,496	23,342,035	16,420,460	40,521,557	(759,061)
Work-In-Progress	3,901,805	11,474,279	(7,572,474)	1,457,413	2,444,392
Total NON-CURRENT ASSETS	45,396,858	36,115,798	9,281,060	42,946,397	2,450,460
Total Non-Current Assets	45,396,858	36,115,798	9,281,060	42,946,397	2,450,460
TOTAL ASSETS	48,163,794	38,527,522	9,636,272	46,363,093	1,800,700
CURRENT LIABILITIES					
Accounts Payable	3,533	97,937	(94,404)	62,612	(59,079)
Current Portion Loans Payable	4,568,338	3,747,392	820,946	2,067,468	2,500,870
Other Current Liabilities	0	(1,248,892)	1,248,892	1,112,704	(1,112,704)
Funds held for others	33,962	32,037	1,925	42,300	(8,338)
Total CURRENT LIABILITIES	4,605,833	2,628,475	1,977,358	3,285,084	1,320,750
Total Current Liabilities	(4,605,833)	(2,628,475)	(1,977,358)	(3,285,084)	(1,320,750)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	12,914,059	3,921,225	8,992,834	11,947,075	966,983
Total NON-CURRENT LIABILITIES	12,914,059	3,921,225	8,992,834	11,947,075	966,983
Retained Earnings & Net Position					
Retained Earnings	(31,130,934)	(32,317,116)	1,186,181	(31,130,934)	0
Net Income	487,032	339,293	147,739	0	487,032
Total Retained Earnings & Net Position	(30,643,902)	(31,977,822)	1,333,921	(31,130,934)	487,032
Total Net Position	48,163,794	38,527,522	9,636,272	46,363,093	1,800,700

	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 339	\$ 1,183	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,262	\$ 1,461	\$ 880	\$ 712	\$ 746	\$ 1,119
Cash Received														
Customer Billing	445.7	28	235.2	592.5	76.3	461.2	385.1	43.6	648.8	235.5	61	407.1		
Miscellaneous	10	32	2.2	159.4	4.1	4.8	4.9	13.8	13.2	17	38.2	8.7		
Debt/Project Related	3	3												
Billing Services/O & M Services	4	71.5	11.6	28.7		17.1			17.6			14.5		
Relevy					225									
Estimated Cash Receipts														
Cash Receipts													450	25
BAN/Debt/Grant/Contrib Receipts				17.4			100				322.7	297.8		
EFC	197	183.7		721.8	1106.3	120.4	150.8	123	131.5			178.9	182.8	
Cash Balance before expenditures	\$ 998	\$ 1,501	\$ 1,466	\$ 2,633	\$ 3,268	\$ 2,442	\$ 2,722	\$ 2,143	\$ 2,074	\$ 1,713	\$ 1,302	\$ 1,619	\$ 1,379	\$ 1,144
Operating Vouchers	491.6	214.7	247	396.3	330.4	331	320.2	783.7	420.6	244.2	384.7	436.8	250	250
Transfer to Debt/Relevy							28.4							
Project Vouchers	162.7	69.1	106.2	380.2	1099.1	30	410.4	97.3	192	589.2	205	436.6	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 344	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,262	\$ 1,461	\$ 880	\$ 712	\$ 746	\$ 1,119	\$ 884
Reserve Projects in Progress Budget Bal + Equipment to Purchase	293	293	269	255	255	342	339	338	344	337	336	330	320	310
Unallocated Cash Balance	\$ 51	\$ 924	\$ 844	\$ 1,602	\$ 1,584	\$ 1,739	\$ 1,624	\$ 924	\$ 1,117	\$ 543	\$ 376	\$ 416	\$ 799	\$ 574

Project Code	Project Name	Expenditures		Budget			Financing			Date Began	End Date	
		Expenses	Capitalized	Budget	Balance	Service Area	Funding	Grant/Contributed	Reserve			Debt
DEBT & REIMBURSABLE PROJECTS												
31131	County Wide WaterSystem Improvements (EFC WIIA)	1,358,854.68	3,351,506.26	8,500,000	3,789,639.06	33WM/WR	DO 18746	\$ 3,000,000	\$ -	\$ 3,842,000	7/12/2019	12/31/2024
31142	LakevilleWWTP Plant Phase 2 (EFC WIIA)	1,131,496.19	4,309,052.41	5,525,016.06	84,467.46	32SLV	C8-6449-05-00	\$ 2,179,750	\$ -	\$ 5,525,016.06	1/1/2022	8/31/2023
31132	Groveland Sta WWTP UV/ Disinfection (WQIP)	49,386.96		747,524	698,137.04	32SD	01584GG	\$ 367,576	\$ 66,600	\$ 313,348	1/1/2022	on hold
31121	Lakeville WWTP Chemical Feed Facility (WQIP)	34,750.00		484,850	450,100.00	32SLV	111711	\$ 198,055	\$ 38,000	\$ 248,795	1/1/2022	12/31/2023
31450	Leicester/York Regional Water Project	264,995.00										
31455	Conesus Lake PS Improvements (EFC WIIA)	249,760.31		5,000,000	4,750,239.69		C8-6449-06-00	\$ 1,250,000	\$ -	\$ 3,750,000		
31475	2023 Sewer Collection Improvements	620,493.54		1,500,000	879,506.46							
		3,709,736.68			10,652,089.71							
GENERAL RESERVE PROJECTS												
	Reserve Cash for Debt & Reimbursable Projects				\$ 104,600.00							
31148	SCADA System Wide Improvements	\$ 192,068.45		\$ 370,000	\$ 177,931.55						1/1/2022	12/31/2023
	Total General Reserve Projects	192,068.45			282,531.55							
	Total WIP Expense (GL 1600)	3,901,805.13										
Studies/ Non Capitalization												
	Operation and Admin Bldg			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	
	Total Studies		#		147,500.00			\$ 100,000				
	Less Grants				100,000.00							
	Total Project Cash Committed				330,031.55							



Disbursements 11/1/23-11/30/23

Operating disbursements \$ 436,854.47

Capital Project disbursements \$ 436,610.73

Total Disbursement \$ 873,465.20

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Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 11/1/2023 Through 11/30/2023

<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>
ALS Group USA	11/1/2023	Samples 09/28/23	6320	Lab Services	33.00	4101
		Samples 10/05/23		Lab Services	689.00	
		Samples 10/12/23		Lab Services	466.00	
	11/15/2023	Samples 10/19/23	6320	Lab Services	518.00	4135
		Samples 10/26/23		Lab Services	316.00	
		Samples 11/02/23		Lab Services	<u>189.00</u>	
			Transaction Total			<u>2,211.00</u>
Total ALS Group USA					2,211.00	
Benefactor Funding Corp	11/15/2023	Samples 10/03/23	6320	Lab Services	162.00	4136
		Samples 10/16/23		Lab Services	243.00	
		Samples 10/18/23		Lab Services	162.00	
		Samples 10/20/23		Lab Services	<u>108.00</u>	
			Transaction Total			<u>675.00</u>
Total Benefactor Funding Corp					675.00	
Blair Supply Corp	11/15/2023	Airport Tank	6620	Bldg Repair	192.28	4137
		Repair Clamps		Bldg Repair	<u>519.70</u>	
					Transaction Total	
Total Blair Supply Corp					711.98	
BXI Consultants, Inc	11/1/2023	toner cartridge for HPM606	6820	Office Sup	9.50	4102
	11/15/2023	10/05/23 - 11/04/23	6820	Office Sup	<u>340.91</u>	4138
					Transaction Total	<u>350.41</u>
Total BXI Consultants, Inc					350.41	
Casella Waste Services	11/15/2023	11/01/23 - 11/30/23	6350	Refuse	<u>234.21</u>	4139
					Transaction Total	
Total Casella Waste Services					234.21	
Chase Card Services	11/15/2023	Amazon - admin toilet part	6620	Bldg Repair	5.99	OTP003
		Chase CC Late fee	6700	Permit/Inspec	39.00	OTP003
		Genesee Lumber - block for underground jobs	6620	Bldg Repair	71.70	OTP003
		Genesee Lumber - customer window repair		Bldg Repair	12.23	
		Genesee Lumber - Digester Bldg repair		Bldg Repair	12.18	
		Genesee Lumber - GFCI for shop		Bldg Repair	23.99	
		Genesee Lumber - GFCI outlet for shop		Bldg Repair	3.00	
		Genesee Lumber - Groveland Tank Chlorine		Bldg Repair	15.98	
		Genesee Lumber - Lakeville compactor repair		Bldg Repair	4.07	
		Genesee Lumber - parts for curb rods		Bldg Repair	5.61	

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Livingston County WSA

Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 11/1/2023 Through 11/30/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Genesee Lumber - Primary Scum Collector Repair		Bldg Repair	43.38	
		Genesee Lumber - sewer repair parts		Bldg Repair	59.56	
		Genesee Lumber - supplies for hydrants		Bldg Repair	12.17	
		Genesee Lumber - supplies for hydrants and shop		Bldg Repair	16.99	
		Genesee Lumber - supplies for manholes		Bldg Repair	23.97	
		Genesee Lumber - truck supplies		Bldg Repair	37.33	
		Genesee Lumber - truck supplies	6625	Equipment	12.99	OTP003
		Harbor Freight - tools		Equipment	65.93	
		Livingston County Clerk - copies of easments ELR	6700	Permit/Inspec	6.05	OTP003
		Livingston County Clerk - Easement Filing 5129 ELR		Permit/Inspec	66.75	
		NAPA - grease for hydrants	6620	Bldg Repair	6.15	OTP003
		NAPA - stock supplies		Bldg Repair	182.86	
		NAPA - Suppies for Generators		Bldg Repair	77.04	
		NAPA - supplies for hydrants		Bldg Repair	42.24	
		NAPA - truck supplies		Bldg Repair	6.15	
		New York Business Express - Notary Renewal Sarah W	6700	Permit/Inspec	60.00	OTP003
		NYGFOA UNIT 1-3	6840	Travel/Traing	196.00	OTP003
		NYSGFOA - advanced debt management training class		Travel/Traing	175.00	
		Ring Central - Phone charge for texting	6230	Telephone	22.99	OTP003
		Suny Morrisville - Book for Training	6840	Travel/Traing	149.00	OTP003
		Tractor Supply - work gloves	6340	Uniforms	5.99	OTP003
		USPS - certified postage	6810	Postage	31.60	OTP003
		USPS - postage		Postage	51.66	
		USPS - Postage and certified letter for water meter.		Postage	7.90	
		USPS - Postage for Water meter change out certified letters		Postage	33.25	
		Walmart - PH Probe Solution	6620	Bldg Repair	8.22	OTP003
		Wegmans - office supplies	6820	Office Sup	22.96	OTP003
		Wyoming Co Community Health - Matt DOT physical	6700	Permit/Inspec	80.00	OTP003
		Zapco Paper - Door hanger card stock	6820	Office Sup	244.80	OTP003
		Transaction Total			<u>1,942.68</u>	
Total Chase Card Services					1,942.68	
City Treasurer, Rochester, NY	11/1/2023	08/27/23 - 09/29/23	6510	Water Purch	<u>22,601.39</u>	4103
		Transaction Total			<u>22,601.39</u>	
Total City Treasurer, Rochester, NY					22,601.39	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 11/1/2023 Through 11/30/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Clark Patterson Lee	11/15/2023	Professional Services 09/30/23 - 10/27/23	6120	Prof Engineer	1,620.00	4140
		Transaction Total			<u>1,620.00</u>	
Total Clark Patterson Lee					1,620.00	
Colacino Industries Inc	11/1/2023	Adams Road Generator repair	6310	Outside O&M	2,474.49	4105
		Repair to Lakeville Tank Transducer		Outside O&M	1,634.41	
	11/15/2023	Generator Repair Ricky Green Park	6310	Outside O&M	338.97	4141
		Network Monitoring 12/01/23 - 12/31/23	6230	Telephone	580.00	4141
		Transaction Total			<u>5,027.87</u>	
Total Colacino Industries Inc					5,027.87	
Commercial Automotive	11/1/2023	Oil change, tire rotation 2022 RAM 1500, J. Cucinotta	6420	Vehicle Maint	54.99	4106
		Transaction Total			<u>54.99</u>	
Total Commercial Automotive					54.99	
Complete Payroll	11/9/2023	PR 22 (10/22/23-11/4/23)	5010	Wages	41,685.10	ACH
		PR 22 (10/22/23-11/4/23)	5020	Overtime	1,690.57	ACH
		PR 22 (10/22/23-11/4/23)	5030	FICA	3,496.35	ACH
		PR 22 (10/22/23-11/4/23)	5070	Unemployment	7.18	ACH
		PR 22 (10/22/23-11/4/23)	6130	Financial	194.59	ACH
	11/24/2023	PR 24 (11.5.23-11.18.23) & Nov. Retirement	5010	Wages	38,757.44	ACH
		PR 24 (11.5.23-11.18.23) & Nov. Retirement	5020	Overtime	4,773.78	ACH
		PR 24 (11.5.23-11.18.23) & Nov. Retirement	5030	FICA	3,525.54	ACH
		PR 24 (11.5.23-11.18.23) & Nov. Retirement	5070	Unemployment	8.46	ACH
		PR 24 (11.5.23-11.18.23) & Nov. Retirement	6130	Financial	104.54	ACH
		Transaction Total			<u>94,243.55</u>	
Total Complete Payroll					94,243.55	
Constellation NewEnergy, Inc	11/15/2023	09/25/23 - 10/25/23	6210	Electric	12,118.27	4142
		Transaction Total			<u>12,118.27</u>	
Total Constellation NewEnergy, Inc					12,118.27	
Core and Main LP	11/1/2023	Pebble Beach supplies	6640	Cust Install	323.20	4107
		Supplies	6620	Bldg Repair	107.26	4107
	11/15/2023	Airport Tank Emergency Repair	6620	Bldg Repair	526.74	4143
		Couplings 10 inch		Bldg Repair	865.38	
		Transaction Total			<u>1,822.58</u>	

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 11/1/2023 Through 11/30/2023

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<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>
Total Core and Main LP					1,822.58	
CSEA Employee Benefit Fund De...	11/1/2023	Dental and Vision 11/01/23 - 11/30/23	2050	A/P Payroll	627.59	4108
		Dental and Vision 11/01/23 - 11/30/23	5050	Health	1,007.77	4108
Transaction Total					<u>1,635.36</u>	
Total CSEA Employee Benefit Fu...					1,635.36	
CSEA, Inc	11/15/2023	Union Dues 11/10/23, 11/24/23	2050	A/P Payroll	639.54	4144
Transaction Total					<u>639.54</u>	
Total CSEA, Inc					639.54	
Excellus Health Plan-Group	11/20/2023	12.1.23-12.31.23 Health Insurance	2050	A/P Payroll	2,037.07	ACH
		12.1.23-12.31.23 Health Insurance	5050	Health	28,705.94	ACH
Transaction Total					<u>30,743.01</u>	
Total Excellus Health Plan-Group					30,743.01	
Finline Pipeline, Inc	11/15/2023	3609 Pebble Beach Sewer Lateral	6305	Water/Sewer Ins	5,100.00	4145
		3992 Graywood Center Sewer Lateral		Water/Sewer Ins	7,350.00	
Transaction Total					<u>12,450.00</u>	
Total Finline Pipeline, Inc					12,450.00	
Five Corners Repair	11/1/2023	Cut and Fabricate stainless steel elbow	6310	Outside O&M	252.00	4110
	11/15/2023	Cut hole through block wall		Outside O&M	2,530.00	
	11/15/2023	Airport Tank Repair	6310	Outside O&M	7,204.75	4146
Transaction Total					<u>9,986.75</u>	
Total Five Corners Repair					9,986.75	
Frey Municipal Software	11/1/2023	Travel for Software Training 12/12/23 - 12/14/23	1420	FA-Electronics	376.40	4111
	11/15/2023	Blank Check Stock	6820	Office Sup	115.00	4147
Transaction Total					<u>491.40</u>	
Total Frey Municipal Software					491.40	
Frontier Communications	11/1/2023	10/16/23 - 11/15/23	6230	Telephone	169.60	4112
Transaction Total					<u>169.60</u>	
Total Frontier Communications					169.60	
Genesee & Wyoming Railroad Ser..	11/15/2023	Groveland Railroad Pipeline Crossing	6700	Permit/Inspec	815.85	4149

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 11/1/2023 Through 11/30/2023

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<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>
		Transaction Total			<u>815.85</u>	
Total Genesee & Wyoming Railro...					815.85	
Jackson Welding Supply Co Inc	11/1/2023	Cylinder Rental	6620	Bldg Repair	<u>43.43</u>	4116
		Transaction Total			<u>43.43</u>	
Total Jackson Welding Supply Co...					43.43	
Layer 3 Technologies	11/1/2023	Verizon Unlimited Plan - Tablet 10/19/23 - 10/18/24	1700	Prepaid Exp	285.00	4117
		Verizon Unlimited Plan - Tablet 10/19/23 - 10/18/24	6140	Prof Computer	75.00	4117
		Transaction Total			<u>360.00</u>	
Total Layer 3 Technologies					360.00	
Lifetime Benefit Solution	11/30/2023	Lifetime Benefit Nov. 2023-10.31.23 JM	2050	A/P Payroll	80.00	ACH
		Lifetime Benefit Nov. 2023-11.22.23 JM		A/P Payroll	25.00	ACH001
		Lifetime Benefit Nov. 2023-11.27.23 JM		A/P Payroll	10.00	ACH002
	11/10/2023	Lifetime (10.1.23-10.31.23) Monthly	6130	Financial	75.00	ACH003
		Transaction Total			<u>190.00</u>	
Total Lifetime Benefit Solution					190.00	
Livingston Co Treasurer	11/15/2023	Retiree Health Insurance 10/01/23 - 10/31/23	5048	Retiree Health	2,036.30	4151
		Transaction Total			<u>2,036.30</u>	
Total Livingston Co Treasurer					2,036.30	
Molino, Jason	11/1/2023	Phone Allowance 11/01/23 - 11/30/23	6230	Telephone	50.00	4118
		Transaction Total			<u>50.00</u>	
Total Molino, Jason					50.00	
Monaghan, Lauren	11/1/2023	Phone Allowance 11/01/23 - 11/30/23	6230	Telephone	50.00	4119
		Transaction Total			<u>50.00</u>	
Total Monaghan, Lauren					50.00	
Monroe County Water Authority	11/15/2023	09/29/23 - 10/31/23	6515	Purchased Water	<u>14,862.85</u>	4152
		Transaction Total			<u>14,862.85</u>	
Total Monroe County Water Auth...					14,862.85	

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 11/1/2023 Through 11/30/2023

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Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
National Grid	11/1/2023	09/20/23 - 10/20/23	6210	Electric	12,582.89	4121
		Transaction Total			12,582.89	
Total National Grid					12,582.89	
NRG Business Marketing - Direct...	11/1/2023	09/14/23 - 10/16/23	6220	Gas	577.28	4109
		Transaction Total			577.28	
Total NRG Business Marketing - ...					577.28	
NYS Employees Retirement Syst...	11/15/2023	2023 NYS Retirement	5040	Retirement	112,681.50	4156
		2024 NYS Retirement Prepay	1700	Prepaid Exp	37,560.50	4156
	11/24/2023	November Retirement	2050	A/P Payroll	1,651.53	ACH001
		Transaction Total			151,893.53	
Total NYS Employees Retiremen...					151,893.53	
NYS Deferred Compensation Plan	11/9/2023	PR 22 (10/22/23-11/4/23)	2050	A/P Payroll	1,210.36	ACH001
	11/24/2023	PR 24 (11.5.23-11.18.23) & NYS Retirement	2050	A/P Payroll	1,380.94	ACH002
		Transaction Total			2,591.30	
Total NYS Deferred Compensatio...					2,591.30	
NYS Dept Environ Conservation	11/15/2023	Lakeville SPDES Municipal Fees 2023	6700	Permit/Inspec	2,000.00	4154
		Groveland SPDES Municipal Fees 2023		Permit/Inspec	425.00	4155
		Transaction Total			2,425.00	
Total NYS Dept Environ Conserv...					2,425.00	
NYSEG	11/1/2023	09/09/23 - 10/11/23	6210	Electric	269.10	4122
		09/09/23 - 10/11/23	6220	Gas	506.51	4122
		Transaction Total			775.61	
Total NYSEG					775.61	
PEMM, LLC	11/1/2023	Bulk Car Washes - 50	6310	Outside O&M	270.00	4123
		Transaction Total			270.00	
Total PEMM, LLC					270.00	
Penny Lane Printing	11/15/2023	Quarterly Billing Statements Printed and Mailed	6310	Outside O&M	480.81	4157
		Quarterly Billing Statements Printed and Mailed	6810	Postage	3,332.70	4157
		Quarterly Billing Statements Printed and Mailed	6830	Advertising	158.70	4157
		Transaction Total			3,972.21	



Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 11/1/2023 Through 11/30/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Total Penny Lane Printing					3,972.21	
Piranha Tec Dr LLC	11/15/2023	Storage Building Rental 12/01/23 - 12/31/23	6370	Bldg Rent	600.00	4158
Transaction Total					<u>600.00</u>	
Total Piranha Tec Dr LLC					600.00	
PlanTech	11/1/2023	Electric Conduit work at WWTP	6310	Outside O&M	1,175.00	4124
Transaction Total					<u>1,175.00</u>	
Total PlanTech					1,175.00	
Rochester Gas & Electric	11/1/2023	09/15/23 - 10/17/23	6210	Electric	171.00	4126
		09/15/23 - 10/17/23	6220	Gas	247.93	4126
Transaction Total					<u>418.93</u>	
Total Rochester Gas & Electric					418.93	
Safe Driver Solutions	11/1/2023	Alchol/Drug Screening	6310	Outside O&M	100.00	4127
	11/15/2023	Maintenance Fee 01/01/24 - 12/31/24	6310	Outside O&M	50.00	4159
Transaction Total					<u>150.00</u>	
Total Safe Driver Solutions					150.00	
ServiceMaster	11/1/2023	10/01/23 - 10/31/23 5-visits and 1-carpet cleaning	6360	Cleaning	564.00	4128
Transaction Total					<u>564.00</u>	
Total ServiceMaster					564.00	
Staples Contract & Commercial	11/1/2023	Office supplies	6820	Office Sup	111.46	4129
		Office supplies - paper for billing		Office Sup	79.99	
	11/15/2023	Sign holder for the Digester Bldg	6620	Bldg Repair	68.52	4161
Transaction Total					<u>259.97</u>	
Total Staples Contract & Commer...					259.97	
Town of Avon	11/1/2023	Water - 07/27/23 - 10/24/23	6510	Water Purch	6,068.63	4130
Transaction Total					<u>6,068.63</u>	
Total Town of Avon					6,068.63	
Unique Paving Materials	11/1/2023	Paving supplies	6620	Bldg Repair	231.06	4131
Transaction Total					<u>231.06</u>	
Total Unique Paving Materials					231.06	
USA Blue Book	11/1/2023	Curb Box Extension	6620	Bldg Repair	21.95	4132
		Curb Box Extensions		Bldg Repair	395.57	

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 11/1/2023 Through 11/30/2023



<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>
		Transaction Total			<u>417.52</u>	
Total USA Blue Book					417.52	
Verizon Wireless	11/15/2023	10/02/23 - 11/01/23	6230	Telephone	<u>565.68</u>	4162
		Transaction Total			<u>565.68</u>	
Total Verizon Wireless					565.68	
Village of Avon	11/1/2023	Water 05/01/23 - 07/31/23	6510	Water Purch	5,799.00	4133
	11/15/2023	Sewer 08/01/23 - 10/31/23	6520	Sewer Purch	6,186.98	4163
		Water 08/01/23 - 10/31/23	6510	Water Purch	<u>5,426.80</u>	4163
		Transaction Total			<u>17,412.78</u>	
Total Village of Avon					17,412.78	
Village of Mt Morris	11/15/2023	Sewer 08/01/23 - 10/31/23	6520	Sewer Purch	<u>13,558.62</u>	4164
		Transaction Total			<u>13,558.62</u>	
Total Village of Mt Morris					13,558.62	
Webster Szanyi LLP	11/15/2023	Legal Services 10/01/23 - 10/23/23	6110	Prof Legal	<u>852.50</u>	4165
		Transaction Total			<u>852.50</u>	
Total Webster Szanyi LLP					852.50	
WW Grainger	11/1/2023	Marking Chalk paint for stakeouts	6620	Bldg Repair	114.12	4114
	11/15/2023	Plant Water Pump Repair		Bldg Repair	53.03	
		Disposable Gloves	6620	Bldg Repair	471.24	4148
		Groveland Cleaning Pump		Bldg Repair	368.15	
		Lakeville Clarifier Scum Arms		Bldg Repair	40.62	
		Shovels and push brooms	6625	Equipment	<u>306.78</u>	4148
		Transaction Total			<u>1,353.94</u>	
Total WW Grainger					1,353.94	
Report Opening/Current Balance					<u> </u>	
Report Transaction Totals					<u>436,854.47</u>	
Report Current Balances					<u> </u>	

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Capital Projects
From 11/1/2023 Through 11/30/2023

(17)

Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31121	Lakeville WWTP Phosphorus	4140	Clark Patterson Lee	P31121: 09/30/23 - 10/27/23	<u>500.00</u>
				Transaction Total	<u>500.00</u>
Total 31121	Lakeville WWTP Phosphorus				500.00
31131	Water System Improvements (EFC WIIA)	4115	Hach Company	P31131: Reagent Set Chlorine Analyser	6,741.50
	Water System Improvements (EFC WIIA)	4150	Hach Company	P31131 - Dig Sensors	5,928.64
	Water System Improvements (EFC WIIA)	4160	Sample Media Group	P31131 - THM Removal	193.40
				Transaction Total	<u>12,863.54</u>
Total 31131	Water System Improvements (EFC WIIA)				12,863.54
31142	Lakeville Plant Upgrades-Phase 2	4104	Clark Patterson Lee	P31142 04/29/23 - 09/29/23	18,205.80
	Lakeville Plant Upgrades-Phase 2	4134	W2 Operator Training Group, L...	P31142 - JWC Auger / Compactor install	4,000.00
				Transaction Total	<u>22,205.80</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				22,205.80
31148	SCADA Sy Wide Imp P1	4113	GHD Services Inc	P31148 Phase 2 10/1/23-10/28/23	<u>6,101.50</u>
				Transaction Total	<u>6,101.50</u>
Total 31148	SCADA Sy Wide Imp P1				6,101.50
31455	Conesu Lake PS Improvements	4120	Motion Ai	P31455 - Conesus Lake Pump Station	133,036.20
	Conesu Lake PS Improvements	4153	Motion Ai	P31455 - I/O Connectors	2,919.54
	Conesu Lake PS Improvements			P31455 Output moduals for M340 Controller	1,473.38
				Transaction Total	<u>137,429.12</u>
Total 31455	Conesu Lake PS Improvements				137,429.12
31475	2023 Sewer Collection Improvements	4107	Core and Main LP	P31475, Sealant	20.00
	2023 Sewer Collection Improvements	4145	Fineline Pipeline, Inc	P31475 - 25 manholes	7,846.88
	2023 Sewer Collection Improvements	4125	Precision Trenchless, LLC	P31475 - Sewer Lining 09/01/23 - 09/30/23	234,900.19
	2023 Sewer Collection Improvements	4166	R.B. Brock Construction	P31475: Storage Bldg new roof	<u>14,743.70</u>
				Transaction Total	<u>257,510.77</u>
Total 31475	2023 Sewer Collection Improvements				257,510.77
Report Opening/Current Balance					<u> </u>
Report Transaction Totals					<u>436,610.73</u>

LCWSA OPERATIONS REPORT

December 15, 2023

Water and Sewer Work Program

Customer Work Orders	Staff completed 55 workorders
UFPO	Staff completed 78 stakeouts
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing was completed.

Water Work Program

Curb Box	staff replaced 9 curb boxes and rods. Staff also repaired 2 curb boxes.
Hydrant Operations	Staff is still checking hydrants for operations. As weather permits. In preparation for flushing.
Airport Tank	We have refilled the Tank. Samples were taken to the lab on Monday 12/11/2023.

Sewer Work Program

Sewer Tap	Fineline did 1 sewer tap and 1 sewer repair.
Manhole Maintenance	Staff is working on cleaning manholes as weather permits. They have about half of the East side of the lake left and all of the West side. All others have been done.

LCWSA CAPITAL PROJECTS REPORT**December 15, 2023****31131 Countywide Water System Improvements**

Contract 2A - Chlorine System improvements Contract 5 - Watermains and MHPs	CPL is working on the close out documents.
Contract 2B - THM Removal	Bids are back in from 2 bidders - project is over budget from cost estimate
Shelly Tank	CPL has started initial field work and preliminary design on a new water tank
Meter Replacements	All customer meters have been replaced with the exception of some that need additional plumbing work; and some larger meters that will be completed this spring
Big Tree Water Improvements	Additional scope of work added to the project to transfer 44 service lines from the 10" AC main over to the newer 16" & 20" main; work to be completed in the Spring

31138 Comprehensive SCADA System Evaluation

	The final drawings for 11w have been completed. Staff has reviewed and approved. Hoping to start the replacement soon.
--	--

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

	Smoke testing is complete, we are currently reviewing the reports and will have a full review memo to share with the Board next month.
--	--

31142 Lakeville WWTP Upgrades - Phase 2 + UV

	All new valves have been installed; working on close out documents
--	--

31121 Lakeville WWTP - Chemical Feed Facility

	Concrete floors are poured, chemical tank being delivered this week; substantial completion is scheduled for February with restoration this spring.
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31475 2023 Sewer Collection Improvements

Sewer Main Lining	Lining completed for approximately 6,000 LF of sewer main
Sewer Manhole Lining	Will be lining approx. 400 VF of manholes (over 40 MHs total)
Manhole Covers	LCWSA staff replaced approximately 50 manhole covers, mostly in the Village of Livonia



December 11, 2023

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

**RE: LIVINGSTON COUNTY WATER AND SEWER AUTHORITY
COUNTY WIDE SYSTEM IMPROVEMENTS
CONTRACT 2B – TTHM REMOVAL SYSTEM
RECOMMENDATION FOR AWARD**

Dear Mr. Molino:

On behalf of the Livingston County Water and Sewer Authority, CPL designed and publicly bid a TTHM Removal system for the Airport tank and the Sliker Hill tank. The project consists of the installation of a mixer, a blower, and a sprayer at each storage tank site along with the associated wiring control panel and appurtenances. To keep costs down, the equipment is being purchased directly from the sole source supplier, with the associated electrical work being bid separately.

The bids for the electrical work were opened on December 8, 2023. Two (2) bids were received out of a total of eleven (11) plan holders. The bid amounts are shown below, and the detailed bid tab is enclosed. Note, each bid includes a \$10,000 allowance to cover unforeseen circumstances that will be credited back to the LCWSA if not utilized.

Contractor	Base Bid
Invictus Electrical, LLC	\$122,776
Concord Electric Corporation	\$162,900

Invictus Electrical, LLC has submitted a comprehensive and competitive bid for this project. They have also satisfied the Contract requirements related to timeline, financial stability, technical capability, and past performance on similar projects. Their demonstrated knowledge and experience provide confidence in their ability to deliver the project on time and within budget.

The sole source supplier for the IXOM TTHM removal equipment, Siewert Equipment, has provided a quote (attached) in the amount of \$195,260.

The total project budget was \$275,000, with a total project as-bid cost of \$318,036. The project is therefore \$43,036 over budget. This can be attributed to two things. First, the final quote from Siewert Equipment was 20% higher than the budget provided several



months ago. Siewert indicated the cost increase was related to an increase in material expenses from IXOM. Second, only two (2) electrical bids were received, resulting in limited competition. Numerous attempts were made to try to convince smaller companies with lower overhead rates to bid on the project, without success.

We recommend that the Board award the Base Bid to Invictus Electrical, LLC for the County Wide Water System Improvements Contract 2B -TTHM Removal System in the amount of \$122,776. We also recommend that the TTHM removal equipment be purchased from Siewert Equipment for the amount of \$195,260.

I am available to provide any additional information or answer any questions that might aid in your decision-making process, please contact me at (585) 260-4970.

Very truly yours,

CPL

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

Eric C. Wies, P.E.
Vice President

Enclosures

c: Lauren Monaghan, Deputy Executive Director, LCWSA



RESOLUTION NO. 2023 - 55

RESOLUTION AWARDING A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 2B – THM REMOVAL SYSTEM ELECTRICAL AND THM REMOVAL EQUIPMENT

WHEREAS, after proper legal advertisement for bids for County Wide Water System Improvements Contract No. 2B – THM Removal System Electrical, bids were received from Concord Electric Corporation and Invictus Electrical, LLC, then publicly opened and read aloud on December 8, 2023, and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated December 11, 2023, and

WHEREAS, Invictus Electrical, LLC, having an address of 1939 Bennett Rd # 7, Victor, NY 14564 has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$122,766.00, and

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

RESOLVED, that the Authority Board hereby authorizes the Executive Director to sign a contract with Invictus Electrical, LLC for the THM Removal System for the County Wide Water System Improvements Contract No. 2B – THM Removal System Electrical in the amount of \$122,776.00, subject to review by the Authority Attorney, and be it further,

RESOLVED, that the Authority Board hereby authorizes that Executive Director to sign a contract with Siewert Equipment (sole source supplier for the IXOM TTHM removal equipment) for the purchase of THM removal equipment in the amount of \$195,260.

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

PURPOSE

Livingston County Water & Sewer Authority maintains a fleet of motor vehicles for the use of its employees in the conduct of official and necessary Authority business. Employee usage of Authority vehicles is regulated by this policy. All Authority employees who operate Authority vehicles and/or use their personal vehicles for Authority business purposes must sign an *Acknowledgment and Consent* form to confirm receipt of a copy of this policy.

SCOPE

No Authority officer or employee will be permitted to operate any Authority owned, leased, controlled, or operated vehicle (hereinafter "Authority vehicle") until the Authority has determined that the employee meets the criteria established for such operation by this policy and any other applicable requirements, rules and regulations.

The Authority will maintain a list of authorized drivers and only those employees whose names appear on the Authority's list of authorized drivers and who have a supervisor's permission may operate an Authority vehicle.

POLICY

I. Drive Selection and Screening

The Authority participates in the New York State Department of Motor Vehicles License Event Notification Service (LENS) Program and receives immediate notification of accidents, convictions, license suspensions and revocations that may affect an employee's eligibility to drive an Authority vehicle. A record check will be conducted prior to any employee having access to any Authority-owned vehicle. In addition, any employee that may drive an Authority vehicle must meet the following qualifications:

1. The employee must agree to periodic checks of their driver's license and execute any authorization necessary to secure such license checks.
2. The employee must be at least 18 years of age.
3. The employee must possess a valid New York State driver's license or a valid driver's license issued by another state. The driver's license possessed must be of the class or category necessary under law or regulation to operate the Authority vehicle the employee is assigned to drive.
4. The license possessed by the employee shall have no restrictions that would prevent the employee from legally or safely operating the vehicle assigned to them.
5. The employee shall not have had any convictions of traffic-related misdemeanors, felonies, more than two accidents, or more than three ordinary traffic violations within the last three calendar years.
6. Any employee who has been convicted of any of the offenses listed in paragraph 5, above, within the last three calendar years will only be eligible to drive an Authority vehicle after the review of his/her license

by the Executive Director and Authority's insurance agent and with express approval of the Executive Director.

7. If a LENS report indicates an employee does not have a valid driver's license or that the employee's license is or will be suspended or revoked by the state, or if the employee is out of compliance with any of the other requirements of this policy, the Executive Director will notify the employee both verbally and in writing that the employee's privilege to drive an Authority vehicle is immediately suspended.
8. An employee whose license was suspended or revoked, and is later reinstated, must receive notification and confirmation from the Executive Director prior to that employee being allowed to operate any Authority vehicle.

II. USAGE OF VEHICLES

1. All Authority vehicles must be operated in a safe manner and in accordance with all appropriate motor vehicle laws and regulations and Authority rules and regulations.
2. No person driving an Authority vehicle may send or view e-mails or text messages while driving.
3. Employees are strongly encouraged not to use any mobile telephone or electronic communication device while operating a vehicle. If such use must take place, the device must be used in hands-free mode.
4. All drivers and passengers in Authority vehicles must wear seat belts as required by New York State law.
5. No person other than an Authority authorized employee shall operate or ride in an Authority vehicle unless that individual is being transported by an Authority authorized employee as a required part of the employee's job duties.
6. Authority vehicles shall be used only for official Authority business and no Authority employee shall use an Authority owned vehicle for transportation to and from the residence of such employee or for any other purpose not related to Authority business.

All Authority employees who require the use of an Authority owned vehicle for Authority business purposes shall be assigned a vehicle by their supervisor. The Authority owned vehicles will be picked up at the Lakeville Sewer Plant and returned there at the end of the employee's work-time.

Only Authority employees specifically designated by the Executive Director shall be exempt from the restriction on the use of Authority vehicles for transportation to and from their residence. Those employees shall comply with all other terms and conditions of this policy.

The only exemptions to this policy are those approved by the Executive Director. The Executive Director shall define a time restriction for each exemption and notify the employee's supervisor of such.

7. No Authority owned vehicle may be operated for personal use, except for limited exceptions as set forth in this policy.

8. The Primary On-Call employee may take a truck home for Authority business only. The truck may not be used for anything other than Authority work. Misuse of the truck will result in disciplinary action, up to and including termination.
9. All moving violations and parking tickets and fines are the responsibility of the driver of the Authority vehicle. The driver must notify their supervisor upon the receipt of any tickets issued while operating an Authority vehicle.
10. No alcoholic beverages, marijuana or other drugs are permitted in Authority vehicles.
11. Under no circumstances shall Authority vehicles be driven when the operator has been drinking alcoholic beverages or when the driver is under the influence of marijuana, any other drug, medication or other substance that has the potential to impair their ability to drive.
12. No smoking or use of smokeless tobacco is allowed in Authority owned vehicles.
13. Due to the public nature of the work being performed when operating an Authority vehicle, persons using an Authority vehicle have a limited expectation of privacy in connection with such use. The Authority expressly reserves the right to monitor and record the use of any equipment issued or assigned for a legitimate work-related purpose, and Authority vehicles are no exception. Accordingly, the use of an Authority vehicle may be monitored and recorded at any time by visual, documentary, or electronic means.

III. ACCIDENT REPORTING

All accidents, damage to property or personal injuries involving an Authority vehicle must be reported immediately to the employee's supervisor as well as the Executive Director. In addition to verbal notification, an *Accident Report Form* must be completed and provided to the Executive Director.

IV. SUSPENSION OR TERMINATION OF EMPLOYEE DRIVING PRIVILEGES

The Authority Board or Executive Director are authorized to suspend or terminate any employee's driving privileges under the following circumstances that may also lead to disciplinary action:

1. Conviction of driving while intoxicated (DWI) or driving while one's ability is impaired (DWAI) when operating an Authority vehicle or operating a personal vehicle for Authority -business may be the basis for immediate suspension or termination of the privilege of driving an Authority vehicle and may result in disciplinary action, up to and including termination.
2. Loss of a driver's license by an employee or officer required to operate a vehicle as part of their normal duties shall be the basis for immediate suspension or termination of the privilege of driving an Authority vehicle and may lead to the termination of that employee or officer from their position if unable to perform their job as a result of such loss of driver's license.
3. The first conviction for a moving traffic violation, other than DWI or DWAI, while operating an Authority vehicle may result in the loss of the use of the vehicle and/or other disciplinary action. This procedure may be modified based on the seriousness of the infraction and may result in immediate suspension or termination of the privilege of driving an Authority vehicle and/or disciplinary action.

4. Unauthorized use of an Authority vehicle or use of an Authority vehicle for other than Authority business purposes may result in the loss of the use of the vehicle and/or other disciplinary action. This procedure may be modified based on the nature and extent of the unauthorized use and the reason for such unauthorized use and may result in the immediate suspension or termination of the privilege of driving an Authority vehicle and/or disciplinary action.
5. Any other violation of this policy may result in the immediate suspension or termination of the privilege of driving an Authority vehicle and/or disciplinary action.

V. USE OF PERSONAL VEHICLE FOR AUTHORITY BUSINESS

Any employee using their personal vehicle for Authority business is subject to the following requirements and conditions, which shall be verified by the respective supervisor:

1. The employee must possess a valid New York State or other state driver's license.
2. The vehicle to be driven on Authority business must have a current valid New York State inspection sticker.
3. The vehicle to be driven and the employee must be covered by liability insurance as required by New York State law.
4. The Authority will not cover any liability incurred by the employee that may be recovered which is over any insurance limit, unless otherwise required by law.
5. A *Travel Claim Voucher* form must be completed and submitted to request reimbursement for mileage (see: Travel and Conference Policy). Reimbursement will be made at the current IRS rate.
6. The Authority shall reimburse an employee for damage to the employee's vehicle incurred while operating the vehicle on Authority business. The actual dollar amount to be reimbursed shall represent either the amount of the employee's applicable insurance deductible or the amount of damage actually incurred, whichever is less, up to a maximum of Five Hundred Dollars (\$500). No further reimbursement or payment for damages to an employee's vehicle operated on Authority business will be made. Notwithstanding the foregoing, no payment shall be made unless the employee files the following with the Executive Director:
 - a. *Accident Report* form within twenty-four (24) hours of the incident; and
 - b. Satisfactory proof that the damage occurred while on Authority business; and
 - c. Terms of any applicable insurance coverage on the employee's vehicle; and
 - d. Estimated cost of repairing the damage.

Prior to receiving reimbursement, the employee must assign to the Authority a right of subrogation to the extent of any monies paid the employee by the Authority for such damage.

The *Acknowledgement and Consent* form as well as the *Authorization to Release Motor Vehicle Records* form must be signed, dated and returned to the Executive Director.

PURPOSE & SCOPE

Livingston County Water & Sewer Authority provides Authority-issued cell phones for the use of its employees in the conduct of official and necessary Authority business. Employee usage of Authority cell phones is regulated by this policy. All Authority employees who are provided an Authority-issued cell phone for Authority business purposes must sign an *Acknowledgment and Consent* form to confirm receipt of a copy of this policy.

POLICY

I. Business Related Use

1. The Authority issues cell phones to employees when deemed necessary for employees to carry out their job duties. An employee who has been issued a cell phone is expected to keep the cell phone charged, on and accessible during their hours of work, and while on call.
2. All Authority employees who require the use of an Authority cell phone for Authority business purposes shall be assigned a cell phone by their supervisor. The Authority-owned cell phone must be returned at the termination of an employee's employment, or at any other time requested by the Executive Director or supervisor.
3. Authority-issued cell phones shall be used only for official Authority business and no Authority employee shall use an Authority-issued cell phone for any other purpose not related to Authority business. Employees may not utilize Authority cell phones for personal texting, personal email, or personal internet usage. Employees may not use the Authority-issued cell phones to conduct personal business or maintain personal files. Employees may not utilize Authority-issued cell phones outside of working hours.
4. Although Authority cell phones are maintained for business purposes only, the Authority recognizes that employees may occasionally need to use Authority-issued cell phones for personal emergencies or other emergent non-business-related matters. Employees are requested to limit these calls to an absolute minimum. Employees may not utilize Authority cell phones for personal texting, personal email, or personal internet usage.
5. Employees are responsible for maintaining their files and messages on the phone. Messages should be accessed, acted upon, filed or deleted on a regular basis.
6. As with all Authority communications, messages of a discriminatory or harassing nature may not be transmitted utilizing Authority cell phones. Employees are expected to use professional and respectful language when communicating with Authority cell phones.
7. No person driving an Authority vehicle may utilize an Authority cell phone or any other device to send or view emails or text messages while driving.
8. Employees are strongly encouraged not to use any mobile telephone or electronic communication device, including an Authority cell phone, while operating a vehicle. If such use must take place, the device must be used in hands-free mode.

-
9. All Authority cell phones *must* use a password. Upon request, the cell phone password must be made available to the Executive Director, or another person designated by the Executive Director.
 10. Employees may not utilize video/picture capturing functions on their Authority-issued cell phone except as required by their job duties.

II. Monitoring

1. Due to the public nature of the work being performed when operating an Authority cell phone, persons using an Authority cell phone do not have an expectation of privacy in connection with such use. Employees should not assume that messages on voice mail or relayed through email are private or confidential. The Authority expressly reserves the right to monitor and record the use of any equipment issued or assigned for a legitimate work-related purpose, and Authority cell phones are no exception. Accordingly, the use of an Authority cell phone may be monitored and recorded at any time by visual, documentary, or electronic means. Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including, but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. The Authority reserves the right to search or monitor the phone and computer systems, without further advance notice.
2. Use of passwords to gain access to phone and/or Authority systems does not mean that employees should have any expectation of privacy in the material that they access, view, create, transmit, store or receive via or on the Information Systems.
3. Employees should be aware that information on Authority cell phones may also be subject to public disclosure. No person driving an Authority vehicle may send or view e-mails or text messages while driving.

III. Violations

Any violation of this policy may result in the Authority limiting or terminating the employee's use of an Authority-issued cell phone and/or disciplinary action.

The *Acknowledgement and Consent* form must be signed, dated and returned to the Executive Director.



RESOLUTION NO. 2023 - 56

RESOLUTION ADOPTING VEHICLE USAGE AND CELL PHONE USAGE POLICIES

WHEREAS, The Livingston County Water and Sewer Authority (the “Authority”) currently has the Vehicle Usage Policy and no Cell Phone Usage Policy;

WHEREAS, Authority staff, including the Authority’s Attorney, have analyzed and reviewed the current Vehicle Usage Policy as well as new Cell Phone Usage Policy;

WHEREAS, the Governance Committee has reviewed and recommends the 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 Vehicle Usage and Cell Phone Usage Policy, attached hereto, as the official policies for the Authority Board, and be it further,

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

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

To: Livingston County Water and Sewer Authority Board

From: Lauren Monaghan, P.E., Deputy Executive Director

Date: December 15, 2023

Subject: Ziptility Inc.

1. Action Requested:

Seeking feedback and approval to move forward with a new software package to assist with GIS mapping functions, routine maintenance scheduling, inventory, and asset management tracking abilities.

2. Background:

Mapping

Currently all hard copies of record mapping are saved in large file storage in the basement of the administration building. All mapping has been scanned and PDF copies are available on Authority servers. The files are not well organized and are saved by the name the of project or improvement and sometimes by the location. To access mapping from the field, staff must have good cellular reception from their laptops and sign-in through a remote access to view and open the PDFs. All field staff also carry books with 11"x17" paper maps for reference. Most if not all field staff have expressed concerns about the quality of the mapping and the time it takes to retrieve maps during routine tasks such as utility mark-outs as well as during water emergencies. Due to inconsistent cellular reception in the Authority's area of responsibility, staff cannot regularly access PDF copies of the mapping.

Current Inefficiencies include:

- Time to log in and VPN log in when off-site.
- Document retrieval time can be a challenge with limited cellular coverage.
- There are currently over 200 PDF files in the mapping folder and as more asset improvements are made additional mapping is added.
- Individual service Tap Cards, Curb Box or Cleanout location maps are saved in customer files, and then duplicated within the Record Mapping files, which does not make them easily accessible.
- There is no software that merges customer files and mapping - currently we have 296 streets/folder to navigate.
- Field staff also have hard copies of main line maps and service locations in their trucks, but sometimes will need to call office staff for assistance if files are missing.
- The PDF scanned copies of 50-year-old record mapping are not always legible.

Work Order System

The current work order system is proprietary software from Mohawk Valley Water Authority (MVWA). The system is outdated and is not user friendly. The work order system is very siloed and does not provide for easy

access or sharing of information between staff (field and administrative) nor does it allow for supervisor review and approval of work orders. The Authority has not been given regular updates of the software and staff have little to no support for the software.

Current Inefficiencies include:

- We are not receiving updates on the software on a regular basis and have limited customer support.
- We do not have administrative access to make changes in the system, so we rely on MVWA's IT dept.
- Although the software was set-up and deployed in 2019, it was never fully implemented, and staff did not receive proper training on the preventive maintenance and asset management portions of the software.
- The mapping connectivity of the work order system has never been functional.
- This is stand-alone software that does not communicate with any of our other systems, and we often need to utilize paper notes and manual entry of data which are often duplicated in multiple locations.
- The program is not user friendly, and we do not have the ability to make changes as needed.
- The software is functionally inadequate when trying to follow up on tasks/workorder. When staff complete a task or have comments or concerns regarding a task it is difficult to retrieve and review the information. There is no notification to the person assigning the work task that the task has been completed.
- There is no ability for field staff to directly upload pictures to the workorder/task assigned.

Preventative Maintenance/Asset Management/Inventory

The Authority currently does not have a good mechanism for scheduling and tracking routine preventative maintenance activities. Currently the Director of Operations schedules new tasks daily, including routine items. We also do not have an internal process in place for tracking inventory of materials needed for everyday operations as well as emergency repairs. The preventative maintenance module in the MVWA software does not allow for the continued rescheduling of tasks and requires significant manual input to maintain and update. The MVWA software also does not have an inventory module.

Current Inefficiencies include:

- Preventative maintenance and asset management module does not allow for easy scheduling and updating. Requires significant amount of manual data entry and scheduling.
- Items needed for daily operations are sometimes identified late and become an emergency purchase rather than planning ahead.

Ziptility:

“Helps water and wastewater utilities do more and spend less with easy-to-use apps that don't take an army to set up and maintain” - <https://www.ziptility.com/>

Mapping:

As part of trial period over the past 45 days, Ziptility was able to import current mapping and data files to create a GIS map of water assets with an aerial image background map that is searchable and very user friendly. These

updated maps help improve reaction times with accessible asset location and maintenance records accessible from an app on Authority cell phones/tablets.

Efficiencies include:

- We can visualize all tasks based on location to improve efficiency when scheduling field work.
- All water meters and customer accounts have been imported into the software based on address and/or latitude longitude.
- Trimble GPS equipment can provide the tools to pinpoint every asset within 4 inches of accuracy.
- Once mapping has been verified in the field through GPS signals, field staff will have accurate maps available instantaneously.
- UFPO mark-out efficiency will improve dramatically as assets will be easily located via mapping tool.
- A more comprehensive work-order system and accurate mapping will provide for improved and timely response to customer service requests.

Tasks & Reports:

- Delivery of work assignments can be accomplished remotely and create better channels of communication between field and office staff.
- There will no longer be a need to email photos from the field staff to the office staff. The Ziptility app can access the camera on any device and will upload photos directly to the asset and/or task assigned where they will remain in the asset history.
- When tasks are assigned and completed, reports can be generated, and notifications can be sent to alert anyone of a completed task. All task templates and notifications can be customized to fit our needs and we do not need customer support, IT or GIS specialists to make mapping or asset updates.

Routine Maintenance Tasks & Asset Reports:

- Creating asset-specific maintenance schedules and preventive maintenance tasks is extremely user friendly and easy to accomplish.
- Generate customizable reports to review inspection status.
- Create an on-going maintenance history of all assets.

Inventory:

- The inventory application is tied to the task/work order so that when an item is used in the field it will be removed automatically from the inventory list.
- Par levels can be set to alert office staff when materials are getting low to prompt a new purchase order.
- Field staff will know exactly what inventory is in stock along with the location of where it is stored.

Below is a comparison of the current MVWA software and the Ziptilty software.

Software Comparisons:

	MVWA Software	Ziptilty Software
Initial Start-up Cost	\$11,000 in January 2020	\$500 due January 2024
Annual Support/Maintenance	\$4,800 (Water & Sewer)	\$8,640 (Water & Sewer)
Initial Set-up time	10 hours on-site; 12 hours off-site	No limit for set-up time
Ongoing Support	9 hours per quarter (no carry over)	No limit on tech support time
Digital Mapping	None	Yes
Task/Work Order Scheduling	Yes (limited functionality)	Yes
Asset Management	None	Yes
Preventive Maintenance Routines	Yes, limited functionality	Yes, history is linked to tasks/assets; user friendly
Inventory Management	None	Yes, links to tasks/assets
Reporting	Only work order history	Task and asset reports can be generated very easily and can be customized and saved.

3. Financial Implications:

The following is a cost breakdown of one-time and recurring costs for implementing the Ziptilty software.

	One-time	Annual
Initial Start-up Cost	\$500	
Trimble Hardware	\$1,265	
Trimble GIS Locating Software	\$3,969	\$1,000 (starting Year 2)
Staffing (6 months)	\$20,000	
Annual Support/Maintenance		\$8,640
TOTAL	\$25,734	\$9,640

It is proposed that the Authority hire Rochester Institute of Technology (RIT) engineering interns, in combination with Authority staff, to map out asset locations using the Trimble GIS location equipment. This is expected to be a one-time expense as once assets are mapped Authority staff can maintain the location/mapping of future assets as they are installed.

Proposed Implementation Schedule

Dec. 2023:

- Ziptility Contract Approval.
- Purchase Order Submittals for Trimble hardware.
- Kick-off Meeting Internally.

Jan. 2024:

- Ziptility engineering staff will continue to migrate data from engineering drawings, current work order and billing systems, and all other existing asset lists.
- Ziptility will update the background mapping with the latest NYS available aerial imaging.
- LCWSA will need to request County GIS data of parcel mapping that can be imported by Ziptility.
- Training on Trimble hardware and how it integrates with Ziptility.
- Begin populating the routines for all recurring tasks including but not limited to; Pump Station weekly inspections, Water Tank weekly inspections, Quarterly Meter Reading, Twice a week Chlorine equipment inspections and chemical re-fills, Monthly and Quarterly Water Samples, Yearly Hydrant and Valve Inspections/Maintenance.

Feb 2024:

- Ziptility training for all staff.
- Begin GPS verification of above ground assets (water tanks, pump stations, vaults, hydrants, etc.) with RIT interns/Authority staff.

March 2024:

- In-house training to migrate away from old work order system to new task assignments in Ziptility, including inventory integration for all tasks.
- Ziptility to complete a quarterly review and make changes to set-up as needed.
- Continue GPS verification of above ground assets (main line valves, curb stops, meter pits, etc.)

April 2024:

- Additional in-house training to review all routine maintenance tasks; and verify routines are set correctly in Ziptility
- Continue field GPS verification and as each area is complete begin reviewing main lines and moving/adjusting locations as necessary.

May 2024:

- Continue field GPS verification and finalize mapping of main lines.
- In-house training to begin utilizing the field verified data for UFPO mark-outs.

June 2024:

- Ziptility to complete a quarterly review and make any requested changes to the software set-up.



RESOLUTION NO. 2023 - 57

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH ZIPTILITY INC. FOR GIS MAPPING AND WORKFLOW SYSTEMS AND APPROVING ADJUSTMENTS TO THE 2024 BUDGET

WHEREAS, the Livingston County Water & Sewer Authority (“Authority”) currently has limited data and systems available for the development of geographic information systems (“GIS”) mapping, preventative maintenance, workorder and materials inventory record keeping; and

WHEREAS, GIS mapping will allow the Authority to view, in a single electronic format and location, all sewer and water assets and infrastructure as well as pertinent information such as pipe size, type, age of material and past maintenance records; and

WHEREAS, In addition, a comprehensive GIS program would allow for asset mapping, preventative maintenance, workorder and material inventory record keeping to be consolidated into one overall system making it a valuable tool in assisting the Authority with customer service requests, asset management and daily operations; and

WHEREAS, after assessing the Authority’s current resources, current operational and future capital needs, it is recommended that the Authority partner with Ziptility, Inc. to assist with GIS mapping functions, routine maintenance scheduling, inventory, and asset management tracking capabilities; and

WHEREAS, a one-time expenditure will be needed to purchase hardware, software and hire temporary staff to assist with asset field location to effectively implement the Ziptility Inc. software modules; and

WHEREAS, budget adjustments require the use of funds from the Authority’s Unallocated Cash Balance and the 2024 budget to be adjusted, now therefore be it,

RESOLVED, that the Authority Board authorizes the Executive Director to execute an agreement with Ziptility Inc. for GIS mapping functions, routine maintenance scheduling, inventory, and asset management tracking capabilities, and now therefore be if further,

RESOLVED, On the recommendation of Authority staff, the Executive Director is hereby directed to make the following budget adjustments for the fiscal year 2024:

BUDGET ADJUSTMENT

	<u>GL Code</u>	<u>Description</u>	<u>Increase/Adjust Budget</u>
Revenue	4410	Misc. Income	\$26,000
Expenditure	5510	Wages	\$17,280
	5030	FICA	\$1,322
	5040	NYS Retirement	\$1,398
	6140	Computer Services	\$4,500
	6625	Equipment	\$1,500

December 15, 2023

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS: