
Agenda

January 17, 2024 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

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

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

- a. December 15, 2023 – Regular Meeting

4. Reports

- a. Financial Report - December 2023
- b. Operations & Capital Report
- c. Executive Director's Report

5. Other Business

Resolution No.: 2024-02	RESOLUTION TO APPROVE THE CLARK, PATTERSON & LEE RATES FOR GENERAL PROFESSIONAL ENGINEERING SERVICES TO THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY
Resolution No.: 2024-03	RESOLUTION TO USE FUNDS IN THE AMOUNT OF \$30,000 FROM THE DEBT RESERVE: CONSOLIDATED WATER CAPITAL RESERVE FOR A REPLACEMENT GENERATOR FOR THE SLIKER HILL BOOSTER PUMP STATION
Resolution No.: 2024-04	RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) NEW LABORER POSITIONS
Resolution No.: 2024-05	RESOLUTION TO ACCEPT A PROPOSAL FROM WENDEL FOR CONSULTING ENGINEERING AND ARCHITECTURAL SERVICES FOR A COMPREHENSIVE FACILITIES AND SPACE NEEDS ASSESSMENT AND ADJUST THE OPERATING BUDGET

6. Discussion

- a. Wastewater Treatment Opportunities and Operator Requirements
- b. County Wide Water Improvement Project

7. Adjournment

Next Regular Meeting: Wednesday, February 21, 2024 @ 8:00 am

Unreviewed Minutes
REGULAR MEETING
December 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 E. Wies (Engineer)

Call to Order: 10:00 a.m.

Approval of Agenda:

Motion: T. Saunders moved, and S. Beardsley seconded to approve the agenda. Carried unanimously.

Approval of Minutes:

November 15, 2023 - Regular Meeting

Motion: B. Ceci moved, and M. Falk seconded to approve the regular board meeting minutes dated November 15, 2023. Carried unanimously.

Reports:

Financial Report – November 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 November 2023 Financial Report. Carried unanimously.

Operations & Capital Report – November 2023

M. Kosakowski reviewed the Operations Report and L. Monaghan reviewed the Capital Report with the Board (on file with Secretary).

Motion: D. Higgins moved, and T. Saunders seconded to approve the November 2023 Operations and Capital Report. Carried unanimously.

Executive Director Report

J. Molino reviewed:

- The staff toured the Groveland Correctional Wastewater Treatment Facility. Conversations with Livingston County Economic Development indicate a new user in the area as well as Department of Corrections and Community Supervision transferring operations to the Authority. This has led to considering decommissioning the Groveland Station Treatment Plant and piping the sewage to the facility at Groveland Correctional. This will be a lengthy process that will require Home Rule Legislation but will benefit the area as major upgrades will not need to be completed at the Groveland Station Treatment Plant to comply with current regulations.

Other Business:

Resolutions:

- 2023-55 RESOLUTION AWARDING A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 2B – THM REMOVAL SYSTEM ELECTRICAL
Motion: M. Falk moved, and D. Higgins seconded to approve Resolution 2023-55. Carried unanimously.
- 2023-56 RESOLUTION ADOPTING VEHICLE USAGE AND CELL PHONE USAGE POLICIES
Motion: S. Beardsley moved, and B. Ceci seconded to approve Resolution 2023-56. Carried unanimously.
- 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 Deputy Director L. Monaghan discussed and presented the functions of the website. M. Falk stated concerns with the current system becoming obsolete and a move into this system, although a new product, would benefit the Authority as long as the data is secure. B. Ceci agreed that the data should be backed up regularly and not shared. T. Saunders felt the workflow system will allow an easier transition as the Authority grows.
Motion: M. Falk moved, and B. Ceci seconded to approve Resolution 2023-57. Carried unanimously.

Adjournment: 12:10 p.m.

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

Livingston County Water and Sewer Authority

December

2023

Financial Report

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December 2023



Revenue & Expenses

Year end entries not completed

REVENUE

2023 Budget Revenue -\$3,958,714

Year to date **\$3,543,137**

Current Period *\$ 151,719*

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

EXPENSES

2023 Budget Expenses -\$4,354,822

Year to Date Expenses \$ 3,879,274

Current Period *\$ 426,371*

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2023 Through 12/31/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
OPERATING REVENUE						
Fees						
4110	96,588.33	3,034,026.21	3,336,217.61	(302,191.40)	3,416,888.00	(382,861.79)
4120	78.84	1,015.68	1,034.00	(18.32)	0.00	1,015.68
4125	13,857.90	192,806.76	185,520.86	7,285.90	215,000.00	(22,193.24)
	<u>110,525.07</u>	<u>3,227,848.65</u>	<u>3,522,772.47</u>	<u>(294,923.82)</u>	<u>3,631,888.00</u>	<u>(404,039.35)</u>
Permit Fees						
4200	1,000.00	74,944.50	122,421.89	(47,477.39)	45,000.00	29,944.50
4210	0.00	52,608.00	0.00	52,608.00	0.00	52,608.00
	<u>1,000.00</u>	<u>127,552.50</u>	<u>122,421.89</u>	<u>5,130.61</u>	<u>45,000.00</u>	<u>82,552.50</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	11,690.99	56,684.70	40,939.21	15,745.49	36,326.00	20,358.70
4160	2,625.00	15,965.65	15,312.50	653.15	0.00	15,965.65
4410	0.00	51,120.64	17,874.41	33,246.23	222,500.00	(171,379.36)
4415	25,878.00	25,878.00	71,572.60	(45,694.60)	0.00	25,878.00
7120	0.00	15,087.16	0.00	15,087.16	0.00	15,087.16
	<u>40,193.99</u>	<u>164,736.15</u>	<u>145,698.72</u>	<u>19,037.43</u>	<u>258,826.00</u>	<u>(94,089.85)</u>
	<u>151,719.06</u>	<u>3,543,137.30</u>	<u>3,805,893.08</u>	<u>(262,755.78)</u>	<u>3,958,714.00</u>	<u>(415,576.70)</u>
OPERATING EXPENSE						
Wages & Fringes						
5010	86,904.98	1,015,088.72	969,216.53	45,872.19	1,196,773.00	181,684.28
5020	1,690.34	38,810.21	46,302.12	(7,491.91)	46,782.00	7,971.79
5030	6,524.73	77,449.63	74,980.72	2,468.91	94,924.00	17,474.37
5040	0.00	120,245.32	51,931.46	68,313.86	139,874.00	19,628.68
5048	2,036.30	22,399.30	34,117.98	(11,718.68)	37,620.00	15,220.70
5050	1,007.77	315,839.41	243,867.05	71,972.36	363,601.00	47,761.59
5060	0.00	17,638.24	19,419.19	(1,780.95)	20,141.00	2,502.76
5070	54.94	8,887.18	6,370.19	2,516.99	15,000.00	6,112.82
5080	0.00	0.00	176,645.00	(176,645.00)	0.00	0.00
5090	0.00	0.00	19,227.36	(19,227.36)	0.00	0.00
	<u>98,219.06</u>	<u>1,616,358.01</u>	<u>1,642,077.60</u>	<u>(25,719.59)</u>	<u>1,914,715.00</u>	<u>298,356.99</u>
Professional Services						
6110	6,346.25	40,754.00	40,187.25	566.75	25,350.00	(15,404.00)
6120	1,395.00	18,214.25	51,661.34	(33,447.09)	25,000.00	6,785.75
6125	0.00	11,550.00	63,836.00	(52,286.00)	0.00	(11,550.00)
6130	381.41	27,365.11	22,990.85	4,374.26	18,300.00	(9,065.11)
6140	1,654.19	33,803.43	36,450.19	(2,646.76)	30,800.00	(3,003.43)
6150	10,100.00	122,052.97	104,379.01	17,673.96	112,000.00	(10,052.97)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2023 Through 12/31/2023

		Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
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	19,876.85	299,639.76	353,708.89	(54,069.13)	242,450.00	(57,189.76)
	Utilities						
6200	Computer Utilities	0.00	0.00	67.23	(67.23)	0.00	0.00
6210	Electricity	32,583.28	266,089.32	269,256.28	(3,166.96)	287,426.00	21,336.68
6220	Gas/Heating	5,208.31	22,190.71	39,052.23	(16,861.52)	33,600.00	11,409.29
6230	Telephone	879.98	16,292.66	26,377.01	(10,084.35)	23,707.00	7,414.34
	Total Utilities	38,671.57	304,572.69	334,752.75	(30,180.06)	344,733.00	40,160.31
	Vehicle Expense						
6420	Vehicle Maint	375.96	(33,695.00)	10,756.19	(44,451.19)	16,000.00	49,695.00
6430	Gasoline	0.00	31,346.05	40,908.15	(9,562.10)	37,600.00	6,253.95
	Total Vehicle Expense	375.96	(2,348.95)	51,664.34	(54,013.29)	53,600.00	55,948.95
	Purchased Water/Sewer						
6510	Purchased Water	46,286.10	343,154.47	359,594.97	(16,440.50)	376,908.00	33,753.53
6515	Purchased Water MCWA	13,857.90	177,618.15	200,689.06	(23,070.91)	215,000.00	37,381.85
6520	Purchased Sewer Treatment	0.00	57,557.85	81,459.04	(23,901.19)	79,500.00	21,942.15
	Total Purchased Water/Sewer	60,144.00	578,330.47	641,743.07	(63,412.60)	671,408.00	93,077.53
	Equipment Maintenance						
6610	Equipment Repair/Supply	61.95	11,901.92	19,294.18	(7,392.26)	13,125.00	1,223.08
6625	Equipment	27.98	23,428.74	36,193.30	(12,764.56)	72,155.00	48,726.26
6635	Equip Lease/Rental Contracts	0.00	0.00	19,157.62	(19,157.62)	65,000.00	65,000.00
	Total Equipment Maintenance	89.93	35,330.66	74,645.10	(39,314.44)	150,280.00	114,949.34
	Building Maintenance						
6300	Project Expense	119,975.00	195,161.40	4,501.20	190,660.20	129,435.00	(65,726.40)
6305	Water/Sewer Installs	2,976.00	50,289.75	0.00	50,289.75	45,000.00	(5,289.75)
6310	Outside O&M Services	7,677.00	185,890.19	280,595.99	(94,705.80)	138,000.00	(47,890.19)
6315	Water/Sewer Repair	1,643.00	28,034.95	0.00	28,034.95	40,000.00	11,965.05
6320	Laboratory Services	11,277.16	37,805.16	37,732.41	72.75	46,000.00	8,194.84
6325	Sludge Hauling	8,466.08	249,827.14	0.00	249,827.14	212,500.00	(37,327.14)
6350	Refuse Collection	233.35	4,332.69	10,092.71	(5,760.02)	9,800.00	5,467.31
6360	Cleaning Service	300.00	3,889.00	3,900.00	(11.00)	4,000.00	111.00
6370	Building Rent	0.00	1,200.00	0.00	1,200.00	0.00	(1,200.00)
6620	Building Repair/Supply	13,643.89	125,477.08	147,042.37	(21,565.29)	183,178.00	57,700.92
6640	Customer Installation Supplies	13,525.07	59,261.13	89,544.15	(30,283.02)	38,908.00	(20,353.13)
6641	Other Govt Purchased	25,878.00	25,878.00	0.00	25,878.00	0.00	(25,878.00)
	Total Building Maintenance	205,594.55	967,046.49	573,408.83	393,637.66	846,821.00	(120,225.49)
	Other Expenses						
6340	Uniforms/Clothing	1,452.70	6,699.22	6,134.98	564.24	7,050.00	350.78
6700	Permits, Fees & Inspections	261.05	16,801.27	6,028.25	10,773.02	23,915.00	7,113.73
6810	Postage & Freight	4.80	16,328.25	15,179.60	1,148.65	15,100.00	(1,228.25)

(6)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2023 Through 12/31/2023

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6820 Office Supplies	439.76	5,271.16	5,689.01	(417.85)	4,760.00	(511.16)
6830 Advertising	0.00	10,570.27	17,734.27	(7,164.00)	3,990.00	(6,580.27)
6840 Travel & Training	1,241.20	20,520.26	14,358.62	6,161.64	35,000.00	14,479.74
6845 Other Governments	0.00	0.00	58,072.60	(58,072.60)	0.00	0.00
6885 Fines Errors & Losses	0.00	54.52	7,593.64	(7,539.12)	0.00	(54.52)
6890 Miscellaneous Expenses	0.00	(161.93)	(478.10)	316.17	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	3,399.51	80,344.70	130,312.87	(49,968.17)	89,815.00	9,470.30
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	426,371.43	3,879,273.83	3,802,313.45	76,960.38	4,354,822.00	475,548.17
GAIN/LOSS BEF DEPRECIATION	(274,652.37)	(336,136.53)	3,579.63	(339,716.16)	(396,108.00)	59,971.47
DEPRECIATION EXPENSE						
6910 Deprec Expense-non contrib	(63,101.18)	(757,496.75)	(614,401.80)	(143,094.95)	0.00	(757,496.75)
6920 Deprec Expense-contributed	(62,192.51)	(725,968.57)	(697,490.40)	(28,478.17)	0.00	(725,968.57)
6930 Lease Amortization Exp	0.00	0.00	2,125.00	(2,125.00)	0.00	0.00
Total DEPRECIATION EXPENSE	(125,293.69)	(1,483,465.32)	(1,309,767.20)	(173,698.12)	0.00	(1,483,465.32)
OPERATING GAIN/LOSS	(399,946.06)	(1,819,601.85)	(1,306,187.57)	(513,414.28)	(396,108.00)	(1,423,493.85)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115 Retail Fees-Debt related	2,083.43	446,729.10	418,802.89	27,926.21	343,447.00	103,282.10
4300 Restricted Revenue	3,251.74	19,402.90	76.97	19,325.93	0.00	19,402.90
7110 Interest Income	6,062.02	84,538.19	38,838.93	45,699.26	0.00	84,538.19
Total Non-Operating Income	11,397.19	550,670.19	457,718.79	92,951.40	343,447.00	207,223.19
Non-Operating Expense						
8110 Interest Expense	0.00	(31,742.18)	(47,434.36)	15,692.18	0.00	(31,742.18)
8111 Lease Interest Exp	0.00	0.00	(5,268.00)	5,268.00	0.00	0.00
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)	(8,936.00)	(939.00)	0.00	(9,875.00)
Total Non-Operating Expense	0.00	(22,267.18)	(61,638.36)	39,371.18	0.00	(22,267.18)
Total NON-OPERATING REVENUE/EXPENSE	11,397.19	528,403.01	396,080.43	132,322.58	343,447.00	184,956.01
NET GAIN/LOSS BEF CONTRIB	(388,548.87)	(1,291,198.84)	(910,107.14)	(381,091.70)	(52,661.00)	(1,238,537.84)
CAPITAL CONTRIBUTIONS						
Grant Revenue						

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2023 Through 12/31/2023

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>YTD Last Year Actual</u>	<u>Current Year Change</u>	<u>Total Budget</u>	<u>Total Budget Variance</u>	
9110	Grant & Donation Revenue	451,119.03	849,286.55	273,370.20	575,916.35	100,000.00	749,286.55
	Total Grant Revenue	451,119.03	849,286.55	273,370.20	575,916.35	100,000.00	749,286.55
	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	451,119.03	866,736.55	533,370.20	333,366.35	100,000.00	766,736.55
	CHANGE IN NET ASSETS	<u>62,570.16</u>	<u>(424,462.29)</u>	<u>(376,736.94)</u>	<u>(47,725.35)</u>	<u>47,339.00</u>	<u>(471,801.29)</u>

Livingston County WSA

Balance Sheet

As of 12/31/2023

(In Whole Numbers)

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Bal...</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	948,719	751,019	197,700	1,183,052	(234,333)
Debt Reserve	941,286	728,869	212,417	852,249	89,037
Accounts Receivable	466,237	955,422	(489,185)	1,113,036	(646,798)
Capital Contributions Receivable	(1)	46,473	(46,474)	57,289	(57,290)
Inventory	0	10,503	(10,503)	9,773	(9,773)
Prepaid Expenses	182,924	99,480	83,444	158,996	23,928
Funds held for Others	44,088	39,687	4,400	42,300	1,788
Total CURRENT ASSETS	2,583,253	2,631,454	(48,202)	3,416,696	(833,443)
Total Current Assets	2,583,253	2,631,454	(48,202)	3,416,696	(833,443)
NON-CURRENT ASSETS					
Restricted Cash	1,232,448	924,164	308,284	375,370	857,078
Capital Contrib Receivable, net current	461,463	752,238	(290,775)	592,057	(130,594)
Property & Equipment, Net Deprec	39,639,115	30,796,804	8,842,311	40,521,557	(882,442)
Work-In-Progress	4,319,349	4,996,760	(677,411)	1,457,413	2,861,936
Total NON-CURRENT ASSETS	45,652,375	37,469,966	8,182,409	42,946,397	2,705,977
Total Non-Current Assets	45,652,375	37,469,966	8,182,409	42,946,397	2,705,977
TOTAL ASSETS	48,235,628	40,101,420	8,134,208	46,363,093	1,872,534
CURRENT LIABILITIES					
Accounts Payable	4,351	153,331	(148,980)	62,612	(58,261)
Current Portion Loans Payable	4,568,338	(2,133,227)	6,701,565	2,067,468	2,500,870
Other Current Liabilities	0	(145,905)	145,905	1,112,704	(1,112,704)
Funds held for others	42,408	39,687	2,721	42,300	108
Total CURRENT LIABILITIES	4,615,097	(2,086,113)	6,701,210	3,285,084	1,330,014
Total Current Liabilities	(4,615,097)	2,086,113	(6,701,210)	(3,285,084)	(1,330,014)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	12,914,059	10,340,127	2,573,931	11,947,075	966,983
Total NON-CURRENT LIABILITIES	12,914,059	10,340,127	2,573,931	11,947,075	966,983
Retained Earnings & Net Position					
Retained Earnings	(31,130,934)	(32,224,143)	1,093,208	(31,130,934)	0
Net Income	398,584	376,737	21,847	0	398,584
Total Retained Earnings & Net Position	(30,732,350)	(31,847,406)	1,115,056	(31,130,934)	398,584
Total Net Position	48,261,506	40,101,420	8,160,086	46,363,093	1,898,412

	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	Feb-24
Ac	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 1,183	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,262	\$ 1,461	\$ 880	\$ 712	\$ 746	\$ 941	\$ 921
Cash Received														
Customer Billing	28	235.2	592.5	76.3	461.2	385.1	43.6	648.8	235.5	61	407.1	559.4		
Miscellaneous	32	2.2	159.4	4.1	4.8	4.9	13.8	13.2	17	38.2	8.7	30.1		
Debt/Project Related	3													
Billing Services/O & M Services	71.5	11.6	28.7		17.1			17.6			14.5	2.6		
Relevy				225										
Estimated Cash Receipts														
Cash Receipts													250	600
BAN/Debt/Grant/Contr b Receipts			17.4			100				322.7	297.8	451.1	90	90
EFC	183.7		721.8	1106.3	120.4	150.8	123	131.5			178.9			
Cash Balance before expenditures	\$ 1,501	\$ 1,466	\$ 2,633	\$ 3,268	\$ 2,442	\$ 2,722	\$ 2,143	\$ 2,074	\$ 1,713	\$ 1,302	\$ 1,619	\$ 1,789	\$ 1,281	\$ 1,611
Operating Vouchers	214.7	247	396.3	330.4	331	320.2	783.7	420.6	244.2	384.7	436.8	430.8	350	350
Trasfer to Debt/Relevy						28.4								
Project Vouchers	69.1	106.2	380.2	1099.1	30	410.4	97.3	192	589.2	205	436.6	417.5	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,217	\$ 1,113	\$ 1,857	\$ 1,839	\$ 2,081	\$ 1,963	\$ 1,262	\$ 1,461	\$ 880	\$ 712	\$ 746	\$ 941	\$ 921	\$ 1,251
Reserve Projects in Progress Budget Bal + Equipment to Purchase	293	269	255	255	342	339	338	344	337	336	330	280	270	260
Unallocated Cash Balance	\$ 924	\$ 844	\$ 1,602	\$ 1,584	\$ 1,739	\$ 1,624	\$ 924	\$ 1,117	\$ 543	\$ 376	\$ 416	\$ 661	\$ 651	\$ 991

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Project Code	Project Name	Expenditures		Budget			Financing			December		
		Expenses	Capitalized	Budget	Balance	Service Area	Funding	Grant/Contributed	Reserve	Debt	Date Bega	End Date
DEBT & REIMBURSABLE PROJECTS												
31131	County Wide WaterSystem Improvements (EFC WIIA)	1,383,430.05	3,351,506.26	8,500,000	3,765,063.69	33WM/WR	DO 18746	\$ 3,000,000	\$ -	\$ 3,842,000	7/12/2019	12/31/2024
31142	LakevilleWWTP Plant Phase 2 (EFC WIIA)	1,331,548.48	4,309,052.41	5,525,016.06	(115,584.83)	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)	166,165.70		484,850	318,684.30	32SLV	111711	\$ 198,055	\$ 38,000	\$ 248,795	1/1/2022	12/31/2023
31450	Leicester/York Regional Water Project	269,326.25										
31455	Conesus Lake PS Improvements (EFC WIIA)	263,367.23		5,000,000	4,736,632.77		C8-6449-06-00	\$ 1,250,000	\$ -	\$ 3,750,000		
31475	2023 Sewer Collection Improvements	662,391.33		1,500,000	837,608.67							
		4,125,616.00			10,240,541.64							
GENERAL RESERVE PROJECTS												
Reserve Cash for Debt & Reimbursable Projects					\$ 104,600.00							
31148	SCADA System Wide Improvements	\$ 193,732.96		\$ 370,000	\$ 176,267.04						1/1/2022	12/31/2023
Total General Reserve Projects		193,732.96			280,867.04							
Total WIP Expense (GL 1600)		4,319,348.96										
Studies/ Non Capitalization												
Total Studies					#	-		\$	-			
Less Grants						-						
Total Project Cash Committed						280,867.04						



Dec-23	2022				2023			
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Est
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Cash on hand as of 1st of each month	\$ 1,012,563	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256	\$ 852,252	\$ 930,326	\$ 1,083,023	\$ 813,762
Cash Received - Customer Billing:	88,955	92,409	92,991	89,324	120,363	123,079	125,581	118,683
Cash Received - Miscellaneous	375	481	2,014	4,358	6,549	7,296	7,242	8,844
Cash Received - Relevy		22,042				28,436		
Cash Balance before expenditures	\$ 1,101,893	\$ 1,147,927	\$ 1,236,507	\$ 1,110,938	\$ 979,164	\$ 1,089,137	\$ 1,215,846	\$ 941,289
<u>Admin Fees Paid</u>	\$ 2,511	\$ 6,425	\$ 500			\$ 5,700		
<u>Debt Payments (Principal & Interest):</u>								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond C8-6449-04-00	21,030		106,863	3,606			105,361	
EFC 2012 Sewer Bond (as of June 2012) C8-6449-04-01	45,357		10,163		48,088		7,771	
EFC Sewer Bond C8-6449-05-00			70,000	255,080	750		255,080	
EFC Short Term D0 18746						414	2,147	
Cash Balance after expenditures	\$ 1,032,995	\$ 1,141,502	\$ 1,017,256	\$ 852,252	\$ 930,326	\$ 1,083,023	\$ 813,762	\$ 941,289
<u>NYS EFC-Grov Sta Water - DO 17369:</u>								
Beginning Balance	602,775	602,775	634,500	571,050	571,050	571,050	571,050	539,325
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	602,775	602,775	602,775	571,050	571,050	571,050	539,325	539,325
<u>8/27/09->8/27/39 Sewer Bond (SL) C8-6449-04-00</u>								
Beginning Balance	1,970,000	1,970,000	2,060,000	1,880,000	1,880,000	1,880,000	1,880,000	1,785,000
Principal Payment	-	-	90,000	-	-	-	95,000	-
Ending Balance	1,970,000	1,970,000	1,970,000	1,880,000	1,880,000	1,880,000	1,785,000	1,785,000
<u>6/21/12->11/1/42 Sewer Bond (SL) C8-6449-01-01</u>								
Beginning Balance	1,005,000	970,000	970,000	970,000	970,000	935,000	935,000	935,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	35,000	-	-	-	35,000	-	-	-
Ending Balance	970,000	970,000	970,000	970,000	935,000	935,000	935,000	935,000
<u>EFC Series 2022 Sewer Bond(SL) C8-6449-05-00</u>								
Beginning Balance					7,652,105	7,652,105	7,652,105	7,397,025
Principal Payment							255,080	
Ending Balance					7,652,105	7,652,105	7,397,025	7,397,025
Total Debt Balance	\$ 3,542,775	\$ 3,542,775	\$ 3,542,775	\$ 3,421,050	\$ 11,038,155	\$ 11,038,155	\$ 10,656,350	\$ 10,656,350
			EOY Balance	\$ 852,252			EOY Balance	\$ 941,289
	12 mos pmts =	\$ 543,824	1.05% =	\$ 571,015	12 mos pmts =	\$ 451,336	1.05% =	\$ 473,903
		Over required balance by		\$ 281,237				\$ 467,386

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Disbursements 12/1/23-12/31/23

Operating disbursements	\$ 430,858.35
Capital Project disbursements	<u>\$ 417,543.83</u>
Total Disbursement	\$ 848,402.18

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
ALS Group USA	12/6/2023	Samples 11/09/23	6320	Lab Services	391.00	4168
		Samples 11/16/23		Lab Services	189.00	
	12/20/2023	Samples 11/21/23	6320	Lab Services	189.00	4245
		Samples 11/30/23		Lab Services	391.00	
	12/27/2023	Samples 12/07/23	6320	Lab Services	391.00	4281
		Transaction Total			<u>1,551.00</u>	
Total ALS Group USA					1,551.00	
American Bankers Insurance Co...	12/6/2023	Flood Insurance 3098 Mt. Morris, Policy 8704344265	1700	Prepaid Exp	1,149.00	4169
		Flood Insurance 5346 N Point Dr. Policy 8704344276		Prepaid Exp	1,498.00	
		Transaction Total			<u>2,647.00</u>	
	Total American Bankers Insuranc...					2,647.00
Benefactor Funding Corp	12/6/2023	Samples 09/27/23	6320	Lab Services	54.00	4170
		Samples 11/07/23		Lab Services	162.00	
		Samples 11/13/23		Lab Services	243.00	
		Samples 11/14/23		Lab Services	54.00	
	12/20/2023	Samples 11/27/23	6320	Lab Services	588.60	4247
	12/27/2023	Samples 11/21/23 - 11/27/23	6320	Lab Services	783.00	4282
		Samples 12/11/23		Lab Services	81.00	
		Samples 12/12/23		Lab Services	162.00	
		Samples 12/13/23		Lab Services	108.00	
		Transaction Total			<u>2,235.60</u>	
Total Benefactor Funding Corp					2,235.60	
BXI Consultants, Inc	12/20/2023	Office printers 11/05/23 - 12/04/23	6820	Office Sup	181.64	4249
		Xerox toner		Office Sup	9.50	
		Transaction Total			<u>191.14</u>	
Total BXI Consultants, Inc					191.14	
Casella Waste Services	12/6/2023	Sludge Disposal	6325	Sludge Hauling	8,466.08	4171
	12/20/2023	12/01/23 - 12/31/23	6350	Refuse	233.35	4250
		Transaction Total			<u>8,699.43</u>	
Total Casella Waste Services					8,699.43	
Charter Communications	12/6/2023	11/08/23 - 12/07/23	6140	Prof Computer	179.98	4172
	12/20/2023	01/01/23 - 01/07/23	1700	Prepaid Exp	42.00	4251
		12/08/23 - 01/07/23	6140	Prof Computer	146.93	4251
		Transaction Total			<u>368.91</u>	
Total Charter Communications					368.91	
Chase Card Services	12/20/2023	Amazon - Block heaters for generators	6620	Bldg Repair	383.97	otp003

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Amazon - Drain King plastic piping		Bldg Repair	26.99	
		Amazon - Jason headset	6820	Office Sup	10.99	otp003
		Amazon - Safety Vest	6340	Uniforms	37.94	otp003
		Amazon - Soap for lab	6620	Bldg Repair	135.58	otp003
		Amazon - Soap for the lab		Bldg Repair	154.65	
		Briggs Tire - plug tire - Matt G truck	6420	Vehicle Maint	40.00	otp003
		CDW Direct - Ear tips for Jasons Headset	6820	Office Sup	17.27	otp003
		Core & Main -Water Meter Test Bench supplies	6620	Bldg Repair	142.40	otp003
		Genesee Lumber - Admin building sump pump		Bldg Repair	159.67	
		Genesee Lumber - Airport Tank		Bldg Repair	167.97	
		Genesee Lumber - batteries		Bldg Repair	11.99	
		Genesee Lumber - Bolts for Secondary Clarifier Skimmer arm		Bldg Repair	25.08	
		Genesee Lumber - brush		Bldg Repair	5.18	
		Genesee Lumber - Coat hanger for Lab		Bldg Repair	59.73	
		Genesee Lumber - Digester repair		Bldg Repair	3.83	
		Genesee Lumber - Key for Leicester tank		Bldg Repair	27.80	
		Genesee Lumber - key made		Bldg Repair	2.78	
		Genesee Lumber - Supplies for truck		Bldg Repair	14.18	
		Genesee Lumber - tape		Bldg Repair	5.56	
		Genesee Lumber - Truck supplies		Bldg Repair	116.24	
		Genesee Lumber - Water main break on Bronson Hill Road		Bldg Repair	118.28	
		Genesee Lumber - Water meter test bench		Bldg Repair	188.13	
		Genesee Lumber - wrenches	6625	Equipment	27.98	otp003
		Livingston County Clerk - Copy of Easement	6700	Permit/Inspec	6.05	otp003
		Livonia Supply Centre - Meter bench supplies	6620	Bldg Repair	48.00	otp003
		NAPA - oil		Bldg Repair	6.15	
		NAPA - oil and parts for equipment	6610	Equip Repair	61.95	otp003
		NAPA - supplies for Matt's truck	6620	Bldg Repair	38.51	otp003
		Red Wing Shoes - Boots for Sean LaGrou	6340	Uniforms	233.99	otp003
		Tractor Supply - Truck Hitch	6420	Vehicle Maint	149.99	otp003
		USA Blue Book - Hach powder pillows	6620	Bldg Repair	72.19	otp003
		USPS - Additonal ounce postage	6810	Postage	4.80	otp003
		Walmart - cleaning supplies and water	6620	Bldg Repair	33.94	otp003
		Walmart - cleaning supplies and water	6840	Travel/Traing	11.50	otp003
		Walmart - Clothing Allowance	6340	Uniforms	117.92	otp003
		Walmart - T.Marsh clothing allowance		Uniforms	169.00	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Walmart - Thermostat and label paper	6620	Bldg Repair	26.88	otp003
		Walmart - Thermostat and label paper	6820	Office Sup	10.12	otp003
		Walmart - Trevor Clothing Allowance	6340	Uniforms	190.17	otp003
		Transaction Total			<u>3,065.35</u>	
Total Chase Card Services					3,065.35	
City Treasurer, Rochester, NY	12/20/2023	10/01/23 - 10/31/23	6510	Water Purch	22,796.80	4253
		11/01/23 - 11/30/23		Water Purch	<u>23,489.30</u>	
		Transaction Total			<u>46,286.10</u>	
Total City Treasurer, Rochester, NY					46,286.10	
Clark Patterson Lee	12/20/2023	Professional Services 10/27/23 - 11/24/23	6120	Prof Engineer	1,395.00	4254
		Transaction Total			<u>1,395.00</u>	
Total Clark Patterson Lee					1,395.00	
Colacino Industries Inc	12/6/2023	Network Modem Monitoring 01/01/24 - 01/31/24	1700	Prepaid Exp	580.00	4174
		Transaction Total			<u>580.00</u>	
Total Colacino Industries Inc					580.00	
Cold Springs Environmental	12/6/2023	Calibration flow meter and gas monitors	6310	Outside O&M	2,140.00	4177
		Transaction Total			<u>2,140.00</u>	
Total Cold Springs Environmental					2,140.00	
Commercial Automotive	12/6/2023	2022 Ford F150 BF5692, vin 7084 Oil Change, tire rotation	6420	Vehicle Maint	54.99	4175
	12/20/2023	2018 RAM 1500 BA8845 oil change, inspeciton, tire rotation	6420	Vehicle Maint	75.99	4255
		2021 Chevy 2500 BE1201 oil change, tire rotation		Vehicle Maint	54.99	
		Transaction Total			<u>185.97</u>	
Total Commercial Automotive					185.97	
Complete Payroll	12/22/2023	PR 26 (12/2/23-12/16/23)	5010	Wages	39,944.15	ach
		PR 26 (12/2/23-12/16/23)	5020	Overtime	908.82	ach
		PR 26 (12/2/23-12/16/23)	5030	FICA	3,298.53	ach
		PR 26 (12/2/23-12/16/23)	5070	Unemployment	48.82	ach
		PR 26 (12/2/23-12/16/23)	6130	Financial	111.82	ach
	12/8/2023	PR 25 (11.19.23-12.2.23)	5010	Wages	39,047.92	ACH003
		PR 25 (11.19.23-12.2.23)	5020	Overtime	781.52	ACH003
		PR 25 (11.19.23-12.2.23)	5030	FICA	3,226.20	ACH003

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		PR 25 (11.19.23-12.2.23)	5070	Unemployment	6.12	ACH003
		PR 25 (11.19.23-12.2.23)	6130	Financial	194.59	ACH003
		Transaction Total			87,568.49	
Total Complete Payroll					87,568.49	
Constellation NewEnergy, Inc	12/20/2023	10/25/23 - 11/25/23	6210	Electric	8,884.05	4256
		Transaction Total			8,884.05	
Total Constellation NewEnergy, Inc					8,884.05	
Core and Main LP	12/6/2023	Emergency Water Break supplies	6620	Bldg Repair	1,857.69	4176
	12/20/2023	Meter Pits	6640	Cust Install	1,548.40	4257
		Tap Saddles		Cust Install	5,936.71	
		Transaction Total			9,342.80	
Total Core and Main LP					9,342.80	
CSEA Employee Benefit Fund De...	12/6/2023	Dental and Vision 12/01/23 - 12/31/23	2050	A/P Payroll	627.59	4179
		Dental and Vision 12/01/23 - 12/31/23	5050	Health	1,007.77	4179
	12/20/2023	01/01/24 - 01/31/24	1700	Prepaid Exp	1,745.52	4259
		Transaction Total			3,380.88	
Total CSEA Employee Benefit Fu...					3,380.88	
CSEA, Inc	12/6/2023	Union Dues 11/10/23, 11/24/23	2050	A/P Payroll	639.54	4178
	12/27/2023	Union Dues 12/08/23, 12/22/23	2050	A/P Payroll	639.54	4283
		Transaction Total			1,279.08	
Total CSEA, Inc					1,279.08	
Excellus Health Plan-Group	12/20/2023	01/01/24 - 01/31/24	1700	Prepaid Exp	35,188.93	4260
		Transaction Total			35,188.93	
Total Excellus Health Plan-Group					35,188.93	
Finline Pipeline, Inc	12/6/2023	3991 Graywood Center Asphalt paving	6305	Water/Sewer Ins	2,325.00	4181
		Bronson Hill, Pebble Beach and Densmore Rd.		Water/Sewer Ins	2,294.00	
		Transaction Total			4,619.00	
Total Finline Pipeline, Inc					4,619.00	
Five Corners Repair	12/6/2023	Steel sleeve patch for pipe repair	6620	Bldg Repair	800.00	4182
		Transaction Total			800.00	
Total Five Corners Repair					800.00	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
Frey Municipal Software	12/20/2023	Travel expenses for AP Training 12/12/23 - 12/14/23	1420	FA-Electronics	1,912.75	4261
		Transaction Total			<u>1,912.75</u>	
Total Frey Municipal Software					1,912.75	
Frontier Communications	12/6/2023	11/16/23 - 12/15/23	6230	Telephone	169.60	4183
		Transaction Total			<u>169.60</u>	
Total Frontier Communications					169.60	
Frontier Telephone	12/27/2023	12/21/23 - 01/20/24	1700	Prepaid Exp	24.52	4285
		12/21/23 - 01/20/24	6230	Telephone	12.30	4285
		Transaction Total			<u>36.82</u>	
Total Frontier Telephone					36.82	
Heidelberg Materials	12/6/2023	Crusher Run 11/15/23	6620	Bldg Repair	201.05	4186
		Crusher Run 11/20/23		Bldg Repair	568.48	
		Crusher Run 11/22/23		Bldg Repair	195.53	
	12/20/2023	crusher run	6620	Bldg Repair	193.41	4265
		Transaction Total			<u>1,158.47</u>	
Total Heidelberg Materials					1,158.47	
Holland Company	12/6/2023	3 Chemical Totes	6620	Bldg Repair	4,510.47	4187
	12/20/2023	Chemicals	6320	Lab Services	7,490.56	4266
		Transaction Total			<u>12,001.03</u>	
Total Holland Company					12,001.03	
Jackson Welding Supply Co Inc	12/6/2023	Cylinder Rental	6620	Bldg Repair	42.03	4189
		Transaction Total			<u>42.03</u>	
Total Jackson Welding Supply Co...					42.03	
Joseph Bauer	12/20/2023	Clothing Allowance	6340	Uniforms	62.39	4246
		Transaction Total			<u>62.39</u>	
Total Joseph Bauer					62.39	
Kruk & Campbell	12/20/2023	P31450 - Legal Services 10/01/23 - 12/18/2023	6110	Prof Legal	3,678.75	4267
		Transaction Total			<u>3,678.75</u>	
Total Kruk & Campbell					3,678.75	
LaGrou, Sean	12/6/2023	Clothing Allowance	6340	Uniforms	184.31	4190
		Transaction Total			<u>184.31</u>	

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 12/1/2023 Through 12/31/2023

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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 LaGrou, Sean					184.31	
Lathan, Russel	12/20/2023	Water Operator Training - Russell Lathan	6700	Permit/Inspec	255.00	4268
		Water Operator Training - Russell Lathan	6840	Travel/Traing	165.00	4268
		Transaction Total			<u>420.00</u>	
Total Lathan, Russel					420.00	
Layer 3 Technologies	12/6/2023	Computer software and subscriptions	1700	Prepaid Exp	1,728.72	4191
		Computer software and subscriptions	6140	Prof Computer	160.28	4191
		Microsoft 365 renewal		Prof Computer	<u>132.00</u>	
		Transaction Total			<u>2,021.00</u>	
Total Layer 3 Technologies					2,021.00	
Lifetime Benefit Solution	12/8/2023	Lifetime (11.1.23-11.30.23) Admin Fee	6130	Financial	75.00	ach
	12/29/2023	Lifetime Claim Reimb(Dec 2023-2)-J. Molino 12.27.23	2050	A/P Payroll	35.00	ACH
		Lifetime Claim Reimb (Dec 2023)-J. Molino 12.26.23		A/P Payroll	158.00	ach001
		Lifetime Claim Reimb(Dec 2023-2)-J. Molino 12.28.23		A/P Payroll	120.00	ACH001
		Lifetime Claim Reimb (Dec 2023)-L. Monaghan 12.5.23		A/P Payroll	900.00	ach002
		Transaction Total			<u>1,288.00</u>	
Total Lifetime Benefit Solution					1,288.00	
Livingston Co Treasurer	12/6/2023	Retiree Health Insurance 11/01/23 - 11/30/23	5048	Retiree Health	2,036.30	4192
		Transaction Total			<u>2,036.30</u>	
Total Livingston Co Treasurer					2,036.30	
Matthew Gascon	12/27/2023	Clothing Allowance	6340	Uniforms	<u>200.00</u>	4286
		Transaction Total			<u>200.00</u>	
Total Matthew Gascon					200.00	
Molino, Jason	12/6/2023	Phone allowance	6230	Telephone	50.00	4193
	12/20/2023	Travel and Training Jason Molino 12/05/23 - 12/08/23	6840	Travel/Traing	343.20	4269
		Transaction Total			<u>393.20</u>	
Total Molino, Jason					393.20	
Monaghan, Lauren	12/6/2023	Phone allowance	6230	Telephone	<u>50.00</u>	4194

(n)

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			<u>50.00</u>	
Total Monaghan, Lauren					50.00	
Monroe County Water Authority	12/20/2023	10/31/23 - 11/30/23	6515	Purchased Water	<u>13,857.90</u>	4270
		Transaction Total			<u>13,857.90</u>	
Total Monroe County Water Auth...					13,857.90	
National Grid	12/6/2023	10/24/23 - 11/22/23	6210	Electric	13,269.68	4195
	12/27/2023	11/20/23 - 12/20/23	6210	Electric	<u>9,519.12</u>	4287
		Transaction Total			<u>22,788.80</u>	
Total National Grid					22,788.80	
National Water Main Cleaning Co	12/20/2023	Smoke Testing 10/01/23 - 12/12/2023	6300	Project Expense	<u>119,975.00</u>	4271
		Transaction Total			<u>119,975.00</u>	
Total National Water Main Cleani...					119,975.00	
NEW YORK WATER ENVIRON..	12/20/2023	NYWEA memberships	1700	Prepaid Exp	589.50	4272
		NYWEA memberships	6840	Travel/Traing	<u>196.50</u>	4272
		Transaction Total			<u>786.00</u>	
Total NEW YORK WATER ENVI.					786.00	
NRG Business Marketing - Direct...	12/6/2023	10/17/23 - 11/09/23 Direct Energy Gas	6220	Gas	298.07	4180
	12/27/2023	11/10/23 - 12/14/23	6220	Gas	<u>967.82</u>	4284
		Transaction Total			<u>1,265.89</u>	
Total NRG Business Marketing - ...					1,265.89	
NYS Employees Retirement Syst...	12/22/2023	PR 26 (12/2/23-12/16/23)	2050	A/P Payroll	<u>1,615.07</u>	ach001
		Transaction Total			<u>1,615.07</u>	
Total NYS Employees Retiremen...					1,615.07	
NYS Deferred Compensation Plan	12/22/2023	PR 26 (12/2/23-12/16/23)	2050	A/P Payroll	1,149.18	ach002
	12/8/2023	PR 25 (11.19.23-12.2.23)-457b	2050	A/P Payroll	<u>1,234.39</u>	ACH004
		Transaction Total			<u>2,383.57</u>	
Total NYS Deferred Compensatio...					2,383.57	
NYS Dept of Labor	12/27/2023	Asbestos Removal Certificate Applications	6840	Travel/Traing	<u>525.00</u>	4288
		Transaction Total			<u>525.00</u>	
Total NYS Dept of Labor					525.00	

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Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/1/2023 Through 12/31/2023

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
NYSEG	12/6/2023	09/28/23 - 10/24/23	6210	Electric	193.92	4196
		09/28/23 - 10/24/23	6220	Gas	507.39	4196
	12/27/2023	11/07/23 - 12/11/23	6210	Electric	372.59	4289
		11/07/23 - 12/11/23	6220	Gas	775.49	4289
	Transaction Total					1,849.39
Total NYSEG					1,849.39	
Piranha Tec Dr LLC	12/20/2023	5665 Tec Drive - 01/01/24 -	1700	Prepaid Exp	464.30	4274
		01/31/24 rent minus Nat Grid				
Transaction Total					464.30	
Total Piranha Tec Dr LLC					464.30	
PumpAlarm.com	12/6/2023	Sump Pump Alarm	6620	Bldg Repair	342.83	4199
		Transaction Total				
Total PumpAlarm.com					342.83	
PVS - CDI Chemicals, Inc	12/20/2023	Chemicals	6620	Bldg Repair	1,064.00	4252
		Transaction Total				
Total PVS - CDI Chemicals, Inc					1,064.00	
Rochester Gas & Electric	12/6/2023	09/29/23 - 10/27/23	6210	Electric	180.67	4200
		09/29/23 - 10/27/23	6220	Gas	1,154.48	4200
	12/27/2023	10/28/23 - 11/27/23	6210	Electric	298.95	4290
		10/28/23 - 11/27/23	6220	Gas	1,505.06	4290
	Transaction Total					3,139.16
Total Rochester Gas & Electric					3,139.16	
Ross Valve Mfg Co	12/27/2023	Service Maintenance System	6310	Outside O&M	5,537.00	4291
		Valve				
Transaction Total					5,537.00	
Total Ross Valve Mfg Co					5,537.00	
Safety Kleen Systems, Inc	12/20/2023	Parts Washer	6620	Bldg Repair	265.09	4275
		Transaction Total				
Total Safety Kleen Systems, Inc					265.09	
Selective Insurance Co of New Yo..	12/6/2023	Insurance Policy FLD1867667	1700	Prepaid Exp	2,550.00	4201
		1997 D'Angelo 01/01/24				
Transaction Total					2,550.00	
Total Selective Insurance Co of N...					2,550.00	
ServiceMaster	12/6/2023	11/01/23 - 11/30/23	6360	Cleaning	300.00	4202
		Transaction Total				

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 12/1/2023 Through 12/31/2023

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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>300.00</u>	
Total ServiceMaster					300.00	
Staples Contract & Commercial	12/20/2023	Office Supplies	6820	Office Sup	165.91	4276
	12/27/2023	Office supplies	6820	Office Sup	<u>44.33</u>	4293
		Transaction Total			<u>210.24</u>	
Total Staples Contract & Commer...					210.24	
Ti-Sales Inc	12/20/2023	Meter pipe couplings	6640	Cust Install	<u>382.71</u>	4277
		Transaction Total			<u>382.71</u>	
Total Ti-Sales Inc					382.71	
Underberg & Kessler	12/20/2023	Professional Services 11/01/23 - 11/30/23	6110	Prof Legal	192.50	4278
		Transaction Total			<u>192.50</u>	
Total Underberg & Kessler					192.50	
USA Blue Book	12/27/2023	Pump parts	6620	Bldg Repair	<u>371.75</u>	4294
		Transaction Total			<u>371.75</u>	
Total USA Blue Book					371.75	
Utegg, Jeffrey	12/6/2023	Clothing Allowance	6340	Uniforms	<u>77.95</u>	4204
		Transaction Total			<u>77.95</u>	
Total Utegg, Jeffrey					77.95	
Verizon Wireless	12/20/2023	11/02/01 - 12/01/23	6230	Telephone	<u>598.08</u>	4279
		Transaction Total			<u>598.08</u>	
Total Verizon Wireless					598.08	
Webster Szanyi LLP	12/20/2023	Legal Services 11/01/23 - 11/30/23	6110	Prof Legal	2,475.00	4280
		Transaction Total			<u>2,475.00</u>	
Total Webster Szanyi LLP					2,475.00	
WW Grainger	12/6/2023	Generator block heater	6620	Bldg Repair	166.51	4185
		Portable heaters		Bldg Repair	311.64	
		Solenoid valve for East Lake Vault		Bldg Repair	153.52	
		Work Boots - Todd Marsh	6340	Uniforms	179.03	4185
	12/20/2023	Lab cleaning supplies	6620	Bldg Repair	87.08	4264
		Stock parts		Bldg Repair	<u>879.96</u>	
		Transaction Total			<u>1,777.74</u>	

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 12/1/2023 Through 12/31/2023

<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>
Total WW Grainger					1,777.74	
Report Opening/Current Balance						
Report Transaction Totals					430,858.35	
Report Current Balances						

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Capital Projects
From 12/1/2023 Through 12/31/2023

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Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31121	Lakeville WWTP Phosphorus	4254	Clark Patterson Lee	P31121 10/27/23 - 11/24/23	500.00
	Lakeville WWTP Phosphorus	4258	Crane Hogan	P31121 Pay App 1	<u>130,915.70</u>
				Transaction Total	<u>131,415.70</u>
Total 31121	Lakeville WWTP Phosphorus				131,415.70
31131	Water System Improvements (EFC WIIA)	4173	Clark Patterson Lee	P31131 Professional Services 02/24/23 - 10/27/23	19,900.00
	Water System Improvements (EFC WIIA)	4254	Clark Patterson Lee	P31131 Professional Services 02/25/23 - 11/24/23	3,000.00
	Water System Improvements (EFC WIIA)	4191	Layer 3 Technologies	P31131 Billing system setup	287.50
	Water System Improvements (EFC WIIA)	4197	Pertech Inc	P31131 Airport Tank	391.87
	Water System Improvements (EFC WIIA)	4273	Pertech Inc	P31131 PVC tubing	191.00
	Water System Improvements (EFC WIIA)	4292	Siewert Equipment Company	P31131 - Valve for chemical feed system	805.00
				Transaction Total	<u>24,575.37</u>
Total 31131	Water System Improvements (EFC WIIA)				24,575.37
31142	Lakeville Plant Upgrades-Phase 2	4248	Blue Heron Construction Co	P31142 Pay App 23 - Final	168,466.20
	Lakeville Plant Upgrades-Phase 2	4188	Invictus Electrical LLC	P31142 - Pay App 10 - Final	10,379.87
	Lakeville Plant Upgrades-Phase 2			P31142 - Pay App 9	<u>21,206.22</u>
				Transaction Total	<u>200,052.29</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				200,052.29
31148	SCADA Sy Wide Imp P1	4184	GHD Services Inc	P31148 Professional Services 10/29/23 - 11/25/23	1,004.60
	SCADA Sy Wide Imp P1	4262	GHD Services Inc	P31148 11/25/23 - 12/16/23	<u>659.91</u>
				Transaction Total	<u>1,664.51</u>
Total 31148	SCADA Sy Wide Imp P1				1,664.51
31450	Leicester/York Regional Water Projec	4267	Kruk & Campbell	P31450 - Legal Services 10/01/23 - 12/18/2023	4,331.25
				Transaction Total	<u>4,331.25</u>
Total 31450	Leicester/York Regional Water Projec				4,331.25
31455	Conesu Lake PS Improvements	4254	Clark Patterson Lee	P31455 05/26/23 - 11/24/23	4,804.80
	Conesu Lake PS Improvements	4262	GHD Services Inc	P31455 11/25/23 - 12/16/23	1,969.62
	Conesu Lake PS Improvements	4184	GHD Services Inc	P31455 Professional Services 10/01/23 - 11/25/23	6,832.50
				Transaction Total	<u>13,606.92</u>
Total 31455	Conesu Lake PS Improvements				13,606.92

Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Capital Projects
 From 12/1/2023 Through 12/31/2023



Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31475	2023 Sewer Collection Improvements	4263	G P Jager Inc	repairs Muffin Monster	17,370.79
	2023 Sewer Collection Improvements	4198	PlanTech	P31475 Meter storage building	1,250.00
	2023 Sewer Collection Improvements			P31475 Server room	5,527.00
	2023 Sewer Collection Improvements	4203	STC Construction	P31475 Lakeville Plant Valve Replacement	17,750.00
Transaction Total					41,897.79
Total 31475	2023 Sewer Collection Improvements				41,897.79
Report Opening/Current Balance					
Report Transaction Totals					417,543.83
Report Current Balances					

LCWSA OPERATIONS REPORT

January 17, 2024

Water and Sewer Work Program

Customer Work Orders	Staff completed 48 workorders
UFPO	Staff completed 60 stakeouts
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing was completed.

Water Work Program

Curb Box	Staff repaired 2 curb boxes.
Hydrant Operations	Staff is still checking hydrants for operations. As weather permits. In preparation for flushing.
Meter Reading	Staff completed meter reading between 2 and 3 days this quarter.

Sewer Work Program

Sewer Repair	Staff repaired a sewer lateral on Washington St Village of Livonia.
Pump Maintenance	Staff is working on changing oil in both pumps at each station.

LCWSA CAPITAL PROJECTS REPORT	
January 12, 2024	
31131 Countywide Water System Improvements	
Contract 2A - Chlorine System improvements	CPL is working on the close out documents.
Contract 2B - THM Removal	Working with Supplier for equipment purchase and install schedule; pre-con meeting to be scheduled in the coming weeks
Shelly Tank	CPL has started initial field work and preliminary design on a new water tank and will be providing some options for consideration
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
SCADA	Reviwing water assets in need up upgrades
31138 Comprehensive SCADA System Evaluation	
	Will be setting up a Pre-con meeting soon
31140 I&I Study (Smoke Testing + San Sewer Cleaning & Televising)	
	Smoke testing is complete, we are currently reviewing the reports and have found inconsistancies with the reports provided, will have a complete summary by the February meeting
31142 Lakeville WWTP Upgrades - Phase 2 + UV	
	Working on final outstanding items/issues before contract can be closed out
31121 Lakeville WWTP - Chemical Feed Facility	
	Underground piping work and building construction to continue this month, substantial completion is scheduled for February with restoration this spring.
31475 2023 Sewer Collection Improvements	
Sewer Main Lining	Lining completed for approximately 6,000 LF of sewer main
Sewer Manhole Lining	MH lining to start end of January to rehab and line approximately 475 VF or 65 - 70 Manholes total
Manhole Covers	In addition to the non-standard MH covers in the Village in need of replacement, additional manholes have been identified through smoke testing and inspections that will be targeted for replacement in 2024



RESOLUTION NO. 2024-02

RESOLUTION TO APPROVE THE CLARK, PATTERSON & LEE RATES FOR GENERAL PROFESSIONAL ENGINEERING SERVICES TO THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

WHEREAS, under the Public Authorities Law, Title 8-G, §1199-cccc, Section 3, the Livingston County Water and Sewer Authority (“LCWSA”) is authorized to contract with expert professional services, and

WHEREAS, The LCWSA Board has reviewed the engagement letter from Clark, Patterson & Lee, dated December 18, 2023 including proposed billing rates for 2024, and

WHEREAS, The Executive Director recommends that Clark, Patterson & Lee continue to provide the LCWSA with general professional engineering services, and now therefore be it,

RESOLVED, The Livingston County Water and Sewer Authority Board accepts the proposed billing rates from Clark, Patterson & Lee effective January 1, 2024.

January 17, 2024
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



December 18, 2023

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

RE: 2024 PROPOSAL GENERAL PROFESSIONAL ENGINEERING SERVICES

Dear Mr. Molino:

CPL is excited to have the opportunity to continue working with the Livingston County Water & Sewer Authority (LCWSA) by providing general professional engineering services for 2024. CPL has more than 40 years of experience providing engineering services to municipalities and currently serves more than 90 municipalities throughout New York State.

The billing rates under this agreement are based on reduced multiplier and only apply to our fees billed under general services. The rates are broken down as follows, showing the 2023 and the proposed 2024 rates:

Team Member	2023	2024
Principal	\$180	\$220
Resource Principal	\$130	\$150
Project Manager	\$100	\$120
Senior Architect or Engineer	\$90	\$110
Junior Architect or Engineer	\$80	\$100
CADD or Technical Staff	\$70	\$90
Resident Engineer	\$80	\$100
Intern	\$40	\$60

Any expenses (postage, copies, mileage, etc.) will be billed directly with no multiplier.



Please contact me directly at (585) 402-7529 should you have any questions or require additional information.

Very truly yours,

CPL


A handwritten signature in blue ink, appearing to read 'Eric C. Wies', is written over the printed name.

Eric C. Wies, P.E.
Vice President

Acceptance of Proposal:

Signature: _____ Date: _____

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: January 9, 2024

Subject: Generator Replacement

1. Action Requested:

Authority Board approval for the budget adjustment, purchase, and installation for the replacement of a generator for Sliker Hill booster pump station.

2. Background:

Recently during the Authority's annual generator preventative maintenance service, it was identified that the natural gas 60kW generator at the Sliker Hill booster pump station had expired, was no longer able to be serviced and needed to be replaced.

The generator was 22 years old and supports the Sliker Hill booster pump station that pumps as a redundant and backup water supply to the Niver Rd. water tower, should the Shelly Rd. booster pump station become inoperable.

Without a functioning generator at Sliker Hill, should the Shelly Rd. booster pump station fail or become inoperable, water supply to customers between Shelly Rd and Sliker Hill water towers in the Towns of Livonia and Conesus would not be possible.

It is proposed that the generator be replaced with a new 45kW generator. A smaller generator will provide adequate power to the facility as the prior generator was needed to support a fire pump that is no longer in service due to improvements to the water supply and distribution system over the past 20 years.

3. Financial Implications:

Procurement of the generator, which would include delivery and start up is \$20,000. The generator can be purchased on the cooperative purchasing source Sourcewell, and as a result would not need to be competitively bid. The lead time for the generator is ~30 weeks.

Electrical connection and materials, which can be provided by local vendors, is estimated to not exceed \$5,000-\$10,000.

It is recommended that the Board approve the use of funds from the Debt Reserve Fund: Consolidated Water Capital Reserve. The current balance in the reserve is \$227,500.



RESOLUTION NO. 2024 - 03

**RESOLUTION TO USE FUNDS IN THE AMOUNT OF \$30,000 FROM THE DEBT RESERVE:
CONSOLIDATED WATER CAPITAL RESERVE FOR A REPLACEMENT GENERATOR
FOR THE SLIKER HILL BOOSTER PUMP STATION**

WHEREAS, The Livingston County Water & Sewer Authority (“Authority”) performed the annual maintenance on generators; and

WHEREAS, A recent inspection of the generator at the Sliker Hill booster pump station determined the 60kW natural gas generator had expired, was no longer able to be serviced, and needed replacement; and

WHEREAS, Without a functioning generator at Sliker Hill, should the Shelly Road booster pump station fail or become inoperable, water supply to customers between Shelly Road and Sliker Hill water towers in the Towns of Livonia and Conesus would not be possible;

WHEREAS, it is proposed a new 45kW generator be acquired from the cooperative purchasing source Sourcewell, and now, therefore be it,

RESOLVED, The Livingston County Water and Sewer Authority Board approves the use of funds in the amount of \$30,000 from the Debt Reserve: Consolidated Water Capital Reserve for a replacement generator for the Sliker Hill booster pump station.

January 17, 2024
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION NO. 2024 - 04

RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) LABORER POSITIONS

WHEREAS, the Livingston County Water & Sewer Authority (Authority) has identified a need to create four (4) new positions involving responsibility for seasonal laborer activities for the Authority; and

WHEREAS, in accordance with the provisions of Civil Service Law, Section 22, the Livingston County Personnel Officer has reviewed the New Position Duties Statement (NPDS) and has determined the need to increase the current two (2) "Laborer" positions to six (6) "Laborer" positions to accomplish the necessary seasonal duties to maintain the Authority's assets, now therefore be it,

RESOLVED, that the LCWSA Board hereby creates four (4) new "Laborer" positions, whose duties and minimum qualifications are described in the attached NPDS.

January 17, 2024
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

NEW POSITION DUTIES STATEMENT

<p>Civil Service Law Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the position, shall be referred to the Livingston County Personnel Officer and she shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the Personnel Officer.</p>	<p><u>Kate L. Hill</u> Livingston County Personnel Officer</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to the Personnel Officer.</p>
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1.	DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
	N/A	Livingston County Water & Sewer Authority	Lakeville, NY

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear work picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT	DUTIES
40%	<p>Lawn maintenance/grounds keeping</p> <ol style="list-style-type: none"> a. Mowing of tank sites, pump stations, wastewater treatment plant sites, and Conesus Lake Outlet. b. Weeding around water hydrants and buildings. c. Brush and tree trimming, and removal of debris. d. Loading and unloading trucks, stacking of materials and supplies.
60%	<p>Supervised work – Assisting staff with;</p> <ol style="list-style-type: none"> a. Sewage and Water system maintenance. b. Carpentry. c. Plumbing. d. Painting – Hydrants, Rooms, Equipment, Pipes, Railings and Walkways. e. Power washing – exterior of tanks and rooms. f. Flagging. g. Setting up cones, markers, and work zone traffic control signs. h. Maintaining Equipment. i. General clean-up work.

3. Names and titles of persons supervising the position (General, Direct, Administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Mark Kosakowski	Director of Operations	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
None		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE
None	

6. What minimum qualifications do you think should be required for this position?

Education: High school Diploma - Yes
 College _____ years, with specialization in _____
 Other - . _____ years, with specialization in _____
 Experience: (list amount and type) _____

Essential knowledge, skills and abilities: Willing to perform a variety of routine heavy and light manual labor tasks, ability to operate tractor and mowers, ability to use other tools and equipment, ability to perform heavy manual labor including lifting and bending, ability to follow simple oral or written instructions and conduct work in a neat and orderly manner, willingness to work under all weather conditions.

Type of license or certificate required: Applicants must possess a valid Class D New York State driver's license at time of application and appointment. Must maintain such licensure throughout employment.

7. The above statements are accurate and complete.

Date: January 17, 2024 Title: Executive Director Signature: _____

 CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of the Civil Service Law, section 22, the Livingston County Personnel Officer certifies that the appropriate title for the position described is: _____.

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position
 _____ Approved
 _____ Disapproved

Date: _____ Signature: _____

To: Livingston County Water and Sewer Authority Board

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

Date: January 12, 2024

Subject: Request for Proposals – Comprehensive Facilities / Space Needs Assessment

1. Action Requested:

Board action to procure Wendel for architectural and engineering services related to the Comprehensive Facilities / Space Needs Assessment.

2. Request for Proposals:

In November the Authority issued a Request for Proposals (“RFP”) for Architectural/Engineering (“A/E”) Services to complete a space needs assessment and evaluate the existing administration facilities at the Lakeville Wastewater Treatment Plant.

The five consulting firms that attended an on-site tour and submitted proposals were CPL, LaBella Associates, Larson Design Group, MRB Group, and Wendel.

All proposals were comparatively evaluated based upon the requirements stated in the body of the RFP. After reviewing the proposals, the consultants were ranked on their:

- Recent and relevant projects – 20%
- Understanding of the project scope – 20%
- Firm qualifications to complete the scope of work – 10%
- Technical approach to the project scope – 10%
- Project team qualifications – 10%
- Project timeline – 10%
- Estimated cost – 10%

Each proposal provided a cost summary indicating hours, billing rates, and a total fee for each task involved in the study. As shown on the attached summary page the cost as well as the cost per hour was evaluated. The total fees ranged from \$50,587 - \$131,030 and the cost / hour range from \$100 - \$278.

3. Selected Consultant:

Wendel’s proposal scored the highest and in addition to recent project experience with facilities planning, they have provided a unique approach by utilizing an existing NYSERDA grant program. The program is funded through a service charge paid through our existing utility bills. Wendel anticipates receiving 50% funding or \$40,000 total. In addition to evaluating our space needs for current and future growth, they will also be able to help identify and evaluate opportunities to reduce energy costs and incorporate clean

energy into our capital planning. Due to the utilization of this grant funding, Wendel provides the most cost-effective proposal as they anticipate spending 599 hours through various team members. In addition to the space needs assessment, they will complete a thorough evaluation of our existing and projected energy use to provide solutions for energy and cost savings as we proceed with design alternatives.

4. Financial Implications:

Project Total - \$99,900

Flex Tech Funding through NYSERDA (Paid Directly to Wendel) - \$40,000

Total cost to LCWSA - \$59,990

LIVINGSTON COUNTY WATER & SEWER AUTHORITY

Comprehensive Facilities/ Space Needs Analysis

NOVEMBER 29, 2023



November 29, 2023

ATTN: Lauren Monaghan, PE, Deputy Executive Director
 Livingston County Water & Sewer Authority
 1997 D'Angelo Drive, PO Box 396
 Lakeville, NY 14480

**RE: Livingston County Water & Sewer Authority
 Comprehensive Facilities/Space Needs Assessment**

Dear Ms. Monaghan,

Thank you for the opportunity to submit our proposal for Livingston County Water & Sewer Authority's Comprehensive Facilities/Space Needs Assessment project.

The services that you have requested are our core business.

We provide full service space programming and planning, interior design, furniture planning, architectural construction documentation, engineering, energy, and construction administration services. We are pleased to be considered for your project.

We offer a unique approach to facility design and have a clear understanding of your requirements for a successful project. We listen, we respond quickly, and we deliver. We value your goals and understand that your facilities need to meet your space needs for not only today, but also for your growing future. We will work to validate the existing program and design your spaces accordingly. Lastly, we can bring funding, estimated at \$40,000 from the NYSERDA FlexTech program, as an added benefit.

As you read through this proposal, we hope that your team will notice our extensive experience and dedication to the success of each and every project we work on. The services which you are in need of are exactly what we provide day in and day out and have been for over 83 years. We pride ourselves in delivering best in class services to our clients. Please feel free to reach out to us if you should have any questions or if we can help clarify information found within this proposal. We have a talented group of experienced professionals that are engaged and ready to be of service to Livingston County Water & Sewer Authority.

We are looking forward to hearing from you!

Sincerely,

Wendel

Charles Nesbitt, Jr.
 Principal-in-Charge

Brian Sibiga, PE
 Director of Water/Wastewater
 Energy Services

**PROPOSAL
 CONTENTS**

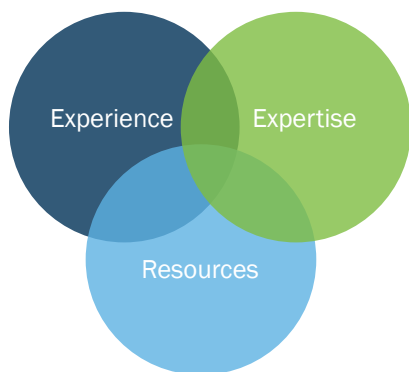
Cover Letter

1. Team Qualifications
2. Experience & References
3. Approach & Timeline
4. Fee

TEAM QUALIFICATIONS

01

Who We Are



Our in-house, full-service approach provides your company with the best value for your dollar.

- ▶ Our goal is to continue to serve all our clients with good, long-term relationships. We understand this is best accomplished by providing excellent service.
- ▶ Communication, collaboration and listening to our client's needs are the baseline for a successful planning, design and implementation process. We focus on understanding the needs of the end-users, (company management, employees, customers, administration and facilities personnel), and responding to provide a built environment they can take pride in. One that facilitates the opportunity to not just conduct business, but to grow and thrive.

Wendel is a full service integrated design firm offering extensive expertise in architecture, planning, engineering and interior design. Founded over 80 years ago, Wendel has grown to over 280 professionals in 16 offices across the country. We boast a full complement of award winning professionals in each discipline which includes design and production architects, engineers, planners and interior designers.

Collaboration, innovation, commitment and performance drives our teams. We are successful only if you are and we understand this.

At Wendel, our core values are what set us apart from the competition. **Team first, quality, promises made, promises kept and first class communication** are the values that have permeated our culture and drive every project we complete and every interaction we engage in. Our commitment to these core values enables us to see our efforts from conception to completion. This holistic approach invariably benefits our clients who develop a real relationship with us and come to find a trusted partner in Wendel.

Why Wendel?

Our approach begins with a question: **why Wendel?** Our answer is simple; the **experience, expertise, and resources** available to you in our full-service, multidiscipline firm. Having been a name in the professional services industry for over 83 years, Wendel's commitment to a project extends well beyond the move-in date. Clients and customers have historically chosen Wendel in recognition of the breadth and high quality of services provided by the Wendel family of companies.

We are client focused.

Our mission is simple: to listen, solicit ideas, shape them through great design and implement them in brick and mortar. As architects, designers and engineers, we are client focused and process oriented. We understand that the facilities we design and build have a profound impact on our communities, business districts, and neighborhoods. We aim to create spaces that have a positive impact and touch generations. As design professionals, we collaborate. We learn and immerse ourselves into what is important to the client's businesses, and provide designs that reflect those initiatives.

Our Experience

Wendel has been providing architectural and engineering services for water quality projects for 83 years. The Wendel teams have designed countless water filter and water reclamation facilities varying in scale up to two hundred million dollars, many of which exist in the most urban areas of the Atlanta and Buffalo regions. We immerse ourselves to understand the facilities requirements for the complex systems necessary in these building types. We work closely with the owner/operator/end-user to assure the facilities are programmed properly, flow easily, are durable, easy to maintain, energy efficient and respond to the aesthetics necessary for the context of the location.

Whether it is creating a facility that does not impact the character of the neighboring properties or understanding that a cost effective architectural solution is appropriate, Wendel recognizes the difference – and we respond accordingly. Our primary objective is functionality. For utility operations and administration buildings, this functionality in design is especially vital. The buildings and spaces designed must meet the demands of a twenty-four hour operation that is essential to the health and welfare of its community. We understand that, and our designs reflect the necessary requirements for those individuals who occupy these buildings each and every day.

Wendel's award winning design professionals have planned the renovations of millions of square feet in every type of building over the past 83 years. We are extremely familiar with the process from planning, design, construction, MEP, structural engineering and construction administration.

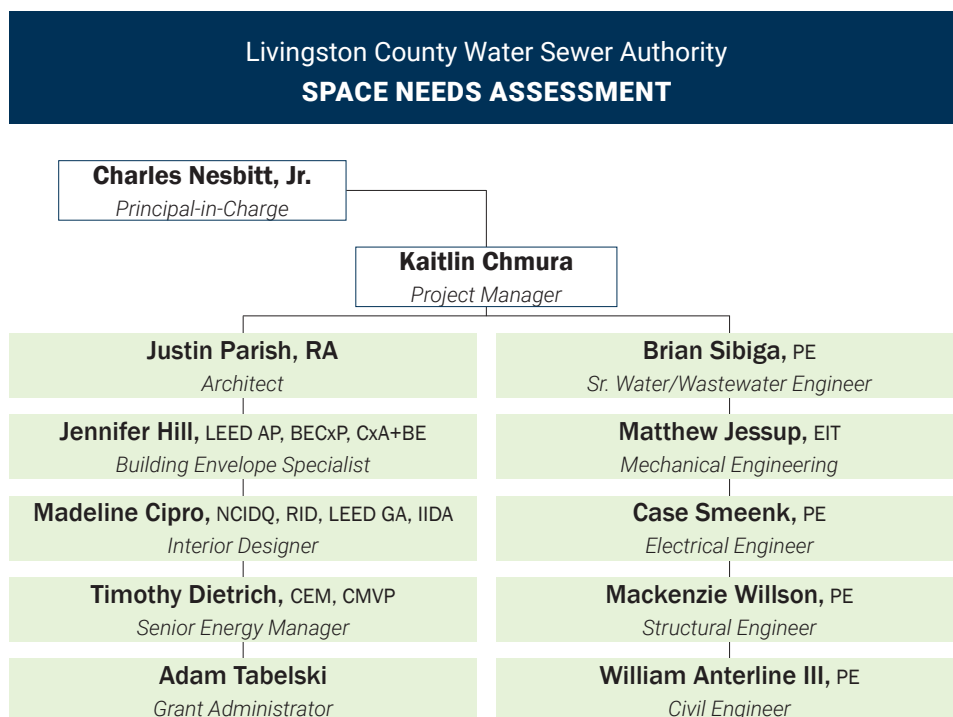
A **one stop shop** for your design needs. The following are services that we are ready to provide Livingston County Water & Sewer Authority:

- ▶ Architecture
- ▶ Water/Wastewater Engineers
- ▶ Interior Design
- ▶ Project Management
- ▶ Programming / Test Fit / Space Planning / Block Planning
- ▶ Schematic Design / Design Development
- ▶ Furniture, Fixture and Finishes selection and Specification
- ▶ Construction Documentation
- ▶ Mechanical, Electrical and Plumbing Engineering
- ▶ Structural Engineering
- ▶ Communications and IT Coordination
- ▶ Alarm and Security System Coordination
- ▶ Construction Administration
- ▶ Permit Document Application & Submission
- ▶ Contractor Bidding and Analysis of Bids
- ▶ Cost Estimating
- ▶ Move Management / Swing Move Coordination
- ▶ Construction Phasing / CPM Scheduling
- ▶ Critical Systems Design
- ▶ ADA Studies and Code reviews



Wendel Team

Each of these architects and interior designers has significant experience in this field of design. Many of our projects involve maintenance facilities, DPW's, transit garages and operations centers, as well as, water and wastewater facilities. These facilities must be durable and easy to maintain based on the type of use. From wall coverings to floors and all furniture and fixtures, our team understands what is necessary to make these facilities function as they should.



M/WBE REQUIREMENTS

Wendel will work to meet all DBE, MBE, WBE, and SDVOB requirements and goals as required for funding compliance.

Wendel has a history of promoting diversification and utilization of disadvantaged businesses. Wendel has a proven record of meeting and frequently beating our customers' M/WBE goals, and we continually attend networking events to meet with and develop new relationships. Our proactive Equal Employment Opportunity (EEO) plan has even resulted in the diversification of our workforce. As a company, Wendel has established a process for prequalifying sub-consultants to ensure quality while promoting cross-company referral of sub-consultants, especially MBE, WBE, and SDVOB firms.



CHARLES NESBITT, JR.
Principal-in-Charge
@Rochester, NY

As Principal-in-Charge, Chuck will provide a high level of oversight of work assignments. He will work with Livingston County Water & Sewer Authority and Wendel's Project Manager to deliver work assignments under the term to meet LCWSA's expectations.



JENNIFER HILL, LEED AP, BECP, CxA+BE
Building Envelope Specialist
@Buffalo, NY

Jen has extensive experience in building design, renovation, refurbishment and reconstruction in New York State. She has been a vital team member to our upgrade projects completed at numerous wastewater treatment plants.



KAITLIN CHMURA
Project Manager
@Williamsville, NY

Kaitlin has 14 years of experience in project management. She is skilled in managing projects and programs of different sizes and types, including economic development programs, world class public space, design and construction, loans and grants.



MADELINE CIPRO, NCIQ, RID, LEED GA, IIDA
Interior Designer
@Buffalo, NY

With over 7 years of multi-disciplinary design experience, she is equipped with advanced technical skills, extensive knowledge of codes and trends, and a proven track record of managing high-value projects and delivering quality designs for clients across the country.



JUSTIN PARISH, RA

Architect
[@Buffalo, NY](#)

Justin has worked on a number of different project types including, municipal buildings, midrise mixed-use commercial buildings, and colleges and universities. His proficiency in the use of Revit, CAD and Adobe design software makes Justin an integral member of the design team.



TIMOTHY DIETRICH, CEM, CMVP

Sr. Energy Manager
[@Rochester, NY](#)

Tim has been in the energy consulting field for over 18 years. This experience includes the production of energy efficiency studies, project design and specification, on-site construction management services, commissioning and M&V, including on-site verification and collection of energy use data and computer modeling for existing and proposed building's energy usages.



ADAM TABELSKI

Grant Administrator
[@Williamsville, NY](#)

Having worked extensively in local and state government, Adam understands the fiscal and political challenges municipal clients face as they try to achieve their goals. His role is to foster productive relationships with a variety of public officials and community stakeholders. Building on these efforts, Adam will support the project team and help identify and secure outside funding opportunities.



CASE SMEENK, PE

Sr. Electrical Engineer
[@Rochester, NY](#)

Case is an experienced electrical engineer well-versed in building power distribution, emergency and stand-by power generation, load centers, motor control centers, and electrical room design. He is also experienced in lighting design, fire alarm systems, lighting protection, process control systems, telea/data distribution, and power load flow.



BRIAN SIBIGA, PE

Sr. Water/Wastewater Engineer
[@Williamsville, NY](#)

Brian's expertise in wastewater treatment plant process design has allowed him to assist numerous municipalities as they strive to meet the water quality challenges of today and tomorrow. Brian leads Wendel's Integrated Capital and Energy (ICE) improvements program which looks at tangible assets and analyzes opportunities for long-term energy efficiency, resiliency, and sustainability.



MACKENZIE WILLSON, PE

Structural Engineer
[@Rochester, NY](#)

Mac has provided expertise in both new construction and in existing construction modifications, including shoring, underpinning, and reinforcement. Notable in Mac's career prior to Wendel, he worked on the University of Rochester Medicine Orthopedics & Physical Performance Center and served as the Lead Structural Engineer for the 625 S. Goodman Apartments in Rochester.



MATTHEW JESSUP, EIT

Mechanical Engineering
[@Rochester, NY](#)

Matthew's focus is in energy management including energy conservation studies and implementation of energy saving programs. His expertise encompasses all phases of mechanical design for many types of HVAC, plumbing, and fire protection systems.



WILLIAM ANTERLINE III, PE

Civil Engineer
[@Rochester, NY](#)

Bill is well versed in the coordination with internal teams, project teams, clients, and regulatory agencies as well as managing project budgets. His role grants him the responsibility for site layouts and designs, site grading, storm water management, permitting water, and sanitary site utility design in addition to preparing construction documents, construction administration, and stormwater/construction inspections.

WENDEL'S EXPERIENCE

02

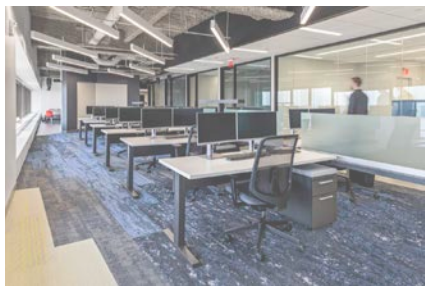
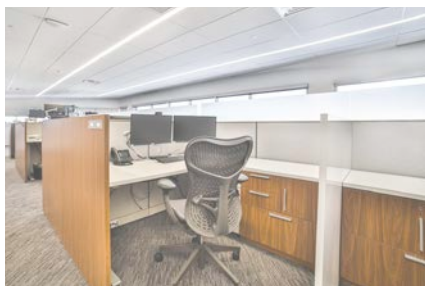
Buffalo Sewer Authority WWTP Interior Upgrades

 Buffalo, NY

 In construction

Wendel provided multi-phase professional services for the large, plant wide interiors upgrades. Wendel lead stakeholders through an Immersion™ first. The ultimate

Phase 1 project consists of the interior renovation work to the Mega Structure and Sewer Maintenance buildings at the WRRF and the offices located in City Hall. Work within the Mega Structure includes interior upgrades in the existing Control Room with a new kitchen space, supervisory office, and conference space. The work within the Sewer Maintenance building is to include upgrades in the locker rooms, bathrooms, a new dispatch/break room, and City Hall's interior work is to include the addition of an IT room, new storefront entrance, and a new entry lobby with a water feature.



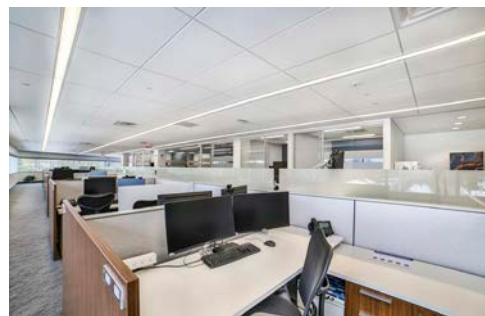
Five Star Bank Headquarters Redesign

 Buffalo, NY

 2023

The project team assisted Five Star Bank on site selection, programming, and office space standards. All of these efforts culminated in the design and construction

of 27,000 SF of dynamic office space. The clean, contemporary office environment offers a nod to the yesteryear formality of bank interiors but includes modern amenities, including sleek glass partitions, standing desks, a town hall on each floor, multiple collaboration spaces, telezoom rooms, switchable glass, and soundproof telephone booths. Wendel provided full architectural and engineering services.



REFERENCES

Orleans County

Lynne Johnson, Legislative Chair

P: (585) 589-7053

E: Lynne.Johnson@orleanscountyny.gov

Niagara County Water District

Jennifer Bieber, Administrative
Director

P: (716) 434-8835

E: jennifer.bieber@niagaracounty.com

Rochester Institute of Technology

Michael Dellefave, Senior Project
Manager

P: (585) 475-2787

E: mpdfms@rit.edu

M&T Bank

Fred Krajacic, Group Vice President

P: (716) 842-5400

E: fkrajacic@mtb.com

Arbor Trust Realty Interior Build-out

 Tonawanda, NY

 2022

Arbor Realty Trust contacted Wendel for interior design consultation for their relocated Western New York Headquarter office. They specifically requested a sleek,



contemporary, Manhattan-feeling approach for their shared employee spaces and furniture selection. The result is a fresh, monochromatic mostly open office. Community features include a large café and separate lounge with soft seating and recreational games.

APPROACH & TIMELINE

03 Approach

For this project, Wendel brings together a comprehensive, integrated team of professionals – experts in building, design, architecture, engineering, operations, sustainability, and safety. They are passionate, dedicated individuals who embody the collaborative spirit that has been the hallmark of our firm for over 83 years. We are your **partners from day one**, and our collaboration continues throughout all project phases that we are fully prepared to conduct for you.

In addition to the dedicated project team listed, Wendel as a company can offer additional disciplines and expertise in services which may also be helpful to this project, such as our vast experience with energy efficiency and water resources.

IMMERSION

We propose to gather stakeholder input as required by this project with our “Immersion Process”, which is unique and proprietary to Wendel. While other firms may perform similar work tasks, Wendel does it in an entirely unique way, which efficiently and intentionally brings ideas from all key players together, and sustains momentum for the remainder of the work effort.

The purpose of our Immersion Process is to gain a first-hand understanding of this project and your facility needs and challenges – physical, functional, and operational – and to identify the vision, goals and necessary outcomes for your project. For this assignment, we need to gain a thorough understanding of the complete LCWSA operation in its current condition and review the organizational needs for the future.

In order to achieve these results, the Wendel Team members will kickstart our Immersion Process by spending time at the facilities, inspecting the site, facilities, structures, and taking notes and photos as described in Phase 1. We will then prepare the information gathered to use for the full-day Immersion charette, where all impacted individuals will be asked to contribute their ideas to the project. During this time, we will accomplish much of Phase 2 outlined in the RFP in a combined effort and begin our focus on the final concept.



Discovery Workshops:
Discuss and understand existing facility and operational conditions

Tour Operations:
Visually inspect facilities and operations; observe circulation patterns and facility operations

Concepts Workshops:
Define vision, goals, and objectives; brainstorm ideas to solve facility/operational issues

Real-Time Design:
Wendel presents project solutions/options based on workshop efforts

Consensus Building:
Collaborative workshop to confirm project vision and design solutions with the intent to select and agree on the project’s “best approach” option

Over
\$70M

of WIIA grant funded projects *successfully* completed

A partial list of Wendel's Municipal Clients include:

City of Buffalo – Division of Water

City of Dunkirk, NY

City of Oneonta, NY

Village of Albion, NY

City of Oneonta, NY

Town of Chenango, NY

Town of Grand Island, NY

Town of Lockport, NY

Town of Newfane, NY

City of Oswego, NY

City of Phoenix (AZ) Water Services

Town of Tonawanda, NY

City of Poughkeepsie, NY

City of Rochester Bureau of Water
Erie County, NY

Erie County Water Authority

Livingston County Water Sewer
Authority

Monroe County Water Authority

Niagara County Water District

Onondaga County WEP

Orleans County, NY

Seneca County, NY

Village of Endicott, NY

Village of Fredonia, NY

Village of Gowanda, NY

Washington County Sewer District

Grants & Funding

NYSEFC WIIA Funding Expertise

Wendel has extensive experience implementing projects that involve funding from NYSEFC as part of the WIIA program. We support the municipality and work with any grant consultants they may have with the completion of NYSEFC forms and paperwork. As part of this project LCWSA will need to complete various EFC forms related to the designation of an MBE officer, acknowledgment of MBE goals, incorporation of those goals in the contract documents, coordinate with both NYSEFC and NYSDOH on approval of the design of the project. Finally, during the construction process additional paperwork and forms will be required for completion that Wendel will work with the Authority to complete. We have successfully completed over \$70M of WIIA grant funded projects and are confident we can help LCWSA navigate this process.

NYSERDA Flex-Tech Project Experience

Wendel has been a NYSERDA Flex-Tech contractor since 1994. Under this program Wendel provides energy and operational efficiency engineering services in the form of energy audits to identify and evaluate capital improvement measures.

Customers include local and state government facilities with a focus on water and wastewater treatment plants. To date, Wendel has completed over 300 energy efficiency studies under this program. In just the past two years, we have secured over \$3 million in utility rebates.

The New York State Energy Research and Development Authority (NYSERDA) has a FlexTech program that is ideal for providing a grant to evaluate the condition of the water system while also highlighting the long-term O&M impact of the recommended improvements. The FlexTech program provides a 50% grant for the completion of the study for appropriate systems and Wendel has used this program on over 100 water and wastewater projects to perform system evaluations and develop preliminary engineering reports with the grant offsetting costs. This is a non-competitive program that is refunded each year and **the only requirement for participation is that the community pays the system benefit charge as part of their electric bill.** Wendel envisions that this project may be eligible for the FlexTech program.

The NYSERDA FlexTech Program can be used to offset up to \$40,000 of the project costs due to recent changes in the program. This amount is based on 20% of your utilities for a calendar year.

Scope of Work

The following represents our understanding of the scope of services required of Wendel for this project.

Scope of Services/Statement of Needs as described in the RFP: LCWSA seeks to secure engineering and architectural space planning services to conduct a needs assessment that evaluates the efficiency of its existing workspace in each building, determines potential needs and analyzes site conditions for the construction of a new building and/or building addition on-site.

PROJECT SETUP

As part of the project setup and kickoff, Wendell will prepare and submit the NYSERDA FlexTech Application for funding part of the study costs. This effort is included in the proposal fee.

PHASE 1 – ON-SITE CONDITION ASSESSMENT

1. Conduct a project kickoff meeting with LCWSA representatives and key Wendel team members. The goal of the meeting will be to formally initiate the project, identify the work plan associated with completing the Assessment for the project, discuss roles and responsibilities, and confirm the project schedule.
2. Conduct site visit(s) and investigation(s) to verify existing conditions.
3. Observe and assess the condition of current workspace(s) with respect to its suitability to support the provision of efficient and effective services. This includes, but is not limited to, storage needs, furniture/equipment needs, ergonomics, and accessibility.
4. Observe and assess the condition of current site access and security, including flow of traffic, security at vehicular access points and reception area, vehicle and equipment maintenance and storage, and amount of employee and visitor parking available. Consider current and projected needs.
5. Observe and assess the condition of current buildings and facilities on site, including current plumbing, electrical, and mechanical conditions, and projected future requirements, as well as structural condition and deficiencies.
6. Conduct a code conformance review to ensure existing conditions conform with Local and State Building Code requirements.

PHASE 2 – NEEDS ASSESSMENT

1. Immersion Meeting: Conduct a full-day on-site Immersion charrette meeting with LCWSA employees and other impacted stakeholders. During the immersion, we will work together to project the objectives for long-term growth of the Authority, assess current facility workspace usage and adjacency needs, understand specific work preferences and space needs per each department, conduct personnel interviews and brainstorming sessions, establish general project basis of design, rough out ideas for a conceptual level site plan layout, and establish key takeaways. The feedback from this Immersion will be incorporated into the Assessment.

2. Prepare a detailed space needs analysis report documenting suggestions for capital improvement project(s) for current space needs and projected space needs for the next five (5) and twenty (20) years.
3. Assessment shall include consideration of space needs for the following:
Vehicle/equipment storage, Individual workspace potential, Staffing growth potential, Storage, Breakroom, Office Space, Meeting room, Sustainability, IT and Computer equipment, Facilities security for both people and equipment, Reception area safety, Restroom quantity and size, Emergency power, Fiber optic and communications, Additional space recommendations per Phase 1 Assessments
4. Based on the findings of the Site Assessment and Immersion meeting findings, develop recommendations with consideration of customer service needs and relationships between various departments to maximize efficiency of facility use, and to the greatest extent practicable minimize expansion / renovation costs.

PHASE 3 – CONCEPTUAL DESIGN

1. Purpose: The concept design analysis phase of the project will determine the scope of expansion or renovation of existing buildings and/or new construction feasible to meet the needs identified within the needs assessment.
2. Develop a conceptual site plan, to include existing buildings, proposed building additions and/or new buildings, parking layouts for maintenance vehicles, staff vehicles, and visitors, and traffic plans for deliveries, customers, and staff.
3. Develop conceptual building floor plans for new buildings as well as proposed alterations and additions to existing buildings.
4. The concept shall consider the suitability of the current and proposed facilities to meet the projected future needs for the next five (5) and twenty (20) years.
5. Prepare Opinion of Probable Construction Cost Estimates required to improve the existing facilities, as well as the site requirements and estimated building costs to construct a new building on the existing site.
6. The concept shall include a suggested approach to funding, including feasibility of grants and other funding pathways.
7. Provide a presentation to the Board concerning the findings of the needs assessment, concept plans, OPCE, and suggested funding options
8. Preparation of FlexTech report, which will include evaluation of operating costs for evaluated components.

Deliverables

The following represents the anticipated deliverables from Wendel for the project. Each deliverable will consist of one (1) electronic and hard copy.

1. Space needs analysis report
2. Conceptual site plan including parking layouts and traffic patterns for staff, visitors, and deliveries.
3. Conceptual building plans for existing administration and maintenance buildings, and as applies, conceptual plans for any additions, alterations, and/or new buildings.
4. Opinion of Probable Construction Cost Estimate, and Grants and Funding report.

Project Timeline

PROJECT PHASE	DURATION
Project Setup & FlexTech Application	3 Weeks
PHASE 1 Field Work	2 Weeks
PHASE 2 Immersion	1 Weeks
PHASE 3 Concepts & Pricing FlexTech Report	2 Weeks

FEE 04

Project Component	Principal-in-Charge	Project Manager (PM\$)	Project Architect (DE5)	Interior Designer (CID3)	Mechanical Engineer (ME4)	Sr. Energy Engineer (EE6)	Structural Engineer (SE4)	Sr. Electrical Engineer (EL7)	Cost Estimator (CCE)	Jr. Civil Engineer (CE2)	Designer (DE5)	Project Assistant	Wendel Labor Cost	Expenses	Task Total
Hourly Rate (billing)	\$250	\$160	\$155	\$115	\$165	\$215	\$150	\$230	\$135	\$115	\$135	\$90			
Comprehensive Facilities/Space Needs Assessment															
Project Setup & FlexTech Application	2	8	12	4	4	12	0	4	8	8	0	4	\$10,620	\$2,965	\$13,585
Phase 1	12	4	24	18	12	4	12	12	16		8	4	\$20,430		\$20,430
Phase 2	18	16	28	46	18		18	18				4	\$26,860		\$26,860
Phase 3	6	8	32	69	40	32	4	24		24		12	\$39,115		\$39,115
TOTAL	38	36	96	137	74	48	34	58	24	32	8	24	97,025	\$2,965	\$99,990
FLEX TECH FUNDING (PAID DIRECTLY TO WENDEL)															\$40,000
TOTAL (LCWSA RESPONSIBILITY)*															\$59,990

*Wendel is committing to this proce as long as the LCWSA allows the submittal for the NYSERDA FlexTech due to our confidence in obtaining funding.



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construction management

877.293.6335
wendelcompanies.com





RESOLUTION NO. 2024 - 05

RESOLUTION TO ACCEPT A PROPOSAL FROM WENDEL FOR CONSULTING ENGINEERING AND ARCHITECTURAL SERVICES FOR A COMPREHENSIVE FACILITIES AND SPACE NEEDS ASSESSMENT AND ADJUST THE OPERATING BUDGET

WHEREAS, The Livingston County Water & Sewer Authority (“Authority”) currently operates at the Lakeville Sewer Plant Facility at 1997 D’Angelo Drive in Lakeville NY; and

WHEREAS, current growth in staffing and need for space for large equipment has been identified as a long term goal for the Authority; and

WHEREAS, a Request for Proposal has been sent to the approved firms from the 2022 Request for Qualifications for future architectural/engineering and consulting tasks; and

WHEREAS, The proposals were received and reviewed and Wendel has been chosen for the proposal submitted for \$59,900; and

RESOLVED, The Livingston County Water and Sewer Authority Board approves a proposal from Wendel and adjust the 2024 budget the amount of \$59,900 to the operating budget for conducting a comprehensive facilities and space needs assessment of the Lakeville Sewer Plant Facilities, and 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>
Expenditure	6125	Project Engineering	\$59,900

January 17, 2024
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: December 12, 2023

Subject: Wastewater treatment opportunities and operator requirements

1. Action Requested:

Begin discussion regarding wastewater treatment opportunities and wastewater treatment plant (WWTP) operator training requirements.

2. Background:

Authority Responsibilities

The mission of the Authority is to “*provide high quality, environmentally sound, efficient, reliable, and affordable water and sewer services to the people who live, work and visit Livingston County.*”

The Authority’s enabling legislation identifies the Authority as “*...carrying out of its powers, purposes and duties are in all respects for the benefit of the people of the county and the state, for the improvement of their health, welfare and prosperity and that such purposes are public purposes, and that the authority is and will be performing an essential governmental function...*”

The territorial responsibility of the Authority, as outlined in the enabling legislation, is Livingston County and powers include all aspects and activities related to providing water and sewer services within its territorial limits. Arguably, the purpose behind the Authority’s creation, which required action by the New York State Legislature, upon request of the Livingston County Board of Supervisors, was to be a prominent provider of water and sewer services for residents and visitors of Livingston County.

Over the past several years, the Authority Board has briefly discussed the Authority’s mission with respect to taking on additional water and sewer services as requested by partnering municipalities. Since 2021, the Authority has engaged in the following responsibilities with partner municipalities:

- 2020 – The Authority assumed water meter reading, billing and collection services for the Town of Lima water customers.
- 2021 – The Authority assumed water meter reading, billing and collection services for the Town of Leicester water customers.
- 2021 – The Authority assumed operation and maintenance responsibility for the Village of Livonia water system.

-
- 2022 – The Authority assumed operation and maintenance responsible for the Town of Lima water districts.
 - 2023 – The Authority assumed operation and maintenance responsibility for the Town of Leicester water districts.
 - 2023 – The Authority executed an Intermunicipal Agreement to provide administrative and project management support to the Town of Springwater to assist with their efforts in addressing chronic non-compliance with respect to the Town of Springwater WWTP. This may soon follow further discussions regarding the Authority assuming full responsibility over the Springwater water and sewer systems.

In addition, the Authority's leadership role has most recently been reinforced with Livingston County designating the Authority with the responsibility of facilitating the Leicester/York Water Supply Project, culminating the partnership of seven local municipalities, one State agency and two different water supply sources, in providing affordable, high quality and adequate water supply for the future.

Over the past two years, the Board has discussed the possibility of taking on additional wastewater treatment facilities. Should the Authority continue to be interested in filling a leadership role in Livingston County with respect wastewater treatment operations, a discussion regarding prospective opportunities as well as staffing needs should start in advance of any operational take over. Below is an overview of our current wastewater treatment operations followed with an outline of the requirements needed to become a certified wastewater treatment operator in New York State.

Current Wastewater Treatment Operations

In 2021 the Authority Board made the proactive decision to discontinue contracting with a private contractor for the operation and maintenance of the Lakeville and Groveland Station WWTPs. This came after a 6-year break from operating both treatment plants with Authority staff. During that timeframe the Authority did not have a certified wastewater operator on staff. In addition, during that timeframe the Authority was subject to the DEC decreasing the Lakeville WWTP SPDES permitted flow capacity from 1.27 million gallons per day (MGD) to .98 MGD and received an Order on Consent for exceeding permitted flow, ultimately resulting in a \$9.9 million improvement project at the Lakeville WWTP. As part of the improvement project Lakeville's SPDES permitted flow was increased back to its original design of 1.27 MGD, as well as increased treatment for greater removal total phosphorus, fecal coliform and total residual chlorine. This resulted in an additional chemical and ultra-violet (UV) treatment process to be implemented (and structures constructed) as part of the Lakeville treatment process.

Currently the Lakeville WWTP is a Grade 3 facility and the Groveland Station WWTP is a Grade 2A facility. This requires the Authority to have at least one WWTP operator with a minimum of a Grade 3 and/or 2A license, and one WWTP operator assistant to have at least a Grade 2 and/or 1A licenses for adequate coverage. Currently the Authority has one Grade 3A operator, one Grade 2A operator and one operator trainee. The Authority has been fortunate to hire licensed operators thereby meeting DEC's staffing requirements with little delay after taking treatment operations in-house.

All operators (and trainees) work Monday through Friday 7:00am – 3:30pm. In addition, monitoring and sampling is required to be conducted at both Lakeville and Groveland Station WWTPs on Saturday and Sunday,

and all holidays. These samples usually take approximately 4 hours per day on the weekends. The Authority currently has a part-time employee that covers two weekends a month, requiring the other operators to cover the remaining weekends.

Three certified operators provide the Authority with adequate staffing coverage for full-time operations of both Lakeville and Groveland Station WWTPs. Automated sampling and improved SCADA alarming is currently being evaluated for both facilities as these investments may allow the Authority to eliminate weekend staffing, with remote monitoring.

NYS Wastewater Treatment Operator Certification Requirements

New York State Wastewater Treatment Operator certification grades are divided into four levels, 1, 2, 3 & 4 with 1 being the lowest and 4 the highest grade. All activated sludge certifications are designated with the letter "A" (1A, 2A, 3A and 4A).

Every operator in New York State who wishes to be certified at any level (Grade 1, 1A, 2, 2A, 3, 3A, 4 or 4A) must satisfy the minimum qualifications. The qualifications consist of education, experience at a wastewater treatment facility, pre-certification training through DEC-approved training courses, and passage of an Association of Boards of Certification (ABC) exam.

Attached are copies of all operator certification requirements. Livingston County has WWTPs that range from Grade 1 to Grade 3A. There are no Grade 4 or 4A facilities in Livingston County.

Operators hired by the Authority are required to achieve/have a Grade 3 and Grade 2A certification for Lakeville and Groveland Station WWTPs respectively. However, any operator that has a Grade 3A or Grade 4A certification, could also cover both Lakeville and Groveland Station WWTPs without additional licensing.

To qualify to be a Grade 2/2A operator a candidate must have at least one year of approved hands-on operations experience at a Grade 2/2A facility in addition to taking the required DEC certification training courses. To qualify to be a Grade 3/3A operator a candidate must have between 1.5 to 4.5 years of approved hands-on operations experience at a Grade 3/3A facility in addition to taking the required DEC certification training courses. The amount of operations experience needed will depend on how many college level education classes, specifically math and science classes, a candidate has completed.

DEC certification training courses are hosted by several colleges throughout the State and are usually one to two weeks in length. There are three to four training courses required based on the certification level a candidate is seeking.

All certified operators are required to take continuing education courses (contact hours) to maintain their operator certificate. During the five-year period prior to the expiration date of an operator's certificate, operators must complete a minimum number of contact hours of DEC-approved training related to the field of wastewater treatment. The number of contact hours needed depends upon the Grade of an operator's certificate: Grades 1 & 1A: 20 hours, Grades 2 & 2A: 40 hours, Grades 3 & 3A: 60 hours, and Grades 4 & 4A: 80 hours.

Municipal Operators

Due to the hands-on experience and training required to be qualified as a certified wastewater operator, municipalities have struggled to hire qualified candidates that not only want to pursue the wastewater treatment field but also have the wherewithal to complete the training. Aside from hiring an already certified operator, the time and investment in prospective operator candidates makes it challenging to fully staff wastewater treatment facilities, especially for smaller systems/municipalities. In addition, with the significant number of current operators reaching retirement eligibility in recent years, compounded with the time and training required to become a qualified operator, many municipalities have fallen below required staffing requirements for their facilities. This exposes the municipality to a higher risk of less proficient wastewater treatment operations, lack or discontinuance of preventative maintenance and not meeting regulatory requirements; all of which may result in greater regulatory enforcement from the DEC.

In addition, wastewater treatment plant capital projects, which are not only expensive, are challenging to manage as operators balance plant operations, capital project participation/management, coordination with engineer consultants and regulatory oversight. Most wastewater treatment facilities have just enough resources to manage day to day operations, which generally leaves limited resources for proactive efforts such as preventative maintenance, capital planning and management activities.

Due to the amount of time and investment needed to hire and maintain certified wastewater operators, many municipalities struggle with having the foresight to hire and train staff well in advance of upcoming operator retirements, and/or do not have the “bench depth” of certified operators on staff to adequately manage unforeseen absences of operators. In most instances, smaller municipalities have one certified operator with one or two additional public works staff that provide support as needed.

As an aside, compensation packages for trainee and operator positions are generally not attractive for recruiting candidate, especially for smaller communities, and the unionized environment and civil service process add another layer of challenge making it difficult to hire already certified operators. These challenges inhibit municipalities from hiring certified operators, many times forcing a municipality to hire and train trainees, making the certification process longer, and adding an element of uncertainty and risk to retaining a candidate long-term.

3. Financial Implications:

In general, should the Authority assume the operations of a neighboring municipality’s wastewater treatment facility, the cost of the operator(s) and support would generally be incorporated into the cost of operations for that specific facility. Should the Authority proactively hire and train operators before a commitment is made with another municipality, all costs associated with the additional staff would first be absorbed by the Authority’s existing customers.

On average the annual costs associated with hiring a trainee would range between \$67,000 and \$87,000. This includes wages and all fringes benefits to include health insurance costs. In addition, there may be \$2,000 to \$5,000 in training costs based on a candidate’s level of educational background.

In most instances a candidate would be able to be qualified as a Grade 2 operator within the first 1 to 1.5 years. Depending on prior education, they may be able to qualify as a Grade 3 operator within 1.5 to 4.5 years of being hired.

Prospective Opportunities

Any operator trained at the Authority's Lakeville WWTP will be able to achieve up to a Grade 3 operator's licenses, and/or if trained at Groveland Station WWTP will be able to achieve up to a Grade 2A operator's license. These certifications would allow any of our operators to be a chief operator at all but two wastewater treatment facilities in Livingston County (Villages of Dansville and Nunda have a Grade 3A WWTP).

It should be noted the Authority has made significant strides in improving its attraction and recruitment process to attract and retain quality employees. Over the past two years, the Authority has improved its health insurance benefits for employees to be one of the best offers in the region, created a progressive salary schedule for operators to advance upon certification completion and paid for all civil service testing to eliminate barriers in the application process. In addition, the Authority has revamped its interview process to ensure candidates are properly vetted to ensure wastewater treatment is a field they are genuinely interested in pursuing.

The Authority provides an opportunity for municipalities to benefit from our ability to maintain stable and consistent wastewater treatment operations, capital planning and project management oversight. We currently have the administrative support to manage both short-term and long-term objectives regarding planning, operations, and capital improvements. Having additionally trained operators on staff would allow the Authority to proactively transition into assuming the operations of additional wastewater treatment facilities when a municipality is ready, versus reacting to a request that may inherently take 1 to 4.5 years before a certified operator can be assigned to another facility. Also, having additional operators, ready, trained and experienced may make the decision to shift away from their own municipal operations to the Authority easier as it provides for a seamless transition, limiting any concerns about adequate staffing for future operations.

Grade 1 & 1A Wastewater Treatment Plant (WWTP) Operator Certification

Your certification exam application must be received with a \$195 fee payment to NYWEA and contain all of the following:

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and your supervisor) *WWTP Operator Statement of Experience*
 - a. You must have at least 6 months of approved hands-on operations experience (see explanation below) to qualify for Grade 1 or 1A certification.
 - i. Grade 1 - at any WWTP with a SPDES discharge permit
 - ii. Grade 1A - at any Activated Sludge WWTP with a SPDES discharge permit
 - b. Hands-on Experience defined
 - i. Full Time Operator - Minimum 50% hands-on experience in all processes listed on the Statement of Experience Form
 - ii. Non-Operator Title - 520 hours in all processes listed on the Statement of Experience Form. These hours do not include maintenance, supervision, lab work (unless analysis is used by operator to make process adjustments), paperwork, building and grounds upkeep, etc. These hours can be listed in a spreadsheet, designated in the timesheet for operator experience, or provided in a different format approved by the operator certification representative.
3. A copy of your high school diploma or transcript, GED, or college diploma or transcript.
4. A copy of your required certification training course completions:
 - a. Basic Operations or Home Study course. The home study is only accepted for a Grade 1 or 1A certificate. The home study options include:
 - i. Sacramento Operation of Wastewater Treatment Plants Volume 1 and 2 or
 - ii. Sacramento Small Wastewater Operation and Maintenance, Volume 1 and 2 or
 - iii. Florida Wastewater Treatment Plant Operations
 - b. Grade A Designated Certificates - Activated Sludge course
5. A check or money order (payable to NYWEA) in the amount of \$195.
6. Mail your exam application packet to:

**NYWEA
525 Plum Street, Suite 102
Syracuse, NY 13204**

If you have questions, contact NYWEA's Operator Certification Administrator at 315-422-7811, ext. 4

Grade 2 & 2A Wastewater Treatment Plant (WWTP) Operator Certification

Your certification exam application must be received with a \$195 fee payment to NYWEA and contain all of the following:

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and your supervisor) *WWTP Operator Statement of Experience*
 - a) You must have at least one (1) year of approved hands-on operations experience to qualify for Grade 2 or 2A certification.
 - i. Grade 2 - at any Grade 2 or higher WWTP with a SPDES discharge permit and a facility point score of 31 or higher.
 - ii. Grade 2A - at any Grade 2A or higher Activated Sludge WWTP with a SPDES discharge permit and a facility point score of 31 or higher.
 - b) Hands-on Experience defined
 - i. Full Time Operator – Minimum 50% hands-on experience in all processes listed on the Statement of Experience Form
 - ii. Non-Operator Title – 1040 hours in all processes listed on the Statement of Experience Form. These hours do not include maintenance, supervision, Lab work (unless analysis is used by operator to make process adjustments), paperwork, building and grounds upkeep, etc. These hours can be listed in a spreadsheet, designated in the timesheet for operator experience, or provided in a different format approved by the operator certification representative.
3. A copy of your high school diploma or transcript, GED, or college diploma or transcript.
4. A copy of your required certification training course completions:
 - a) Basic Operations course
 - b) Basic Laboratory course or letter showing you passed the DEC Laboratory proficiency exam
 - c) Grade A Designated Certificates - Activated Sludge course
5. A check or money order (payable to NYWEA) in the amount of \$195
6. Mail the exam application packet to:

**NYWEA
525 Plum Street, Suite 102
Syracuse, NY 13204**

If you have questions, contact NYWEA's Operator Certification Administrator at 315-422-7811, ext 4.

Grade 3 & 3A Wastewater Treatment Plant (WWTP) Operator Certification

Your certification exam application must be received with a \$195 fee payment to NYWEA and contain all of the following:

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and your supervisor) *WWTP Operator Statement of Experience*
 - b) You must have at least 1.5 years of approved hands-on operations experience at a WWTP with a SPDES discharge permit and facility point score of 56 or higher. If you are seeking a Grade 3A, the 1.5 yrs. of approved hands-on operating experience must be at an Activated Sludge WWTP with a SPDES discharge permit and facility point score of 56 or higher. Depending on your education level, you may need additional experience.
 - i. High School graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 4.5 years.*
 - ii. Associate of Science (with 30 hours of Math and Science) or Associate of Arts (with 30 hours of Math and Science) or Associate of Applied Science (AAS) graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 3.0 years.*
 - iii. Approved AAS, Bachelor of Science (with 30 hours of Math and Science), or Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time. *Total Operations Experience needed is 1.5 years.*
 - c) Hands-on Experience defined
 - i. Full Time Operator - Minimum 50% hands-on experience in all processes listed on the Statement of Experience Form
 - ii. Non-Operator Title – Hours (listed below based on education) in all processes listed on the Statement of Experience Form. These hours do not include maintenance, supervision, lab work (unless analysis is used by operator to make process adjustments), paperwork, building and grounds upkeep, etc. These hours can be listed in a spreadsheet, designated in the timesheet for operator experience, or provided in a different format approved by the operator certification representative.
 1. High School Graduate – 4680 hours
 2. Associates – 3120 hours
 3. Approved AAS and Bachelors – 1560 hours
3. A copy of your high school diploma or transcript, GED, or college diploma or transcript.
4. A copy of your required certification training course completions:
 - b) Basic Operations course
 - c) Basic Laboratory course or letter showing you passed the DEC Laboratory exam
 - d) Grade 3 Supervision and Technical Operations Course or Basic Supervision home study option plus the 7.5 hour Technical Operations Module
 - e) Grade A Designated Certificates – Activated Sludge course
5. A check or money order (payable to NYWEA) in the amount of \$195.

6. Mail your exam application packet to:

NYWEA

525 Plum Street, Suite 102

Syracuse, NY 13204

If you have questions contact NYWEA's Operator Certification Administrator at 315-422-7811, ext. 4

Grade 4 & 4A Wastewater Treatment Plant (WWTP) Operator Certification

Your certification exam application must be received with a \$195 fee payment to NYWEA and contain all of the following:

- 1 A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and your supervisor) *WWTP Operator Statement of Experience*
 - a) You must have at least 2.0 years of approved hands-on operations experience at a WWTP with a SPDES discharge permit and facility point score of 76 or higher. If you are seeking a Grade 4A, the 2.0 years of approved hands-on operating experience must be at an Activated Sludge WWTP with a SPDES discharge permit and facility point score of 76 or higher. Depending on your education level, you may need additional experience.
 - i. High School graduate - you need an additional 6.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 8.0 years.*
 - ii. Associate of Science (with 30 hours of Math and Science) or Associate of Arts (with 30 hours of Math and Science) or Associate of Applied Science (AAS) graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 5.0 years.*
 - iii. Approved AAS graduate - you need an additional 1.5 yrs. at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 3.5 years.*
 - iv. Bachelor of Science (with 30 hours of Math and Science) or Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time. *Total Operations Experience needed is 2.0 years.*
 - b) Hands-on Experience defined
 - i. Full Time Operator - Minimum 50% hands on experience in all processes listed on the Statement of Experience Form
 - ii. Non-Operator Title –Hours (listed below based on education) in all processes listed on the Statement of Experience Form. These hours do not include maintenance, supervision, lab work (unless analysis is used by operator to make process adjustments), paperwork, building and grounds upkeep, etc. These hours can be listed in a spreadsheet, designated in the timesheet for operator experience, or provided in a different format approved by the operator certification representative.
 1. High School Graduate – 8320 hours
 2. Associates/AAS – 5200 hours
 3. Approved AAS – 3640 hours
 4. Bachelors – 2080 hours

3. A copy of your high school diploma or transcript, GED, or college diploma or transcript.

4. A copy of your required certification training course completions:


a) Basic Operations course
b) Basic Laboratory course or letter showing you passed the DEC Laboratory exam
c) Grade 3 Supervision and Technical Operations Course or Basic Supervision home study option plus the 7.5 hour Technical Operations Module
d) Grade 4 Management Course
e) Grade A Designated Certificate – Activated Sludge course

6. Mail the exam certification packet, along with a \$195 check or money order payable to NYWEA to:

NYWEA
525 Plum Street, Suite 102
Syracuse, NY 13204

If you have any questions, contact NYWEA at 315-422-7811 ext. 4

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: January 10, 2024

Subject: County Wide Water Improvement Project – Update

1. Action Requested:

Provide an update on the County Wide Water Improvement Project.

2. Background:

County Wide Water Improvement Project

As you are aware, in 2021 the Authority received a \$3,000,000 WIIA grant and \$4,000,000 long-term financing loan for various improvements to the Authority's water distribution system. Those improvements involved new transmission mains to customers served by our ARS water tank, water meter replacements for all water customers, water quality improvements (chlorine booster pumps and THM removal systems), SCADA upgrades and a new water storage tank. The primary intent of the project was to address water quality concerns and additional water supply needs.

In January 2022, the Authority Board increased the project budget from \$7,000,000 to \$8,500,000 to include various pipe and distribution improvements (Pine Tree, Lake Forest, Stone Hill water services, Spring Street water main and Conesus Lake Outlet connection).

Currently, the ARS transmission main, pipe distribution improvements, water meter replacements and the chlorine booster pumps have been installed and completed. The THM removal system has been bid and awarded as of December 15, 2023, and the new water storage tank and SCADA upgrades are under design.

New Water Storage Tank

During recent discussions regarding the water storage tank design, which is to be located adjacent to the current Shelly Rd. water tank, several concerns have been brought forward regarding the impact of the new/additional water tank on water pressure in the northeastern part of the Village of Livonia.

Currently, water pressure along East Ave., upper Main St., Summers St., Sunset Dr. and Florence Ln. have been between 25-40 psi. This is primarily due to their connection to the Shelly Rd. water tank which creates a low-pressure zone due to the proximity of the water tank in relation to water customers in the northeastern part of the Village of Livonia.

While adding an additional water storage tank will provide much-needed additional water supply to the consolidated water system it will have a limited (less than 10 psi) impact on improving pressure to certain customers in the Village. As a result, there are several scenarios that need further evaluation prior to determining the proper size and elevation of the new water storage tank. We are currently working with our engineers to evaluate feasible options for further discussion with the Board as some may require additional piping and/or pump enhancements which may require the project budget to be increased.

The February Board meeting will include an evaluation of options and costs for the new water storage tank for further discussion and consideration by the Board.