
Agenda

February 19, 2025 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. Open Public Hearing** – Set the rates for the Town of Springwater Water and Sewer Customers
- 4. Approval of Minutes**
 - a. January 15, 2025 – Regular Meeting
 - b. January 29, 2025 – Governance Committee Meeting
- 5. Reports**
 - a. Financial Report – January 2025
 - b. Operations Report
 - c. Capital Report
 - d. Executive Director’s Report

6. Other Business

Resolution No.: 2025 - 08	RESOLUTION AWARDING A BID FOR WATER & SEWER SERVICE INSTALLATION AND REPAIRS AND WATER & SEWER MAIN REPAIRS
Resolution No.: 2025 - 09	RESOLUTION DELCARING EQUIPMENT AS SUPRLUS PROPERTY
Resolution No.: 2025 - 10	RESOLUTION ADOPTING THE INVENTORY MANAGEMENT POLICY AND POOL FILLING EXEMPTION POLICY
Resolution No.: 2025 - 11	RESOLUTION AMENDING THE WATER SERVICE RULES & REGULATIONS

7. Close Public Hearing

Resolution No.: 2025 - 12	RESOLUTION ADOPTING THE WATER AND SEWER RATES FOR THE TOWN OF SPRINGWATER WATER AND SEWER CUSTOMERS
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8. Executive Session

9. Adjournment

Next Regular Meeting: Wednesday, March 19, 2025 @ 8:00 am

Unreviewed Minutes
GOVERNANCE COMMITTEE MEETING
January 29, 2025 at 8:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

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

Others attending: J. Molino (Executive Director) and S. Wright (Secretary)

Policies reviewed:

- **Pool Filling Exemption Policy**
- **Inventory Policy**
- **Water Use Rules and Regulations Update**

Each policy was reviewed and after discussion, it was agreed to present the policies to the Board for approval for the February 19, 2025 meeting.

Unreviewed Minutes
REGULAR MEETING
January 15, 2025 at 10:00 a.m.
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

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

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

Call to Order: 8:10 a.m.

Approval of Minutes:

December 20, 2024 - Regular Meeting

Motion: T. Saunders moved, and S. Beardsley seconded to approve the regular meeting minutes dated December 20, 2024. All aye, B. Ceci abstained.

Reports:

Financial Report December 2024

R. Lewis reviewed the December Financial Report.

Operations Report

M. Kosakowski reviewed the Operations Report.

Capital Report

J. Molino reviewed the status of the capital projects.

Executive Director Report

J. Molino reviewed:

- The Village of Geneseo is reviewing the Water Supply Agreement as part of the Regional Project. Discussions with the Village should be concluded by the end of January.
- The Town of Lima Board has set the Public Hearing for the formation of Water District No. 5 for February 11, 2025 at 6:30pm. If the District is created before May, the Town will be able to apply for this year's grant cycle.
- There are two properties on York Road in the Town of Lima that have expressed an interest in connecting to the main in Water District No. 3 off Marin Road. There is the potential for a large water user if the extension is approved. There was lengthy discussion regarding feasibility and financing of the main extension.

Other Business:

Resolutions:

2025-02 RESOLUTION TO APPROVE THE CLARK, PATTERSON & LEE RATES FOR GENERAL PROFESSIONAL ENGINEERING SERVICES TO THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

Motion: S. Beardsley moved, and T. Saunders seconded to approve Resolution 2025-02. Carried unanimously.

2025-03 RESOLUTION TO STANDARDIZE VARIOUS EQUIPMENT FOR THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

Motion: T. Saunders moved, and B. Ceci seconded to approve Resolution 2025-03. Carried unanimously.

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- 2025-04 RESOLUTION IN SUPPORT OF LIVINGSTON COUNTY WATER AND SEWER AUTHORITY'S LOCAL GOVERNMENT EFFICIENCY IMPLEMENTATION GRANT APPLICATION FOR THE LIVINGSTON/WYOMING WATER LOSS CONTROL PILOT PROGRAM AND TO PROVIDE THE LOCAL MATCH OF 10% FOR THE IMPLEMENTATION OF THE PROJECT
Motion: B. Ceci moved, and S. Beardsley seconded to approve Resolution 2025-04. Carried unanimously.
- 2025-05 RESOLUTION TO SET A PUBLIC HEARING TO SET THE RATES FOR THE TOWN OF SPRINGWATER WATER AND SEWER CUSTOMERS FOR FEBRUARY 19, 2025 AT 8:00AM
Motion: S. Beardsley moved, and T. Saunders seconded to approve Resolution 2025-05. Carried unanimously.
- 2025-06 RESOLUTION APPROVING ADJUSTMENTS TO THE 2025 BUDGET
Motion: T. Saunders moved, and S. Beardsley seconded to approve Resolution 2025-06. Carried unanimously.
- 2025-07 RESOLUTION DELCARING EQUIPMENT AS SUPRLUS PROPERTY
Motion: S. Beardsley moved, and B. Ceci seconded to approve Resolution 2025-07. Carried unanimously.

Adjournment: 9:55 a.m.

M. McKeown ended the meeting.

Livingston County Water and Sewer Authority

January 2025

Financial Report

Page(s)

Revenue & Expense Report Pages 2-4

Cash Report Page 5

Work in Progress Report Page 6

Disbursements 1/1/25-1/31/25

Operating *\$533,217.00* Pages 7-13

Capital *\$ 36,758.00* Page 14

Debt *\$ 96,580.14* Page 15

Total Disbursement \$666,555.14

Account Description	MTD		YTD		Last Year MTD		Last Year YTD	
	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev
OPERATING REVENUE:								
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Fees:								
4110 Retail Fees	-608,420.85	85.29	-608,420.85	85.29	-757,999.66	87.98	-757,999.66	87.98
4120 Wholesale Fees					72.27	-.01	72.27	-.01
4125 Wholesale Fees V Caledoni	14,715.54	-2.06	14,715.54	-2.06	10,475.15	-1.22	10,475.15	-1.22
Total Fees...	-593,705.31	83.22	-593,705.31	83.22	-747,452.24	86.76	-747,452.24	86.76
Permit Fees:								
4200 Permits	4,430.00	-.62	4,430.00	-.62	400.00	-.05	400.00	-.05
Total Permit Fees...	4,430.00	-.62	4,430.00	-.62	400.00	-.05	400.00	-.05
O&M Services:								
Other Income:								
4140 Late Fees	1,132.40	-.16	1,132.40	-.16	280.00	-.03	280.00	-.03
4410 Miscellaneous Income					24.02		24.02	
Total Other Income...	1,132.40	-.16	1,132.40	-.16	304.02	-.04	304.02	-.04
Total OPERATING REVENUE...	588,142.91	-82.44	588,142.91	-82.44	746,748.22	-86.68	746,748.22	-86.68
OPERATING EXPENSE:								
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Wages & Fringes:								
5010 Wages & Salaries	97,000.27	-13.60	97,000.27	-13.60	42,125.52	-4.89	42,125.52	-4.89
5020 Overtime	3,470.20	-.49	3,470.20	-.49	1,652.44	-.19	1,652.44	-.19
5030 FICA	7,691.19	-1.08	7,691.19	-1.08	3,808.60	-.44	3,808.60	-.44
5040 Retirement	14,417.56	-2.02	14,417.56	-2.02	18,780.25	-2.18	18,780.25	-2.18
5048 Retiree Health Insurance	9,581.04	-1.34	9,581.04	-1.34	-2,036.30	.24	-2,036.30	.24
5050 Health Insurance	181,541.70	-25.45	181,541.70	-25.45	82,647.38	-9.59	82,647.38	-9.59
5070 Unemployment	7,001.32	-.98	7,001.32	-.98	3,462.29	-.40	3,462.29	-.40
Total Wages & Fringes...	320,703.28	-44.96	320,703.28	-44.96	150,440.18	-17.46	150,440.18	-17.46
Professional Services:								
6120 Engineering Services					1,170.00	-.14	1,170.00	-.14
6130 Financial Services	772.08	-.11	772.08	-.11	720.75	-.08	720.75	-.08
6140 Computer Services	20,578.65	-2.88	20,578.65	-2.88	21,612.33	-2.51	21,612.33	-2.51
6150 Insurance	11,250.00	-1.58	11,250.00	-1.58	10,100.00	-1.17	10,100.00	-1.17
Total Professional Ser...	32,600.73	-4.57	32,600.73	-4.57	33,603.08	-3.90	33,603.08	-3.90
Utilities:								
6210 Electricity	-24,070.41	3.37	-24,070.41	3.37	-12,023.10	1.40	-12,023.10	1.40
6220 Gas/Heating	-1,620.51	.23	-1,620.51	.23	-993.81	.12	-993.81	.12
6230 Telephone	4,666.38	-.65	4,666.38	-.65	1,881.45	-.22	1,881.45	-.22
Total Utilities...	-21,024.54	2.95	-21,024.54	2.95	-11,135.46	1.29	-11,135.46	1.29
Vehicle Expense:								
6420 Vehicle Maintenance	281.62	-.04	281.62	-.04				
Total Vehicle Expense...	281.62	-.04	281.62	-.04				
Purchased Water/Sewer:								
6510 Purchased Water	-38,220.85	5.36	-38,220.85	5.36	-41,753.70	4.85	-41,753.70	4.85
6515 Purchased Water MCWA					-13,660.15	1.59	-13,660.15	1.59
6520 Purchased Sewer Treatment	-14,834.00	2.08	-14,834.00	2.08	-11,066.00	1.28	-11,066.00	1.28
Total Purchased WA/SW...	-53,054.85	7.44	-53,054.85	7.44	-66,479.85	7.72	-66,479.85	7.72

**Profit Loss Report - Grouping Report
 January 2025**

Account Description	MTD		YTD		Last Year MTD		Last Year YTD	
	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev
Equipment Maintenance:								
6625 Equipment					5,889.08	-.68	5,889.08	-.68
6635 Equip Lease/Rental Contra	900.00	-.13	900.00	-.13				
Total Equipment Mainte...	900.00	-.13	900.00	-.13	5,889.08	-.68	5,889.08	-.68
Building Maintenance:								
6310 Outside O&M Services					-2,496.07	.29	-2,496.07	.29
6350 Refuse Collection	264.93	-.04	264.93	-.04	248.82	-.03	248.82	-.03
6370 Building Rent	900.00	-.13	900.00	-.13	1,200.00	-.14	1,200.00	-.14
6620 Building Repair/Supply	1,451.43	-.20	1,451.43	-.20	-5,408.67	.63	-5,408.67	.63
6640 Customer Installation Sup					-10,511.10	1.22	-10,511.10	1.22
Total Building Maint...	2,616.36	-.37	2,616.36	-.37	-16,967.02	1.97	-16,967.02	1.97
Other Expenses:								
6340 Uniforms/Clothing					200.00	-.02	200.00	-.02
6820 Office Supplies	337.02	-.05	337.02	-.05				
6830 Advertising	104.43	-.01	104.43	-.01				
6840 Travel & Training	473.41	-.07	473.41	-.07	2,729.00	-.32	2,729.00	-.32
Total Other Expenses...	914.86	-.13	914.86	-.13	2,929.00	-.34	2,929.00	-.34
Easements & Judgements:								
Total OPERATING EXPENSE	283,937.46	-39.80	283,937.46	-39.80	98,279.01	-11.41	98,279.01	-11.41
GAIN/LOSS BEFORE DEPRECIATION	-872,080.37	122.25	-872,080.37	122.25	-845,027.23	98.08	-845,027.23	98.08
Depreciation Expense:								
6910 Deprec Expense-non contri	135,395.53	-18.98	135,395.53	-18.98	70,580.26	-8.19	70,580.26	-8.19
6920 Deprec Expense-contribute	55,531.66	-7.78	55,531.66	-7.78	55,531.67	-6.45	55,531.67	-6.45
Total Depreciation Exp...	190,927.19	-26.76	190,927.19	-26.76	126,111.93	-14.64	126,111.93	-14.64
OPERATING GAIN/LOSS	-1,063,007.56	149.01	-1,063,007.56	149.01	-971,139.16	112.72	-971,139.16	112.72
NON-OPERATING REVENUE/EXPENSE								
Non-Operating Income:								
4115 Retail Fees-Debt Related	-153,804.33	21.56	-153,804.33	21.56	-124,891.99	14.50	-124,891.99	14.50
4300 Restricted Revenue	42.77	-.01	42.77	-.01	3,137.21	-.36	3,137.21	-.36
7110 Interest Income	6,428.68	-.90	6,428.68	-.90	6,972.16	-.81	6,972.16	-.81
Total Non-Oper Income...	-147,332.88	20.65	-147,332.88	20.65	-114,782.62	13.32	-114,782.62	13.32
Non-Operating Expense:								
8110 Interest Expense	30,628.11	-4.29	30,628.11	-4.29	558.99	-.06	558.99	-.06
8140 Debt Fees	2,249.00	-.32	2,249.00	-.32	3,087.00	-.36	3,087.00	-.36
Total Non-Operat Expen...	-32,877.11	4.61	-32,877.11	4.61	-3,645.99	.42	-3,645.99	.42
Total NON-OPERATING	-180,209.99	25.26	-180,209.99	25.26	-118,428.61	13.75	-118,428.61	13.75
NET GAIN/LOSS BEFORE CONTRIB	-180,209.99	25.26	-180,209.99	25.26	-118,428.61	13.75	-118,428.61	13.75
CAPITAL CONTRIBUTIONS								
Grant Revenue:								
9110 Grant & Donation Revenue	22,094.22	-3.10	22,094.22	-3.10				
Total Grant Revenue...	22,094.22	-3.10	22,094.22	-3.10				
Contributed Capital:								

Account Description	MTD		YTD		Last Year MTD		Last Year YTD	
	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev	Amount	% Of Rev
Total CAPITAL CONTRIBUTIONS	22,094.22	-3.10	22,094.22	-3.10				
CHANGE IN NET ASSETS.....	-1,221,123.33	171.17	-1,221,123.33	171.17	-1,089,567.77	126.47	-1,089,567.77	126.47

	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Est	Est
Cash on hand 1st of each month	\$ 769	\$ 729	\$ 783	\$ 552	\$ 972	\$ 1,089	\$ 952	\$ 899	\$ 1,108	\$ 635	\$ 442	\$ 575	\$ 216	\$ 1,003
Cash Received														
Customer Billing	389.3	712.7	56.8	455.37	488.7	60.7	293.5	679	103.2	234.8	712	33.9	425	675
Miscellaneous	2	5.9	11.3	3	4.9	5.8	8	38.1	2.6	1.5	1.6	1.3	1	1
Debt/Project Related														
Billing Services/O & M Services		39.3		13.2	2.8		3.6			16.3		13.2	40	5
Relevy			262.6											
adj. pre. Month				30										
BAN/Debt/Grant/Contrib Receipts	50			451.1		249	198					162	696	
EFC				167.7										
Cash Balance before expenditures	\$ 1,210	\$ 1,487	\$ 1,114	\$ 1,672	\$ 1,468	\$ 1,405	\$ 1,455	\$ 1,616	\$ 1,214	\$ 888	\$ 1,156	\$ 786	\$ 1,378	\$ 1,684
Operating Vouchers	415.3	425.6	351.2	366.4	342.5	388.2	428.6	452	366.5	417.1	523.5	533.2	350	350
Trasfer to Debt/Relevy				38.3										
Project Vouchers	65.8	278.1	210.8	295.8	36.3	64.3	128.1	56	212.1	28.5	57	36.7	25	25
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 729	\$ 783	\$ 552	\$ 972	\$ 1,089	\$ 952	\$ 899	\$ 1,108	\$ 635	\$ 442	\$ 575	\$ 216	\$ 1,003	\$ 1,309
Reserve Projects in Progress Budget Bal + Equipment to Purchase	266	266	265	265	265	265	265	265	265	360	251	192	167	142
Unallocated Cash Balance	\$ 463	\$ 517	\$ 287	\$ 707	\$ 824	\$ 687	\$ 634	\$ 843	\$ 370	\$ 82	\$ 324	\$ 24	\$ 836	\$ 1,167

Project Code	Project Name	Expenditures		Budget			Financing			Date Began	End Date	
		Expenses	Capitalized	Budget	Balance	Service Area	Funding	Grant/Contributed	Reserve			Debt
DEBT & REIMBURSABLE PROJECTS												
31131	County Wide WaterSystem Improvements (EFC WIIA)	-	5,224,839.25	9,250,000	4,025,160.75	33WM/WR	DO 18746	\$ 3,000,000	\$ -	\$ 6,250,000	7/12/2019	12/31/2024
31142	LakevilleWWTP Plant Phase 2 (EFC WIIA)	-	5,717,394.54			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)	53,701.48		657,524	603,822.52	32SD	01584GG	\$ 367,576		\$ 313,348	1/1/2022 on hold	
31121	Lakeville WWTP Chemical Feed Facility (WQIP)	-	503,703.00	484,850		32SLV	111711	\$ 198,055		\$ 248,795	1/1/2022	12/31/2023
31450	Leicester/York Regional Water Project	299,517.75										
31455	Conesus Lake PS Improvements (EFC WIIA)	696,993.65		8,750,000	8,053,006.35		C8-6449-06-00	\$ 3,750,000	\$ -	\$ 5,000,000		
31475	2023 Sewer Collection Improvements	883,612.64		1,500,000	616,387.36							
		1,933,825.52			13,298,376.98							
GENERAL RESERVE PROJECTS												
Reserve Cash for Debt & Reimbursable Projects					\$ -							
31148	(Phase 1)	\$ 262,462.80		\$ 370,000	\$ 107,537.20						1/1/2022	
31480	SCADA Headworks Equipment	2,812.00		75,000.00	72,188.00						11/21/2024	
	Total General Reserve Projects	265,274.80			179,725.20							
	Total WIP Expense (GL 1600)	2,199,100.32										
Studies/ Non Capitalization												
			Paid									
	Mini-Excavator		58,704.00	60,000							1/1/2025	Received & Pd
	Zero Turn Mower			12,000	12,000.00						1/1/2025	
	Total Studies	#			12,000.00			\$ -				
	Less Grants				-							
	Total Project Cash Committed				191,725.20							

Livingston County WSA
 Vendor Activity - Cash Disbursements - Board Meeting - Operating Expense Overview
 From 1/1/2025 through 1/31/2025

<u>Vendor Name</u>	<u>Date Paid</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Expenses</u>
ALS Group USA*					
	1/10/2025	Water samples 12/09/24	6320	Laboratory Services	375.00
	1/10/2025	Lakeville samples 12/19/24	6320	Laboratory Services	189.00
	1/10/2025	Groveland samples 12/19/24	6320	Laboratory Services	202.00
	1/10/2025	Water samples 12/03/24	6320	Laboratory Services	305.00
	1/10/2025	TTHM & HAA samples 11/21/24	6320	Laboratory Services	1,445.00
	1/10/2025	Lead and Copper samples 12/05/24	6320	Laboratory Services	95.00
	1/10/2025	Lakeville Samples 12/12/24	6320	Laboratory Services	189.00
	1/10/2025	Lakeville Samples 12/05/24	6320	Laboratory Services	241.00
	1/10/2025	Groveland Samples 12/05/24	6320	Laboratory Services	202.00
Transaction Total					3,243.00
CSEA Employee Benefit Fund Dental*					
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	5050	Health Insurance	165.77
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	5050	Health Insurance	512.03
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	5050	Health Insurance	15.96
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	5050	Health Insurance	296.94
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	2050	Accrued Payroll	767.92
	1/24/2025	Dental and Vision 02/01/25 - 02/28/25	5050	Health Insurance	8.45
Transaction Total					1,767.07
CSEA, Inc*					
	1/10/2025	Union Dues 12/06/24, 12/20/24	2050	Accrued Payroll	567.80
Transaction Total					567.80
Casella Waste Services*					
	1/15/2025	01/01/25 - 01/31/25	6350	Refuse Collection	264.93
Transaction Total					264.93
Chase Card Services*					
	1/10/2025	12/03/24-01/02/25	6340	Uniforms & Clothing	118.80
	1/10/2025	12/03/24-01/02/25	6625	Purchased Equipment	29.97
	1/10/2025	12/03/24-01/02/25	6625	Purchased Equipment	102.42
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	610.00
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	44.20
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	124.97
	1/10/2025	12/03/24-01/02/25	6430	Gasoline	75.00
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	35.55
	1/10/2025	12/03/24-01/02/25	6340	Uniforms & Clothing	89.99
	1/10/2025	12/03/24-01/02/25	6340	Uniforms & Clothing	157.48
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	201.58
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	9.72
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	8.99
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	157.98
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	29.99
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	51.32
	1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	137.94
	1/10/2025	12/03/24-01/02/25	6810	Postage	108.85
	1/10/2025	12/03/24-01/02/25	6840	Travel & Training	1,244.57
	1/10/2025	12/03/24-01/02/25	6810	Postage	455.30
	1/10/2025	12/03/24-01/02/25	6340	Uniforms & Clothing	101.99

1/10/2025	12/03/24-01/02/25	6340	Uniforms & Clothing	8.24
1/10/2025	12/03/24-01/02/25	6620	Building Repair/Supply	40.92
1/10/2025	12/03/24-01/02/25	6840	Travel & Training	67.00
1/10/2025	12/03/24-01/02/25	6310	Outside O & M Services	31.32
1/15/2025	Ring Central 12/26/24-12/25/25	6230	Telephone	3,958.33

Transaction Total 8,002.42

Clark Patterson Lee*

1/10/2025	Professional Services 11/22/24-12/27/24	6120	Engineering Services	500.00
1/10/2025	Professional Services 10/26/24-11/22/24	6120	Engineering Services	45.00

Transaction Total 545.00

Commercial Automotive*

1/15/2025	2017 RAM 1500 #100 Seasonal truck	6420	Vehicle Maint/Repair	351.63
1/15/2025	2023 F150 #112 Treatment truck oil char	6420	Vehicle Maint/Repair	22.99
1/10/2025	2022 Ford F150 #118 Joe H Oil change	6420	Vehicle Maint/Repair	44.99

Transaction Total 419.61

Complete Payroll*

1/17/2025	PR2 (12.29.24-01.11.25)	5030	FICA	1,716.27
1/31/2025	PR3 (01.12.25 - 01.25.25)	5010	Wages & Salaries	10,045.67
1/31/2025	PR3 (01.12.25 - 01.25.25)	5050	Wages & Salaries	890.06
1/17/2025	PR2 (12.29.24-01.11.25)	5020	Overtime	671.90
1/17/2025	PR2 (12.29.24-01.11.25)	5020	Overtime	904.35
1/17/2025	PR2 (12.29.24-01.11.25)	5030	FICA	1,128.25
1/17/2025	PR2 (12.29.24-01.11.25)	5030	FICA	68.16
1/17/2025	PR2 (12.29.24-01.11.25)	5030	FICA	762.05
1/17/2025	Additional Federal Unemployment	5070	Unemployment	676.63
1/17/2025	Additional Federal Unemployment	5070	Unemployment	784.78
1/31/2025	PR3 (01.12.25 - 01.25.25)	5070	Unemployment	1,719.78
1/31/2025	PR3 (01.12.25 - 01.25.25)	5050	Wages & Salaries	6,400.00
1/31/2025	PR3 (01.12.25 - 01.25.25)	5030	FICA	1,876.66
1/31/2025	PR3 (01.12.25 - 01.25.25)	5030	FICA	864.98
1/31/2025	PR3 (01.12.25 - 01.25.25)	5030	FICA	71.52
1/31/2025	PR3 (01.12.25 - 01.25.25)	6130	Financial Services	402.76
1/31/2025	PR3 (01.12.25 - 01.25.25)	5020	Overtime	1,146.12
1/17/2025	PR2 (12.29.24-01.11.25)	6130	Financial Services	165.69
1/17/2025	PR2 (12.29.24-01.11.25)	5070	Unemployment	1,871.35
1/31/2025	PR3 (01.12.25 - 01.25.25)	5010	Wages & Salaries	22,210.29
1/31/2025	PR3 (01.12.25 - 01.25.25)	5020	Overtime	28.12
1/31/2025	PR3 (01.12.25 - 01.25.25)	5020	Overtime	719.71
1/31/2025	PR3 (01.12.25 - 01.25.25)	5010	Wages & Salaries	14,947.86
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5030	FICA	1,744.98
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5020	Overtime	1,054.55
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5030	FICA	1,130.60
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5030	FICA	68.28
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5030	FICA	813.75
1/31/2025	PR3 (01.12.25 - 01.25.25)	5030	FICA	1,203.30
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5050	Health Insurance	29,920.00
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5020	Overtime	573.87
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5010	Wages & Salaries	20,607.16
1/17/2025	PR2 (12.29.24-01.11.25)	5050	Wages & Salaries	847.67
1/17/2025	PR2 (12.29.24-01.11.25)	5010	Wages & Salaries	8,805.45
1/17/2025	PR2 (12.29.24-01.11.25)	5010	Wages & Salaries	20,440.35
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5010	Wages & Salaries	14,035.02
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5050	Wages & Salaries	847.66
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5010	Wages & Salaries	9,527.78
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5050	Wages & Salaries	2,640.00
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5050	Wages & Salaries	13,520.00

1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5050	Health Insurance	61,920.00
1/8/2025	Dave Racinowski HSA Deposit	5050	Wages & Salaries	4,000.00
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	6130	Financial Services	203.63
1/3/2025	PR 1 (12.15.24 - 12.28.24) PD 01.03.25	5070	Unemployment	1,948.78
1/17/2025	PR2 (12.29.24-01.11.25)	5010	Wages & Salaries	14,031.67

Transaction Total 279,957.46

Constellation NewEnergy, Inc*

1/10/2025	11/01/24 - 11/30/24	6210	Electricity	467.71
1/10/2025	11/01/24 - 11/30/24	6210	Electricity	137.00
1/10/2025	11/01/24 - 11/30/24	6210	Electricity	31.93

Transaction Total 636.64

Core and Main LP*

1/10/2025	Saddles and straps	6620	Building Repair/Supply	394.32
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Transaction Total 394.32

Doosan Bobcat North America, Inc*

1/15/2025	E60 R2 Bobcat Excavator	1440	Bldg Maint, Tools, Machines	58,703.70
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Transaction Total 58,703.70

Excellus Health Plan-Group*

1/24/2025	02/01/25 - 02/28/25	5048	Retiree Health Insurance	1,590.52
1/24/2025	02/01/25 - 02/28/25	5050	Health Insurance	16,969.58
1/24/2025	02/01/25 - 02/28/25	5050	Wages & Salaries	397.63
1/24/2025	02/01/25 - 02/28/25	5050	Wages & Salaries	4,512.29
1/24/2025	02/01/25 - 02/28/25	5050	Health Insurance	7,823.34

Transaction Total 31,293.36

F.W. Webb*

1/10/2025	Clamp	6620	Building Repair/Supply	506.00
1/10/2025	Fire Hydrant kit	6620	Building Repair/Supply	496.00

Transaction Total 1,002.00

Fineline Pipeline, Inc*

1/10/2025	Sewer Lateral 4928 Lake Rd, Avon	6305	Water/Sewer Installs	3,000.00
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Transaction Total 3,000.00

Five Corners Repair*

1/15/2025	Angle brackets for countertop Plant	6620	Building Repair/Supply	239.40
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Transaction Total 239.40

Frontier*

1/10/2025	11/23/24 - 12/22/24	6230	Telephone	43.14
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Transaction Total 43.14

GHD Services Inc*

1/10/2025	SCADA Improvements On Call 11/17/24-	6310	Outside O & M Services	5,098.87
1/10/2025	Prof Svs Camp Run Sewer 10/27/24-12/	6125	Project Engineering NC	2,805.00

Transaction Total 7,903.87

Genesee Lumber Inc*

1/10/2025	Lake Stations and shop	6620	Building Repair/Supply	7.99
1/10/2025	White marking paint	6620	Building Repair/Supply	10.99
1/10/2025	Digester Building water line	6620	Building Repair/Supply	12.98
1/10/2025	Digester Building Repair	6620	Building Repair/Supply	19.99
1/10/2025	Truck supplies	6420	Vehicle Maint/Repair	11.58
1/10/2025	Voltage tester	6625	Purchased Equipment	41.99
1/10/2025	Lake Stations and shop	6620	Building Repair/Supply	7.99
1/10/2025	Lakeville plant	6620	Building Repair/Supply	17.58

1/10/2025	supplies - truck	6620	Building Repair/Supply	4.99
1/10/2025	supplies - shop	6620	Building Repair/Supply	17.95
1/10/2025	supplies - shop	6625	Purchased Equipment	18.99
1/10/2025	pipe tape	6620	Building Repair/Supply	5.56
1/10/2025	light bulbs lake stations	6620	Building Repair/Supply	26.97
1/10/2025	for space heaters Sloan, Pease, Steele	6620	Building Repair/Supply	34.55

Transaction Total 240.10

Grainger*

1/10/2025	Groveland Repairs	6620	Building Repair/Supply	11.68
1/10/2025	Compactor Repair	6620	Building Repair/Supply	127.67
1/15/2025	Paper towels, toilet paper	6620	Building Repair/Supply	231.40
1/15/2025	Pressure Transmitter	6620	Building Repair/Supply	226.20
1/15/2025	Lakeville Emergency supplies	6620	Building Repair/Supply	369.74
1/10/2025	Marking Flags	6620	Building Repair/Supply	123.70
1/10/2025	Hemlock, Maple Beach	6625	Purchased Equipment	69.94
1/10/2025	Groveland Aeration	6620	Building Repair/Supply	30.80
1/10/2025	Hemlock, Maple Beach	6620	Building Repair/Supply	19.42
1/10/2025	Groveland PM Blowers	6620	Building Repair/Supply	83.04
1/10/2025	Groveland PM Blowers	6620	Building Repair/Supply	19.84

Transaction Total 1,313.43

Invoice Cloud*

1/9/2025	Bill Portal Fee 12/1/24-12/31/24	6310	Outside O & M Services	297.10
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Transaction Total 297.10

Jackson Welding & Gas Products*

1/15/2025	Cylinder Rental 01/01/25 - 01/31/25	6620	Building Repair/Supply	43.43
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Transaction Total 43.43

Kenyon Digital*

1/15/2025	Website Hosting Annual	6140	Computer Services	480.00
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Transaction Total 480.00

Kruk & Campbell*

1/10/2025	Legal Services 10/01/24 - 12/26/24	6110	Legal Services	4,741.35
1/10/2025	Legal Services 10/01/24 - 12/26/24	6110	Legal Services	235.00

Transaction Total 4,976.35

Layer 3 Technologies*

1/10/2025	Laptop	6625	Purchased Equipment	1,801.50
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Transaction Total 1,801.50

Lifetime Benefit Solution*

1/9/2025	Monthly Admin Fee	6140	Computer Services	75.00
1/9/2025	L. Monaghan 1.10.25	2050	Accrued Payroll	840.00

Transaction Total 915.00

Livingston Co Treasurer*

1/10/2025	Retiree Health Insurance 12/01/24 - 12/31/24	5048	Retiree Health Insurance	1,296.31
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Transaction Total 1,296.31

Matthew Gascon*

1/3/2025	2025 HSA Deposit	5048	Retiree Health Insurance	6,400.00
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Transaction Total 6,400.00

Molino, Jason*

1/15/2025	Cell Phone Allowance	6230	Telephone	50.00
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Transaction Total 50.00

Monaghan, Lauren*

1/15/2025	Cell Phone Allowance 01/01/25-01/31/25	6230	Telephone	50.00
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Transaction Total			50.00
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Monroe County Water Authority*

1/10/2025	12/01/24 - 12/31/24	6515	Purchased Water MCWA	14,715.54
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Transaction Total			14,715.54
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NRG Business Marketing - Direct Ener

1/10/2025	11/13/24 - 12/13/24	6220	Gas/Heating	888.06
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Transaction Total			888.06
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NYS Deferred Compensation Plan*

1/3/2025	PR 1 (12.15.24-12.20.24) PD 01.03.25	2050	Accrued Payroll	1,715.37
1/17/2025	PR2 (12.29.24 - 01.11.25) PD 01.17.24	2050	Accrued Payroll	1,579.02
1/31/2025	PR3 (01.12.25 - 01.25.25)	2050	Accrued Payroll	1,745.70

Transaction Total			5,040.09
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NYS Employees Retirement System*

1/31/2025	January 2025 Employee Retirement	2050	Accrued Payroll	3,503.56
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Transaction Total			3,503.56
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NYSEG*

1/10/2025	11/07/24 - 12/11/24	6220	Gas/Heating	220.97
1/10/2025	11/07/24 - 12/11/24	6220	Gas/Heating	612.23
1/10/2025	11/07/24 - 12/11/24	6210	Electricity	150.02
1/10/2025	11/07/24 - 12/11/24	6210	Electricity	228.39
1/10/2025	11/07/24 - 12/11/24	6210	Electricity	274.58
1/10/2025	11/07/24 - 12/11/24	6220	Gas/Heating	69.12

Transaction Total			1,555.31
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National Grid*

1/10/2025	11/22/24 - 12/20/24	6210	Electricity	9,428.02
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	49.29
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	20.20
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	7,841.88
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	164.03
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	694.50
1/10/2025	11/22/24 - 12/20/24	6210	Electricity	112.83

Transaction Total			18,310.75
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Pethic, Tricia*

1/15/2025	Customer Refund 1-13323	2090	Other Accounts Payable	1,391.68
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Transaction Total			1,391.68
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Piranha Tec Dr LLC*

1/15/2025	02/01/25 - 02/28/25	6635	Equipment Lease/Rental Co	900.00
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Transaction Total			900.00
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PlanTech*

1/10/2025	Pleasant Street PS SCADA	6310	Outside O & M Services	750.00
1/10/2025	Sliker Hill Rd Generator install	6310	Outside O & M Services	2,910.00

Transaction Total			3,660.00
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Racinowski*David

1/15/2025	D. Racinowski Training 01/05/24-01/10/2	6840	Travel & Training	383.41
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Transaction Total			383.41
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Rochester Gas & Electric*

1/10/2025	11/16/24-12/15/24	6220	Gas/Heating	43.00
1/10/2025	11/16/24-12/15/24	6220	Gas/Heating	63.17
1/10/2025	11/16/24-12/15/24	6220	Gas/Heating	366.02

1/10/2025	11/16/24-12/15/24	6210	Electricity	381.96
1/10/2025	11/16/24-12/15/24	6210	Electricity	47.98
1/10/2025	11/16/24-12/15/24	6220	Gas/Heating	1,201.01

Transaction Total 2,103.14

Ross Valve Mfg Co*

1/10/2025	Emergency Repair for High Pressure	6310	Outside O & M Services	6,040.82
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Transaction Total 6,040.82

SMG - Batavia, LLC*

1/15/2025	Public Hearing Notice Springwater	6830	Advertising	49.96
1/15/2025	Bid Notice C60f2e70	6830	Advertising	54.47

Transaction Total 104.43

ServiceMaster*

1/10/2025	12/01/24 - 12/31/24	6360	Cleaning Services	375.00
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Transaction Total 375.00

Siewert Equipment Company*

1/10/2025	Shaft Seal Kit, Grundfos Kit	6620	Building Repair/Supply	8,868.12
1/10/2025	Emergency repair Maple Beach	6620	Building Repair/Supply	14,996.00

Transaction Total 23,864.12

Staples Contract & Commercial*

1/15/2025	Lab supplies	6620	Building Repair/Supply	131.97
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Transaction Total 131.97

Toshiba American Business Solutions*

1/15/2025	12/15/24 - 01/15/25	6820	Office Supplies	337.02
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Transaction Total 337.02

Town of Leicester*

1/10/2025	Town of York 10/01/24 - 12/31/24	6510	Purchased Water	6,022.47
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Transaction Total 6,022.47

Town of Livonia - Highway Dept*

1/10/2025	Fuel 10/01/24 - 12/31/24	6430	Gasoline	7,167.17
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Transaction Total 7,167.17

USA Blue Book*

1/15/2025	Shelly Road Chart Recorder Part	6620	Building Repair/Supply	119.48
1/10/2025	Groveland Plant	6620	Building Repair/Supply	59.82
1/10/2025	Paint for Stakeouts	6620	Building Repair/Supply	169.24

Transaction Total 348.54

Udig-NY*

1/10/2025	10/01/24-12/31/24	6310	Outside O & M Services	164.28
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Transaction Total 164.28

Verizon Wireless*

1/15/2025	01/02/25 - 02/01/25	6230	Telephone	608.05
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Transaction Total 608.05

Village of Caledonia*

1/10/2025	State Street 09/05/24 - 12/05/24	6510	Purchased Water	87.60
1/10/2025	Middli Road 09/05/24 - 12/05/24	6510	Purchased Water	871.34

Transaction Total 958.94

Village of Leicester*

1/10/2025	10/01/24 - 12/31/24	6510	Purchased Water	11,374.83
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			Transaction Total	11,374.83
Village of Lima*				
1/15/2025	Town of Lima Water - December 2024	6510	Purchased Water	1,214.48
1/15/2025	Town of Lima Water - December 2024	6210	Electricity	126.42
1/15/2025	Town of Lima Water - December 2024	6620	Building Repair/Supply	89.81
1/10/2025	November 2024	6510	Purchased Water	1,176.51
1/10/2025	November 2024	6620	Building Repair/Supply	259.38
1/10/2025	November 2024	6210	Electricity	92.28
			Transaction Total	2,958.88
Waypoint Technology*				
1/15/2025	Trimble Subscriptions 02/01/25 - 01/31/2	6140	Computer Services	2,461.50
			Transaction Total	2,461.50
Webster Szanyi LLP*				
1/10/2025	Legal Services 12/01/24 - 12/31/24	6110	Legal Services	1,910.50
			Transaction Total	1,910.50
Western NY Water Work Conference*				
1/15/2025	B.Phillips - Workshop and Utility Member	6840	Travel & Training	45.00
1/15/2025	J.Hauslauer -Workshop and Utility Memt	6840	Travel & Training	45.00
			Transaction Total	90.00
			Grand Totals...	533,217.00

Livingston County WSA
Vendor Activity - Cash Disbursements - Board Meeting - Capital Projects
From 1/1/2025 through 1/31/2025

<u>Project #</u>	<u>Date Paid</u>	<u>Transaction Description</u>	<u>PINV VEN NAME</u>	<u>Expenses</u>
31142		Lakeville WWTP		
	1/10/2025	P31142 - Professional Svs 09/29/23-11/22/24	Clark Patterson Lee*	26,904.97
			Transaction Total	26,904.97
31148		SCADA System Wide Improvements		
	1/10/2025	P31148 Professional Svs 11/23/24-12/14/24	GHD Services Inc*	1,722.03
			Transaction Total	1,722.03
31450		Leicester/York Regional Water		
	1/10/2025	P31450 - Legal Services 10/01/247 - 12/26/24	Kruk & Campbell*	8,131.00
			Transaction Total	8,131.00
			Grand Totals...	36,758.00

Livingston County WSA
Vendor Activity - Cash Disbursements - Board Meeting - Debt Reserve Expense Overview
From 1/1/2025 through 1/31/2025

<u>Vendor Name</u>	<u>Date Paid</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Expenses</u>
M&T Bank-Bond pmts*					
	1/2/2025	C8-6449-04-00 Interest	2025	Accrued Interest	2,703.03
	1/2/2025	C8-6449-04-00 Interest	8110	Interest Exp	540.61
	1/2/2025	C8-6449-04-01 Admin Fee	8140	Debt Fees	2,249.00
	1/2/2025	D0-18746 Short Term Principal	2019	Loan Pay ST-D0-18746	61,000.00
				Transaction Total	66,492.64
Wilmington Trust*					
	1/30/2025	Bond Ser. 2024 Interest Payment	8110	Interest Exp	30,087.50
				Transaction Total	30,087.50
				Grand Totals...	96,580.14

LCWSA CAPITAL PROJECTS REPORT

February 19, 2024

31131 Countywide Water System Improvements

Shelly Tank	CPL is revising plans based on DOH comments. We are working with the School district on transfer of property/easements as well as the residential neighbor for construction easements. Hope to have bid documents out once approved by the agencies.
SCADA - Water Assets	Design is underway on water assets. Expect to bid in 2025.

31450 Leicester-York Regional Water Supply Project

	Working on finalizing supply agreements. Hope to issue design RFP soon
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31455 Conesus Lake Pump Station Improvements

	The DEC, EFC and EPA are currently reviewing the Plans and Specs. Bidding as two separate contracts for SCADA panel construction and pump replacement and construction separately. Bid Date TBD
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Space Needs Assessment

	Flextech report sent to NYSERDA; awaiting EFC style report to use for funding applications, should have this by the end of the month.
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Camp Run EPG

	Additional televising is scheduled for the week of March 10th to investigate additional areas that may contribute to I&I. Flow meters were serviced and will be deployed once we start getting warmer weather to get additional high rainfall/snowmelt events. We will also be installing 2 new rain gauges to gather more rain data at different locations within the service area.
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To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: February 14, 2025

Subject: Succession, Short-term and Long-term staffing

1. **Action Requested:** Authority Board to consider an additional maintenance supervisory position to support succession transition with the retirement of the Director of Operations, upcoming capital project support and long-term growth in the water distribution and sewer collection systems.

2. **Background:**

The 2025 budget includes funding for an Assistant Director of Operations position. This position was funded in preparation for the upcoming retirement of the Director of Operations in mid-2026. The current Director has been involved in the maintenance, development and expansion of almost every water and sewer system currently operated and maintained by the Authority since their inception for over 35 years. Succession planning and the overlap of positions are viewed as essential to capture institutional knowledge as well as operational competence with the current water and sewer systems prior to the Director's retirement.

Following the budget adoption, the Authority advertised for the Assistant Director position. After reviewing approximately 40 applications, the leadership team conducted 10 phone interviews, then 3 personal interviews of prospective candidates.

After completing the interview process and having extensive discussions internally regarding the transition within the organization both past, present and future, upcoming retirements, customer growth and upcoming capital projects, consensus amongst the leadership team, was that the current supervisory structure with maintenance operations will not be sufficient to adapt to expected shifts in operational demands and expectations. Prior to making any hiring decisions, we wanted to present information regarding a short- and long-term prospectus of maintenance operations as it relates to future staffing.

The following is an analysis of how the Authority has grown in staffing, customer base and additional infrastructure in recent years. In addition, this analysis identifies current capital improvement projects, new growth that is under construction and potential growth that is currently being evaluated. Lastly, the analysis outlines operational changes and expectations as they relate to preventative maintenance and long-term viability of the water and sewer systems. In conclusion, the analysis identifies operational and staffing recommendations over the next several years, after considering succession planning and growth perspectives.

Current Staffing, Customers and Infrastructure

In 2020, maintenance operation staffing included one (1) Director and five (5) maintenance workers. At that time, the Authority had 3,539 water customers and 3,515 sewer customers. This included responsibility over 12 water tanks, 26 pressure reducing valves, 110 miles of transmission main, 4 water pump stations, 45 sewer pump stations and 50 miles of sewer main. Over the past five years, the Authority has assumed several additional municipal water and sewer systems.

In 2021, the Authority formally assumed responsibility over the Village of Livonia water system; in 2022, the Town of Lima water system; in 2023 the Town of Leicester water system and in January 2025 the Authority assumed responsibility over the Town of Springwater’s water system (which includes a small water plant) and sewer system (which includes a wastewater treatment plant). In total, over the past five years, the Authority has seen a 17% increase in water customers and 7% increase in sewer customers when compared to 2020.

Water	2020	2025	Over/Under
Pre-2020	3539	3557	
LIMA	0	125	
LEICESTER	0	290	
SPRINGWTR	0	160	
Total Water	3539	4132	593
			17%
Sewer			
Avon	305	323	
Lakeville	3101	3122	
Leic-Mt.Morris	28	29	
Groveland Sta.	81	83	
SPRINGWTR	0	195	
Total Sewer	3515	3752	237
			7%

In total, over the past 5 years the Authority has assumed responsibility over the maintenance and operation of an additional 20 miles of water pipe, 6 miles of sewer pipe, two (2) water storage tanks, one (1) water plant and one (1) wastewater plant. This represents an 18% increase in water main and 11% sewer main since 2020.

In the past, the Authority Board has been proactive in hiring staff in preparation for upcoming retirements. In 2022, the Authority hired two (2) water/wastewater maintenance workers with the anticipation of one retirement in February 2024. Following the retirement, the Authority did not backfill the position.

Currently the staffing for maintenance operations (which does not include wastewater treatment operators) is six (6) water/wastewater maintenance workers and one (1) supervisor, the Director of Operations. The Director provides direct supervision and the allocation of resources for all maintenance operations.

In total, these seven (7) staff members are responsible for nearly all field work for maintenance operations which includes all water distribution systems, which now includes 13 water tanks, 26 pressure reducing valves, 130 miles of water main, 7 re-chlorination stations, 4 water pump stations, 1 water plant and 56 miles sewer main, 45 sewer lift stations and 160 grinder pump stations.

It should be noted that the Deputy Executive Director has greatly assisted in managing the growth in maintenance operations and provides significant support to the maintenance operations such as, but not limited to prioritization of work, resource allocation, asset management and maintenance, capital project management and water quality control. For example, the Deputy Director has been able to review system and inspection data which has generated proactive maintenance routines such as smoke testing and I&I investigation projects, manhole inspections and maintenance, sewer flow data analysis, regulatory and surveillance water quality sampling, and fine-tuning the new chlorination system. Also, water and sewer permitting now includes a more thorough inspection process of existing and new service lines including televising old sewer laterals before a new home is connected. With this additional oversight the Authority is implementing water and sewer utility best-practices, identifying issues before they become problems and generating a more proactive maintenance approach to managing the water and sewer systems. While this is a significant improvement over 2020, there is still much more work to be done.

Capital Improvements

Currently the Authority is committed to over \$55 million in capital improvements over the next 5-7 years. The following is a brief description of current projects:

- County Wide Water System Improvement Projects (\$8,500,000) – Started in 2021, this project involved multiple sub-projects such as: the installation of 2 miles of water transmission main, replacement of over 2,300 water meters, re-chlorination station upgrades, installation of THM removal system. A new 3-million-gallon water storage tank is in the final stages of design approval and is expected to be completed, along with SCADA upgrades to most water assets. This project is expected to be completed by 2027.
- Conesus Lake Pump Station Improvements (\$8,750,000) – The project is currently under design and expected to be bid this Spring/Summer, includes the replacement/upgrade of all pumps and electrical systems at the 26 pump stations around Conesus Lake. In addition, all SCADA systems at the lake stations will be upgraded. The project is expected to be completed by 2027.
- Regional Water Supply Project (\$36,000,000) – This project currently has several funding sources and is awaiting final contract approvals. This project includes the installation of 26 miles of water main, various water plant improvements and one (1) water storage tank replacement. Design is expected to start this year and project completion by 2028/2029.
- Town of Springwater Wastewater Plant Improvements (\$2,300,000) – The project has funding committed and is awaiting final contract approvals. The project includes improvements to the

existing wastewater plant, SCADA upgrades and some collection system improvements. Design is expected to start this year and project completion by 2027.

There are several projects that have been identified as important to the future of the Authority. While funding has not yet been secured for each project, they have been identified as priority projects over the next 10 years. They include:

- Outbound Pump Stations Improvements – In 2023 and 2024 the Authority submitted a total of three grant applications for funding improvements to the 19 outbound (not around Conesus Lake) sewer pump stations but none were funded. These stations range in age and condition but will need to be upgraded within the next 5 – 7 years. Most critical are the Hemlock Pump Stations which have experienced consistent overflows due to station failures. Estimated project costs are \$8 - \$9 million.
- New Administration and Garage Facility – In 2024 the Authority completed a space needs assessment to consider current and future growth in staffing and responsibilities. Current facilities are a hodgepodge of spaces put together over the past 30 years. Administrative office space is at maximum capacity with little room to grow and garage and storage facilities are scattered at the Lakeville plant campus. Additional funding should be sought to build one comprehensive administrative garage space. Estimated project costs are \$5 -\$7 million.
- Conesus Lake Collection System Assessment – A critical component to the Lakeville collection system is Conesus Lake collection systems which in many sections exceeds 50 years old. The force main sections of the system are difficult to assess and may involve televising, excavation and/or other technologies, to assess current pipe conditions. Without knowing the conditions of the pipes, it is difficult to estimate improvement/upgrades, however a proactive assessment approach is imperative to making decisions regarding future capital investments in this part of the collection system.

Customer Growth

Currently the Authority is involved in several projects that will add new customers and additional assets to the Authority's responsibility. They include:

- Groveland Water District #1 has been bid and awarded and is expected to start construction this year. This new district in Groveland will include an additional ~135 water customers, 15 miles of water main, one water pump station and two pressure reducing valves. It is expected that this water district will be operational by 2026.
- Regional Water Supply Project has been awarded grant funding from several sources in addition to Akzo Settlement Funds from Livingston County. In total the project will likely include 100-200 new water customers, 26 miles of water transmission main, one new water tank and several pressure-reducing valves. It is expected that the project will be operational by 2028/2029.

There are several projects that are currently going through community review and, if implemented, will add additional customers and assets to the Authority's responsibility. They include:

-
- Central Livonia Water District has been created by resolution by the Town of Livonia Board. The Town is currently seeking funding for the project, and if the district moves forward it would include an additional +300 water customers, 23 miles of water main, 5-7 pressure reducing valves and one (1) water pump station.
 - Lima Water District #5 is currently being considered by the Town of Lima Town Board. The Town has already been awarded some grant funding, and if the district moves forward it would include an additional +200 water customers, 15 miles of water main, one water pump station and one pressure reducing valves.
 - Pine Taverns Water District is currently being considered by the Town of Leciester Town Board. No funding has been acquired to date, but if the district moves forward it may include an additional +120 water customers, 10 miles of water main, one water tank and one water pump station.
 - Groveland Correctional Wastewater Treatment Plant – The Authority has started the process of assuming the Groveland Correctional WWTP, if implemented, the decommissioning of the Groveland Station WWTP, could result in an addition ~4-5 miles of sewer force and gravity main in addition to a 1 -2 new sewer pump stations. While this project would add a new WWTP and decommission an existing WWTP, additional collection system sewer mains and pump stations would be added to the maintenance operation.

Operational Changes and Expectations

Aside from assuming additional water and sewer systems, in the past several years the Authority has shifted its focus from being primarily a reactive workforce (per-2021) to a proactive operation. Specifically, a purposeful effort on preventative maintenance (PM) and efficiency in operations is currently being implemented.

A strong PM program is crucial to preserving the longevity of infrastructure while proactively identifying and avoiding system failures. Furthermore, the Authority's water and sewer systems are very maintenance dependent. Unlike many water and sewer systems, that are primary gravity-based systems over a small geographic area, the Authority's systems require extensive pumping to accommodate a challenging topography spread out over a large area of responsibility. This requires consistent monitoring and routine maintenance on more assets. Prior to this effort, minimal PM was being conducted on assets due to limited time, staffing and resources, and as a result the Authority has experienced regular failures and inefficiencies throughout the system, limiting asset life and responding to incidents after-the-fact rather than preventing them from happening.

Attached is a brief example of just a few PM activities that have been implemented over the last two years and/or are planned to be completed over a multi-year period. While some activities are weekly items, others such as, gravity sewer main inspections and wet well cleaning, are less frequent but require extensive pre-planning as multiple staff are involved to execute the activity.

The Authority has made significant progress in implementing PM routines and systems, especially with the implementation of the Ziptility GIS platform. Ziptility has modules with multiple functions that include a workorder system, an inventory system and a routine (PM) system. These modules directly interact with the GIS platform, tracking all work being performed on Authority infrastructure as well as automatically

scheduling and documenting when PM is required on specific assets. While positive headway has been made over the past year and more is planned in the future, we remain deficient in PM across both water and sewer systems.

Organizational Structure

The current organizational structure for the maintenance staff is one supervisor (Director of Operations) overseeing six employees (Water/Wastewater Maintenance Workers), all of whom are responsible for the water distribution and sewer collection systems. As referenced above, the current water and sewer systems are complex in nature, requiring more mechanical and labor dependence due to the topography of our customer base. This creates a narrower span of control to ensure all of the different aspects of the maintenance operation are functioning effectively and safely. When considering the full spectrum of workload, which includes PM responsibilities, upcoming succession of legacy employees (loss of over 100 years of experience in the next 5-years), new customer/asset growth and capital projects, the current organizational structure and staffing capacity has exceeded its limits.

In addition, we have found a growing need to increase the technical skill levels and training of the maintenance staff to better manage both systems in-house as opposed to contracting with outside vendors for services. For example, we have over 26 pressure reducing valves in our water system. With the recent pressure reducing valve failures along Lattimer Rd DOCCS water line, both incidents required a certified technician onsite to perform maintenance on the pressure reducing valves in question. It took almost two weeks to get a certified technician from the manufacturer onsite to service the pressure reducing valves. Fortunately, we were able to navigate a workaround until the manufacturer was available. However, based on this experience we are now coordinating with a local vendor to have two Authority staff, along with the local vendor, sent to training provided by the manufacturer to be certified in performing basic pressure reducing valve operations, troubleshooting, and preventative maintenance. This is one example where we believe more specialized training in specific aspects of our water and sewer systems is needed to more effectively operate and maintain our systems.

With more specialized training in-house, staff will naturally become more focused in specific water or sewer assets. While all maintenance workers have a minimal amount of proficiency with both systems, some staff have more specific backgrounds and technical skills in one area over the other. It is expected that this type of “specialization” will continue in a coordinated and strategic approach to make best use of staff time and resources. However, all staff will remain interchangeable for many tasks in both systems, such as responding to emergencies like water main breaks or sewer pump failures.

Future Staffing Structure

When considering the current staffing, customer base, infrastructure, operational responsibilities, upcoming employee retirements, new customer/asset growth and committed capital projects, growth in the maintenance staffing is eminent to maintain continuity and sustainability of services. In addition, changing the organizational structure, to provide better direct supervision and oversight of staff, will support the organizations’ ability to manage the customer/asset growth and operational efficiency while managing the

transition of new and retiring staff. Below is a comparison of the current customer base and growth in water and sewer assets in the upcoming years.

	2020	2025	2030 <i>Committed</i>	+/-	2030 <i>Potential</i>	+/-
Customer Counts						
Water	3,539	4,132	4,417	25%	5,037	42%
Sewer	3,515	3,752	3,752	7%	3,752	7%
Miles of Pipe						
Water	110	130	171	55%	219	99%
Sewer	50	56	56	12%	56	12%
Water Pump Stations	4	5	5	25%	7	75%
Water Tanks	11	13	14	27%	15	36%
Pressure Reducing Valves	26	26	30	15%	36	38%
	<i>Committed</i> Includes Groveland WD#1 and Regional Water Supply Project					
	<i>Potential</i> Includes Central Livonia WD, Lima WD#5 and Pine Taverns WD					
	<i>+/-</i> Growth when comparing 2020 to 2030					

To manage the growth and retirement of staff, it is proposed that two Water/Wastewater Maintenance Manager positions be considered as opposed to one Assistant Director of Operations. The Manager position would have similar duties and responsibilities as intended with the Assistant Director as well as being a field operations manager.

The purpose for this shift in priority is that two field operational manager positions will provide greater individual focus and support to field operations of both water and sewer systems as opposed to one position. It is intended for both positions to have adequate knowledge of both systems, but each position will have some specialization in one system over the other. It is expected that each position will have supervision responsibility of two to three staff on a daily basis and will provide team leadership on specific projects as needed. Also, two positions will provide an optimal situation for learning the existing systems, managing the expected growth and capital improvement projects, all while anticipating the transition of the Directors retirement.

It is proposed that the Authority proceed with the hiring of one Water/Wastewater Maintenance Manager now, onboard the new hire and acclimate them to their new role. It is then proposed that six months later (September/October), the Authority move forward with the hiring of a second Water/Wastewater Maintenance Manager. The reason for hiring the positions six months apart is to provide each candidate with adequate time to adjust to their new position and provide the leadership team, specifically the Director, the ability to mentor the new team member while balancing daily duties and responsibilities. In addition, a six-month separation in hiring will allow the leadership team to assess current workload management and functionality of the maintenance staff with additional supervision to confirm that hiring an additional Manager position is best next step to appropriately staff maintenance operations.

Lastly, it is recommended that in early 2026 the Authority open a recruitment process to fill the Director position by mid-July. This approach will provide the Authority the ability to fully assess the new managerial structure as well as prospective internal and external candidates that may show interest in the Director positions.

It recommended that with the recent growth in both water and sewer customers and infrastructure, and the expected growth in the near future, the current staffing structure will need to change to effectively manage services for customers and maintain both systems efficiently. The proposed Water/Wastewater Maintenance positions will provide additional operations management as well as field support to manage the existing system needs, new growth and succession of current staff.

3. Financial Implications:

The current cost of an additional Water/Wastewater Maintenance Manager is ~\$125,000 inclusive of wages and benefits. The 2025 budget includes these additional costs, allowing for the hiring of one (1) Manager now. In six months, if an additional Manager position were to be funded the 2025 budget would have to be amended and the appropriate budget allocation would need to be included in the 2026 budget.

LCWSA Mainenance Plan

Asset Type	Total Quantity	Maintenance Task	Frequency	Annually	Staff Time (Hours)	Total Time	Total Labor Cost	% Complete in 2024
Mainline Water Valves	956	exervise valves	Every 2 years	478	1	478	\$25,334.00	0%
Fire Hydrants	933	Test and Inspect	Every 2 years	466	1	466	\$24,698.00	21%
Hydrant Valves	765	exervise valves	Every 2 years	382	1	382	\$20,246.00	0%
Water Meters	4,232	Repair/Replace as needed	Assume 1% annually	42	1	42	\$2,242.96	100%
Curb Stops	3,226	Repair/Replace as needed	Assume 1% annually	32	8	258	\$13,678.24	100%
Pressure Reducing Valves	26	Preventive Maintenance	every 6 months	52	2	104	\$5,512.00	8%
CL2 Booster Stations	7	Water Sample and Check chemical levels	Twice per week	728	1	728	\$38,584.00	100%
CL2 Analyzers	3	Water Sample and Analyzer Maintenance	Twice per week	312	1	312	\$16,536.00	100%
Public Water System	8	Water Samples	Monthly	12	16	192	\$10,176.00	100%
Generators	45	Weekly checks (2 year maintenance outsourced)	Weekly	2340	1	2,340	\$124,020.00	100%
Manholes	1,505	Inspections	every 5 years	301	1	301	\$15,953.00	3%
Manhole Covers (in que for replacement)	80	Replace	as needed	20	8	160	\$8,480.00	100%
Gravity Sewer Main (Legs MH to MH)	1,343	Clean & Televis	every 7 years	192	2	384	\$20,336.86	5%
Sewer Lift Stations	46	Weekly PM	Weekly	2,392	1	2,392	\$126,776.00	100%
Current Water Backlog of Repairs	132	Repair/Replace valves and/or covers	as needed	132	2	264	\$13,992.00	0%
Sewer Manhole Repairs	282	Risers on covers, bench cleaning, crack seal, etc.	as needed	282	2	564	\$29,892.00	0%
GPS locating assets	162	Locate for Mapping	as needed	162	2	324	\$17,172.00	90%
Wet Wells	46	Clean Wet Wells	Annually	46	4	184	\$9,752.00	61%
Sewer Pumps	92	Oil Changes & PM	Annually	92	2	184	\$9,752.00	100%
Water Booster Pumps	21	Grease & Inspect	every 6 months	42	1	42	\$2,226.00	10%
Water Mainline Flushing	132	Miles of Mainline to Flush -	Every 2 years	66	80	5,294	\$280,586.82	0%
Water Plant / Main Pump Station	2	Daily Inspections	Daily	520	1	520	\$27,560.00	100%
Quarterly Meter Reading	4	Quarters	3-4 days per quarter	4	32	128	\$6,784.00	100%
Total	14,048				171	16,043	\$850,289.88	56%

To: Livingston County Water and Sewer Authority Board

From: Lauren Monaghan, Deputy Executive Director

Date: February 6, 2025

Subject: 2025 Contract for Water & Sewer Service Installation and Repairs and Water & Sewer Main Repairs.

1. Action Requested:

Board approval and award of a contract for Water & Sewer Service Installation and Repairs and Water & Sewer Main Repairs.

2. Background:

The Authority issued a Request for Proposals (RFP) for Water & Sewer Service Installation and Repairs and Water & Sewer Main Repairs for the 2025 Contract. The RFP was published on December 3, 2024, with a deadline of January 3, 2025. After receiving no responses by the deadline, we contacted several contractors to inquire if they were interested. Some were not interested, but two had mistakenly missed the deadline. On January 6, 2025, we advertised an Addendum No. 1 to extend the deadline to January 24, 2025.

The first proposal was from Fineline Pipeline, Inc who has been the selected contractor for the past several years. We also received a proposal from Villager Construction, Inc. with pricing over five (5) times more than we've seen in the past. When speaking with Villager Construction it appears they bid the service line installs as if they were emergency work and they would lose efficiency on other scheduled work, by pulling a crew away from another job to complete work under this contract. We have rejected this bid as it did not meet the intend of the requested work and since these costs get passed on to individual customers, we cannot accept the bid at those prices.

3. Financial Implications:

This contract will be utilized in the event of a water and/or sewer emergency repair that is outside the scope of work that can be completed with in-house staff as well as water and/or sewer lateral installs that require digging at a depth greater than six feet. Fineline Pipeline, Inc, has a been a great partner over the past several years and have been responsive and timely when completing work under this contract in the past. Fineline was awarded the contract in 2023 and held the same pricing for 2024. There has been an increase in pricing this year ranging from 5% - 20% increase depending on the line item.

We would like to recommend that the board approve the resolution for the contract to be awarded to Fineline Pipeline, Inc for the 2025 Contract with the ability to extend through the calendar year of 2026.

LCWSA - 2025 CONTRACT

PRICE PROPOSAL FOR:

NEW SEWER SERVICE - INSTALLATIONS

PAGE 1 OF 4

COST OF LABOR AND MATERIALS FOR:	SHORT SIDE - 4"			LONG SIDE - 4"		
	DEPTH:			DEPTH:		
	UP TO 6 FT	6-12 FT	> 12 FT	UP TO 6 FT	6-12 FT	> 12 FT
Installation on a STATE ROW	3,850 [±] LS	4,500 [±] LS	5,700 [±] LS	8,250 [±] LS	9,500 [±] LS	10,500 [±] LS
Installation on a COUNTY ROW	3,650 [±] LS	3,850 [±] LS	5,250 [±] LS	8,000 [±] LS	8,900 [±] LS	10,000 [±] LS
Installation on a LOCAL/TOWN ROW	3,650 [±] LS	3,850 [±] LS	5,250 [±] LS	8,000 [±] LS	8,900 [±] LS	10,000 [±] LS
Installation on a PRIVATE Rd OR EASEMENT	3,000 [±] LS	3,200 [±] LS	5,000 [±] LS	7,500 [±] LS	8,400 [±] LS	9,500 [±] LS

COST OF LABOR AND MATERIALS FOR:	SHORT SIDE - 6"			LONG SIDE - 6"		
	DEPTH:			DEPTH:		
	UP TO 6 FT	6-12 FT	> 12 FT	UP TO 6 FT	6-12 FT	> 12 FT
Installation on a STATE ROW	3,950 [±] LS	4,600 [±] LS	5,800 [±] LS	8,350 [±] LS	9,600 [±] LS	10,600 [±] LS
Installation on a COUNTY ROW	3,750 [±] LS	3,950 [±] LS	5,350 [±] LS	8,100 [±] LS	9,000 [±] LS	10,100 [±] LS
Installation on a LOCAL/TOWN ROW	3,750 [±] LS	3,950 [±] LS	5,350 [±] LS	8,100 [±] LS	9,000 [±] LS	10,100 [±] LS
Installation on a PRIVATE Drive/Rd OR EASEMENT	3,100 [±] LS	3,300 [±] LS	5,100 [±] LS	7,600 [±] LS	8,500 [±] LS	9,600 [±] LS

*All pricing includes applicable Traffic Control

CONTRACTOR NAME: FRUHLING PIPELINE, INC.

CONTRACTOR SIGNATURE: *[Signature]*

DATE: 1/3/25

PHONE NUMBER: 585-346-4425

ADDRESS: 6271 DECKER RD, LIVONIA, NY 14437

EMAIL ADDRESS: CHRVEGER.FRUHLING@FRONTIER.COM



LCWSA - 2025 CONTRACT

PRICE PROPOSAL FOR:

NEW WATER SERVICE - INSTALLATIONS

PAGE 2 OF 4

COST OF <u>LABOR AND</u> <u>MATERIALS</u> FOR:	SHORT SIDE			LONG SIDE		
	3/4"	1"	2"	3/4"	1"	2"
Installation on a STATE ROW	3,850 ⁰⁰ LS	3,850 ⁰⁰ LS	3,950 ⁰⁰ LS	5,500 ⁰⁰ LS	5,500 ⁰⁰ LS	5,750 ⁰⁰ LS
Installation on a COUNTY ROW	3,100 ⁰⁰ LS	3,100 ⁰⁰ LS	3,200 ⁰⁰ LS	4,100 ⁰⁰ LS	4,100 ⁰⁰ LS	4,350 ⁰⁰ LS
Installation on a LOCAL/TOWN ROW	3,100 ⁰⁰ LS	3,100 ⁰⁰ LS	3,200 ⁰⁰ LS	4,100 ⁰⁰ LS	4,100 ⁰⁰ LS	4,350 ⁰⁰ LS
Installation on a PRIVATE Rd OR EASEMENT	3,000 ⁰⁰ LS	3,000 ⁰⁰ LS	3,100 ⁰⁰ LS	4,000 ⁰⁰ LS	4,000 ⁰⁰ LS	4,250 ⁰⁰ LS

CONTRACTOR NAME:

FINELINE PIPELINE, INC.

CONTRACTOR SIGNATURE:

[Handwritten Signature]

DATE:

1/3/25

PHONE NUMBER:

585-346-4424

ADDRESS:

6271 DECKER RD, LIVONIA, NY 14437

EMAIL ADDRESS:

CKRUEGER.FINELINE@FRONTIER.COM



LCWSA - 2025 CONTRACT

PRICE PROPOSAL FOR:

ADDITIONAL EXPENSES

PAGE 4 OF 4

Erosion control	\$ 3.50	/SF
Sidewalks Repairs / Replacement	\$ 19.50	/SF
Granite Curbs Replacement	\$ 49.00	/LF
Concrete Gutters Repair/Replacement	\$ 54.00	/LF
Asphalt Restoration	\$ 18.25	/SF
Add if sewer main is Asbestos Concrete Pipe	\$ 1,950.00	LS
Add if watermain is Asbestos Concrete Pipe	\$ 1,950.00	LS
Core Boring Manhole	\$ 1,850.00	LS
Installation of Meter Pit Supplied by LCWSA	\$ 850.00	LS

CONTRACTOR NAME: FINELINE PIPELINE, INC.

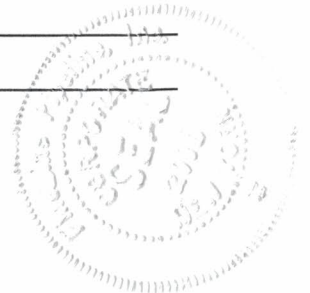
CONTRACTOR SIGNATURE: *Chris Krueger*

DATE: 1/3/25

PHONE NUMBER: 585-346-4429

ADDRESS: 6291 DECKER RD, LIVONIA, NY 14487

EMAIL ADDRESS: CKRUEGER.FINELINE@FRONTIER.COM



LCWSA - 2025 CONTRACT

PRICE PROPOSAL FOR:

WATER & SEWER REPAIRS LABOR ONLY


PAGE 3 OF 4

Manpower	Hourly Rate \$	
FOREMAN (INC. BENEFITS)	135.00	/hour
LABORER (INC. BENEFITS)	89.50	/hour
OPERATOR (INC. BENEFITS)	120.00	/hour
PIPELAYER (INC. BENEFITS)	95.00	/hour
Emergency Response Surcharge	4 550.00	/hour

Repairs include services and main lines that are owned and operated by LCWSA which are located within the public right-of way or easements.

Bidders can include a single rate or multiple rates depending on their rate structure.

In the event of an Emergency, the additional surcharge rate will be added to each individual rate accordingly.

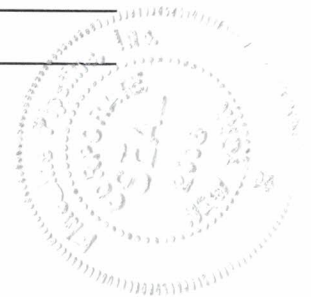
CONTRACTOR SIGNATURE: 

DATE: 1/3/25

PHONE NUMBER: 585-346-4424

ADDRESS: 6271 DECKER RD, LIVANIA, NY 14487

EMAIL ADDRESS: CRUGGER.FINELINE@FRONTIER.COM





RESOLUTION NO. 2025 - 08

**RESOLUTION AWARDING A BID FOR WATER & SEWER SERVICE INSTALLATION
AND REPAIRS AND WATER & SEWER MAIN REPAIRS**

WHEREAS, after proper legal advertisement for bids for water and sewer service installation and repairs and water and sewer main repairs, one (1) qualified bid was received, and

WHEREAS, Finline Pipeline Inc., having an address of, 6271 Decker Road, Livonia, NY 14487 has been identified as the lowest, responsible, responsive bidder, now therefore be it,

RESOLVED, that the Authority Board hereby accepts the bid from Finline Pipeline, Inc.

February 19, 2025
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION NO. 2025 - 09

RESOLUTION DELCARING EQUIPMENT AS SUPRLUS PROPERTY

WHEREAS, in accordance with Section 24 of the Livingston County Water & Sewer Authority (LCWSA)'s Purchasing and Disposition Policy, the LCWSA Board hereby declares the following equipment as surplus:

<u>Year</u>	<u>Description</u>	<u>Serial No/VIN #</u>
	Feris Zero Turn Mower	301903990 317
2018	Dodge Ram 1500	1C6RR7FT7JS302437

RESOLVED, that the Livingston County Water & Sewer Authority Board hereby authorizes the Director of Operations to dispose of the above equipment in accordance with LCWSA's Purchasing and Disposition Policy.

February 19, 2025
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

PURPOSE

This policy establishes guidelines and procedures for the effective and efficient management of established inventory.

SCOPE

This policy applies to all Livingston County Water and Sewer Authority (LCWSA) employees and personnel engaged in any aspect of inventory management including supplies and equipment.

POLICY

I. Inventory Control

Responsibility – Inventory Control is a shared responsibility among all employees who handle or oversee inventory. Clear roles and responsibilities will be designated to ensure effective management.

Accurate Recording – Inventory transactions, including receipts and usage, must be accurately recorded in the LCWSA’s designated inventory management system. Real-time or periodic physical counts will be conducted to reconcile records with physical inventory no less than two times per year.

II. Accounting Controls

Purchases – Inventory items that are purchased will be paid as a pre-paid expense and will be expensed in the operating budget when the item is used.

Included Items – Any consumable single item valued at \$1,000 or greater will be included in inventory and reconciled for accurate recording.

PURPOSE

Livingston County Water and Sewer (LCWSA) customers with both water and sewer service may apply for a Pool Filling Exemption when filling a swimming pool. Since sewer use is calculated based on water use this policy will provide relief for customers using water for swimming pools that will not drain into the sanitary sewer. This credit can only be applied once per calendar year, even if the pool was filled more than once.

POLICY

I. Pool Filling Exemption Request

Any LCWSA customer who has both water and sewer services must complete the Pool Filling Exemption Application when filling a swimming pool. The application must include the date that the water was used to fill the pool and must be received within that same billing period the pool is filled.

The Quarterly billing schedule is as follows:

February – April Water Use:	Billed in May
May – July Water Use:	Billed in August
August – October Water Use:	Billed in November
November - January Water Use:	Billed in February

II. Sewer Use Adjustment

If a customer completes the Pool Filling Exemption Application and the water use for the billing quarter has exceeded the sewer allowance, LCWSA will reduce the sewer consumption charges up to 10,000 gallons.

The billing adjustment will be given based on the date that the pool filling occurred, and the corresponding water meter read dates.

*This adjustment is for sewer only; water use will continue to be billed at the applicable water rate.

**Adjustments do not apply to capital charges

Pool Filling Exemption Example

LCWSA will adjust the sewer bill as follows:

Sewer Bill Calculation (customers with a sewer allowance):

Current Quarterly Water Use based on water meter reads (when pool was filled) = 25,000 gallons

25,000 - 13,000 sewer allowance = 12,000 gallons charged at \$6.15 / 1,000 gallons

Quarterly Sewer use billed without adjustment = **\$73.80 + Base Charge**

Pool Filling Exemption Approved Reduced Bill:

10,000 gallons to be billed at rate of \$0 / 1,000 gallons.

2,000 gallons to be billed at current rate of \$6.15 / 1,000 gallons.

Adjusted Sewer Bill = **\$12.30 + Base Charge**

This example will provide a credit/savings of **\$61.50**.

Sewer Bill Calculation (customers without a sewer allowance):

Current Quarterly Water Use based on water meter reads (when pool was filled) = 25,000 gallons

25,000 gallons charged at \$3.50 / 1,000 gallons.

Quarterly Sewer use billed without adjustment = **\$87.50 + Base Charge**

Pool Filling Exemption Approved Reduced Bill:

10,000 gallons to be billed at rate of \$0 / 1,000 gallons.

15,000 gallons to be billed at current rate of \$3.50 / 1,000 gallons.

Adjusted Sewer Bill = **\$52.50 + Base Charge**

This example will provide a credit/savings of **\$35.00**.



RESOLUTION NO. 2025 - 10

RESOLUTION ADOPTING THE INVENTORY MANAGEMENT POLICY AND POOL FILLING EXEMPTION POLICY

WHEREAS, the Livingston County Water and Sewer Authority (the “Authority”) does not have an Inventory Management Policy or Pool Filling Exemption Policy, and

WHEREAS, the Authority staff currently monitors inventory for accurate ordering, and as of the effective date of this Resolution, will begin to include in inventory any single item valued at \$1,000 or greater, to be reconciled for accurate recording for accounting purposes, and therefore has created the Inventory Management Policy; and

WHEREAS, the Authority currently allows for a reduction in sewer consumption charges when filling a swimming pool, said reduction being permitted up to 10,000 gallons in sewer consumption charges, not more than once per year and in the quarter the pool was filled. In order to qualify for such reduction in sewer charges, the customer is required to advise the Authority of the pool filling within that quarterly billing period during which the pool was filled. The Authority hereby created the Pool Filling Exemption Policy to establish the practice as policy; and

WHEREAS, Authority staff, including the Authority’s Attorney, have analyzed and reviewed the policies; and

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

RESOLVED, the Livingston County Water and Sewer Authority Board hereby adopts the Inventory Management Policy and the Pool Exemption Policy, attached hereto, as the official policies for the Authority.

February 19, 2025
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

WATER SERVICE RULES & REGULATIONS

October 1998
Revised February 26, 2020 (Section 8.4 Discontinuance of Service)
Revised May 15, 2024 (Section 9.3 Prohibitions)

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APPENDIX A
SAMPLE AGREEMENTS

I. DEFINITIONS

- 1.1 As used in these rules the words and phrases listed below shall be deemed to have the following meaning:
- 1.2 “The Authority” shall mean the Livingston County Water and Sewer Authority.
- 1.3 “Applicant” shall mean any person making a request in writing for any service to be rendered or furnished by the Authority.
- 1.4 “Builder”, “contractor” or “real estate developer” shall mean any person owning or having an interest in a plot or tract of land who applies for a supply of water to such premises which are intended to be sold, conveyed or leased by said person to an owner or occupant.
- 1.5 “Customer” or “owner” shall mean the person legally or equitably responsible for payment of charges for water or other facilities and services furnished by the Authority.
- 1.6 “Delinquent Bill” shall mean any billing or statement covering charges for services by the Authority which has not been fully paid within thirty (30) days of the date of issuance.
- 1.7 “Dwelling Unit” shall mean an area intended to be used as living quarters which has a kitchen and toilet facilities.
- 1.8 “Occupant” or “consumer” shall mean the person actually in possession or control of any premises or part thereof.
- 1.9 “Person” shall mean an individual, firm, association, corporation, or governmental entity, howsoever denominated,
- 1.10 “Premises” shall mean
- a. a property or location whether or not occupied by a structure and shall include the entire front footage thereof abutting on a street, if any, whereat the service of water is requested or furnished for any part thereof;
 - b. a building or structure under one roof owned or leased or used by one customer, and occupied as one residence or one place of business;
 - c. a combination of buildings or structures owned or leased or used by one customer, in one common enclosure, occupied by one family, or one corporation or firm, as a residence or one place of business;
 - d. each unit of a multiple house or building or structure or condominium separated by a solid vertical partition wall, occupied by one family, or one firm, as a residence, or place of business;
- 1.11 “Private fire protection system” shall mean water mains, pipes, hydrants, sprinklers, and other facilities installed on private premises or on a public or private street or easement for the purpose of fire protection.

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- 1.12 “Public fire protection system” shall mean appropriate production, distribution, and storage facilities, water mains, pipes, hydrants and other facilities installed in a street and used for the public protection of premises from fire.
- 1.13 “Private street” shall mean any street, avenue, road or way that is not for any highway purpose under the jurisdiction of the legislative body of any village, town, city, county or the State of New York.
- 1.14 “Public street” shall mean any street, avenue, road or way that is for any highway purpose under the jurisdiction of the legislative body of any village, town, city, county or the State of New York
- 1.15 “Service connection” shall mean the facilities and equipment used to supply water to any premises and which are installed within the limits of the street or within an approved easement between the main and the curb box shutoff of the premises to be served.
- 1.16 “Service Unit” shall mean a single-family residential dwelling unit (i.e., single family homes, mobile homes, individual apartments). Multiple single-family dwellings on the same parcel shall each be considered an individual service unit. Non-residential, recreational, educational, commercial, and agricultural facilities will be assigned an equivalent number of service units based on meter type and size.

II. APPLICATION FOR SERVICE

- 2.1 All applications for the use of water at any particular premises must be made using the appropriate application form. On acceptance by the Authority, the application shall establish a relationship between the applicant and/or his or its successor owners of the premises and the Authority for the sale and use of water service in compliance with these RULES AND REGULATIONS, and including without limitation, the obligation to pay the Authority its established rates and charges.
- 2.2 No agreement will be entered into by the Authority with any applicant or customer for service that is delinquent in the payment of any charges for water or services at any premises now or heretofore leased, owned or occupied by the applicant or customer, or where at or with respect to any such premises there is any other material violation in the judgement of the Authority of these Rules.
- 2.3 Applications will be accepted subject to there being an existing main in a street or right-of-way abutting on the premises to be served but acceptance shall in no way obligate the Authority to extend its mains to service the premises excepting as hereinafter provided.
- 2.4 Whenever a person, and including without limitation, a municipal corporation or improvement district, shall make application to the New York State Department of Environmental Conservation for its approval to take a water supply or an additional water

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- supply from the Authority or from a municipal corporation or improvement district or other entity which is then supplied by the Authority, the applicant making such application shall file with the Authority on or before making such application to the State Department of Environmental Conservation a true copy of its petition, maps, plans, engineering reports, exhibits and other papers filed with said Department in support of its application.
- 2.5 Each premise as defined in Section 1.9 hereof shall have a separate application prepared for the service connection and the Authority will make no provision for sub-metering to occupants within the premises for separate billing. Any such sub-metering shall be the responsibility for the owner of the premises.
- 2.6 Applications for service connections by builders, contractors and real estate developers is incorporated in the provision for Main Extension Agreements as outlined in Section 3.1.
- 2.7 The Authority does not provide temporary water/sewer laterals; any such request is to be denied.
- 2.8 Whenever the owner or operator of a motor trailer court or park applies for the service of water to said court or park, there shall be furnished to the Authority, a map or plan thereof showing its location, the estimated number of trailers and other structures to be served, and the arrangements of roads, driveways and lanes affording access to and within the limits of the said trailer court or park.
- 2.9 It is understood and agreed that the Authority makes no guarantee as to pressure, quantity, or continuity of service, and shall not, under any circumstances, be held liable for loss or damage from a deficiency or failure in the supply of water, whether caused by shutting off of water in case of accident or for alterations, extensions, connections, or repairs, or for any cause what other than such loss or damage, deficiency, or failure caused by the carelessness, fault, or neglect of the Authority, its agents, servants, assigns, and employees. In the event of an emergency or other necessity, the Authority shall have the right to shut off or reduce the flow of water for such periods as are necessary. The Authority shall restore service and make water available as soon as it can reasonably do so.
- 2.10 New Water Main Projects
- a. When the Authority is constructing new water main, the following procedure will be followed for the application and installation of water services to homeowners along the new main.
 - b. The Authority will publish and distribute a Notice outlining Application Procedures.
 - c. The Authority will publish and distribute a Notice to new customers regarding Connection Procedure and Schedule.
 - d. Once Applications for Services are received and deemed complete by the Authority, the Authority will collect the appropriate fees, set up a billing account,

issue a water meter, and distribute Summary of Requirements for Water Service Installations to applicant.

- e. The water customer shall be responsible for installing the portion of the new water service from the curb box to the home and shall be responsible for contacting the Authority or its designated agent to arrange for inspection of the water service installation. No service will be activated until it is inspected and approved by the Authority or its designated agent.

III. INSTALLATION OF SERVICES

3.1 Service Connection-Water Service

- a. Subject to any of the other applicable provisions of these Rules, upon written application for service by an owner of any property abutting on any public or private street, and upon payment of the applicable charge for size service and/or meter to be installed, the Authority will install (unless installation has already been completed pursuant to a Main Extension Agreement (Section 3.1b) or otherwise (Section 3.1c) operate, maintain, and when it deems necessary in its sole discretion, replace at its cost and expense, the service connection from the main up to and including the curb box shutoff, and furnish the appropriate size meter. It is further provided that easements acceptable to the Authority must be furnished at the applicant's expense where necessary for all water service installations. All service connections and all meters shall be and remain the property of the Authority.
- b. A service connection authorized for installation under a Main Extension Agreement (Section 6.1) will, at the expense of the builder, contractor or real estate developer, be installed from the main up to and including the curb box shutoff, subject to the requirements in Section 3.6 and as provided in the Main Extension Agreement. Said agreement also will, among other things, provide for the payment of the Account charge and notice of completion of the premises when the premises are transferred to an owner. The owner will pay the applicable charge for the size meter to be installed. The Authority will furnish the appropriate size meter. The Authority will maintain, and when it deems necessary in its sole discretion, replace at its cost and expense, the service connection between the main, including the curb box shutoff. It is further provided that easements acceptable to the Authority must be furnished at the applicant's expense where necessary for all water service installations. All service connections and all meters shall be and remain the property of the Authority.
- c. When advance taps exist or are installed in the water distribution system, the applicant will pay the applicable charge for the size meter to be installed at the time application is made.

3.2 Service Connection-Public Fire Protection Service.

- a. Upon written application for public fire protection service by a municipality authorized by law to contract and pay for fire protection service, the Authority will

furnish, place and install, at the expense of the applicant, hydrants and hydrant connections. All such hydrants and hydrant connections, so installed, shall remain the property of the Authority. All hydrants installed as part of real estate developments, main extensions or subdivisions shall be installed under Authority specifications. All hydrants and hydrant connections so installed by or for a developer shall become and remain the property of the Authority. The Authority will maintain all such hydrants (whether installed for a municipality or developer). The provisions of any contract in connection with the lease and operation of water facilities, which contains provisions relative to hydrant installations, shall be controlling where the terms thereof are inconsistent herewith.

- b. No hydrant shall be used for any purpose other than the extinguishing of fires, periodic tests of the fire protection system, or periodic drills by legally constituted fire companies, or as authorized by the Authority. The Authority shall be notified in advance of the time of all test and drills so that, if desired, the Authority may have a representative present. Such notification may be given in writing or by telephone to the principal office and place of business of the Authority.
- c. Proper fire officials shall notify the Authority within twenty-four (24) hours after the use of an Authority hydrant for public fire protection in order that the Authority may inspect the hydrant and determine whether it has been returned to its proper operating condition. Similar reports shall be made of any unauthorized hydrant, use observed by or reported to public officials. In addition to any other penalty available in these rules, unauthorized hydrant use will be subject to a charge equal to the estimated water used and other expenses incurred by the Authority, but not less than \$50.
- d. Changes in the location of an existing hydrant will be made, except where otherwise required by law, at the expense of the person, firm or corporation requesting such change in location, provided that any public body previously designating the location of the hydrant shall have consented in writing to such change.

3.3 Service Connection-Private Fire Protection Service

- a. Upon application for a Private Fire Protection Service by an owner or occupant of any property abutting on any public street or easement with an existing public main therein, and upon payment of the actual original installation cost thereof to the Authority, as determined by the Authority, the Authority will install, operate, maintain and, when necessary, replace at its own cost and expense, the service connection and control valve within public streets and within easements. Any connections, water mains, pipes, valves, sprinkling systems, hydrants and any other facilities whatever installed on private premises beyond the control valve at the street right-of-way or easement boundary, shall be designed, installed, inspected, operated, maintained, repaired and replaced by the owner or occupant at its sole responsibility and expense.
- b. If an individual hydrant is requested for the purpose of Private Fire Protection Service, and such hydrant can be installed on an existing public water main in a public street or in an easement, the Authority will furnish and install such hydrant

at the expense of the applicant. All hydrants and hydrant connections so installed shall be and remain the property of the Authority.

- c. Private Fire Protection Service shall be provided only by written agreement between the Authority and the applicant.

3.4 Maintenance and Replacement.

- a. The Authority at its expense will maintain and, when necessary, replace any service connection from the main to the curb shutoff on all public and private streets.
- b. Service pipe and service connections shall not be trespassed upon nor interfered with in any respect. The curb stop may not be used by customer for turning on or shutting off water supply but is for the exclusive use of the Authority.

3.5 Service on Applicants Property.

- a. At his own expense, the applicant shall install and maintain the service from the curb box shutoff to the premises in accordance with installation details and specifications provided by the Authority. All material installed shall be of a make and type approved by the Authority.
- b. Installation and maintenance thereof shall be performed in a manner satisfactory to the Authority. If any defects in workmanship or materials are found, or if the customer's service has not been installed in accordance with such specifications or with the Authority's requirements, water service either will not be turned on or will be discontinued if such defects are not remedied.
- c. It is the responsibility of the applicant to schedule a Water Service Installation Inspection with the Authority or its designated agent.

3.6 Service Pipe Installation.

- a. All service pipe shall be installed in accordance with the requirements of the Livingston County Water and Sewer Authority.
- b. Acceptable products, materials, and installation details for water services are outlined in the Authority's DESIGN CRITERIA AND CONSTRUCTION SPECIFICATIONS.

3.7 Winter Provisions.

- a. The Authority shall not be required to install any service line or service connections between November 15th and April 15th, except by special arrangement, in which case the customer shall pay for the excess over normal costs.
- b. Frozen Service- In those cases where a customer-owned service pipe or main is frozen, the customer shall thaw the same at his expense. To avoid a recurrence, the Authority may order an examination of the customer's service pipe or main, and if the same is not at the depth required in the Authority's DESIGN CRITERIA AND CONSTRUCTION SPECIFICATIONS, the Authority reserves the right to require it to be so relocated before service is resumed.

3.8 Easements.

- a. Applicants for service shall deliver without cost to the Authority, permanent easements, or rights-of-way when necessary for the installation and maintenance of the service lines and service connections. The Authority shall not be obligated to commence any construction until applicants have obtained for it satisfactory easements or rights-of-way or have agreed to pay such costs as may be incurred if, at their request, the Authority obtains such easements or rights-of-way, whenever these are required, from parties who are not applicants for service.
- b. The Authority, where it is requested to obtain easements or rights-of-way, does not make any guarantee that such easements or rights-of-way are, in fact, obtainable; and if not obtainable, the applicants shall be nevertheless responsible for costs incurred; and the Authority reserves the right at its sole discretion, to determine whether or not an eminent proceeding will be commenced if an easement or right-of-way is not apparently obtainable through negotiation.

3.9 Delay.

- a. The Authority shall not be compelled to proceed with the installation of service lines and service connections under this section when circumstances beyond the control of the Authority prohibit or delay such construction. Said circumstances include by shall not be limited to delays in delivery of materials, weather conditions, strikes, acts of God, etc.

IV. INSTALLATION OF METERS

- 4.1 An individual meter shall be required for each premises and for each separate service connection to a premises. The Authority does not authorize multiple meters controlled by a single curb box.
- 4.2 The meter will be furnished and connected by the Authority as part of the service connection described in Section 3.1. The Authority reserves the right in all cases to stipulate the size, type, make and location of the meter to be used on any connection.
- 4.3 Whenever possible, a meter two inches (2") in size and under shall be set in the basement or utility room. The meter shall be located at a convenient point approved by the Authority so as to protect the meter and to measure the entire supply of water through the connection. When a meter cannot be set in the basement or utility room, it will be set near and inside the property line or in a place designated by the Authority, and all expenses incurred by the Authority in connection with its proper housing shall be reimbursed by the applicant or customer to the Authority. All meters shall be placed in locations readily accessible to Authority meter reading and meter maintenance personnel. Installation of water meters in crawl spaces is discouraged.

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- 4.4 The Authority may require meters to be set near and inside the property line or in a place designated by the Authority, and all expenses incurred by the Authority in connection with their proper housing including by-pass for testing, if required, shall be reimbursed to the Authority. The customer shall be responsible for maintaining the housing for the meter at his expense. If the customer fails to maintain the housing, the Authority will undertake repairs or replacements of it and shall be fully reimbursed by the customer for all expenses incurred.
- 4.5 Any service location more than 150 feet from the highway boundary requires the installation of a meter pit at the highway boundary.
- 4.6 When, due to special circumstances, it is necessary to set any meter within the territorial limits of a public street, all expenses incurred by the Authority in connection with its proper housing shall be reimbursed by the applicant or customer to the Authority. The meter will be furnished as part of the service connection described in Section 3.1, and connected by the Authority. Meter housing located in public streets will be maintained and, when necessary, replaced by the customer. If the customer fails to maintain the housing, the Authority will undertake repairs or replacement of it and shall be fully reimbursed by the customer for all expenses incurred.
- 4.7 All meters and meter connections shall at all times remain the sole property of the Authority, and shall not be removed or interfered with in any respect. A Water Permit Application must be submitted and approved prior to removing a meter for any reason, including for plumbing improvement. All meters will be maintained by and at the expense of the Authority so far as ordinary wear and tear are concerned, but the customer will be held responsible for damages due to freezing, hot water, or other external causes. In case of damage, the Authority will repair the meter, or if necessary, replace it with another meter and the customer shall pay the costs. The Authority recommends that the customer install, at his own expense, suitable equipment, properly located to prevent backflow of hot water which may cause damage to the meter, or other damage to the customer's plumbing. The Authority shall not be responsible for damage to a customer's system including, but not limited to, the hot water heater due to change of pressure in the Authority's distribution/transmission system.
- 4.8 All meters shall be installed with a stop and waste valve before and after the meter. Installation of a backflow prevention device is also required.
- 4.9 The Authority reserves the right to remove and test any meter at any time and to substitute another meter in its place.
- 4.10 Meters larger than two inches (2") in size shall be tested in place as designated by the Authority.
- 4.11 It shall be the obligation of the customer to maintain and, when necessary, repair outside settings and meter pits on private property.

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- 4.12 The Authority shall not be liable for damages to any premises caused by flooding or leakage in connection with the testing or removal or failure of any meter.

V. CROSS CONNECTION CONTROL

5.1 Responsibility of Authority.

- a. The Livingston County Water and Sewer Authority shall be responsible for the protection of the Authority's distribution system from contamination due to the backflow of contaminants through the water service connection. If, in the judgement of said Authority, an acceptable backflow prevention device is required at the Authority's water service connection to any customer's premises for the safety of the water system, the Authority or their designated agent shall give notice, in writing, to said customer to install an acceptable backflow prevention device at each service connection to this premises. The customer shall immediately install such approved device or devices at his own expense; and failure, refusal, or inability on the part of the customer to install said device or devices immediately shall constitute a ground for discontinuing water service to the premises until such device or devices have been properly installed.

5.2 Definitions. As used in this article, the following terms shall have the meanings indicated:

- a. "Acceptable Backflow Prevention Device" – An acceptable air gap, reduced pressure zone device or double check valve assembly as used to contain potential contamination within a facility. In order for the reduced pressure zone or the double check valve assembly to be acceptable, it must be listed on the most current version of the New York State Department of Health List of Acceptable Devices.
- b. "Aesthetically Objectionable Facility" – One in which substances are present which, if introduced into the public water supply system, could be a nuisance to other water customers but would not adversely affect human health. Typical examples of such substances are food-grade dyes, hot water, stagnant water from fire lines in which no chemical additives are used, etc.
- c. "Air Gap" – The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture or other device and the flood level rim of said vessel. An approved air gap shall be at least double the diameter of the supply pipe, measured vertically, above the top of the rim of the vessel and in no case less than one inch.
- d. "Approved" – Accepted by the Livingston County Water and Sewer Authority as meeting an applicable specification stated or cited in this article or as suitable for the proposed use.
- e. "Auxiliary Water Supply" – Any water supply on or available to the premises other than the Livingston County Water and Sewer Authority's approved public water

supply. These auxiliary waters may include water from another purveyor's potable water supply or any natural source(s), such as a well, spring, river, stream, lake or pond, etc., or use waters. These waters may be contaminated or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

- f. "Backflow" – A flow condition, induced by a differential in pressure, that causes the flow of water or other liquids and/or gases into the distribution pipe of the Livingston County Water and Sewer Authority supply system from any source other than its intended source.
- g. "Certified Tested" – That individual or firm approved to accomplish the necessary inspection and operational tests of backflow prevention devices.
- h. "Contamination" – The presence in water of a substance that tends to degrade its quality.
- i. "Customer" – A water user served by the supply system.
- j. "Customer's Water System" – The piping used to convey water supplied by the Livingston County Water and Sewer Authority's supply system throughout a customer's facility. The system shall include all those parts of the piping beyond the control point of the Livingston County Water and Sewer Authority. The control point is either the curb valve or the main valve located in the public right of way that isolates the customer's facilities from the Authority's distribution system.
- k. "Degree of Hazard" – Whether a facility is rated as hazardous, aesthetically objectionable or nonhazardous.
- l. "Double Check Valve Assembly, Acceptable" – An assembly composed of two single, independently acting check valves, including tightly closing shutoff valves located at each end of the assembly, and suitable connections for testing the watertightness of each check valve.
- m. "Hazardous Facility" – One in which substances may be present which, if introduced into the public water system, would or may endanger or have an adverse effect on the health of other water customers. Typical examples include laboratories, sewage treatment plants, chemical plants, hospitals, and mortuaries.
- n. "Nonhazardous Facility" – One which does not require the installation of an acceptable backflow prevention device.
- o. "Public Water Supply System" – The entire Livingston County Water and Sewer Authority system including the source, transmission mains, distribution system, and storage facilities serving the public. This includes the distribution system up to its connection with the customer's water system.

- p. “Reduced Pressure Zone Device, Acceptable – A device containing a minimum of two independently acting check valves, together with an automatically operated pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two check valves shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure. The unit must include tightly closing shutoff valves located at each end of the device, and each device shall be fitted with properly located test cocks.
- q. “Water Department” – Licensed water operators or Engineer of the Livingston County Water and Sewer Authority.

5.3 Requirements

- a. The customer’s water system shall be open for inspection at all reasonable times to authorized representatives of the Livingston County Water and Sewer Authority.
- b. The Livingston County Water and Sewer Authority shall rate a customer’s water system according to its degree of hazard to the public water supply system. Some of the factors to be considered are the use availability of contaminants, the availability of an auxiliary water supply and the type of fire-fighting system in use.
- c. An acceptable backflow prevention device shall be installed on each service line to a customer’s water system at or near the property line or immediately inside the building being served, but in all cases, before the first branch line leading off the service line as follows:
 - (1) All new or replacement water services to one- or two-family residential buildings will require installation of a residential dual check device immediately downstream of the water meter. The dual check device will be provided by the Livingston County Water and Sewer Authority.
 - (2) All new or replacement water services to multiple family (three or more units) residential buildings will require the installation of an acceptable backflow prevention device, the type of which is dependent on the degree of hazard present. As a minimum, residential dual check devices will be required. The customer will provide the backflow prevention device.
 - (3) All new or replacement water services to commercial and industrial facilities will require the installation of an acceptable backflow prevention device, the type of which is dependent on the degree of hazard present. As a minimum, a double check valve will be required. The customer will provide the backflow prevention device.

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- (4) Whenever a customer's water system is rated hazardous, an acceptable reduced pressure zone device or air gap shall be installed.
 - (5) Whenever a customer's water system is rated aesthetically objectionable, as a minimum, an acceptable double check valve assembly shall be installed.
 - d. The design of the installation of an acceptable backflow prevention device must be prepared in accordance with New York State laws and regulations. The Livingston County Water must approve the design and Sewer Authority and all agencies required by the applicable New York State laws and regulations.
 - e. It shall be the duty of the customer at any premises where backflow prevention devices are installed, except residential dual check valves, to have certified inspections and operational tests made at least once a year. In those instances where the Livingston County Water and Sewer Authority deems the hazard to be great enough, they may require certified inspections at more frequent intervals. Certified inspections and operational tests must also be made when any backflow prevention device is to be installed, repaired, overhauled, or replaced, in addition to the requirement of an annual certified inspection at the expense of the customer, and shall be performed by a certified tester approved by the New York State Health Department. It shall be the duty of the Authority to see that certified inspection and operational tests of the backflow prevention devices are made. The customer shall notify the Authority in advance, in writing, when the tests are undertaken, so that the Authority's representative may witness the test if it is so desired.
 - f. All presently installed prevention devices which do not meet the requirements of this section but were approved devices for the purposes described herein at the time of installation and which have been properly maintained, shall, except for the inspection and maintenance requirements listed above, be excluded from the requirements of these rules so long as the Authority is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or constitutes a hazard to health, the unit must be replaced by a backflow prevention device meeting the requirements of this section.
 - g. No water service connection to any customer's water system shall be installed or maintained by the Authority unless the water supply is protected as required by state laws and regulations and this article. Service of water to any premises shall be discontinued by the Authority if a backflow prevention device required by this article is not installed, tested and maintained, or it is found that a backflow prevention device has been removed or bypassed. Service will not be restored until such conditions or defects are corrected.

VI. EXTENSION OF MAINS

6.1 Main Extension Agreements.

- a. Upon application for water service in areas not served by Authority-owned or leased water main, the Authority will extend its mains or install necessary mains or permit a builder, contractor or real estate developer to extend or install necessary mains at the expense of the applicant in accordance with the terms of a Main Extension Agreement.

6.2 Installation by Developer.

- a. If the builder, contractor or real estate developer shall extend or install mains, he shall do so in accordance with a Main Extension Agreement to be entered into with the Authority in form and substance and containing such terms as shall be satisfactory to the Authority. The builder, contractor or real estate developer will pay the charges for engineering services currently charged by the Authority.

6.3 Easements

- a. Applicants for main extensions shall deliver without cost to the Authority permanent easements or rights-of-way when necessary or desirable in the opinion of the Authority for the installation and maintenance of the extensions or subsequent additions thereto. The Authority shall not be obligated to commence any construction or permit applicants to commence construction, or provide water service if construction has been completed, until applicants either have obtained for the Authority, satisfactory easements or rights-of-way or have agreed to pay such costs as may be incurred if at applicants' request the Authority obtains such rights-of-way whenever the Authority deems such easements or rights-or-way to be necessary.
- b. The Authority, were it is requested to obtain easements or rights-of-way, does not make any guarantee that such easements or rights-of-way are, in fact, obtainable; and if not obtainable, the applicants shall be nevertheless responsible for costs incurred; and the Authority reserved the right, at its sole discretion, to determine whether or not an eminent proceeding will be commenced if an easement or right-or-way is not apparently obtainable through negotiation.

6.4 Size and Type.

- a. The Authority reserves the right to determine and specify the diameter and type of pipe required to adequately provide the service requested, and, subject to the requirements of municipal authorities, its location within or without the limits of a street. The Authority reserves the right to determine the minimum size of any service main.
- b. The Authority further reserves the right to install a main larger in diameter than the main required to render the service requested by applicant, in which case the Authority will pay the difference in cost. The Authority may elect to install these mains where it is assuming part of the cost.

6.5 Title.

- a. Title to all main extensions by whomever installed, including without limitation, service connections between main and curb boxes, shall be vested in the Authority and the Authority shall have the right to further extend any main installed pursuant to the terms of the Main Extension Agreement in and to other streets or premises without repayment or refund to any applicant.
- b. However, the Authority reserves the right to consider extensions made at the applicant's expense and without written agreement as service lines. Upon such lines the Authority will set a meter at the beginning of the extension to measure all water used, and title to the line beyond the meter will be vested in the customer, who will be responsible for maintenance and replacement when necessary.
- c. Title to mains and appurtenances installed within public rights-of-way and easements other than those described in Section 6.9 by the builder, contractor or real estate developer shall vest in the Authority upon the completion thereof and the commencement of a regular supply of water into and through the main or mains by the Authority.

6.6 Delay.

- a. When the Authority installs mains, the Authority shall not be compelled to proceed with the installation of mains under this section when circumstances beyond the control of the Authority delay or prohibit such construction. Such circumstances include, but shall not be limited to, delays in delivery of materials, weather conditions, strikes, acts of God, etc.

6.7 Maintenance and Replacement.

- a. Subject to the terms of any Main Extension Agreement, after the expiration of the applicable guarantee period, the Authority, at its own expense, will maintain, and, when necessary, replace the Authority-owned or leased mains used to supply water to its customers and if adequate service requires the reconstruction or replacement of such mains, said mains will be reconstructed or replaced by the Authority at its expense.

6.8 Compliance.

- a. With all applications for extension of mains, the Authority may require compliance or evidence of compliance with the state Environmental Quality Review Act, and regulations adopted thereunder, as well as approvals of other governmental bodies or entities having appropriate jurisdiction.

6.9 General. In general, the following guidelines will govern when mains in new developments are proposed to be installed on private property. However, each proposed development will be reviewed on an individual basis before a final decision is made with respect to this type of installation.

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- a. Short private drive (dead-end) with few single dwellings – individual service connections to main in public street or adequately sized single main on an easement to the Authority with individual service connections to each premises.
 - c. Long private drive (dead-end or loop) with many single dwellings -adequately sized main on an easement to the Authority with individual service connections to each premises.
 - d. Apartment complex
 - (1) Master meter at connection to main in public street or adequately sized main through complex on an easement to the Authority with individual service connections to each meter reading device.
 - e. Condominium or townhouse complex
 - (1) Master meter at connection to main in public street or adequately sized main through complex on an easement to the Authority with individual service connections to each meter reading device.

Items (a) and (b) above are subjected to a two-year maintenance bond. If not master metered, projects under (c) and (d) are subject to the Authority’s Agreement for Providing Maintenance to Private Water Distribution Systems and/or for Inspection and Maintenance of Hydrants and Hydrant Guard Valves on Private Property.

VII. PAYMENT FOR SERVICE

- 7.1 Customers will be billed quarterly.
- 7.2 The quantity recorded by the meter shall be considered the amount of water passing through the meter, which amount shall be conclusive to both the customer and the Authority, except as hereinafter provided:
 - a. In cases where it is found that the meter has ceased to register or has registered inaccurately, the quantity may be determined by the average registration of the meter in a corresponding past period, except where it appears that there has been a change in occupancy of the premises or in the use of water, in which case an equitable adjustment shall be made.
 - b. In cases where a meter reading has not been obtained, an estimated bill will be rendered to the customer based upon the property’s average historical usage. Where the estimate is in error in excess of \$10.00, an adjusted bill will be prepared to correct the erroneously estimated bill at the Authority’s option. Adjustments will not be made for lesser amounts.
 - c. In all cases where a meter is found to be defective, the Authority shall promptly replace the same by a meter that has been tested and properly adjusted.
- 7.3 The customer shall notify the Authority of any change in occupancy or ownership.

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- 7.4 All bills are due and payable net cash when rendered. In case any water bill or charges provided in and by these rules shall not be paid within thirty (30) days following the rendering of the bill, such bill shall be delinquent and a penalty of ten percent (10%) shall be added. The Authority or its agents may then discontinue water service, at its option, and, if not paid within sixty (60) days after such bill has become delinquent, the Authority or its agents shall shut off water service to the customer, and service will not be re-established until such unpaid charges, together with the charge for restoration of service is fully paid.
- 7.5 At the request of the consumer, water service will be shut off at the curb box and turned back on seasonally. Water charges will continue to be assessed during the period of temporary shut-off.
- 7.6 Any customer may disconnect water service by giving the Authority written notice not less than ten (10) days prior to the disconnection, and all liability for charges for service rendered after the disconnection of service, as herein provided for, shall cease. It will be the obligation of the customer to disconnect the water service from the curb box shutoff.

VIII. GENERAL RULES

- 8.1 **Supply of Water.** The Authority undertakes to use reasonable care and diligence to provide a constant supply of water at a reasonable pressure to customers, but reserves the right at any time, without notice, to shut off the water in its mains for the purpose of making repairs or extensions, or for other purposes, and it is expressly agreed that the Authority shall not be liable for a deficiency or failure in the supply of water, or the pressure thereof for any cause whatsoever, or for any damage caused thereby, or for the bursting or breaking of any main or service pipe or any attachment to the Authority's property. All customers having installations upon their premises depending upon pressure in the Authority's pipes to keep them supplied are cautioned against danger of collapse and all damage shall be borne exclusively by the customer.
- 8.2 **Cross Connection.** Cross Connections will not be permitted. Please refer to Section 5 for the Authority's Cross Connection Control Program.
- 8.3 **Restrictions.** The Authority reserves the right, in periods of drought or emergency or when deemed essential to the protection of the public health, safety and welfare, to restrict, curtail or prohibit the use of water for secondary purposes, such as sprinkling, car washing, or filling swimming pools, and shall have the right to fix the hours and periods when water may be used for such purposes.
- 8.4 **Discontinuance of Service.** Water service may be discontinued by the Authority for any one of the following reasons:

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- a. For use of water other than as represented in the customer's application or through branch connections on the street side of the meter or place reserved for meter.
 - b. For willful waste of water by improper or imperfect pipes or by any other means.
 - c. For molesting any service pipe, seal, meter, or any other appliance owned by the Authority.
 - d. For nonpayment of bills for water or services rendered by the Authority.
 - e. For cross-connecting pipes carrying water supply of the Authority with any other source of supply or with any apparatus which may endanger the quality of the Authority's water supply.
 - f. For refusal of reasonable access to the property for the purposes of reading, repairing, testing, or removing meters or inspecting water piping and other fixtures.
 - g. For violation of the RULES AND REGULATIONS of the Authority as filed at the office of the Authority and Livingston County Clerk's Office, or to maintain the community welfare, or to preserve the potable water supply.
 - h. Where two or more premises are now supplied with water through one service pipe, under control of one curb stop, if any of the parties so supplied shall violate any of the above rules, the Authority reserves the right to apply its shutoff regulations to the joint service line, except that such action shall not be taken until the innocent customer, who is not in violation of the Authority's Rules, has been given reasonable opportunity to attach the service pipe leading to his premises to separately controlled service connection.

The Authority shall provide notice of disconnection or discontinuance of service in accordance with the then current provisions of Public Service Law § 89-b (Subdivisions 3-a, 3-b, 3-c) and § 116, except as noted below.

The Authority may discontinue water service without prior notice for any of the following reasons:

- Where there is evidence of theft of water service;
- Where there has been tampering with Authority-owned equipment;
- Where water service is connected without permission of the Authority by a person who has not made application for service;
- Where water service is reconnected without permission of the Authority after a prior service disconnection;
- Where a known condition poses a hazard to public health or safety, or for any other situation that the Authority deems an "emergency" that requires immediate action by the Authority, in its sole discretion.

- 8.5 Restoration of Service. When water service to any premises has been turned off upon the order of the customer, or for any of the above reasons, and service at any premises is again desired by the same customer, including seasonal customers, a charge will be made, provided that the discontinuance or restoration of service has not required the removal of the Authority's equipment from the customer's premises, and closing the curb stop or turning off the water elsewhere does not involve any unusual expense. If, however, it becomes necessary to shut off or disconnect the service pipe at the Authority's main, the

charge to the customer for restoration of service will be the actual cost incurred by the Authority incidental to the disconnection and reconnection of the service pipe. When service has been terminated by the Authority for non-conformance with the Authority's Rules and Regulations¹, service will not be restored until the costs of disconnection and reconnection have been paid to the Authority along with payment of any applicable penalties.

- 8.6 Liability Limits. Upon receipt of an application for a new service or for reinstatement of an existing service, the Authority will assume that the private piping and fixtures, which the service will supply, are in proper order to receive it. The Authority will not be liable in any event for any accident, breaks, or leakage arising in connection with the supply of water or failure to supply it.

IX. PROHIBITIONS

- 9.1 No person shall injure or interfere with any equipment or building belonging to the Authority's water system, tamper with meters, divert water from mains, use water without permission, or cut into any water pipe or mains.
- 9.2 No person, except as specifically authorized by the Authority, shall take water from an unmetered fire hydrant for any purpose whatsoever other than for fire purposes. If water is used from any unmetered fire hydrant without Authority authorization, the user will be billed for the estimated quantity of water used, at the current commodity rate, any expense incurred by the Authority to restore the hydrant to proper operation.
- 9.3 The curb stop may not be used by the customer, or any person, except as specifically authorized by the Authority, for turning on or shutting off the water supply. In the case of an emergency repair being made by a qualified plumber, the qualified plumber may operate the curb stop only during the repair period. Should a qualified plumber operate a curb stop during an emergency repair, they shall notify the Authority by the next business day. Seasonal water turn on or shut offs are not considered emergency repairs.
- 9.4 No customer shall, under any circumstances, make or allow to be made any temporary or permanent connection to a private water main or water service on the customer's property or under the customer's ownership or control for the purpose of obtaining water provided by the Authority to the customer for use by a third person.

X. WATER RATES AND OTHER CHARGES

- 10.1 Water consumption rates, connection charges, service charges, and other water related fees and charges will be determined by the Authority. These rates will be included in the Authority's Rate Schedule which will be adopted by the Authority Board. All charges will be in accordance with the Rate Schedule in effect at the time the charge is incurred.

¹ updated May 2002

- 10.2 Penalties for non-conformance with Authority Rules and Regulations will be determined by the Authority Board. These penalties are included in the Authority's Rate Schedule adopted annually by the Authority Board. All penalties will be in accordance with the Rate Schedule in effect at the time the penalty is assessed.
- 10.3 Water consumption rates, connection charges, service charges, and other water related fees and charges will be determined by the Authority. These rates are in the Authority's Rate Schedule that is adopted by the Authority Board. All charges will be in accordance with the Rate Schedule in effect at the time the charge is incurred.



RESOLUTION NO. 2025 - 11

RESOLUTION AMENDING THE WATER SERVICE RULES & REGULATIONS

WHEREAS, the Livingston County Water & Sewer Authority (“Authority”) has adopted the Livingston County Water and Sewer Authority Water Service Rules and Regulations which provide rules and regulations and guidance for water service to all Authority water customers; and

WHEREAS, the Executive Director and Authority staff have reviewed the current Water Service Rules and Regulations and have recommended changes, to Section IV. Installation of Meters due to an inconsistency in practices related to removal of water meters; and

WHEREAS, the Executive Director and Authority staff have recommended the current Water Service Rules and Regulations, Section IV. Installations of Meters be replaced with Attachment A; and now therefore be it,

RESOLVED, that the Authority Board adopts Attachment A as an amendment to the existing Livingston County Water and Sewer Authority Water Service Rules and Regulations, Section IV. Installations of Meters, to become effective February 19, 2025.

February 19, 2025
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

Attachment A

4.7 All meters and meter connections shall at all times remain the sole property of the Authority, and shall not be **removed** or interfered with in any respect. **A Water Permit Application must be submitted and approved prior to removing a meter for any reason, including for plumbing improvements.** All meters will be maintained by and at the expense of the Authority so far as ordinary wear and tear are concerned, but the customer will be held responsible for damages due to freezing, hot water, or other external causes. In case of damage, the Authority will repair the meter, or if necessary, replace it with another meter and the customer shall pay the costs. The Authority recommends that the customer install, at his own expense, suitable equipment, properly located to prevent backflow of hot water which may cause damage to the meter, or other damage to the customer's plumbing. The Authority shall not be responsible for damage to a customer's system including, but not limited to, the hot water heater due to change of pressure in the Authority's distribution/transmission system.



RESOLUTION NO. 2025 - 12

RESOLUTION ADOPTING THE WATER AND SEWER RATES FOR THE TOWN OF SPRINGWATER WATER AND SEWER CUSTOMERS

WHEREAS, the Livingston County Water and Sewer Authority (the “Authority”) approved Resolution No. 2024-51, authorizing a long-term lease agreement (the “Agreement”) with the Town of Springwater to lease, maintain, operate, repair and replace water and wastewater treatment and distribution and collection systems (the “Systems”), and supply water and wastewater treatment and distribution and collection services directly to customers served by the Systems, under the terms and conditions specified in the Agreement; and

WHEREAS, effective January 14, 2025 the Authority assumed operational responsibility and control over the Town of Springwater Systems, and began providing water and wastewater treatment and distribution and collection services directly to customers served by the Systems; and

WHEREAS, to effectively and economically manage the Systems, the Authority shall set water and sewer rates for Town of Springwater water and sewer customers; and

WHEREAS, notice of the public hearing regarding the proposed water and sewer rates for the Town of Springwater Water and Sewer customers, was provided in accordance with Section 1199-yyyy of the Public Authorities Law; and

WHEREAS, the proposed rates are as follows:

Service	Service Rate Per Unit/Quarter	Service Rater Per 1000 gallons
Water	\$40.00	\$3.50
Sewer	\$90.00	\$3.50
Sewer Only	\$150.00	-

WHEREAS, the public hearing was held on February 19, 2025, to hear comments on the proposed water and sewer rates for the Town of Springwater Water and Sewer customers, and now therefore be it,

RESOLVED, that the Livingston County Water & Sewer Authority Board adopts the water and sewer rates for the Town of Springwater Water and Sewer customers, with the effective date retroactive to January 1, 2025.

February 19, 2025
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS: