



Livingston County Water & Sewer Authority
1997 D'Angelo Drive
PO Box 396
Lakeville, NY 14480
Phone: (585) 346-3523
Fax: (585) 346-0954
TTY NY: (800) 662-1220

Agenda

**LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
December 17, 2021 10 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480**

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

- a. November 17, 2021, Regular Meeting

4. Reports

- a. Financial Report–November 2021
 - i. Approval of Financial Report
 - ii. Approval of Expenditures
- b. Operation/Capital Report
- c. Executive Director's Report

5. Other Business

- #2021-29 RESOLUTION AMENDING THE PROCEDURE FOR DISCONTINUANCE OF WATER SERVICE
- #2021-30 RESOLUTION APPROVING AN INCREASE IN THE BUDGET FOR CAPITAL PROJECT #31146 HEATING AND VENTILATION UPGRADES
- #2021-31 RESOLUTION AMENDING THE 2022 BUDGET TO INCLUDE THE GRANT FUNDS AND EXPENDITURES NEEDED TO ESTABLISH A WATER METER REPLACEMENT PROGRAM

6. Communications

- a. Update Richmond Mills Road water line
- b. Pine Tree and Lake Forest Mobile Home Park

7. Adjournment

Next Regular Meeting: Wednesday, January 19, 2021 @ 8 am

All attachments and reports referenced above may be found at
<http://www.co.livingston.state.ny.us/lcwsa.htm>
Go to Board meetings tab / current agenda.



Regular Meeting Minutes
Date: November 17, 2021

Members Attending: S. Beardsley, M. McKeown, T. Saunders, M. Falk & D. Higgins

Excused: D. Fanaro, E. Gott

Absent:

Others attending: J. Molino (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), J. Campbell (Kruk & Campbell, P.C.) Bob Krause (5846 Big Tree Street)

Approval of Agenda

Motion: M. Falk moved and S. Beardsley seconded to approve the agenda as presented. Carried unanimously.

Approval of Minutes -September 15, 2021

Motion: M. Falk moved and D. Higgins seconded to approve the regular board meeting minutes dated September 15, 2021 with the correction of adding D. Higgins to members attending. Carried unanimously.

Approval of Minutes-October 20, 2021

Motion: D. Higgins moved and T. Saunders seconded to approve the regular board meeting minutes dated October 20, 2021 with the correction of adding D. Higgins to members attending. Carried unanimously.

Privilege of the Floor

- Bob Krause, 5846 Big Tree Road

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

Motion: S. Beardsley moved and T. Saunders seconded to approve the October 2021 Financial Report. Carried unanimously.

Approval of Expenditures

Motion: S. Beardsley moved and D. Higgins seconded to approve paying Total Capital & Operating expenditures of \$292,940.08. Carried unanimously.

Motion: M. Falk moved and S. Beardsley seconded to approve paying Utilities & Miscellaneous expenditures in an amount not to exceed \$180,178.77. Carried unanimously.

Operations and Capital Report

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary).

Motion: M. Falk moved and D. Higgins seconded to approved the Operations and Capital Report. Carried unanimously.

Other Business

#2021-25 RESOLUTION AUTHORIZING THE SURPLUS AND TRANSFER OF THE REAL AND PERSONAL PROPERTY OF THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY – ARS WATERLINE PROJECT – TOWN OF MOUNT MORRIS WATERLINE ALONG RT. 408 IN THE TOWN OF MOUNT MORRIS

Motion: M. Falk moved and D. Higgins seconded to approve Resolution No. 2021-25 AUTHORIZING THE SURPLUS AND TRANSFER OF THE REAL AND PERSONAL PROPERTY OF THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY – ARS WATERLINE PROJECT – TOWN OF MOUNT MORRIS WATERLINE ALONG RT. 408 IN THE TOWN OF MOUNT MORRIS

#2021-26 RESOLUTION CLASSIFYING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY CONESUS LAKE PUMP STATION IMPROVEMENTS IN LIVINGSTON COUNTY AS A TYPE II ACTION, ESTABLISHING LEAD AGENCY AND DETERMINING THE SIGNIFICANCE OF SUCH ACTION, AND DIRECTING THAT THE NEGATIVE DECLARATION BE PUBLISHED IN ACCORDANCE WITH SEQRA, AND ALSO AUTHORIZING THE PROJECT AND THE FILING OF AN APPLICATION FOR THE FINANCING THEREOF ALL AS FURTHER DESCRIBED HEREINAFTER

Motion: S. Beardsley moved and T. Saunders seconded to approve Resolution No 2021-26 CLASSIFYING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY CONESUS LAKE PUMP STATION IMPROVEMENTS IN LIVINGSTON COUNTY AS A TYPE II ACTION, ESTABLISHING LEAD AGENCY AND DETERMINING THE SIGNIFICANCE OF SUCH ACTION, AND DIRECTING THAT THE NEGATIVE DECLARATION BE PUBLISHED IN ACCORDANCE WITH SEQRA, AND ALSO AUTHORIZING THE PROJECT AND THE FILING OF AN APPLICATION FOR THE FINANCING THEREOF ALL AS FURTHER DESCRIBED HEREINAFTER

#2021-27 RESOLUTION AUTHORIZING THE ISSUANCE OF THE AUTHORITY’S SYSTEM REVENUE NOTES, 2021 AND THE APPROVAL AND EXECUTION OF RELATED DOCUMENTS

Motion: T. Saunders moved and D. Higgins seconded to approve Resolution No 2021-27 AUTHORIZING THE ISSUANCE OF THE AUTHORITY’S SYSTEM REVENUE NOTES, 2021 AND THE APPROVAL AND EXECUTION OF RELATED DOCUMENTS

#2021-28 RESOLUTION SUPPORTING A COLLABORATIVE PARTNERSHIP BETWEEN THE VILLAGE OF AVON, TOWN OF AVON, LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY AND THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TO EVALUATE OPTIONS TO INCREASE DAILY TREATMENT CAPACITY AT THE AVON WASTEWATER PLANT TO MEET SHORT AND LONG-TERM DEVELOPMENT INTERESTS

Motion: S. Beardsley moved and D. Higgins seconded to approved Resolution No 2021-28 SUPPORTING A COLLABORATIVE PARTNERSHIP BETWEEN THE VILLAGE OF AVON, TOWN OF AVON, LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY AND THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TO EVALUATE OPTIONS TO INCREASE DAILY TREATMENT CAPACITY AT THE AVON WASTEWATER PLANT TO MEET SHORT AND LONG-TERM DEVELOPMENT INTERESTS

Executive Director Report

J. Molino & M. Kosakowski toured Wayne County Water & Sewer Authority

Communications

J. Molino updated the board on the Richmond Mills Road water line.

J. Molino updated the board on the Meter Replacement Program

Executive Session

Motion: T. Saunders moved and D. Higgins seconded that the board reconvene in Executive Session at 9:47 am for the purpose of discussing collective negotiations/contractual issues. Carried unanimously.

Motion: S. Beardsley moved and T. Saunders seconded to end the Executive Session at 10:40 am. Carried unanimously.

Adjourn: Motion: S. Beardsley moved and T. Saunders seconded to adjourn the Board meeting at 10:41 am. Carried unanimously.



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Board Financial Report
November 2021

Balance Sheet

ASSETS

<u>Operating Cash (Reserve)</u>	\$1,642,005	p. 4a	Cash Report p. 3
<u>Debt Reserve Bank Balance</u>	\$ 979,806	p. 4b	
<u>Restricted Cash:</u>	\$ 116,923	p. 4d	
<i>Town of Caledonia</i>	<i>(\$11,218)</i>		
<i>On Deposit M & T</i>	<i>(\$105,705)</i>		
<u>Accounts Receivable</u>	\$ 684,949	p. 4c	
Work-In-Progress (WIP Report Attached)	\$2,237,785	p. 4e	WIP Report p.5

Capital Contributions Receivable (Current + Non-Current) – (May 2019 Update-Upsizing Farms)
 Beginning May 2019, Sparta Farms and Dairy Knoll Farms are responsible for paying debt service incurred by upsizing the DOCCS water infrastructure to meet their water demands. The debt will be paid quarterly to the Authority for an annual total of \$11,087.84 (principal and interest) for each farm. As this debt decreases the amount of principal paid is higher resulting in a lower principal balance due. Unless paid off early, this collection will continue until February 2039.

As the Village of Geneseo’s Supplemental water project debt decreases, the amount of principal paid is higher resulting in the lower principal balance due. This debt is currently paid quarterly to the Authority for an annual total of \$52,800 (principal & interest). Unless paid off early, this collection will continue until 2027.

Property & Equipment (net depreciation) –

Decrease is the cumulative effect of fully depreciating the Conesus Sewer District Assets. Most of that effect is completed for the 20-year depreciation assets. The next “chunk” will be in another 4 years, then 4 years after that the pipelines & other major infrastructure will also be fully depreciated.

LIABILITIES

<u>Current Liabilities</u>	\$ 4,340,931	p. 4f
<i>Debt Payables, Retirement Accruals, 2020 Payables & Current WWTP Project (Short Term Debt)</i>		
	4,309,485	
<i>Funds Held for Others</i>		
	\$9,189	<i>Customer overpayments</i>
	\$22,257	<i>Compact of Towns</i>



<u>Long Term Liabilities</u>	\$5,156,824	p. 4g
Loans	\$3,577,775	
Deferred Outflow-Pension	\$(233,176)	
Deferred Outflow-OPEB	\$(365,817)	
Deferred Inflow-Pension	\$ 6,982	
Net Pension	\$ 209,871	
OPEB	\$1,923,480	
Compensated Absences	\$ 37,709	

REVENUES
2021 Budget Revenue -\$3,209,992 **p. 6a**

November was a billing month (Billing revenue reflects Service Period 11/1/20- 10/31/2021) Next Billing Cycle-February 2022 (service period 11/1/2021-1/31/2022)

Year to Date Revenue **\$3,073,594** **p. 6b**
*increase of \$319,068 from last year same time period
(Village of Livonia, DOCCS, Scrap Metal, Retail Fees, Late Fees-which
Includes Non working meter fees) Note: Village of Livonia will be re imbursed
for revenue up to 7/31/21 approx. \$90,000*

EXPENSES
2021 Budget Expenses -\$3,176,443 **p. 7a**

Year to Date Expenses **\$2,730,828 (approx. 86% of Budget)** **p. 7b**
Increase of \$181,122 from last year same time period

See attached report for line item increases and decreases

Nov-21

	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
	Act	Actual	Actual	Actual	Actual	Actual	Actual	Act	Act	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 2,089	\$ 1,885	\$ 1,528	\$ 1,626	\$ 1,753	\$ 1,625	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,581
Cash Received														
Customer Billing	457.4	40.3	302.5	368.5	41.5	380.5	310.5	19.8	520	344.5	28	523.5	200	350
Miscellaneous		0.3	50.2	66.5	0.6	1	4.4	24.8	1.7		0.2	5.5		
Grant/Contributions														
Billing Services/O & M Services				72.1	3.8	45.4	13.2		15.8	17		2.6		
Relevy					197.2	-23								
Estimated Cash Receipts														
Cash Receipts														
Debt/Grant/Contrib Receipts														
EFC										651		239.1		
Cash Balance before expenditures	\$ 2,546	\$ 1,925	\$ 1,881	\$ 2,133	\$ 1,997	\$ 2,029	\$ 2,089	\$ 1,925	\$ 2,149	\$ 2,547	\$ 2,037	\$ 2,335	\$ 1,841	\$ 1,931
Utility & Misc. Vouchers	369.4	149	149.8	171.1	166	163	134	161.8	111.1	168.7	177	183.3	160	160
Operating Vouchers	178.6	191.8	93.8	85.3	182.9	90	41	151.9	164.8	88.5	134	180.7	90	90
Miscellaneous										121.8				
Project Vouchers	113.6	56	11.5	123.3	22.3	15.5	33	0.5	338.4	159	162	329.7	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,885	\$ 1,528	\$ 1,626	\$ 1,753	\$ 1,625	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,581	\$ 1,671
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1363	1191	1166	1299	1201	1108	1094	1174	1168	1150	1149	1037	1027	1017
Unallocated Cash Balance	\$ 522	\$ 337	\$ 460	\$ 454	\$ 424	\$ 653	\$ 787	\$ 437	\$ 366	\$ 859	\$ 415	\$ 604	\$ 554	\$ 654

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Livingston County WSA

Balance Sheet

As of 11/30/2021

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Ba...	YTD Change
CURRENT ASSETS					
Operating Cash	1,642,005	1,572,102	69,903	1,887,833	(245,828)
Debt Reserve	979,806	867,938	111,868	992,888	(13,082)
Accounts Receivable	684,949	651,360	33,589	795,502	(110,553)
Capital Contributions Receivable	6,743	(1,888)	8,631	54,073	(47,330)
Inventory	45,236	28,396	16,840	53,977	(8,740)
Prepaid Expenses	91,500	57,649	33,850	107,101	(15,602)
Funds held for Others	31,446	30,122	1,324	34,769	(3,323)
Total CURRENT ASSETS	3,481,685	3,205,679	276,005	3,926,143	(444,458)
Total Current Assets	3,481,685	3,205,679	276,005	3,926,143	(444,458)
NON-CURRENT ASSETS					
Restricted Cash	116,923	477,767	(360,844)	116,907	16
Capital Contrib Receivable, net current	529,014	632,063	(103,050)	529,014	0
Property & Equipment, Net Deprec	32,817,109	22,666,063	10,151,046	33,755,961	(938,852)
Work-In-Progress	2,237,785	9,377,155	(7,139,370)	1,153,041	1,084,744
Total NON-CURRENT ASSETS	35,700,831	33,153,048	2,547,783	35,554,922	145,909
Total Non-Current Assets	35,700,831	33,153,048	2,547,783	35,554,922	145,909
TOTAL ASSETS	39,182,516	36,358,728	2,823,788	39,481,065	(298,550)
CURRENT LIABILITIES					
Accounts Payable	(37,164)	263,696	(300,859)	21,834	(58,998)
Current Portion Loans Payable	4,385,579	298,789	4,086,790	3,573,461	812,118
Other Current Liabilities	(38,802)	(56,131)	17,329	315,335	(354,136)
Funds held for others	31,317	30,122	1,196	34,773	(3,455)
Total CURRENT LIABILITIES	4,340,931	536,475	3,804,455	3,945,402	395,528
Total Current Liabilities	(4,340,931)	(536,475)	(3,804,455)	(3,945,402)	(395,528)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	5,156,824	3,844,500	1,312,324	5,306,824	(150,000)
Total NON-CURRENT LIABILITIES	5,156,824	3,844,500	1,312,324	5,306,824	(150,000)
Retained Earnings & Net Position					
Retained Earnings	(30,377,991)	(32,317,080)	1,939,089	(30,377,991)	0
Net Income	544,262	657,328	(113,066)	0	544,262
Total Retained Earnings & Net Position	(29,833,729)	(31,659,752)	1,826,023	(30,377,991)	544,262
Total Net Position	39,331,484	36,040,728	3,290,756	39,630,217	(298,734)

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Capital Projects In Progress Report

11/30/2021

Project Code	Project Name	Expenditures		Budget	Balance	Service Area	Funding	Financing	Date Began
		To Date	Budget						
DEBT & REIMBURSABLE PROJECTS									
31140	I & I Study Sanitary Sewer TV & Cleaning	10,661.20	215,000.00	204,338.80	SL	EFC/EPG	\$100,000 grant		Jan-20
31131	WaterSystem Improvements (EFC WIIA)	120,588.00	7,000,000.00	6,879,412.00	33WM/WR	WIIA Grant/Loan			7/12/2019
31142	Upgrade Lakeville Plant Phase 2	1,211,128.22	5,525,016.06	4,313,887.84	32SLV	EFC Grant/Loan	C8-6449-05-00		12/1/2017
GENERAL RESERVE PROJECTS									
31104	Lake Forest Water Main	8,020.09	108,760.00	100,739.91	33WR	Reserve			1/1/2014
31105	Slagel Park Water System Upgrade (Pine Tree)	15,216.08	128,760.00	113,543.92	33WR	Reserve			1/1/2014
31112	Adams/Clay St-PS Upgrades	8,883.30	93,200.00	84,316.70	33SL	Reserve			1/1/2016
31118	Conesus Outlet Water Main Re-Connection	8,027.50	130,000.00	121,972.50	32SLV	Reserve			8/23/2017
31125	Technology Upgrades(Employee Transition)	11,951.00	21,299.73	9,348.73	31WS	Reserve			9/26/2018
31129	San Sewer Sys Improvmt (Conesus Lake PS)	18,375.00	150,000.00	131,625.00	33SL	Reserve			2018
	Water Sys Improv (Stone Hill-WS Transfers)		80,000.00	80,000.00	33WR	Reserve			2018
31138	SCADA Sys Improv (Conesus Lake PS)	55,783.82	60,000.00	4,216.18	33SL	Reserve			2018
31127	I & I Reduction Project	292,459.58	290,000.00	(2,459.58)	33S	Reserve			2019
31145	Water Meter Replacement Phase 2	59,181.20	100,000.00	40,818.80	33W	Reserve			2019
	Bulk Water Station (D'Angelo Drive)		50,000.00	50,000.00	33WR	Reserve			2019
31132	Groveland Station Water Supply Study	-	3,900.00	3,900.00	33WR	Reserve			4/24/2019
	Evaluation/Needs Assessment-Future Admin & Ops Bldg		25,000.00	25,000.00	31WS	Reserve			2019
	IT Infrastructure Vulnerability & Risk Assessment,								
31139	Cybersecurity	9,273.00	15,000.00	5,727.00	31WS	Reserve			11/20/2019
31146	Heating & Ventilation Upgrades	26,487.95	35,000.00	8,512.05					10/28/2020
	Village of Livonia Flowmeter Replacement		75,000.00	75,000.00	WR91	Reserve			1/29/2020
31141	Pennemite Road Sanitary Manhole Installation	90,459.81	110,000.00	19,540.19	SL	Reserve			1/29/2020
31144	Water Loss Control-Service Saddle Replace (S. Livonia)	284,127.97	356,900.00	72,772.03	WR	Reserve			1/29/2020
31147	Pump Station Evaluation	7,161.42	25,000.00	17,838.58	WS	Reserve			1/29/2020
	Technology Upgrades (Billing Software0		25,000.00	25,000.00	WS	Reserve			10/28/2020
	Water Loss Audit		25,000.00	25,000.00	W	Reserve			10/28/2020
	GIS Needs Assessment		25,000.00	25,000.00	WS	Reserve			10/28/2020
Total Reserve Projects		2,237,785.14	1,857,819.73	1,037,412.01					

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 11/1/2021 Through 11/30/2021

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
OPERATING REVENUE						
Fees						
4110 Retail Fees	853,235.96	2,588,221.54	2,313,909.34	274,312.20	2,746,030.00	(157,808.46)
4120 Wholesale Fees	156.00	804.00	145,069.42	(144,265.42)	1,000.00	(196.00)
4125 Wholesale Fees V Caledonia	34,252.67	174,431.92	0.00	174,431.92	180,000.00	(5,568.08)
Total Fees	887,644.63	2,763,457.46	2,458,978.76	304,478.70	2,927,030.00	(163,572.54)
Permit Fees						
4200 Permits	46,506.90	139,926.90	92,742.15	47,184.75	35,000.00	104,926.90
Total Permit Fees	46,506.90	139,926.90	92,742.15	47,184.75	35,000.00	104,926.90
O&M Services						
4130 O & M Service	0.00	99,483.00	172,104.00	(72,621.00)	184,593.00	(85,110.00)
Total O&M Services	0.00	99,483.00	172,104.00	(72,621.00)	184,593.00	(85,110.00)
Other Income						
4140 Late Fees	370.00	35,439.30	26,950.96	8,488.34	43,869.00	(8,429.70)
4150 Capital Fees	0.00	17.25	0.00	17.25	0.00	17.25
4160 Billing Services	2,625.00	16,814.55	3,750.00	13,064.55	0.00	16,814.55
4410 Miscellaneous Income	5,400.00	18,455.79	0.00	18,455.79	19,500.00	(1,044.21)
Total Other Income	8,395.00	70,726.89	30,700.96	40,025.93	63,369.00	7,357.89
Total OPERATING REVENUE	942,546.53	3,073,594.25	2,754,525.87	319,068.38	3,209,992.00	(136,397.75)
OPERATING EXPENSE						
Wages & Fringes						
5010 Wages & Salaries	56,471.69	625,453.66	649,433.58	(23,979.92)	776,100.00	150,646.34
5020 Overtime	4,707.12	25,428.15	19,036.72	6,391.43	51,700.00	26,271.85
5030 FICA	4,702.96	47,367.55	51,530.93	(4,163.38)	63,327.00	15,959.45
5040 Retirement	9,369.52	108,321.39	93,010.82	15,310.57	120,858.00	12,536.61
5048 Retiree Health Insurance	0.00	29,810.18	36,812.60	(7,002.42)	41,614.00	11,803.82
5050 Health Insurance	15,471.64	180,430.99	155,402.30	25,028.69	184,882.00	4,451.01
5060 Workman's Compensation/Disability	0.00	21,378.76	22,161.55	(782.79)	20,141.00	(1,237.76)
5065 Other Employee Benefits	0.00	10,000.00	7,056.03	2,943.97	8,000.00	(2,000.00)
5070 Unemployment	239.14	7,602.17	5,497.47	2,104.70	15,000.00	7,397.83
Total Wages & Fringes	90,962.07	1,055,792.85	1,039,942.00	15,850.85	1,281,622.00	225,829.15
Professional Services						
6110 Legal Services	637.50	37,756.42	48,366.72	(10,610.30)	39,000.00	1,243.58
6120 Engineering Services	0.00	15,000.99	13,621.73	1,379.26	16,500.00	1,499.01
6130 Financial Services	561.65	30,418.65	34,050.58	(3,631.93)	35,950.00	5,531.35
6140 Computer Services	6,539.46	40,172.28	24,196.03	15,976.25	29,670.00	(10,502.28)
6150 Insurance	8,100.00	88,389.15	84,989.79	3,399.36	92,000.00	3,610.85
6160 Plant Operations	14,000.00	137,744.00	134,866.00	2,878.00	84,000.00	(53,744.00)
6190 Other Professional Services	0.00	30,578.48	0.00	30,578.48	0.00	(30,578.48)
Total Professional Services	29,838.61	380,059.97	340,090.85	39,969.12	297,120.00	(82,939.97)
Utilities						

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 11/1/2021 Through 11/30/2021

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6210 Electricity	31,282.65	217,945.00	195,473.85	22,471.15	299,115.00	81,170.00
6220 Gas/Heating	475.04	16,776.42	20,811.75	(4,035.33)	25,234.00	8,457.58
6230 Telephone	1,324.77	17,458.04	15,374.15	2,083.89	17,591.00	132.96
Total Utilities	33,082.46	252,179.46	231,659.75	20,519.71	341,940.00	89,760.54
Vehicle Expense						
6420 Vehicle Repair	1,504.98	5,649.77	8,455.41	(2,805.64)	10,000.00	4,350.23
6430 Gasoline	0.00	19,132.06	13,263.68	5,868.38	22,000.00	2,867.94
Total Vehicle Expense	1,504.98	24,781.83	21,719.09	3,062.74	32,000.00	7,218.17
Purchased Water/Sewer						
6510 Purchased Water	5,081.36	277,784.17	421,463.45	(143,679.28)	556,560.00	278,775.83
6515 Purchased Water MCWA	15,334.44	174,247.92	0.00	174,247.92	0.00	(174,247.92)
6520 Purchased Sewer Treatment	24,335.79	68,011.20	74,504.00	(6,492.80)	108,000.00	39,988.80
Total Purchased Water/Sewer	44,751.59	520,043.29	495,967.45	24,075.84	664,560.00	144,516.71
Equipment Maintenance						
6610 Equipment Repair/Supply	0.00	9,827.91	10,154.72	(326.81)	11,075.00	1,247.09
6625 Small Equipment Purchase	0.00	10,457.31	27,693.04	(17,235.73)	22,800.00	12,342.69
6635 Equip Lease/Rental Contracts	1,630.00	15,445.00	17,903.42	(2,458.42)	19,080.00	3,635.00
Total Equipment Maintenance	1,630.00	35,730.22	55,751.18	(20,020.96)	52,955.00	17,224.78
Building Maintenance						
6310 Outside O&M Services	6,078.00	246,211.16	136,731.62	109,479.54	294,578.00	48,366.84
6320 Laboratory Services	1,860.00	27,044.00	31,968.00	(4,924.00)	0.00	(27,044.00)
6350 Refuse Collection	578.43	5,974.29	4,740.77	1,233.52	0.00	(5,974.29)
6360 Cleaning Service	300.00	3,300.00	3,300.00	0.00	0.00	(3,300.00)
6620 Building Repair/Supply	5,620.57	82,462.04	76,627.56	5,834.48	91,810.00	9,347.96
6640 Customer Installation Supplies	6,789.53	62,082.59	77,852.15	(15,769.56)	46,832.00	(15,250.59)
Total Building Maintenance	21,226.53	427,074.08	331,220.10	95,853.98	433,220.00	6,145.92
Other Expenses						
6340 Uniforms/Clothing	197.60	3,809.75	4,702.64	(892.89)	8,550.00	4,740.25
6700 Permits, Fees & Inspections	0.00	6,324.82	7,457.00	(1,132.18)	23,360.00	17,035.18
6810 Postage & Freight	17.16	9,101.15	8,803.70	297.45	14,300.00	5,198.85
6820 Office Supplies	786.78	3,967.79	6,249.21	(2,281.42)	4,250.00	282.21
6830 Advertising	1,849.03	6,016.58	2,058.81	3,957.77	3,350.00	(2,666.58)
6840 Travel & Training	855.60	5,265.75	2,014.15	3,251.60	18,216.00	12,950.25
6890 Miscellaneous Expenses	0.00	42.81	0.00	42.81	0.00	(42.81)
6899 Prior Year expense	0.00	0.00	69.27	(69.27)	0.00	0.00
Total Other Expenses	3,706.17	34,528.65	31,354.78	3,173.87	72,026.00	37,497.35
Easements & Judgements						
6870 Easements & Landtaking	0.00	0.00	0.00	0.00	752.00	752.00
6880 Judgements & Claims	0.00	637.20	2,000.00	(1,362.80)	248.00	(389.20)
Total Easements & Judgements	0.00	637.20	2,000.00	(1,362.80)	1,000.00	362.80
Total OPERATING EXPENSE	226,702.41	2,730,827.55	2,549,705.20	181,122.35	3,176,443.00	445,615.45

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 11/1/2021 Through 11/30/2021

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
GAIN/LOSS BEF DEPRECIATION	715,844.12	342,766.70	204,820.67	137,946.03	33,549.00	309,217.70
DEPRECIATION EXPENSE						
6910 Deprec Expense-non contrib	(48,682.01)	(535,544.77)	(503,117.36)	(32,427.41)	0.00	(535,544.77)
6920 Deprec Expense-contributed	(59,236.09)	(653,377.34)	(653,076.35)	(300.99)	0.00	(653,377.34)
Total DEPRECIATION EXPENSE	(107,918.10)	(1,188,922.11)	(1,156,193.71)	(32,728.40)	0.00	(1,188,922.11)
OPERATING GAIN/LOSS	607,926.02	(846,155.41)	(951,373.04)	105,217.63	33,549.00	(879,704.41)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115 Retail Fees-Debt related	77,527.13	265,152.88	251,359.57	13,793.31	0.00	265,152.88
4300 Restricted Revenue	1.48	16.76	352.40	(335.64)	0.00	16.76
7110 Interest Income	310.44	17,613.13	37,818.29	(20,205.16)	0.00	17,613.13
Total Non-Operating Income	77,839.05	282,782.77	289,530.26	(6,747.49)	0.00	282,782.77
Non-Operating Expense						
8110 Interest Expense	0.00	(43,031.57)	(44,363.32)	1,331.75	0.00	(43,031.57)
8120 G/L on sale of Assets	0.00	12,326.17	29,700.00	(17,373.83)	0.00	12,326.17
Total Non-Operating Expense	0.00	(30,705.40)	(14,663.32)	(16,042.08)	0.00	(30,705.40)
Total NON-OPERATING REVENUE/EXPENSE	77,839.05	252,077.37	274,866.94	(22,789.57)	0.00	252,077.37
NET GAIN/LOSS BEF CONTRIB	685,765.07	(594,078.04)	(676,506.10)	82,428.06	33,549.00	(627,627.04)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110 Grant & Donation Revenue	0.00	50,000.00	0.00	50,000.00	0.00	50,000.00
Total Grant Revenue	0.00	50,000.00	0.00	50,000.00	0.00	50,000.00
Contributed Capital						
9130 Contributed Funds	0.00	0.00	19,178.32	(19,178.32)	0.00	0.00
Total Contributed Capital	0.00	0.00	19,178.32	(19,178.32)	0.00	0.00
Total CAPITAL CONTRIBUTIONS	0.00	50,000.00	19,178.32	30,821.68	0.00	50,000.00
CHANGE IN NET ASSETS	685,765.07	(544,078.04)	(657,327.78)	113,249.74	33,549.00	(577,627.04)

LCWSA OPERATIONS REPORT

December 17, 2021

Water and Sewer Work Program

Customer Work Orders	Staff completed 51 workorders; down 10 from last month.
UFPO	Staff completed 88 stakeouts; down 59 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing were completed.

Water Work Program

Curb Box Repair and Replacement	Staff repaired 2 curb boxes.
New Water Connections	Staff completed 1 long side water tap. Fineline Pipeline did a 6 inch tap and bore for the new Dollar General in Hemlock.
Shelly Rd Pump Station	Both pumps at Shelly Rd went down Thanksgiving morning. A smaller temporary pump was installed to get us thru until the parts for both pumps came in. Both pumps have been rebuilt and are back up and running.
Village of Livonia- Big Tree, East Ave , and Shelly Rd Intersection.	Blue Heron has completed the service saddle replacements on Shelly Rd and Meadow Dr. All blacktop work has also been completed and will be doing the concrete work this week.

Sewer Work Program

Sewer Lateral Install	Fineline Pipeline did a sewer tap on Densmore Rd
Sewer Cleaning and Televising	Staff is cleaning and televising sewers in the Village of Livonia.

LCWSA CAPITAL PROJECTS REPORT

December 17, 2021

31085 DOCCS WSP

No change- still averaging between 110,000 and 135,000 gpd. During our issues with the Shelly Rd pump station The Prison was very good to work with on the filling schedule of their water tank.

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

Randsco has installed all the piping from Maple Beach to the ARS Tank. Flushing and testing will begin this week. They are working on the Groveland Station Inter Connection this week also.

31138 Comprehensive SCADA System Evaluation

We have a meeting scheduled December 15 with GHD to review the Scope of work .

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

NO UPDATES AT THIS TIME

31142 Lakeville WWTP Upgrades - Phase 2 + UV

Blue Heron has set the trusses on the UV Building. They also have put the blacktop down in the Sludge Building. Some of the UV Equipment has been installed.



RESOLUTION NO. 2021-29

RESOLUTION AMENDING THE PROCEDURE FOR DISCONTINUANCE OF WATER SERVICE

WHEREAS, the Livingston County Water and Sewer Authority, (“Authority”) has Water Service Rules and Regulations (“Rules and Regulations”) which were adopted on or around October 1998 and amended periodically thereafter, and

WHEREAS, said Rules and Regulations provide appropriate rules, regulations, and standard operating procedures for operating water systems under the responsibility of the Authority, and

WHEREAS, Section 8.4 of the Rules and Regulations includes language regarding circumstances under which the Authority may discontinue water service, and

WHEREAS, under Subsection f, Section 8.4 of the Rules and Regulation the Authority may discontinue water service for the “refusal of reasonable access to the property for the purposes of reading, repairing, testing, or removing meters or inspecting water piping and other fixtures”, and

WHEREAS, the current system of notification to customers for discontinuing water service is cumbersome, complex and can take a minimum of 214 days to implement, and

WHEREAS, the Authority is desirous of streamlining processes to improve customer service and the efficacy of the Rule and Regulations, and

WHEREAS, proposed changes to this procedure have been made to the Authority Board which would decrease the notification time frame to customers prior to discontinuing water service to no less than 79 days, and

WHEREAS, the proposed changes are consistent with the Public Service Law § 89-b (Subdivisions 3-a, 3-b, 3-c) and § 116, and now therefore be it,

RESOLVED, the Livingston County Water and Sewer Authority Board approves the procedure to reduce the days of notification for discontinuance of water service to a minimum of at least 79 days.

December 17, 2021
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Date: December 6, 2021

Subject: Non-working/Non-compliance meter and water shut off

Action Requested: Board approval of recommended changes to the water shut off policy reducing the amount of time to issue a water shut off notice from 214 days to 79 days.

Background: Currently the Authority has two separate procedures of checking/changing out non-functioning meters with customers and addressing non-responsive customers for meter change outs.

When the Authority identifies that a meter is not working properly, the Authority implements a notification process to make an appointment with the customer to change out the water meter. This process includes several letters of notification and may include several \$100 fees which can be assigned to a customer's account due to continued non-compliance. If a customer continues to not respond to the Authority's request to change out a water meter, water shut off can be implemented, however the notification process will take up to 214 days before water shut off can be achieved. During this time frame a customer's meter remains non-functioning, and the Authority is unable to bill the customer properly for water consumed. In addition, the process for follow up is administratively intensive and complicated.

A similar process is used when customers are non-responsive to the Authority's request to change out an older water meter. This process is slightly shorter, taking up to 154 days prior to a water shut off notice being issued, however during this time the Authority is losing revenue due to an older water meter that may not be functioning as efficiently as a new water meter.

As the Authority is looking to streamline processes to make the implementation of our in-house meter replacement program easier and more efficient, revising the water shut off policy to a shorter time frame will allow Authority staff greater ability to gain customer compliance, ultimately changing out water meters in a more expeditious and effective manner.

While the Authority rarely shuts off customer water, the notification of shutting off water generally produces an immediate response from customers in which the Authority is then able to schedule an appointment to replace the water meter.

Financial Implications: There is little to no financial impact. There may be a slight loss in miscellaneous revenue due to no longer issuing \$100 fee for non-compliance, however the gain in timely compliance will outweigh any loss in miscellaneous revenue.

<u>Non-working Meters (Current)</u>			<u>Non-working Meters (Proposed)</u>		
Meter out of service	November 1 st	Up to 90 Days	Up to 90 Days	November 1 st	Meter out of service
Identify non-working meter with quarterly meter reading First 30-day notice is issued with quarterly bill	February 1 st	Day 1	Day 1	February 1 st	Identify non-working meter with quarterly meter reading First 30-day notice is issued with quarterly bill
Second 30-day notice is used	March 1 st	Day 30	Day 30	March 1 st	Second 30-day notice is used
1 st \$100 charge applied	May 1 st	Day 90	Day 60	April 1 st	Certified shut off letter (<i>final notice</i>)
2 nd \$100 charge applied	August 1 st	Day 180	Day 75	April 15 th	Door hanger shut off
Certified shut off letter	August 15 th	Day 195	Day 79	April 19 th	Water shut off
Door hanger shut off	September 1 st	Day 210			
Water shut off	September 5 th	Day 214			

<u>Water Meter Replacement Program (Current)</u>			<u>Water Meter Replacement Program (Proposed)</u>		
Contact property owner – 1 st letter	November 1 st	Day 1	Day 1	November 1 st	Contact property owner – 1 st letter/1 st 30-day notice is issued
2 nd letter	December 1 st	Day 30	Day 30	December 1 st	Second 30-day notice is used
Final letter	January 1 st	Day 60	Day 60	January 1 st	Certified shut off letter (<i>final notice</i>)
1 st \$100 charge applied	February 1 st	Day 90	Day 75	January 15 th	Door hanger shut off
2 nd \$100 charge applied	May 1 st	Day 120	Day 79	January 19 th	Water shut off
Certified shut off letter	May 15 th	Day 135			
Door hanger shut off	June 1 st	Day 150			
Water shut off	June 5 th	Day 154			

NON-WORKING/ REPLACEMENT NON-COMPLIANCE METER SHUT OFF

PROCEDURE FLOW CHART

APPROVED BY
LCWSA BOARD ON
XX/XX/XXXX

SEND OUT FIRST NOTIFICATION LETTER
(LETTER #1)

*(Customer Service Note: Add note to customer account w/
date letter sent out)*

Does customer respond in 30 days?

YES

SCHEDULE
APPOINTMENT

REPLACE METER

UPDATE CUSTOMER
ACCOUNT INFO W/
NEW METER INFO

NO

SEND OUT FINAL
NOTIFICATION LETTER
(LETTER #2)

*(Customer Service Note: Add note to customer
account w/ date letter sent out. Letter shall
identify response deadline, and water shut off if
no response received by next 30 day deadline)*

Does customer respond to final notice by
response deadline?

YES

NO

POST DOOR HANGER SHUT OFF NOTICE

YES

NO

Does customer respond to door hanger?

YES

NO

INITIATE WATER SERVICE SHUT-OFF
PROCEDURE



RESOLUTION # 2021-30

**RESOLUTION APPROVING AN INCREASE IN THE BUDGET FOR CAPITAL PROJECT
#31146 HEATING AND VENTILATION UPGRADES**

WHEREAS, the Livingston County Water & Sewer Authority (“Authority”) had conducted a Pump Station Energy Efficiency evaluation in which all of Authority pump stations were evaluated for improvements that could be made to decrease energy expenditures; and

WHEREAS, the evaluation identified 25 of the Authorities pump stations that could be improved to decrease electric and natural gas costs; and

WHEREAS, the 2020 Capital Plan included funds for the pump station upgrades and in October 2020 the Authority purchased the equipment needed to make the necessary upgrades; and

WHEREAS, in December 2021 a request for proposals was issued to seek qualified contractors to install heaters and related equipment in 25 pump stations; and

WHEREAS, the Authority has received two (2) cost proposals and the lowest submittal was from PlanTech Support, LLC in the amount of \$28,700 for the installation of heating improvements for 25 pump stations and an additional 2 pumps stations, for a total of 27 pump station improvements; and

WHEREAS, to successfully complete the pump station improvements it will be necessary to increase the budget for capital Project #31146, now therefore be it

RESOLVED, the budget for Project # 31146 – Heating and Ventilation Upgrades is increased from \$35,000 to \$63,700 in order to complete the heating upgrades to 27 pump stations.

December 17, 2021
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION # 2021-31

RESOLUTION AMENDING THE 2022 BUDGET TO INCLUDE THE GRANT FUNDS AND EXPENDITURES NEEDED TO ESTABLISH A WATER METER REPLACEMENT PROGRAM

WHEREAS, on or about December 23, 2019, the Livingston County Water & Sewer Authority (“Authority”) received a grant award of \$3,000,000 from the New York State Water Infrastructure Improvement Act (“WIIA”) and additional \$4,000,000 of project financing from the New York State Drinking Water State Revolving Fund (“DWSRF”) for the County Wide Water Improvements project (“Project”); and

WHEREAS, the Project includes multiple upgrades and improvements to the Authority's Consolidated Water District and the goal of the Project is to improve water quality and operational efficiency through multiple upgrades throughout the system; and

WHEREAS, to increase the operational efficiency of the water system, limit unrevenued water, and reduce the amount of staff time needed to read water meters, new water meters will be installed for approximately 2,400 residential users; and

WHEREAS, Authority staff and engineers have reviewed and analyzed different methods of installing said meters and recommend that creating an in-house water meter replacement program will be the most cost effective and operationally efficient approach to replacing water meters; and

WHEREAS, the has confirmed that the WIIA program will pay for in-house personnel and equipment costs related to the meter replacement program; and

WHEREAS, the estimated cost to complete meter replacements is \$835,000, now therefore be it

RESOLVED, the 2022 budget is amended to reflect an increase in revenues of \$835,000 and expenditures of \$835,000 to represent the costs related to the meter replacement program, and be it further

RESOLVED, that the Executive Director is hereby authorized to adjust the appropriate revenue and expenditure budget lines to properly reflect the budget amendment for the water meter replacement program.

December 17, 2021

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS: