



Livingston County Water & Sewer Authority  
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## *Agenda*

**LIVINGSTON COUNTY WATER & SEWER AUTHORITY  
REGULAR MEETING  
March 30, 2022 at 8:00 am  
Watershed Education Center (Vitale Park)  
Lakeville, NY 14480**

**1. Call to Order**

**2. Approval of Agenda**

**3. Approval of Minutes**

- a. January 19, 2022 – Organizational Meeting
- b. January 19, 2022 – Regular Meeting
- c. February 16, 2022 – Regular Meeting

**4. Reports**

- a. Financial Report–February 2022
  - i. Approval of Financial Report
  - ii. Approval of Expenditures
- b. Operation/Capital Report
- c. Executive Director’s Report
  - i. ABO Internal Controls Self-Assessment (Year 2021)
  - ii. Presentation of LCWSA 2021 Annual Report

**5. Other Business**

- #2022-13 RESOLUTION AWARDING A BID FOR SMOKE TESTING INVESTIGATION
- #2022-14 RESOLUTION AUTHORIZING A LICENSE AGREEMENT WITH THE CITY OF ROCHESTER, NEW YORK TO OPERATE AND MAINTAIN WATER QUALITY MONITORING EQUIPMENT LOCATED AT 7650 BIG TREE ROAD, LIVONIA, NEW YORK
- #2022-15 RESOLUTION GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM THE ADJUSTMENT FOR THE OWNER AND AGREEING TO MAINTAIN FACILITIES ADJUSTED VIA STATE-LET CONTRACT
- #2022-16 RESOLUTION ACCEPTING THE 2021 ANNUAL AUDIT

**6. Communications**

**7. Adjournment**

**Next Regular Meeting: Wednesday, April 20, 2022 @ 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.



The Chairman called the meeting to order at 7:59 AM and opened nominations for officers of the Authority for 2022.

**TEMPORARY CHAIRMAN**

*Motion: M. Falk moved, and S. Beardsley seconded to nominate T. Saunders as temporary Chairman of the Board. Carried unanimously.*

**CHAIRMAN**

*Motion: T. Saunders moved, and S. Beardsley seconded to nominate M. McKeown for Chairman of the Board. Carried unanimously.*

**VICE CHAIRMAN**

*Motion: D. Higgins moved, and M. Falk seconded to nominate D. Fanaro for Vice Chairman of the Board. Carried unanimously.*

**TREASURER**

*Motion: M. McKeown moved, and D. Higgins seconded to nominate S. Beardsley for the Treasurer of the Board. Carried unanimously.*

**SECRETARY**

*Motion: M. McKeown moved, and T. Saunders seconded to nominate C. Murphy for Secretary of the Board effective March 1, 2022 Carried unanimously.*

**MEETINGS**

**Regular Meeting Schedule for 2022**

(Location: Watershed Education Center in Vitale Park, 5828 Big Tree Road, Lakeville, NY 14480)

*\* Note: Due to the ongoing COVID-19 pandemic, the Board may elect to hold meeting remotely vs in-person. Any meeting changes will be posted on LCWSA's webpage\**

<b>Date</b>	<b>Time</b>
1/19/22	Immediately following Organizational Meeting at 8:00 am
2/16/22	8:00 am
3/16/22	8:00 am
4/20/22	8:00 am
5/18/22	8:00 am
6/15/22	8:00 am
7/20/22	8:00 am
8/17/22	8:00 am
9/21/22	8:00 am
10/19/22	8:00 am
11/16/22	8:00 am
12/16/22	9:00 am

#2022-01

RESOLUTION SETTING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY MEETING SCHEDULE FOR 2022

*Motion: S. Beardsley moved, and M. Falk seconded to approve Resolution #2022-01 to SET THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY MEETING SCHEDULE FOR 2022. Carried unanimously.*

- #2022-02 RESOLUTION DESIGNATING THE 2022 OFFICAL NEWSPAPERS  
*Motion: T. Saunders moved, and M. Falk seconded to approve The Genesee Country Express & the Livingston County News the official newspapers for 2022. Carried unanimously.*
- #2022-03 RESOLUTION DESIGNATING THE OFFICAL BANK FOR THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY  
*Motion: M. Falk moved, and D. Higgins seconded to approve Five Star Bank as the official bank for 2022 for daily deposits and transactions; however, the Board may utilize other Livingston County bank as necessary. Carried unanimously.*
- #2022-04 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 M. Falk seconded to approve Resolution #2022-04 naming Clark Patterson Lee for General Professional Engineers of the Livingston County Water and Sewer Authority for 2022. Carried unanimously.*
- #2022-05 RESOLUTION REVIEWING AND ADOPTING VARIOUS LIVINGSTON COUNTY WATER AND SEWER AUTHORITY POLICIES  
*Motion: S. Beardsley moved, and M. Falk seconded to approve Resolution #2022-05 Adopting various Livingston County Water and Sewer Authority Policies. Carried unanimously.*

#### **PAYMENT OF BILLS**

*Motion: S. Beardsley moved and T. Saunders seconded to authorize any officer of the Board to approve any payment of bills to either take advantage of discounts or avoid penalties, and further those payments shall be brought to the attention of the Board at the next meeting. Carried unanimously.*

#### **BOARD COMMITTEES**

*Discussed and agreed committee would remain the same as last year and any vacancy will be filled by the new incoming board member*

- D. Fanaro, M. McKeown and vacant to the Governance Committee; and*
- S. Beardsley, D. Higgins, and D. Higgins to the Audit/Finance Committee; and*
- D. Fanaro, T. Saunders, and M. McKeown (alternate) to the Unity Task Force (Village of Livonia/LCWSA Joint Water/Sewer Committee). Carried unanimously.*

*Adjourn: Motion: D. Higgins moved, and S. Beardsley seconded to adjourn the Organizational meeting at 8:15 am. Carried unanimously.*



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

**Excused:** D. Fanaro

**Absent:**

**Others attending:** J. Molino (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk) and Eric Wies (Clark Paterson Lee)

### Approval of Agenda

*Motion: M. Falk moved, and D. Higgins seconded to approve the agenda as presented. Carried unanimously.*

### Approval of Minutes -December 17, 2021

*Motion: F. Falk moved, and T. Saunders seconded to approve the regular board meeting minutes dated December 17, 2021. Carried unanimously.*

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

*Motion: S. Beardsley moved, and M. Falk seconded to approve the December 2021 Financial Report. Carried unanimously.*

### Approval of Expenditures

*Motion: T. Saunders moved, and S. Beardsley seconded to approve paying Total Capital & Operating expenditures of \$122,723.48. Carried unanimously.*

*Motion: S. Beardsley moved, and D. Higgins seconded to approve paying Utilities & Miscellaneous expenditures in an amount not to exceed \$575,162.47 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 approve the Operations and Capital Report. Carried unanimously.*

### Other Business

#2022-06 RESOLUTION TO APPROVE AN ELEVENTH SUPPLEMENTAL RESOLUTION TO ALLOW AN INCREASE IN BORROWING TO FINANCE CERTAIN WATER IMPROVEMENTS IN CONNECTION WITH E.F.C. STATE DRINKING WATER REVOLVING FUND PROJECT NO.: 18746

*Motion: M. Falk moved, and S. Beardsley seconded to approve resolution #2022-06 approving AN ELEVENTH SUPPLEMENTAL RESOLUTION TO ALLOW AN INCREASE IN BORROWING TO FINANCE CERTAIN WATER IMPROVEMENTS IN CONNECTION WITH E.F.C. STATE DRINKING WATER REVOLVING FUND PROJECT NO.: 18746. Carried unanimously.*

#2022-07 RESOLUTION TO ESTABLISH THE SEASONAL LABORER WAGE RATE FOR 2022

**Motion: D. Higgins and seconded by T. Saunders to approve resolution #2022-07 to ESTABLISH THE SEASONAL LABORER WAGE RATE FOR 2022 at \$18 per hour. Carried unanimously.**

#2022-08 RESOLUTION TO ACCEPT A PROPOSAL FOR \$66,600 FROM CLARK, PATTERSON AND LEE (CPL) FOR DESIGN, BIDDING AND INSPECTION SERVICES FOR THE GROVELAND STATION WWTF UV DISINFECTION PROJECT

**Motion: M. Falk and seconded by S. Beardsley to approve resolution #2022-08 to ACCEPT A PROPOSAL FOR \$66,600 FROM CLARK, PATTERSON AND LEE (CPL) FOR DESIGN, BIDDING AND INSPECTION SERVICES FOR THE GROVELAND STATION WWTF UV DISINFECTION PROJECT. Carried unanimously.**

### **Communications/Executive Director Report**

J. Molino updated the board on the Richmond Mills Road water line.  
J. Molino updated the board on Pine Tree & Lake Forest mobile home parks  
J. Molino will be attending upcoming meetings at Livonia Central School, Village of Leicester, Town of Sparta and the Board of Supervisors.

### **Executive Session**

***Motion: T. Saunders moved, and D. Higgins seconded that the board reconvene in Executive Session at 9:44 am for the purpose of discussions concerning the employments history of a particular person or corporation, or matter leading to the appointment. Employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, Executive Director J. Molino was asked to stay. Carried unanimously.***

***Motion: S. Beardsley moved, and M. Falk seconded to end the Executive Session at 10:00 am. Carried unanimously.***

### **Amend Agenda**

***Motion: T. Saunders moved, and D. Higgins seconded to amend the agenda to add***

#2022-09 RESOLUTION TO SET THE COMPENSATION FOR THE POSITION OF DIRECTOR OF OPERATIONS

**Motion: D. Higgins moved, and M. Falk seconded to approve Resolution #2022-09 setting THE COMPENSATION FOR THE POSITION OF DIRECTOR OF OPERATIONS to \$82,696. Carried unanimously.**

***Adjourn: Motion: S. Beardsley moved, and M. Falk seconded to adjourn the Board meeting at 11:00 am. Carried unanimously.***



**Members Attending:** S. Beardsley, D. Fanaro, M. Falk, D. Higgins

**Excused:** T. Saunders, M. Mckeown

**Absent:**

**Others attending:** J. Molino (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), C. Murphy (Senior Account Clerk) and Eric Wies (Clark Paterson Lee)

### Approval of Agenda

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

**Approval of Minutes – January regular and organizational meeting minutes will be approved March 16, 2022**

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

*Motion: M. Falk moved, and S. Beardsley moved to approve the January 2022 Financial Report. Carried unanimously.*

### Approval of Expenditures

*Motion: S. Beardsley moved, and D. Higgins seconded to approve paying Total Capital & Operating expenditures of \$659,334.90. Carried unanimously.*

*Motion: M. Faulk moved, S. Beardsley seconded to approve paying utilities & miscellaneous expenditures in an amount not to exceed \$1,411,832.97 which includes project expenditures of \$1,300,412.41, 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 S. Beardsley seconded to approve the Operations and Capital Report. Carried unanimously.*

### Other Business

#2022-10 RESOLUTION TO STANDARDIZE WATER METERS FOR THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY

*Motion: M. Faulk moved, D. Higgins seconded to approve resolution #2022-10 approving to standardize water meters for the Livingston County Water and Sewer Authority.*

#2022-11 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TO SIGN A MEMORANDUM OF AGREEMENT WITH THE LIVINGSTON COUNTY BOARD OF SUPERVISORS FOR PROJECT MANAGEMENT AND OVERSIGHT SERVICES

*Motion: S. Beardsley moved, D. Higgins seconded to approve resolution #2022-11 authorizing the Executive Director of the Livingston County Water and Sewer Authority to sign a memorandum of agreement with the Livingston County Board of Supervisors for project management and oversight services.*

#2022-12 RESOLUTION TO ACCEPT A PROPOSAL FROM GHD CONSULTING SERVICES INC. (GHD) FOR PROFESSIONAL SERVICES TO SUPPORT MODIFICATIONS AND

IMPROVEMENTS TO THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY  
COMMUNICATION SYSTEM

***Motion: D. Higgins moved, S. Beardsley seconded to approve resolution #2022-12 to accept a proposal from GHD Consulting Services for professional services to support modifications and improvements to the Livingston County Water and Sewer Authority communication system.***

**Communications/Executive Director Report**

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

J. Molino updated the board on Pine Tree & Lake Forest mobile home parks

J. Molino updated the board that the smoke testing bids went out and are due March 10, 2022.

J. Molino updated the board on the UV building and the demolition of the methane tank.

***Adjourn: Motion: S. Beardsley moved, and M. Falk seconded to adjourn the Board meeting at 08:45 am. Carried unanimously.***

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**Board Financial Report**  
**February 2022**

**ASSETS**

<b><u>Operating Cash (Reserve)</u></b>	\$ 848,931	p. 3a	Cash Report p. 4
<b><u>Debt Reserve Bank Balance</u></b>	\$1,034,544	p. 3b	
<b><u>Restricted Cash:</u></b>	\$ 118,571	p. 3d	
<i>Town of Caledonia</i>	<i>(\$11,222)</i>		
<i>On Deposit M &amp; T</i>	<i>(\$107,349)</i>		
<b><u>Accounts Receivable</u></b>	\$ 1,865,948	p. 3c	
<b>Work-In-Progress (WIP Report Attached )</b>	\$4,493,625	p. 4e	WIP Report p.5

**LIABILITIES**

<b><u>Current Liabilities</u></b>	\$ 5,461,688	p. 3f	
<i>Debt Payables, Retirement Accruals,</i>			
<i>Current WWTP Project (Short Term Debt)</i>			
	5,431,112		
<i>Funds Held for Others</i>			
	\$8,310	<i>Customer overpayments</i>	
	\$22,266	<i>Compact of Towns</i>	
<b><u>Long Term Liabilities</u></b>	\$5,570.398	p. 3g	
Loans	\$3,577,775		
V. Livonia Lease	\$ 253,976		
Deferred Outflow-Pension	\$(683,081)		
Deferred Outflow-OPEB	\$(476,596))		
Deferred Inflow-OPEB	\$115,022		
Deferred Inflow-Pension	\$ 649,119		
Net Pension	\$ 2,225		
OPEB	\$2,094,564		
Compensated Absences	\$ 37,394		

REVENUE

2

2022 Budget Revenue -\$3,460,268

p. 5a

February is a billing month (Revenue reflects service period 11/1/21-1/31/22)

Year to Date Revenue

\$317,785

p.5b

Increase of \$65,440 from last year same time period.

Retail Fees up \$65,789-Village of Livonia & DOCCS

EXPENSES

2022 Budget Expenses -\$3,459,882

p. 6a

Year to Date Expenses

\$342,535 (approx..9.9% of Budget)

Increase of \$37,580 from last year same time period

Increases

Wages & Salaries \$10,272

additional staff

Health Insurance \$12,199

10% increase , additional staff

Outside O& M \$20,538

higher payable in 2020

Customer Install \$16,131

6 inch meter purchase

Decreases

Plant Ops \$12,444

own staff

Other Prof. Service \$10,984

Executive Director search

**Livingston County WSA**  
Balance Sheet  
As of 2/28/2022  
(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Ba...	YTD Change
<b>CURRENT ASSETS</b>					
Operating Cash	848,931	876,582	(27,651)	1,567,214	(718,284)
Debt Reserve	1,034,544	900,202	134,342	1,012,560	21,983
Accounts Receivable	1,865,948	1,716,852	149,096	2,011,966	(146,017)
Capital Contributions Receivable	51,864	41,204	10,661	56,410	(4,546)
Inventory	30,605	33,517	(2,912)	41,875	(11,270)
Prepaid Expenses	80,997	10,976	70,021	127,325	(46,328)
Funds held for Others	30,575	27,159	3,416	35,637	(5,062)
<b>Total CURRENT ASSETS</b>	<u>3,943,464</u>	<u>3,606,491</u>	<u>336,973</u>	<u>4,852,987</u>	<u>(909,523)</u>
<b>Total Current Assets</b>	<u>3,943,464</u>	<u>3,606,491</u>	<u>336,973</u>	<u>4,852,987</u>	<u>(909,523)</u>
<b>NON-CURRENT ASSETS</b>					
Restricted Cash	118,571	667,366	(548,795)	118,568	3
Capital Contrib Receivable, net current	474,108	632,064	(157,956)	474,108	0
Property & Equipment, Net Deprec	33,814,066	23,194,962	10,619,103	33,099,956	714,110
Work-in-Progress	4,493,625	8,636,441	(4,142,817)	5,038,373	(544,748)
<b>Total NON-CURRENT ASSETS</b>	<u>38,900,369</u>	<u>33,130,833</u>	<u>5,769,536</u>	<u>38,731,005</u>	<u>169,364</u>
<b>Total Non-Current Assets</b>	<u>38,900,369</u>	<u>33,130,833</u>	<u>5,769,536</u>	<u>38,731,005</u>	<u>169,364</u>
<b>TOTAL ASSETS</b>	<u>42,843,834</u>	<u>36,737,324</u>	<u>6,106,509</u>	<u>43,583,993</u>	<u>(740,159)</u>
<b>CURRENT LIABILITIES</b>					
Accounts Payable	5,214	99,021	(93,807)	25,235	(20,021)
Current Portion Loans Payable	5,424,700	400,789	5,023,911	4,601,484	823,216
Other Current Liabilities	1,198	131,045	(129,847)	1,703,791	(1,702,592)
Funds held for others	30,575	27,156	3,420	35,637	(5,062)
<b>Total CURRENT LIABILITIES</b>	<u>5,461,688</u>	<u>658,011</u>	<u>4,803,677</u>	<u>6,366,147</u>	<u>(904,459)</u>
<b>Total Current Liabilities</b>	<u>(5,461,688)</u>	<u>(658,011)</u>	<u>(4,803,677)</u>	<u>(6,366,147)</u>	<u>904,459</u>
<b>NON-CURRENT LIABILITIES</b>					
System Revenue Notes Payable	5,570,398	3,961,225	1,609,173	5,570,398	0
<b>Total NON-CURRENT LIABILITIES</b>	<u>5,570,398</u>	<u>3,961,225</u>	<u>1,609,173</u>	<u>5,570,398</u>	<u>0</u>
<b>Retained Earnings &amp; Net Position</b>					
Retained Earnings	(31,950,369)	(32,317,080)	366,711	(31,950,333)	(36)
Net Income	(164,264)	168,458	(332,722)	0	(164,264)
<b>Total Retained Earnings &amp; Net Position</b>	<u>(32,114,633)</u>	<u>(32,148,622)</u>	<u>33,989</u>	<u>(31,950,333)</u>	<u>(164,300)</u>
<b>Total Net Position</b>	<u>43,146,719</u>	<u>36,767,858</u>	<u>6,378,861</u>	<u>43,886,878</u>	<u>(740,159)</u>

(3)

	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	April
	Actual	Actual	Actual	Actual	Act	Act	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 1,626	\$ 1,753	\$ 1,625	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,462
<u>Cash Received</u>														
Customer Billing	368.5	41.5	380.5	310.5	19.8	520	344.5	28	523.5	355	33.2	424	300	350
Miscellaneous	66.5	0.6	1	4.4	24.8	1.7		0.2	5.5	3		2.4		
Grant/Contributions/EFC											143.8			
Draws														
Billing Services/O & M														
Services	72.1	3.8	45.4	13.2		15.8	17		2.6	37			40	
Relevy		197.2	-23											
<u>Estimated Cash Receipts</u>														
Cash Receipts														
Debt/Grant/Contrib Receipts												1048.3	532	
EFC							651		239.1	1163				
Cash Balance before expenditures	\$ 2,133	\$ 1,997	\$ 2,029	\$ 2,089	\$ 1,925	\$ 2,149	\$ 2,547	\$ 2,037	\$ 2,335	\$ 3,199	\$ 1,745	\$ 1,669	\$ 1,722	\$ 1,812
Utility & Misc. Vouchers	171.1	166	163	134	161.8	111.1	168.7	177	183.3	452	151	159.6	160	160
Operating Vouchers	85.3	182.9	90	41	151.9	164.8	88.5	134	180.7	108	83	79	90	90
Miscellaneous							121.8		96					
Project Vouchers	123.3	22.3	15.5	33	0.5	338.4	159	162	329.7	975	1317	580	10	10
<u>Estimated Expenditures</u>														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,753	\$ 1,625	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,462	\$ 1,552
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1299	1201	1108	1094	1174	1168	1150	1149	1037	931	887	918	908	898
Unallocated Cash Balance	\$ 454	\$ 424	\$ 653	\$ 787	\$ 437	\$ 366	\$ 859	\$ 415	\$ 604	\$ 637	\$ (693)	\$ (68)	\$ 554	\$ 654

10% of 2022 Budget Expenditures = \$345,988





Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 2/1/2022 Through 2/28/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
<b>OPERATING REVENUE</b>						
<b>Fees</b>						
4110	791,864.05	291,201.13	225,412.39	65,788.74	3,168,145.00	(2,876,943.87)
4120	76.00	194.00	30,709.84	(30,515.84)	180,000.00	(179,806.00)
4125	15,145.25	15,145.91	(15,691.00)	30,836.91	0.00	15,145.91
	807,085.30	306,541.04	240,431.23	66,109.81	3,348,145.00	(3,041,603.96)
<b>Permit Fees</b>						
4200	5,934.00	8,588.89	8,405.00	183.89	30,000.00	(21,411.11)
	5,934.00	8,588.89	8,405.00	183.89	30,000.00	(21,411.11)
<b>O&amp;M Services</b>						
4130	0.00	0.00	0.00	0.00	15,000.00	(15,000.00)
	0.00	0.00	0.00	0.00	15,000.00	(15,000.00)
<b>Other Income</b>						
4140	76.40	496.40	3,508.28	(3,011.88)	50,623.00	(50,126.60)
4160	500.00	500.00	0.00	500.00	0.00	500.00
4410	1,658.65	1,658.65	0.00	1,658.65	16,500.00	(14,841.35)
	2,235.05	2,655.05	3,508.28	(853.23)	67,123.00	(64,467.95)
	815,254.35	317,784.98	252,344.51	65,440.47	3,460,268.00	(3,142,483.02)
<b>OPERATING EXPENSE</b>						
<b>Wages &amp; Fringes</b>						
5010	63,882.20	99,455.19	89,182.82	10,272.37	1,011,098.00	911,642.81
5020	3,690.35	6,330.31	2,746.57	3,583.74	43,519.00	37,188.69
5030	4,730.95	7,261.13	6,377.39	883.74	80,678.00	73,416.87
5040	9,829.34	19,638.41	25,456.00	(5,817.59)	122,336.00	102,697.59
5048	2,795.64	2,795.64	6,242.62	(3,446.98)	34,928.00	32,132.36
5050	18,692.29	54,509.15	42,310.21	12,198.94	242,342.00	187,832.85
5060	19,343.63	19,343.63	21,378.76	(2,035.13)	20,141.00	797.37
5070	2,539.87	4,171.34	2,716.82	1,454.52	15,000.00	10,828.66
	125,504.27	213,504.80	196,411.19	17,093.61	1,570,042.00	1,356,537.20
<b>Professional Services</b>						
6110	178.50	178.50	1,863.92	(1,685.42)	25,349.00	25,170.50
6120	0.00	0.00	0.00	0.00	20,000.00	20,000.00
6130	887.55	7,252.66	5,502.75	1,749.91	19,300.00	12,047.34
6140	2,964.92	1,204.90	3,124.90	(1,920.00)	30,300.00	29,095.10
6150	8,100.00	16,200.00	16,200.00	0.00	102,000.00	85,800.00
6160	0.00	0.00	12,444.00	(12,444.00)	0.00	0.00
6190	0.00	0.00	10,984.00	(10,984.00)	0.00	0.00
	12,130.97	24,836.06	50,119.57	(25,283.51)	196,949.00	172,112.94
<b>Utilities</b>						
6210	22,380.55	19,720.24	19,265.74	454.50	289,366.00	269,645.76
6220	1,538.02	1,041.90	1,152.05	(110.15)	20,304.00	19,262.10

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 2/1/2022 Through 2/28/2022



	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6230 Telephone	1,004.94	5,137.04	5,773.48	(636.44)	23,007.00	17,869.96
Total Utilities	24,923.51	25,899.18	26,191.27	(292.09)	332,677.00	306,777.82
Vehicle Expense						
6410 Not using in 2012	0.00	0.00	59.54	(59.54)	0.00	0.00
6420 Vehicle Repair	2,839.95	2,839.95	833.06	2,006.89	10,000.00	7,160.05
6430 Gasoline	0.00	0.00	0.00	0.00	30,604.00	30,604.00
Total Vehicle Expense	2,839.95	2,839.95	892.60	1,947.35	40,604.00	37,764.05
Purchased Water/Sewer						
6510 Purchased Water	27,549.50	972.76	12,361.56	(11,388.80)	537,500.00	536,527.24
6515 Purchased Water MCWA	15,145.25	15,145.25	14,842.84	302.41	0.00	(15,145.25)
6520 Purchased Sewer Treatment	15,854.30	4,854.30	2,756.89	2,097.41	85,000.00	80,145.70
Total Purchased Water/Sewer	58,549.05	20,972.31	29,961.29	(8,988.98)	622,500.00	601,527.69
Equipment Maintenance						
6610 Equipment Repair/Supply	84.33	84.33	1,123.28	(1,038.95)	11,275.00	11,190.67
6625 Small Equipment Purchase	999.47	(2,529.62)	50.70	(2,580.32)	59,955.00	62,484.62
6635 Equip Lease/Rental Contracts	0.00	0.00	0.00	0.00	21,580.00	21,580.00
Total Equipment Maintenance	1,083.80	(2,445.29)	1,173.98	(3,619.27)	92,810.00	95,255.29
Building Maintenance						
6310 Outside O&M Services	3,795.01	3,027.30	(17,511.00)	20,538.30	289,618.00	286,590.70
6320 Laboratory Services	1,661.00	1,817.00	4,674.00	(2,857.00)	0.00	(1,817.00)
6350 Refuse Collection	975.64	1,559.67	970.93	588.74	0.00	(1,559.67)
6360 Cleaning Service	300.00	300.00	375.00	(75.00)	0.00	(300.00)
6620 Building Repair/Supply	14,553.15	16,918.79	11,905.24	5,013.55	170,810.00	153,891.21
6640 Customer Installation Supplies	5,926.46	24,443.56	8,312.20	16,131.36	26,232.00	1,788.44
Total Building Maintenance	27,211.26	48,066.32	8,726.37	39,339.95	486,660.00	438,593.68
Other Expenses						
6340 Uniforms/Clothing	219.10	211.00	349.00	(138.00)	4,700.00	4,489.00
6700 Permits, Fees & Inspections	0.00	0.00	0.00	0.00	24,010.00	24,010.00
6810 Postage & Freight	2,790.69	2,790.69	69.25	2,721.44	14,400.00	11,609.31
6820 Office Supplies	440.89	640.33	640.76	(0.43)	4,800.00	4,159.67
6830 Advertising	1,507.36	1,507.36	115.21	1,392.15	3,990.00	2,482.64
6840 Travel & Training	3,712.77	3,712.77	24.97	3,687.80	24,740.00	21,027.23
Total Other Expenses	8,670.81	8,862.15	1,199.19	7,662.96	76,640.00	67,777.85
Easements & Judgements						
6870 Easements & Landtaking	0.00	0.00	0.00	0.00	40,500.00	40,500.00
6880 Judgements & Claims	0.00	0.00	0.00	0.00	500.00	500.00
Total Easements & Judgements	0.00	0.00	0.00	0.00	41,000.00	41,000.00
Total OPERATING EXPENSE	260,913.62	342,535.48	314,675.46	27,860.02	3,459,882.00	3,117,346.52
GAIN/LOSS BEF DEPRECIATION	554,340.73	(24,750.50)	(62,330.95)	37,580.45	386.00	(25,136.50)
DEPRECIATION EXPENSE						



## LCWSA CAPITAL PROJECTS REPORT

March 16, 2022

### 31085 DOCCS WSP

No change- still averaging between 110,000 and 135,000 gpd.

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

Randsco had their sub contractor in and did the demolition of the upper tank. The 2 inch prv will be installed at the upper prv location. Waiting on the 4 inch prv and control valve still for the lower station. The electric panels for the chlorine building and vaults are still on order Tentative ship date is the end of March.

### 31138 Comprehensive SCADA System Evaluation

We had a conference call with GHD to go over the engineering document and a schedule of work.

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

no update at this time

### 31142 Lakeville WWTP Upgrades - Phase 2 + UV

Blue Heron has most of the siding and roofing on the UV building. They have been working on the relocation of a sewer lateral that was in conflict with the UV effluent pipe. A tentative start up for the UV has been scheduled for the week of March 21st. They have also removed the old methane tank along with some of the old methane piping.

## LCWSA OPERATIONS REPORT

March 16, 2022

### Water and Sewer Work Program

Customer Work Orders	Staff completed 44 workorders; up 5 from last month.
UFPO	Staff completed 56 stakeouts; up 9 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing were completed.

### Water Work Program

Curb Box Replacements	Staff repaired 1 curb box
New Water Connections	Staff repaired one water service. Staff replaced 2 service saddles.
Shelly Rd Pump Station	Air reliefs have been innstalled. Also the additional alarming has been completed..
Health Department Annual Review	Completed the D.O.H review. Went well no serious issues found.

### Sewer Work Program

Sewer Cleaning and Televising	As time and weather allows staff is cleaning and televising in the Village of Livonia.
Sewer Repair	Fineline Repaired sewer lateral and installed a cleanout at 21 High St

To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director 

Re: Internal Controls Self-Assessment (Year 2021)

Date: March 7, 2022

The purpose of this memo is to provide the Board with the following information: (1) relevant excerpts from the Authorities Budget Office (ABO) recommended guidance document on performing annual internal control assessments, (2) results of the 2019 LCWSA Self-Assessment with recommended "corrective" actions, and (3) 2020 LCWSA Self-Assessment results.

1. **ABO RECOMMENDED GUIDANCE RE: ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL CONTROLS** (*excerpts*)

- **Provisions:** Section 2800 (1)(a)(9) and Section 2800 (2)(a)(9) of Public Authorities Law require all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.
- **Objectives:** The importance of an adequate system of internal control is to:
  - (a) promote effective and efficient operations so as to help the authority carry out its mission;
  - (b) provide reasonable, but not absolute, assurance that assets are safeguarded against inappropriate or unauthorized use;
  - (c) promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with management's authorization and recorded properly in accounting records;
  - (d) encourage adherence to management's policies and procedures for conducting programs and operations; and
  - (e) ensure compliance with applicable laws and regulations.
- **Internal Control Assessment:** To satisfy the requirement of Sections 2800 (1) (a) (9) and 2800 (2)(a)(9) of Public Authorities Law, authorities should incorporate, either within their annual report or as a separate document, a statement explaining that the authority has conducted a formal, documented process to assess the effectiveness of their internal control structure and procedures and indicating whether or not the internal controls are adequate. The following statement will be included in the Authority's annual report and posted on the website:

*This statement certifies that the Livingston County Water and Sewer Authority followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending 2021. To the extent that deficiencies were identified, the authority has developed corrective action plans to reduce any corresponding risk.*

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**2. 2020 SELF-ASSESSMENT RESULTS**

Based on a review of major business functions, LCWSA Management Staff identified weaknesses related to outdated policies and procedures. In addition, it was observed that we needed better controls on our inventory practices.

*Proposed Corrective Actions:*

**POLICIES/PROCEDURES**

- LCWSA Management is continuing to update policies and procedures identified in 2019.

**INVENTORY CONTROL**

- Developed tracking system to record inventory items when purchased, taken to trucks, and placed into customer properties.

**3. 2021 SELF-ASSESSMENT RESULTS**

Based on a review of major business functions, LCWSA Management Staff has identified weaknesses related to both outdated policies and procedures, and a lack of written procedures to ensure that policies are being carried out/implemented correctly.

*Proposed Corrective Actions:*

**POLICIES/PROCEDURES**

- Identify policies that lack formal written procedures/need to be updated and develop written procedures/update for review and approval by the Board.
- Communicate to staff re: new and/or updated policies/procedures.



**RESOLUTION NO. 2022-13**

**RESOLUTION AWARDING A BID FOR SMOKE TESTING INVESTIGATION (I/I STUDY – EFC EPG PROJECT NO. 105113) TO NATIONAL WATERMAIN CLEANING COMPANY**

WHEREAS, after proper legal advertisement for bids for Smoke Testing Investigation (I/I Study – EFC EPG Project No. 105113), three (3) bids were received, then publicly opened and read aloud on March 10, 2022, and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated March 11, 2022, and

WHEREAS, National Water Main Cleaning Company, having an address of 25 Marshall Street, Canton, Massachusetts 02021, has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$77,500, and

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

RESOLVED, that the Authority Board hereby authorizes the Executive Director to sign a contract with National Water Main Cleaning Company for Sanitary Sewer Cleaning and Televising (I/I Study – EFC EPG Project No. 105113) in the amount of \$77,500, subject to review by the Authority Attorney, and, therefore be it further,

RESOLVED, that the Authority Board hereby authorizes the Executive Director to approve any additional work related to the EFC EPG Project No. 105113 not to exceed the total project amount of \$120,000.

March 30, 2022  
Livingston County Water & Sewer Authority  
Moved By:  
Seconded By:  
AYES:  
NAYS:

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To: Livingston County Water and Sewer Authority Board

From: Jason Molino, Executive Director



Date: March 10, 2022

Subject: **Wastewater Infrastructure Engineering Planning Grant #105113**

**1. Action Requested:**

Adopt a resolution awarding a bid for smoke testing investigation to National Watermain Cleaning Company.

**2. Background:**

Through the 2020 consolidated funding application process the Authority received a \$100,000 grant through the Wastewater Infrastructure Engineering Planning Grants program. The grant is for a Phase 2 Collection System I/I Study. This study is continuing the efforts to locate and eliminate sources of infiltration and inflow (I/I). The LCWSA will build on the success of the I/I study that was funded in 2019 with a \$100,000 grant from the EPG program.

The planning study will focus on the sewer collection system that serves residents in the Village of Livonia, Livonia Center and the Hamlet of Lakeville. The collection system is comprised of infrastructure dating back to the late 1930s and has experienced high levels of I/I resulting in overflows and reduced collection system capacity. The high levels of I/I also result in inefficient levels of treatment at the Lakeville WWTF, which discharges to the Conesus Lake Watershed.

The goal will be to identify issues in the collection system, along with issues on private property including illegal connections. In addition, the study will include the development of a capital improvement plan for items identified during the field investigations.

After proper legal advertisement for bids, three (3) bids were received, then publicly opened on March 10, 2022. Clark Patterson Lee has completed a review of the bids. A bid review letter is forthcoming.

**3. Financial Implications:**

The low bid was \$77,500. The total project cost is \$120,000. \$100,000 will be a reimbursable grant from the EPG program. The program requires a 20% cash and/or in-kind match.

Due to the bid being lower than anticipated, staff will evaluate if any additional smoke testing can be accomplished with remaining project funds.

It is recommended that the Board approve awarding the work to National Watermain Cleaning Company so that the work can begin this spring.

March 11, 2022

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

**RE: LIVINGSTON COUNTY WATER AND SEWER AUTHORITY  
SMOKE TESTING INVESTIGATION  
RECOMMENDATION OF AWARD**

Dear Mr. Molino:

The bids for this project were opened on March 11, 2022. The base bid consists of completing smoke testing investigations of three (3) sub-areas of the LCWSA sanitary sewer collection system, including the Hamlet of Livonia Center, Village of Livonia and the Hamlet of Lakeville and generating a findings report.

We received a total of three (3) bids. A copy of the bid tabulation is enclosed for your information and review. The low bidder for the project was National Water Main Cleaning Company from Canton, Massachusetts with a Base Bid amount of \$77,500.00.

We have discussed their bid and construction schedule with them. We feel their bid is a true representation of the costs to complete this project and that National Water Main Cleaning Company is qualified to complete the project. They have also indicated they will meet the M/WBE participation requirements set for this contract

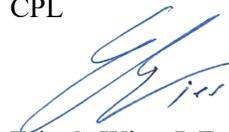
Therefore, we recommend that the Livingston County Water and Sewer Authority Board pass a resolution **"Accepting the Base Bid in the amount of \$77,500.00 as received from National Water Main Cleaning Company and awarding the Contract to them."**

We have also enclosed the Notice of Award which will need to be signed and returned to our office. The Notice of Award will then be forwarded to the Contractor along with several copies of the Agreement and bonds for their execution. When returned, the executed Agreements will be sent to you for signature. This process generally takes two (2) weeks.

CPL looks forward to working with the Livingston County Water and Sewer Authority and the contractor to successfully complete this project. If you have any questions or require additional information, please contact me at (585) 402-7529.

Very truly yours,

CPL



Eric C. Wies, P.E.  
Principal

Enclosures



**RESOLUTION NO. 2022-14**

**RESOLUTION AUTHORIZING A LICENSE AGREEMENT WITH THE CITY OF ROCHESTER, NEW YORK TO OPERATE AND MAINTAIN WATER QUALITY MONITORING EQUIPMENT LOCATED AT 7650 BIG TREE ROAD, LIVONIA, NEW YORK**

WHEREAS, the Livingston County Water and Sewer Authority (Authority) has an original agreement dated February 3, 2012, with the City of Rochester, New York (City) for a license to operate and maintain the City's water quality monitoring equipment in the Authority pump house located at 7650 Big Tree Road, Livonia, New York, and

WHEREAS, the agreement expired February 2, 2022, and the City and Authority are desirous of extending the agreement for another 10 years to ensure the City can continue access water quality monitoring equipment, and therefore now be it,

RESOLVED, the Authority Board authorizes the Executive Director to execute an agreement with the City for a license to a pump house located at 7650 Big Tree Road, Livonia, New York, subject to review by the Authority Attorney.

March 30, 2022  
Livingston County Water & Sewer Authority  
Moved By:  
Seconded By:  
AYES:  
NAYS:



**RESOLUTION NO. 2022-15**

**RESOLUTION GRANTING THE STATE OF NEW YORK AUTHORITY TO PERFORM THE  
ADJUSTMENT FOR THE OWNER AND AGREEING TO MAINTAIN FACILITIES  
ADJUSTED VIA STATE-LET CONTRACT**

WHEREAS, the New York State Department of Transportation (“State”) proposes the construction, reconstruction, or improvement of NY-408 at I-390 Pavement Rehabilitation, Towns of Groveland and Mount Morris, Livingston County, P.I.N. 4408.10.321, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project, the filling of approximately one (1) inactive water meter manhole, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans and Utility Special Note relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and/or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans and Utility Special Notes, relating to the above mentioned project, and now, therefore be it,

RESOLVED, that the Livingston County Water and Sewer Authority approves of the adjustment to water line valve boxes and the above-mentioned work performed on the project and shown on the contract plans relating to the project and that the Livingston County Water and Sewer Authority will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans, and be it further,

RESOLVED, that the Executive Director has the authority to sign, with the concurrence of the Livingston County Water and Sewer Authority Board of Directors, any and all documentation that may become necessary as a result of this project as it relates to the Livingston County Water and Sewer Authority, and be it further,

RESOLVED, that the Livingston County Water and Sewer Authority is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

March 30, 2022  
Livingston County Water & Sewer Authority  
Moved By:  
Seconded By:  
AYES:  
NAYS:

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To: Livingston County Water and Sewer Authority

From: Jason Molino, Executive Director 

Date: March 10, 2022

Subject: Manhole – Mt. Morris

**1. Action Requested:**

Adopt a resolution authorizing the New York State Department of Transportation the authority to fill-in an abandon manhole as part of NYS DOT project in the Towns of Groveland/Mt. Morris.

**2. Background:**

In 2022 the NYS DOT is widening Rt 408 at the I390 interchange in Groveland/Mt Morris. During the design process an abandon Authority manhole was located adjacent to the right turn lane for the north bound I390 ramp. The manhole former housed a water meter prior to improvements and expansion to the Groveland-ARS waterline.

Because the manhole and connecting waterlines are abandon and out of service, the DOT is requesting permission to backfill the manhole as part of the road project. The attached resolution is required to allow the DOT to complete this work on an Authority asset.

**3. Financial Implications:**

There are no financial implications to the Authority.



**RESOLUTION NO. 2022-16**

**RESOLUTION ACCEPTING THE 2021 ANNUAL AUDIT**

WHEREAS, New York Public Authorities Law requires all Public Authorities to conduct an annual financial audit, and the Livingston County Water & Sewer Authority's ("Authority") has an existing auditing services contract with Bonadio & Co., LLP, and

WHEREAS, the Authority Audit and Finance Committee met on March 11, 2022 to review the draft financial statements, communication letter and management letter, and, now, therefore be it,

RESOLVED, that the Livingston County Water & Sewer Authority accepts the annual audit as presented by the Audit and Finance Committee and direct staff to file the report as necessary, per Livingston County Water & Sewer Authority enabling legislation.

March 30, 2022  
Livingston County Water & Sewer Authority  
Moved By:  
Seconded By:  
AYES:  
NAYS: