



Livingston County Water & Sewer Authority
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Agenda

**LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
May 18, 2022 at 8:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480**

1. Call to Order
2. Executive Session
3. Approval of Agenda
4. Approval of Minutes

April 20, 2022 – Regular Meeting

5. Reports

- a. Financial Report–April 2022
 - i. Approval of Financial Report
 - ii. Approval of Expenditures
- b. Operation/Capital Report
- c. Executive Director's Report

6. Other Business

- #2022-18 A RESOLUTION APPROVING A FIRST AMENDMENT TO THE INTERMUNICIPAL SERVICES AGREEMENT BETWEEN THE TOWN OF LEICESTER AND LIVINGSTON COUNTY WATER & SEWER AUTHORITY
- #2022-19 RESOLUTION AWARDED A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 2A – CHLORINE SYSTEM IMPROVEMENTS TO M. W. CONTROLS SERVICE, INC.
- #2022-20 RESOLUTION AWARDED A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 5 – WATER SYSTEM IMPROVEMENTS TO MORSCH PIPELINE, INC.

7. Communications
8. Executive Session

9. Adjournment

Next Regular Meeting: **Wednesday, June 15, 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.



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

Excused: M. Falk

Others attending: J. Molino (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), C. Murphy (Secretary) and E. Weis (Engineer)

Approval of Agenda

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

Approval of Minutes:

March 30, 2022 - Regular Meeting

Motion: S. Beardsley moved, and D. Fanaro seconded to approve the regular board meeting minutes dated March 30, 2022.

April 2022 regular meeting minutes will be approved May 18, 2022

Financial Report – March 2022: R. Lewis reviewed the Financial Report with the Board (on file with Secretary).

Motion: D. Fanaro moved, and T. Saunders moved to approve the March 2022 Financial Report. Carried unanimously.

Approval of Expenditures

Motion: S. Beardsley moved, and D. Higgins seconded to approve paying Total Capital & Operating expenditures of \$815,366.92 Carried unanimously.

Motion: D. Fanaro moved, and T. Saunders seconded to approve paying utilities & miscellaneous expenditures of \$430,679.98 Carried unanimously.

Operations and Capital Report

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

Motion: D. Higgins moved, and S. Beardsley seconded to approve the Operations and Capital Report. Carried unanimously.

Other Business

#2022-17

RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A WATER UNIT CHARGE AGREEMENT WITH THE TOWN OF LIMA AND MEADOWLARK MANOR MANUFACTURED HOME PARK

Motion: D. Fanaro moved, and T. Saunders and D. Higgins seconded to approve resolution #2022-17 to authorize the executive director to execute a water unit charge agreement with the Town of Lima and Meadowlark Manor Manufactured Home Park.

Communications/Executive Director Report

Eric Weis updated the board that CPL's move is completed.

J. Molino updated the board on Dansville has a large upcoming project changing out the Village water main.

J. Molino updated the board that the Deputy Director Position was accepted by Lauren Monaghan. Her first day is Monday, May 9, 2022.

J. Molino introduced a LCWSA Workplan Scorecard. This will be distributed quarterly.

J. Molino suggested that after our May 2022 regular meeting, there will be a tour of the Livingston County Water Authority's property to see the improvements of the facility.

Adjourn: Motion: S. Beardsley moved, and D. Higgins seconded to adjourn the Board meeting at 08:55 am. Carried unanimously.

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Board Financial Report
April 2022

ASSETS

<u>Operating Cash (Reserve)</u>	\$1,152,987	p. 3a	Cash Report p. 4
<u>Debt Reserve Bank Balance</u>	\$1,030,061	p. 3b	
<u>Restricted Cash:</u>	\$ 118,574	p. 3d	
<i>Town of Caledonia</i>	<i>(\$11,225)</i>		
<i>On Deposit M & T</i>	<i>(\$107,348)</i>		
<u>Accounts Receivable</u>	\$ 1,248,238	p. 3c	
Work-In-Progress (WIP Report Attached)	\$5,431,136	p. 4e	WIP Report p.5

LIABILITIES

<u>Current Liabilities</u>	\$ 6,487,959	p. 3f	
<i>Debt Payables, Retirement Accruals,</i>			
<i>Current WWTP Project (Short Term Debt)</i>			
	6,452,593		
<i>Funds Held for Others</i>			
	\$13,095		<i>Customer overpayments</i>
	\$22,271		<i>Compact of Towns</i>
<u>Long Term Liabilities</u>	\$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

2022 Budget Revenue -\$3,460,268

p. 6a

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

Year to Date Revenue

\$388,813

p. 6b

Increase of \$22,498 from last year same time period.

Retail Fees up \$66,646-Village of Livonia & DOCCS

O & M Service down \$42,709 -Village of Livonia

EXPENSES

2022 Budget Expenses -\$3,459,882

p. 7a

Year to Date Expenses

\$891,593 (approx..25.6% of Budget)

p. 7b

Increase of \$39,123 from last year same time period

Increases

Wages & Salaries \$63,221

additional staff, wage increases

Health Insurance \$25,066

10% increase , additional staff

Vehicle Expense \$10,487

fuel increase(\$3,195), tires. \$2,995

Reimbursed from insurance claim

Customer Install \$25,125

6 inch meter purchase

Decreases

Plant Ops \$40,444

own staff

Other Prof. Service \$23,016

Executive Director search

Purchased Water \$36,804

Outside O & M \$25,523

Livingston County WSA

Balance Sheet

As of 4/30/2022

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Bal..	YTD Change
CURRENT ASSETS					
Operating Cash	1,152,987 <i>7a</i>	872,698	280,289	1,567,214	(414,227)
Debt Reserve	1,030,061 <i>b</i>	895,289	134,772	1,012,560	17,501
Accounts Receivable	1,248,238 <i>c</i>	1,134,690	113,548	2,011,966	(763,728)
Capital Contributions Receivable	41,395	31,193	10,203	56,410	(15,015)
Inventory	22,937	26,039	(3,103)	41,875	(18,938)
Prepaid Expenses	54,483	(5,106)	59,589	127,325	(72,842)
Funds held for Others	35,366	33,297	2,069	35,637	(271)
Total CURRENT ASSETS	3,585,467	2,988,101	597,366	4,852,987	(1,267,520)
Total Current Assets	3,585,467	2,988,101	597,366	4,852,987	(1,267,520)
NON-CURRENT ASSETS					
Restricted Cash	118,574 <i>d</i>	667,369	(548,795)	118,568	5
Capital Contrib Receivable, net current	474,108	632,064	(157,956)	474,108	0
Property & Equipment, Net Deprec	33,598,531	23,244,539	10,353,992	33,099,956	498,575
Work-In-Progress	5,431,136 <i>e</i>	8,569,474	(3,138,338)	5,038,373	392,763
Total NON-CURRENT ASSETS	39,622,349	33,113,445	6,508,904	38,731,005	891,344
Total Non-Current Assets	39,622,349	33,113,445	6,508,904	38,731,005	891,344
TOTAL ASSETS	43,207,816	36,101,547	7,106,270	43,583,993	(376,176)
CURRENT LIABILITIES					
Accounts Payable	28,090	110,461	(82,371)	25,235	2,855
Current Portion Loans Payable	6,399,822	365,789	6,034,033	4,601,484	1,798,338
Other Current Liabilities	25,085	132,995	(107,910)	1,703,791	(1,678,705)
Funds held for others	34,962	33,294	1,669	35,637	(675)
Total CURRENT LIABILITIES	6,487,959 <i>f</i>	642,539	5,845,420	6,366,147	121,812
Total Current Liabilities	(6,487,959)	(642,539)	(5,845,420)	(6,366,147)	(121,812)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	5,570,398	3,961,225	1,609,173	5,570,398	0
Total NON-CURRENT LIABILITIES	5,570,398 <i>g</i>	3,961,225	1,609,173	5,570,398	0
Retained Earnings & Net Position					
Retained Earnings	(31,950,369)	(32,317,080)	366,711	(31,950,333)	(36)
Net Income	498,025	819,482	(321,457)	0	498,025
Total Retained Earnings & Net Position	(31,452,344)	(31,497,598)	45,255	(31,950,333)	497,989
Total Net Position	43,510,701	36,101,363	7,409,339	43,886,878	(376,177)

Apr-22

	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
	Actual	Actual	Act	Act	Actual	Estim	Estim							
Cash on hand 1st of each month	\$ 1,625	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,148	\$ 1,268
Cash Received														
Customer Billing	380.5	310.5	19.8	520	344.5	28	523.5	355	33.2	424	356.5	64.6	380	400
Miscellaneous	1	4.4	24.8	1.7		0.2	5.5	3		2.4	1			
Grant/Contributions/EFC Draws									143.8					
Billing Services/O & M Services	45.4	13.2		15.8	17		2.6	37			16.8	12.1		
Relevy	-23											250.5		
Estimated Cash Receipts														
Cash Receipts														
Debt/Grant/Contrib Receipts										1048.3	404.2	655.8		
EFC					651		239.1	1163						
Cash Balance before expenditures	\$ 2,029	\$ 2,089	\$ 1,925	\$ 2,149	\$ 2,547	\$ 2,037	\$ 2,335	\$ 3,199	\$ 1,745	\$ 1,669	\$ 1,629	\$ 2,122	\$ 1,528	\$ 1,668
Utility & Misc. Vouchers	163	134	161.8	111.1	168.7	177	183.3	452	151	159.6	187.7	158.4	160	160
Operating Vouchers	90	41	151.9	164.8	88.5	134	180.7	108	83	79	88.8	77.3	90	90
Miscellaneous					121.8			96						
Project Vouchers	15.5	33	0.5	338.4	159	162	329.7	975	1317	580	213.3	738	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,761	\$ 1,881	\$ 1,611	\$ 1,534	\$ 2,009	\$ 1,564	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,148	\$ 1,268	\$ 1,408
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1108	1094	1174	1168	1150	1149	1037	931	887	918	728	759	749	739
Unallocated Cash Balance	\$ 653	\$ 787	\$ 437	\$ 366	\$ 859	\$ 415	\$ 604	\$ 637	\$ (693)	\$ (68)	\$ 411	\$ 389	\$ 519	\$ 669

Project Code	Project Name	Expenditures		Budget		Expenses Budgeted	Funding	Financing			Date Began	End Date
		Assets	Expenses	Budget	Balance			Grant/Contributed	Reserve	Debt		
DEBT & REIMBURSABLE PROJECTS												
31131	WaterSystem Improvements (EFC WIIA)	2,526,808.86		7,000,000.00	4,473,191.14		WIIA Grant/Loan	\$ 3,000,000		\$ 3,842,000.00	7/12/2019	12/31/2024
31118	Conesus Outlet Water Main Re-Connection	9,212.50		120,000.00	110,787.50		WIIA Grant/Loan			\$ 120,000.00	8/23/2017	12/31/2022
31104	Lake Forest Water Main	8,855.09		212,000.00	203,144.91		WIIA Grant/Loan			\$ 212,000.00	1/1/2014	12/31/2022
31105	Slagel Park Water System Upgrade (Pine Tree)	18,428.58		212,000.00	193,571.42		WIIA Grant/Loan			\$ 212,000.00	1/1/2018	12/31/2022
	Water Sys Improv (Stone Hill-WS Transfers)			84,000.00	84,000.00		WIIA Grant/Loan			\$ 84,000.00	1/1/2022	12/31/2022
	Spring St. Improvements			130,000.00	130,000.00		WIIA Grant/Loan			\$ 130,000.00	1/1/2022	12/31/2022
	Water SCADA			900,000.00	900,000.00		WIIA Grant/Loan			\$ 900,000.00	12/1/2017	12/31/2022
31142	Upgrade Lakeville Plant Phase 2	2,738,308.00		5,525,016.06	2,786,708.06		EFC Grant/Loan C8-6449-05-00			5,525,016.06	1/1/2022	12/31/2022
	Phase 2 Collection System Inflow & Infiltration Study Project			120,000.00	120,000.00		EPG No. 105113	\$ 100,000	\$ 20,000		1/1/2022	12/31/2023
	Groveland Wastewater Treatment Plant Disinfection Project			526,070.00	526,070.00		WQIP	\$ 367,576	\$ 158,494		1/1/2022	12/31/2023
31121	Lakeville WWTP Disinfection Phosphorus Removal	2,338.58		247,500.00	245,161.42		WQIP	\$ 198,055	\$ 49,445		1/1/2022	12/31/2022
	Avon WWTP Evaluation -Study			30,000.00	30,000.00		(V) Avon/ (T) Avon/ LC IDA	\$ 22,500.00	\$ 7,500.00		1/1/2022	12/31/2022
Total Debt & Reimbursable Projects & Studies		5,303,951.61			9,802,634.45							
GENERAL RESERVE PROJECTS												
31112	Adams/Clay St-PS Upgrades	12,491.70		120,000.00	107,508.30		Reserve			\$ 120,000	1/1/2016	12/31/2022
31125	Technology Upgrades(Employee Transition)	20,228.00		21,299.73	1,071.73		Reserve			\$ 21,300	9/26/2018	12/31/2021
31129	San Sewer Sys Improvmt (Conesus Lake PS)	24,500.00		150,000.00	125,500.00		Reserve			\$ 25,000	2018	12/31/2021
31138	SCADA Sys Improv (Conesus Lake PS)	55,783.82		60,000.00	4,216.18		Reserve			\$ 60,000		
31139	IT Infrastructure Vulnerability & Risk Assessment, Cybersecurity	9,273.00		15,000.00	5,727.00		Reserve			\$ 15,000	1/27/2020	2/28/2022
	SCADA System Wide Improvements (Phase 1)			370,000.00	370,000.00					\$ 370,000	1/1/2022	12/31/2022
31141	Penemite Manhole Repaid			8,542.19	8,542.19		Reserve					
31146	PS Heating & Vent Upgrades	4,907.99		28,700.00	23,792.01							
	Groveland Station											
Total General Reserve Projects		127,184.51			646,357.41							
Total WIP Expense (GL 1600)		5,431,136.12										
Studies/ Non Capitalization												
	ERP Review (Billing/Accounting Software)			25,000.00	25,000.00					\$ 25,000	1/1/2022	12/31/2022
	Rate Study and Analysis			20,000.00	20,000.00					\$ 20,000	1/1/2022	12/31/2022
	Operation and Admin Bldg Assessment			25,000.00	25,000.00					\$ 25,000	1/1/2022	12/31/2022
				7,500.00	7,500.00					\$ 7,500	1/1/2022	12/31/2022
Total Studies		-			77,500.00							
Total Project Committed					723,857.41							
Equipment (2022)												
	1/2 Ton 4WD Pickup			36,000.00	36,000.00							
Total Equipment		-		36,000.00	36,000.00							
Total Committed Cash		-			759,857.41							

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 4/1/2022 Through 4/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
OPERATING REVENUE						
Fees						
4110	1,189.08	293,485.74	226,839.27	66,646.47	3,168,145.00	(2,874,659.26)
4120	114.00	396.00	160.00	236.00	180,000.00	(179,604.00)
4125	14,693.24	44,000.54	46,517.15	(2,516.61)	0.00	44,000.54
	<u>15,996.32</u>	<u>337,882.28</u>	<u>273,516.42</u>	<u>64,365.86</u>	<u>3,348,145.00</u>	<u>(3,010,262.72)</u>
Permit Fees						
4200	32,666.00	41,459.89	29,325.00	12,134.89	30,000.00	11,459.89
	<u>32,666.00</u>	<u>41,459.89</u>	<u>29,325.00</u>	<u>12,134.89</u>	<u>30,000.00</u>	<u>11,459.89</u>
O&M Services						
4130	15,000.00	15,000.00	57,709.00	(42,709.00)	15,000.00	0.00
	<u>15,000.00</u>	<u>15,000.00</u>	<u>57,709.00</u>	<u>(42,709.00)</u>	<u>15,000.00</u>	<u>0.00</u>
Other Income						
4140	125.00	10,348.54	11,631.43	(1,282.89)	50,623.00	(40,274.46)
4160	0.00	4,125.00	5,125.00	(1,000.00)	0.00	4,125.00
4410	0.00	2,494.79	11,505.79	(9,011.00)	16,500.00	(14,005.21)
	<u>125.00</u>	<u>16,968.33</u>	<u>28,262.22</u>	<u>(11,293.89)</u>	<u>67,123.00</u>	<u>(50,154.67)</u>
	<u>63,787.32</u>	<u>411,310.50</u>	<u>388,812.64</u> b	<u>22,497.86</u>	<u>3,460,268.00</u> a	<u>(3,048,957.50)</u>
OPERATING EXPENSE						
Wages & Fringes						
5010	99,630.03	266,713.87	203,493.26	63,220.61	1,011,098.00	744,384.13
5020	5,864.32	16,412.36	7,348.95	9,063.41	43,519.00	27,106.64
5030	7,761.86	20,287.56	15,054.40	5,233.16	80,678.00	60,390.44
5040	15,213.00	44,989.43	42,942.63	2,046.80	122,336.00	77,346.57
5048	5,694.98	8,490.62	12,485.06	(3,994.44)	34,928.00	26,437.38
5050	19,931.98	95,190.75	70,125.17	25,065.58	242,342.00	147,151.25
5060	75.56	19,419.19	21,378.76	(1,959.57)	20,141.00	721.81
5070	189.05	2,196.83	5,010.45	(2,813.62)	15,000.00	12,803.17
	<u>154,360.78</u>	<u>473,700.61</u>	<u>377,838.68</u>	<u>95,861.93</u>	<u>1,570,042.00</u>	<u>1,096,341.39</u>
Professional Services						
6110	5,057.50	5,593.00	18,115.42	(12,522.42)	25,349.00	19,756.00
6120	3,210.00	6,810.00	6,220.51	589.49	20,000.00	13,190.00
6125	4,500.00	13,960.00	0.00	13,960.00	0.00	(13,960.00)
6130	5,735.73	22,233.54	17,183.48	5,050.06	19,300.00	(2,933.54)
6140	0.00	4,293.63	7,019.67	(2,726.04)	30,300.00	26,006.37
6150	8,100.00	32,400.00	32,400.00	0.00	102,000.00	69,600.00
6160	0.00	0.00	40,444.00	(40,444.00)	0.00	0.00
6190	0.00	0.00	23,016.00	(23,016.00)	0.00	0.00
	<u>26,603.23</u>	<u>85,290.17</u>	<u>144,399.08</u>	<u>(59,108.91)</u>	<u>196,949.00</u>	<u>111,658.83</u>
Utilities						
6200	0.00	67.23	0.00	67.23	0.00	(67.23)



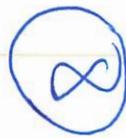
Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 4/1/2022 Through 4/30/2022

		Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
6210	Electricity	23,753.93	69,502.11	64,741.27	4,760.84	289,366.00	219,863.89
6220	Gas/Heating	487.84	9,166.05	4,763.29	4,402.76	20,304.00	11,137.95
6230	Telephone	1,408.73	8,027.39	8,365.61	(338.22)	23,007.00	14,979.61
	Total Utilities	25,650.50	86,762.78	77,870.17	8,892.61	332,677.00	245,914.22
	Vehicle Expense						
6410	Not using in 2012	0.00	0.00	59.54	(59.54)	0.00	0.00
6420	Vehicle Repair	2,452.10	8,729.84	1,377.93	7,351.91	10,000.00	1,270.16
6430	Gasoline	8,325.57	8,415.57	5,221.09	3,194.48	30,604.00	22,188.43
	Total Vehicle Expense	10,777.67	17,145.41	6,658.56	10,486.85	40,604.00	23,458.59
	Purchased Water/Sewer						
6510	Purchased Water	1,267.83	44,390.80	81,194.52	(36,803.72)	537,500.00	493,109.20
6515	Purchased Water MCWA	14,693.24	43,999.88	46,333.15	(2,333.27)	0.00	(43,999.88)
6520	Purchased Sewer Treatment	0.00	14,329.78	2,756.89	11,572.89	85,000.00	70,670.22
	Total Purchased Water/Sewer	15,961.07	102,720.46	130,284.56	(27,564.10)	622,500.00	519,779.54
	Equipment Maintenance						
6610	Equipment Repair/Supply	154.43	393.76	2,899.22	(2,505.46)	11,275.00	10,881.24
6625	Small Equipment Purchase	541.93	2,529.61	10,886.81	(8,357.20)	59,955.00	57,425.39
6635	Equip Lease/Rental Contracts	0.00	0.00	815.00	(815.00)	21,580.00	21,580.00
	Total Equipment Maintenance	696.36	2,923.37	14,601.03	(11,677.66)	92,810.00	89,886.63
	Building Maintenance						
6300	Project Expense	0.00	4,501.20	0.00	4,501.20	0.00	(4,501.20)
6310	Outside O&M Services	17,432.07	44,474.37	69,996.93	(25,522.56)	289,618.00	245,143.63
6320	Laboratory Services	4,703.00	7,363.00	11,164.00	(3,801.00)	0.00	(7,363.00)
6350	Refuse Collection	843.24	3,590.74	2,070.48	1,520.26	0.00	(3,590.74)
6360	Cleaning Service	375.00	975.00	975.00	0.00	0.00	(975.00)
6620	Building Repair/Supply	4,785.68	34,571.95	28,130.69	6,441.26	170,810.00	136,238.05
6640	Customer Installation Supplies	11,388.41	49,199.89	23,074.45	26,125.44	26,232.00	(22,967.89)
	Total Building Maintenance	39,527.40	144,676.15	135,411.55	9,264.60	486,660.00	341,983.85
	Other Expenses						
6340	Uniforms/Clothing	268.32	1,706.17	831.00	875.17	4,700.00	2,993.83
6700	Permits, Fees & Inspections	0.00	0.00	225.00	(225.00)	24,010.00	24,010.00
6810	Postage & Freight	11.48	2,802.17	608.15	2,194.02	14,400.00	11,597.83
6820	Office Supplies	262.48	1,299.84	1,069.37	230.47	4,800.00	3,500.16
6830	Advertising	1,389.96	3,007.79	541.45	2,466.34	3,990.00	982.21
6840	Travel & Training	1,892.04	8,680.49	1,253.97	7,426.52	24,740.00	16,059.51
	Total Other Expenses	3,824.28	17,496.46	4,528.94	12,967.52	76,640.00	59,143.54
	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	277,401.29	930,715.41	891,592.57	39,122.84	3,459,882.00	2,529,166.59



Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 4/1/2022 Through 4/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
GAIN/LOSS BEF DEPRECIATION	(213,613.97)	(519,404.91)	(502,779.93)	(16,624.98)	386.00	(519,790.91)
DEPRECIATION EXPENSE						
6910 Deprec Expense-non contrib	(49,643.02)	(196,639.67)	(192,917.66)	(3,722.01)	0.00	(196,639.67)
6920 Deprec Expense-contributed	(58,124.20)	(232,496.80)	(237,995.41)	5,498.61	0.00	(232,496.80)
Total DEPRECIATION EXPENSE	(107,767.22)	(429,136.47)	(430,913.07)	1,776.60	0.00	(429,136.47)
OPERATING GAIN/LOSS	(321,381.19)	(948,541.38)	(933,693.00)	(14,848.38)	386.00	(948,927.38)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115 Retail Fees-Debt related	160.85	34,490.33	28,113.46	6,376.87	343,447.00	(308,956.67)
4300 Restricted Revenue	1.34	4.20	8.28	(4.08)	0.00	4.20
7110 Interest Income	242.99	7,518.35	8,655.35	(1,137.00)	0.00	7,518.35
Total Non-Operating Income	405.18	42,012.88	36,777.09	5,235.79	343,447.00	(301,434.12)
Non-Operating Expense						
8110 Interest Expense	0.00	(10,409.78)	(10,683.91)	274.13	0.00	(10,409.78)
8120 G/L on sale of Assets	0.00	0.00	38,302.19	(38,302.19)	0.00	0.00
Total Non-Operating Expense	0.00	(10,409.78)	27,618.28	(38,028.06)	0.00	(10,409.78)
Total NON-OPERATING REVENUE/EXPENSE	405.18	31,603.10	64,395.37	(32,792.27)	343,447.00	(311,843.90)
NET GAIN/LOSS BEF CONTRIB	(320,976.01)	(916,938.28)	(869,297.63)	(47,640.65)	343,833.00	(1,260,771.28)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110 Grant & Donation Revenue	50,000.00	418,913.95	50,000.00	368,913.95	0.00	418,913.95
Total Grant Revenue	50,000.00	418,913.95	50,000.00	368,913.95	0.00	418,913.95
Total CAPITAL CONTRIBUTIONS	50,000.00	418,913.95	50,000.00	368,913.95	0.00	418,913.95
CHANGE IN NET ASSETS	(270,976.01)	(498,024.33)	(819,297.63)	321,273.30	343,833.00	(841,857.33)



LCWSA OPERATIONS REPORT

May 18, 2022

Water and Sewer Work Program

Customer Work Orders	Staff completed 64 workorders; up 9 from last month.
UFPO	Staff completed 135 stakeouts; down 2 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 replaced 2 curb box and rods
Water Main Repair	Staff repaired the Water main at the Livonia High School
Meter Reading	Staff completed meter reading. I noticed this meter reading that we have cut off roughly 3 days with the new meter that have been installed.

Sewer Work Program

Sewer Cleaning and Televising	Staff has completed the cleaning and televising in the Village of Livonia. They are now starting in the Lakeville area.
Sewer Station Maintenance	Staff replaced the rotating element at 9e

LCWSA CAPITAL PROJECTS REPORT

May 18 , 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 is doing restoration. The TTHM removal system has been installed at the ARS tank site it will be ran full time as soon as all the electrical components arrive and are installed. Electrical components tentative arrival end of the month.

31138 Comprehensive SCADA System Evaluation

GHD is working on the engineering report.

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 completed the UV building. They finished up both the Primary and Secondary rectangular clarifiers. The secondary is running and the primary will be filled within the next couple weeks to try out.



RESOLUTION #2022-18

A RESOLUTION APPROVING A FIRST AMENDMENT TO THE INTERMUNICIPAL SERVICES AGREEMENT BETWEEN THE TOWN OF LEICESTER AND LIVINGSTON COUNTY WATER & SEWER AUTHORITY

WHEREAS, the Town of Leicester (“Town”) and Livingston County Water and Sewer Authority (“Authority”) previously entered into an Intermunicipal Services Agreement, last dated July 21, 2021, whereby the Authority and Town agreed that the Authority would provide various meter reading, billing and collection services for the Town, relative to the Town’s newly formed Rt. 36 Water District; and

WHEREAS, the Town now wishes to procure meter replacement services from the Authority for the Town’s existing Cuylerville Water District, which would consists of the replacement of approximately 250 existing water meters and the coordination of installation of approximately 25 new meter pits; and

WHEREAS, the Town additionally desires to procure water meter reading, billing and collection services for such replaced meters from the Authority, similarly to such services that are provided for the Rt. 36 Water District; and

WHEREAS, the Authority has the necessary equipment and qualifications to provide these services to the Town relating to said District; and

WHEREAS, the Town and Authority recognize the mutual benefits to Town and Authority customers that will result from this Amendment; and

WHEREAS, the Authority and the Town are empowered to enter into this Amendment, subject to approval by their respective Boards pursuant to Public Authorities Law and General Municipal Law, Article 5-G; and

WHEREAS, the Authority Attorney and Executive Director have reviewed and recommend the amendment to the services agreement, now therefore be it

RESOLVED, the Livingston County Water and Sewer Authority Board approves the First Amendment to the Intermunicipal Services Agreement between the Town of Leicester and the Authority contingent upon the approval of the Town of Leicester Board, and further be it

RESOLVED, the Executive Director is authorized and directed to sign the agreement.

May 18, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS

**FIRST AMENDMENT TO INTERMUNICIPAL
SERVICES AGREEMENT**
Between
THE TOWN OF LEICESTER
and
LIVINGSTON COUNTY WATER & SEWER AUTHORITY

THIS AMENDMENT, is entered into the ____ day of _____, 2022 by and between the TOWN OF LEICESTER, a New York municipal corporation with offices located at 132 Main Street, PO Box 197, Leicester, New York 14481 (the "Town") and the LIVINGSTON COUNTY WATER & SEWER AUTHORITY, a public benefit corporation as established by Article 5, Title 10 of the New York Public Authorities Law, with offices located at 1997 D'Angelo Drive, Post Office Box 396, Lakeville, New York 14480 (hereafter "Authority").

WHEREAS, the Town and Authority previously entered into an Intermunicipal Services Agreement, last dated July 21, 2021, whereby the Authority and Town agreed that the Authority would provide various meter reading, billing and collection services for the Town, relative to the Town's newly formed Rt. 36 Water District; and

WHEREAS, the Town now wishes to procure meter replacement services from the Authority for the Town's existing Cuylerville Water District, which would consist of the replacement of approximately 250 existing water meters and the coordination of installation of approximately 25 new meter pits; and

WHEREAS, the Town additionally desires to procure water meter reading, billing and collection services for such replaced meters from the Authority, similarly to such services that are provided for the Rt. 36 Water District; and

WHEREAS, the Authority has the necessary equipment and qualifications to provide these services to the Town relating to said District; and

WHEREAS, the Town and Authority recognize the mutual benefits to Town and Authority customers that will result from this Amendment; and

WHEREAS, the Authority and the Town are empowered to enter into this Amendment, subject to approval by their respective Boards pursuant to Public Authorities Law and General Municipal Law, Article 5-G; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Supplement and Amendment to prior Intermunicipal Services Agreement.** This Amendment is intended to supplement and amend the Intermunicipal Services Agreement between the parties, being dated July 21, 2021 (hereafter "Original IMA"),

a copy of which is attached hereto and made a part hereof.

2. **Additional Water Meter Replacement and Meter Pit Installation Services to be Provided by Authority.** In addition to the services contemplated in the Original IMA, the parties agree that the Authority shall provide the following services to the Town:

- a. The replacement of approximately 250 existing water meters within the Cuylerville Water District with new Neptune E-Coder water meters using Authority staff;
 - i. All water meters will be Neptune E-Coder R900i meters. All meter sizes and customer addresses are to be confirmed by Leicester Town staff. The Authority staff will install all water meters (except for the meters in new meter pits). This will include scheduling appointments with property owners, taking final meter readings and setting up the Authority's meter reading, billing and collection software for reading and billing moving forward.
 - ii. The Authority will follow its existing policy for non-responsive residents when attempting to schedule appointments for meter replacement. The Authority's current policy is an 80-day notification process that includes three letter notifications (one certified mail), followed by a door hanger prior to water shut off. The Authority may request the assistance of Town staff with resident notifications, contacts, placing door hangers, etc. in order to make scheduling meter replacements as prompt and effective as possible.
- b. Coordination and oversight of installation of approximately 25 new meter pits using existing water/sewer service contractor currently under contract with the Authority (and established rate for the same).
 - i. New curb boxes and rods shall be installed with each meter pit installation. Each new meter pit shall receive a new water meter and the old meter shall be removed from its current location. The Authority will coordinate with the contractor and supply the meter pits, meter pit couplings, water meters, curb box and rods.
 - ii. Meter pit locations are to be confirmed by Town staff and identified on tax parcel maps. Unless otherwise advised by the Town, the meter pits to be installed are to be Mueller Thermal-Coil 5' meter pits.
 - iii. Curb box lids and rods are estimated based on the number of meter pits to be installed plus some additional, should more be identified during field work.
- c. The total estimated cost for the water meter replacement and meter pit installations is \$150,096.75, as shown in the table below. Actual cost will be based on the precise number of water meters, meter pits and additional supplies and materials to be installed, is subject to change based on material pricing and availability, and conditions in the field at the time of installation. The parties agree that it is their mutual intent that the cost of materials to be provided by or on

behalf of the Authority to the Town shall be charged to the Town at the Authority's actual cost, with no mark-up or profit added.

<u>Item</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>
-			
Meter pits (3/4")	25	\$ 890.00	\$ 22,250.00
Curb Box lid	30	\$ 44.10	\$ 1,323.00
Curb Box rod	30	\$ 19.35	\$ 580.50
Meter pit installs	25	\$ 2,150.00	\$ 53,750.00
5/8 x 3/4 meter	240	\$ 215.65	\$ 51,756.00
1" meter	5	\$ 375.25	\$ 1,876.25
1 1/2" meter	2	\$ 873.75	\$ 1,747.50
2" meter	1	\$ 1,038.50	\$ 1,038.50
Antenna	65	\$ 35.00	\$ 2,275.00
LCWSA meter installs			\$ 13,500.00
Total			\$ 150,096.75

3. **Procurement Policy Compliance.** The parties acknowledge that the Authority will be procuring all materials and supplies necessary to undertake the water meter replacement and meter pit installation as contemplated by this Amendment. Such procurement by the Authority on behalf and for the benefit of the Town is authorized by New York State General Municipal Law, Article 5-G and does not violate the Town's procurement policy, nor section 103 of the General Municipal Law.
4. **Payment for Water Meter Replacement and Meter Pit Installation Services.** The Town intends to pay for the water meter replacement and meter pit installations services using a portion of the approximately \$165,000.00 American Rescue Plan Act (ARPA) funds that either have or will be received by the Town.
 - a. The Authority will provide the Town with monthly invoices commencing with the procurement of materials and equipment necessary to perform the water meter and meter pit installation. Such invoices shall be detailed to show all materials procured and utilized, as well as progress of all installations to date.
 - b. All invoices will be paid by the Town and remitted to the Authority within thirty (30) days of the date an invoice is received.
5. **Meter Reading, Billing and Collection Services.** The parties agree that the Authority shall provide meter reading billing and collection services for the Town's Cuylerville Water District (in addition to the Route 36 Water District) under the same terms as set forth in the Original IMA, excepting as follows:
 - a. The parties agree that the cost associated with meter reading, billing and collection services for the Cuylerville Water District shall be an additional Three

Thousand Two Hundred and Fifty and NO/100ths Dollars (\$3,250.00) annually. Such amount will be billed at the same time and in the same manner as the similar fees related to the Route 36 Water District, commencing at the start of the next billing cycle following the replacement of all water meters in the Cuylerville Water District.

6. **Responsibilities Retained by the Town.** The Town will remain responsible for the following:

- a. The Town shall establish water rates, late charges, and other fees and charges for its water customers within the Cuylerville Water District. Changes in the rates, late charges or other fees shall be provided to the Authority in writing.
- b. The Town will be responsible for providing initial customer data to the Authority in the form required by the Authority and verifying the input data for accuracy.
- c. The Town will be responsible for forwarding all customer inquiries regarding billing, collecting and account balances to the Authority.
- d. The Town will be responsible for directing all customers to the Authority for purposes of making payment on accounts. The Town will not accept payment for water bills from the customer.
- e. The Town will be responsible for dealing with customer service calls and all customer inquiries other than those related to meter reads, billing, and the customer's account balance.
- f. The Town will be responsible for all mailings desired or required to be made to customers, other than those related to billing matters.

7. **Mutual Responsibilities.** The Town and the Authority agree to cooperate fully to resolve problems with customer meter readings, billings and collection.

8. **Term and Termination**

- a. The term of this Amendment shall run contemporaneously with the Original IMA and shall automatically renew as part of the Original IMA, unless either party gives the other party at least ninety (90) days written notice of intent to terminate this Amendment.

9. **Miscellaneous.**

- a. Force Majeure. If the performance of this Amendment, or any obligation hereunder is prevented, restricted or interfered with by any act or condition

whatsoever beyond the reasonable control of the affected party, whether or not foreseeable or identifiable, including without limitation acts of God, strikes, lockouts, riots, acts of war, governmental regulations, technology failures, pandemic or other wide-spread public health concerns, fire, power failure, earthquakes, severe weather, floods or other natural disaster, the party so affected, upon giving prompt notice to the other party, shall be excused from performance to the extent of such prevention, restriction or interference.

- b. Independent Contractor. It is agreed by and between the parties that the Authority is an independent contractor and that the Authority may not in any capacity be considered an agent of the Town or bind it to any obligation, or subject it to any liability whatsoever, except as otherwise expressly agreed in writing.
- c. Terms Not Modified Hereby. All other terms of the Original IMA not otherwise modified or supplemented hereby shall continue in full force and effect and shall apply to this Amendment and the services to be provided for the Cuylerville Water District.
- d. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment with the intent that it be effective on the day and year first written above.

TOWN OF LEICESTER

Dated: _____

By: _____
David M. Fanaro, Supervisor

**LIVINGSTON COUNTY WATER & SEWER
AUTHORITY**

Dated: _____

By: _____
Jason Molino, Executive Director



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

Executive Director
 Jason Molino

April 15, 2022

Honorable Supervisor Dave Fanaro
 Town Hall
 132 Main Street
 Leicester, New York 14481

RE: Town of Leicester Water Meter Replacement and Meter Reading, Billing and Collection Services

Dear Supervisor Fanaro,

As a follow up to our recent discussions over the past several months, below please find a proposal for assisting the Town with replacing the existing water meters in the Cuylerville Water District. This proposal includes replacing all ~250 existing water meters with Neptune E-Coder water meters, coordinating the installation of ~25 new meter pits and conducting the necessary start up associated with the Authority assuming the water meter reading, billing and collection services for the Cuylerville Water District once all water meter replacements are complete.

Based on our conversations below is a summary of scope of work, the total estimated cost for the project is \$150,096.75.

<u>Item</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>
-			
Meter pits (3/4")	25	\$ 890.00	\$ 22,250.00
Curb Box lid	30	\$ 44.10	\$ 1,323.00
Curb Box rod	30	\$ 19.35	\$ 580.50
Meter pit installs	25	\$ 2,150.00	\$ 53,750.00
5/8 x 3/4 meter	240	\$ 215.65	\$ 51,756.00
1" meter	5	\$ 375.25	\$ 1,876.25
1 1/2" meter	2	\$ 873.75	\$ 1,747.50
2" meter	1	\$ 1,038.50	\$ 1,038.50
Antenna	65	\$ 35.00	\$ 2,275.00
LCWSA meter installs			\$ 13,500.00
Total			\$ 150,096.75

Services include:

- Meter pit installations were quoted from the Authority's existing water/sewer service contractor currently under contract. This would include installing new curb boxes and rods along with each meter pit installation. Installing a new water in each of the 25 pits and removing the old meter from its current location. The Authority would coordinate with the contractor and supply the meter pits, meter pit couplings, water meters, curb box and rods.

-
- Meter pit locations were confirmed by Town staff and identified on tax parcel maps. Unless, otherwise advised by the Town, the meter pits to be installed are to be Mueller Thermal-Coil 5' meter pits.
 - Curb box lids and rods are estimated based on the number of meter pits to be installed plus some additional, should more be identified during field work.
 - All water meters will be Neptune E-Coder R900i meters. Meter sizes and customer addresses were confirmed by Leicester Town staff. The Authority staff will install all water meters (except for the meters in new meter pits). This will include scheduling appointments with property owners, taking final meter readings and setting up the Authority's meter reading, billing and collection software for reading and billing moving forward.

All material and supply costs will be subject to pricing and availability and will be deducted or added to the final project costs.

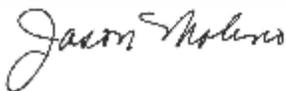
The Authority will follow its existing policy for non-responsive residents when attempting to schedule appointments for meter replacement. The Authority's current policy is an 80-day notification process that includes three letter notifications (one certified mail), followed by a door hanger prior to water shut off. The Authority may request the assistance of Town staff with resident notifications, contacts, placing door hangers, etc. in order to make scheduling meter replacements as prompt and effective as possible.

Due to the existing Intermunicipal Services Agreement for the Route 36 Water District, it is proposed that an amendment be made to the current agreement to account for the additional work for water meter replacements and addition of the Cuylerville Water District to the meter reading, billing and collection services conducted by the Authority on behalf of the Town.

The Authority will assume the responsibility of water meter reading, billing and collection for the Cuylerville Water District at the start of the next billing cycle following the replacement of all water meters. The annual fee for meter reading, billing and collection services for both the Cuylerville and Route 36 District will be \$5,250.

It's been a pleasure working with you and your staff over the past several months to outline the scope of this project. I would welcome the opportunity to discuss this proposal with you and the Town Board at your convenience and answer any questions you or they may have. Please feel free to contact me if you have any questions at (585) 356-3442 or jmolino@lcwsa.us.

Sincerely,



Jason Molino
Executive Director



RESOLUTION NO. 2022-19

RESOLUTION AWARDING A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 2A – CHLORINE SYSTEM IMPROVEMENTS TO M. W. CONTROLS SERVICE, INC.

WHEREAS, after proper legal advertisement for bids for County Wide Water System Improvements Contract No. 2a – Chlorine System Improvements, (2) bids were received, then publicly opened and read aloud on May 11, 2022; and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated May 13, 2022; and

WHEREAS, M. W. Controls Service, Inc. having an address of 4578 Clay Street, PO Box 290, Hemlock, NY 14466, has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$209,240.07; 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 M. W. Controls Service, Inc. for County Wide Water System Improvements Contract No. 2a – Chlorine System Improvements in the amount of \$209,240.07, subject to review by the Authority Attorney.

May 18, 2022
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: May 13, 2022

Subject: Contract No. 2A and Contract No. 5

1. Action Requested:

Action from the Board to award Contract No. 2A and Contract No. 5 to the lowest responsible bidders. Both contracts are part of the County Wide Water System Improvements Project.

2. Background:

As part of the County Wide Water System Improvement Project Contract No. 2A – Chlorine System Improvements includes improvements to the chlorine injections system such as the installation or replacement of chlorine analyzers along with controllers, chlorine pumps, chlorine injection quills, and flow thru sensors at 8 existing sites: Conesus chlorine building & vault, Maple Beach pump station, Lattimer Road PRV vault, Scottsburg tank, Shelly Road pump station, Sliker Hill pump station, Airport tank, and Niver Road tank.

Contract 5 – Water System Improvements consists of a Conesus Lake Outlet Crossing, water main installation for the Pine Tree Trailer Park and the Lake Forest Trailer Park, as well as water service transfers on Stone Hill Road.

Bids were publicly advertised on April 11th and opened on May 11th. There were two bidders for each contract. M.W. Controls Services, Inc. was the low bidder for Contract No. 2A and Morsch Pipeline, Inc. was the low bidder for Contract No. 5.

3. Financial Implications:

The engineering estimate for Contract No. 2A was \$210,000. M.W. Controls Services, Inc. was the low bidder at \$209,240.07. Please see the attached memo from CPL recommending M.W. Controls Services, Inc.

Contract No. 5 consisted of four separate projects. The contract was bid with the requirement that all projects would be awarded to one bidder as one base bid. This was done to ensure that contractors bid on the two mobile home park water improvements as well as the other two projects. The engineering estimate for Contract No. 5 was \$727,000. Morsch Pipeline, Inc. was

the low bidder at \$985,113. This is approximately \$258,113 over the estimated cost of the project.

In reviewing the County Wide Water System Improvement projects overall budget several factors can be taken into consideration that provide financial flexibility to address the increased budget for Contract No. 5. They include the following:

- As mentioned in the CPL recommendation letter the overall project has a contingency of \$485,000. Contingency budgets are incorporated into projects for unforeseen cost increases throughout a project, such as the high bid for Contract No. 5.
- The engineering estimate for the Spring Street Water Main project was \$130,000. After further review of the project an alternative was identified to a traditional water main replacement. Instead, a directional drill will be used to loop in the south end of Spring Street to the south end of Branch Street. This should address the water color issues experienced by customers along Spring Street. This alternative will cost \$32,000; \$98,000 less than the original identified project.
- Lastly, as outlined in the CPL recommendation letter, several aspects of the overall project are still in the preliminary design, including the water tank (est. ~\$2.25M) and SCADA improvements (est. ~\$900,000). As current contracts progress, the Authority has additional opportunities to modify these projects should the need arise to ensure the overall project remains in budget.

A combination of an uncertain bidding environment and the complexity of the mobile home parks distribution system is likely what has contributed to the high bid for Contract No. 5. After internal discussion with staff and our engineers, rebidding Contract No. 5, this year or later, would not appear to receive better financial results.

Based on the factors referenced above, the financial and operational benefits of Contract No. 2A and Contract No. 5, and the original goals of the County Wide Water Improvement Project, it is recommended that the Board award both contracts for construction.



May 13, 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
COUNTY WIDE SYSTEM IMPROVEMENTS
CONTRACT 2A – CHLORINE SYSTEM IMPROVEMENTS
CPL PROJECT NO.: 15761.00
RECOMMENDATION FOR AWARD**

Dear Mr. Molino:

Bids for this project were opened on May 11, 2022. Below is a summary of the bid results and recommendations for each project. The results of the bid are shown on the attached in the bid tabulation.

On behalf of the Livingston County Water and Sewer Authority, CPL designed and publicly bid a chlorine system improvements project. The project consists of the replacement of existing chlorine monitoring and injection equipment as well as the addition of flow sensors at seven different sites across the County. Additionally, a new control loop is being initiated to more efficiently and effectively dose the chlorine to reduce the production of disinfection by-products in the water system.

The construction estimate for the capital costs for Contract 2A is summarized was \$210,000. The low bidder for Contract 2A – Chlorine System Improvements was M.W. Controls Service, Inc. in the amount of \$209,240.07, which includes a \$10,000 Field Change Allowance contingency. When the contingency amount is deducted from the amount of the low bid, the value of this Contract is \$199,240.07 – meaning the bid is \$10,759.93 under budget and has \$10,000 in contingencies available within the Contract.

We have previous working experience with M.W. Controls Service, Inc. and have discussed their bid and construction schedule with them. We feel their bid is a true representation of costs to complete this project and that M.W. Controls Service, Inc. is qualified to complete the project.

Recommendation Contract 2A

CPL recommends awarding this Contract to M.W. Controls Service, Inc. in the amount of \$209,240.07.

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 a copy of the Agreement and bonds for their execution. When returned, the executed Agreement will be sent to you for signature. This process generally takes two (2) weeks.



CPL looks forward to working with the LCWSA and the Contractor to successfully complete this project. If you have any questions or require additional information, please contact me directly at (585) 413-7010.

Regards,

CPL

A handwritten signature in blue ink, appearing to read 'Casey DeGraff', is written over a light blue horizontal line.

Casey DeGraff
Project Engineer

Enclosures



RESOLUTION NO. 2022-20

RESOLUTION AWARDING A BID FOR COUNTY WIDE WATER SYSTEM IMPROVEMENTS CONTRACT NO. 5 – WATER SYSTEM IMPROVEMENTS TO MORSCH PIPELINE, INC.

WHEREAS, after proper legal advertisement for bids for County Wide Water System Improvements Contract No. 5 – Water System Improvements, (2) bids were received, then publicly opened and read aloud on May 11, 2022; and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated May 13, 2022; and

WHEREAS, Morsch Pipeline, Inc, having an address of 3929 South Avon Road, Avon, NY 14414, has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$1,010,113.00; and

WHEREAS, Errors were found by Morsch Pipeline, Inc. in their bid and the Livingston County Water & Sewer Authority (“Authority”), Clark Patterson Lee and Morsch Pipeline, Inc determined a course of action that would result in the project being completed without having to re-bid by converting the project from a unit price to a lump sum project. This also results in a known contract amount for the Authority and significantly limits the risk for cost increases due to unforeseen conditions. The negotiated lump sum amount is \$985,113; and

WHEREAS, the Livingston County Water & Sewer Authority Board has reviewed the bid review letter and accepts the recommendation of award and Change Order No.1, lowering the contract amount to \$985,113 and converting the project to a lump sum project, now therefore be it,

RESOLVED, that the Authority Board hereby authorizes the Executive Director to sign a contract and Change Order No. 1 with Morsch Pipeline, Inc. for County Wide Water System Improvements Contract No. 5 – Water System Improvements in the amount of \$985,113, subject to review by the Authority Attorney.

May 18, 2022
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

May 13, 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
COUNTY WIDE WATER SYSTEM IMPROVEMENTS
CONTRACT 5 – WATER SYSTEM IMPROVEMENTS
CPL PROJECT NO.: 15761.00
RECOMMENDATION FOR AWARD**

Dear Mr. Molino:

Bids for this project were opened on May 11, 2022. Below is a summary of the bid results and recommendations for this Contract. The results of the bid are shown on the attached bid tabulation.

On behalf of the Livingston County Water and Sewer Authority, CPL designed and publicly bid a water system improvements project. The project consists of directionally drilling a water main across the Conesus Lake outlet, replacing the water main at both the Lake Forest mobile home park and the Pine Tree mobile home park, and transferring water services from an old asbestos cement water main so it can be abandoned to a new PVC water main on Stone Hill Road.

The estimate for the capital costs for Contract 5A as summarized was \$727,000. The low bidder for Contract 5 – Water System Improvements was Morsch Pipeline, Inc. in the amount of \$1,010,113, which includes the following contingencies: \$4,000 compaction testing allowance, \$6,000 rock removal allowance, and \$40,000 field change allowance. When the contingency amounts are deducted from the amount of the low bid, the value of this Contract is \$960,113 – meaning the bid is \$233,113 over budget and has \$50,000 in contingencies available within the Contract.

Errors were found by the Contractor in their bid. Pursuant to the Contract Documents in the Instructions to Bidders Article 16.03, the Contractor has 24 hours to provide written notice of a substantial mistake and may withdraw his bid. This did not occur. The Contractor then has the right to withdraw his bid and forfeit his bid bond. The amount of the bid bond is 5% of the total bid, in this case \$50,505.65. The bidder did not want to forfeit this bond.

Several discussions were held between the LCWSA, Morsch Pipeline, and CPL to determine a course of action that would result in the project being completed without having to re-bid. The result was an option that provides Morsch Pipeline with a known receivable amount, by converting the project from a unit price to a lump sum project. By converting to lump sum, this also results in a known contract amount for the LCWSA and significantly limits the risk for cost increases due to unforeseen conditions. The negotiated lump sum amount is \$985,113, which does include \$25,000 of the allowance being converted to the base bid.



The result is a project that is \$258,113 over budget, although expected based on the low number of bidders and the volatile materials market. This will reduce the overall County Wide Water project contingency from \$485,430 to \$227,317. However, with several aspects of the overall project still in the preliminary design phase, including the tank and SCADA, there are opportunities to modify those projects should the need arise to ensure the overall project remains in budget.

We have previous working experience with Morsch Pipeline, Inc. and have discussed their bid and construction schedule with them. We feel their bid is a true representation of costs to complete this project and that Morsch Pipeline is qualified to complete the project.

Recommendation Contract 5

CPL recommends awarding this Contract to Morsch Pipeline, Inc. in the amount of \$1,010,113. We also recommend the LCWSA approves Change Order No. 1 (enclosed), lowering the contract amount to \$985,113 and converting the project to lump sum.

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 a copy of the Agreement and bonds for their execution. When returned, the executed Agreement will be sent to you for signature. This process generally takes two (2) weeks.

CPL looks forward to working with the LCWSA and the Contractor to successfully complete this project. If you have any questions or require additional information, please contact me directly at (585) 413-7010.

Regards,

CPL

Casey DeGraff
Project Engineer

Enclosures

NOTICE OF AWARD

Date of Issuance: May 18, 2022

Owner: Livingston County Water & Sewer Authority Owner's Contract No.: DWSRF 18746
Engineer: CPL Engineer's Project No.: 15761.00
Project: County Wide Water System Improvements Contract Name: Contract 5 – Water System Improvements
Bidder: Morsch Pipeline, Inc.
Bidder's Address: 3929 South Avon Road, Avon, NY 14414

TO BIDDER:

You are notified that Owner has accepted your Bid dated **May 11, 2022** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

This project consists of a Conesus Lake Outlet Crossing, water main installation for the Pine Tree Trailer Park and the Lake Forest Trailer Park, as well as water service transfers on Stone Hill Road and all related work.

The Contract Price of the awarded Contract is: \$1,010,113.00

[1] unexecuted counterpart of the Agreement accompanies this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically. *[revise if multiple copies accompany the Notice of Award]*

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [1] counterpart of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Livingston County Water & Sewer Authority

Authorized Signature

By: Jason Molino

Title: Executive Director

Copy: CPL (Engineer)

Date of Issuance: May 18, 2022	Effective Date: May 18, 2022
Owner: Livingston County Water & Sewer Authority (LCWSA)	Owner's Contract No.: DWSRF No. 18746
Contractor: Morsch Pipeline Inc.	Contractor's Project No.:
Engineer: CPL	Engineer's Project No.: 15761.00
Project: County Wide Water System Improvements	Contract Name: Contract 5 – Water System Improvements

The Contract is modified as follows upon execution of this Change Order:

**This Change order changes the contract from a Unit Price project to a Lump Sum project.
The decrease of this change order is \$25,000.**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 1,010,113.00	Original Contract Times: Substantial Completion: <u>December 14, 2022</u> Ready for Final Payment: <u>January 13, 2023</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. __: NA \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. __: NA Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 1,010,113.00	Contract Times prior to this Change Order: Substantial Completion: <u>December 14, 2022</u> Ready for Final Payment: <u>January 13, 2023</u> days or dates
Decrease of this Change Order: \$ 25,000.00	[Increase] [Decrease] of this Change Order: NA Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 985,113.00	Contract Times with all approved Change Orders: Substantial Completion: <u>December 14, 2022</u> Ready for Final Payment: <u>January 13, 2023</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>Construction Manager</u>	Title: <u>Executive Director</u>	Title: <u>President</u>
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____