

Members Attending: T. Anderson, M. McKeown, S. Beardsley, P. Brooks, J. Deming, E. Gott, T. Saunders

Excused Absent: None

Others attending: M. Baines (Executive Director), M. Kosakowski (Director of Operations), R. Lewis (Principal Account Clerk), E. Wies (Clark Patterson Lee), J. Campbell (Kruk & Campbell, P.C.)

Call to Order – With a quorum present, Chairman T. Anderson called the meeting to order at 8:00 am.

Approval of Agenda

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

Approval of Minutes – August 22, 2018 Regular Board Meeting

Motion: E. Gott moved and P. Brooks seconded to approve regular board meeting minutes dated August 22, 2018. M. McKeown abstained. Carried (6 Ayes).

Privilege of the Floor – None.

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

Motion: E. Gott moved and S. Beardsley seconded to approve the Financial Report. Carried unanimously.

Other item(s) discussed under the financial portion of the meeting:

2019 Draft Budget Workshop/Meeting

R. Lewis requested that Board members check their availability to meet to review the 2019 Draft Budget during the week of October 1 or week of October 8.

Motion: E. Gott moved and S. Beardsley seconded to schedule a special meeting on October 10, 2018 at 8:00 am at the Geneseo Town Hall, 4630 Millennium Drive, Geneseo, NY, to review the 2019 Draft Budget and any other matters, and to direct LCWSA staff to provide the required public notice of such meeting. Carried unanimously.

Bills: R. Lewis reviewed the monthly bills.

Motion: J. Deming moved and S. Beardsley seconded to approve paying the bills for Total Project Expenditures in an amount not to exceed \$366,402.02. Carried unanimously.

Motion: P. Brooks moved and E. Gott seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$173,457.63. Carried unanimously.

Operations and Capital Report

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

Other Business

LCWSA Employee Transition

- **Create Civil Service Positions & Establish Standard Work Day**
(Resolutions No. 2018-14 through 2018-20)

M. Baines noted that in order to appoint and/or transfer to the LCWSA all currently leased County employees, it will be necessary for the LCWSA Board to create various Civil Service positions, and establish the standard work day for these positions for New York State & Local Retirement System (NYSLRS) reporting purposes. New Position Duties Statements were previously submitted to the Personnel Department, which were reviewed by the Livingston County Personnel Offer, who assigned titles to these new positions. The Board reviewed the following draft resolutions (on file with Secretary):

RESOLUTION NO. 2018-14 AUTHORIZING THE CREATION OF: TWO (2) DIRECTOR OF OPERATIONS POSITIONS

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-14 Authorizing the Creation of: Two (2) Director Of Operations Positions. Carried unanimously.

RESOLUTION NO. 2018-15 AUTHORIZING THE CREATION OF: THREE (3) PRINCIPAL ACCOUNT CLERK POSITIONS

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-15 Authorizing the Creation of: Three (3) Principal Account Clerk Positions. Carried unanimously.

RESOLUTION NO. 2018-16 AUTHORIZING THE CREATION OF: FIVE (5) SENIOR ACCOUNT CLERK/TYPIST POSITIONS

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-16 Authorizing the Creation of: Five (5) Senior Account Clerk/Typist Positions. Carried unanimously.

RESOLUTION NO. 2018-17 AUTHORIZING THE CREATION OF: FIVE (5) ACCOUNT CLERK/TYPIST POSITIONS

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-17 Authorizing the Creation of: Five (5) Account Clerk/Typist Positions. Carried unanimously.

RESOLUTION NO. 2018-18 AUTHORIZING THE CREATION OF: TEN (10) WATER/WASTEWATER MAINTENANCE PERSON POSITIONS.

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-18 Authorizing the Creation of: Ten (10) Water/Wastewater Maintenance Person Positions. Carried unanimously.

RESOLUTION NO. 2018-19 AUTHORIZING THE CREATION OF: FIVE (5) BUILDING MAINTENANCE PERSON POSITIONS

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-19 Authorizing the Creation of: Five (5) Building Maintenance Person Positions. Carried unanimously.

RESOLUTION NO. 2018-20 ESTABLISHING STANDARD WORK DAY FOR EMPLOYEES

Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2018-20 Establishing Standard Work For Employees (NYSLRS Form RS 2418). Carried unanimously.

▪ **Migration Services and IT Upgrades**

M. Baines provided a brief update to the Board that a purchase order was issued to Layer3 Technologies in the amount \$34,676.00 for new IT equipment and labor associated with "Information Technology (IT) Support - Migration Services and IT Upgrades (Year 2018)". Additional upgrades that are planned as part of the employee transition include: Upgrades to Phone System, Website Development, and Replacement of Existing Computerized Work Order System. LCWSA staff is currently working with various vendors/consultants to refine the scope/fee of these three (3) items. In the interim, M. Baines and R. Lewis recommended establishing a 2018 Capital Project for "Technology Upgrades (Employee Transition)" and establishing a budget to cover all the above items. The Board consensus was that \$75,000 would be sufficient.

Motion: E. Gott moved and M. McKeown seconded to establish a 2018 Capital Project entitled "Technology Upgrades (Employee Transition)" with a project budget of \$75,000. Carried Unanimously.

▪ **Workers Compensation – Update**

M. Baines informed the Board that Livingston County has scheduled a public hearing on October 10, 2018 to amend its local law relative to the Livingston County Self-Insurance Plan for Workers' Compensation to allow for the LCWSA to become an eligible participant. The local law will also be amended to define how plan costs will be apportioned to special districts and authorities, which have limited taxable real property. The proposed formula to be used for LCWSA was previously reviewed at the August 22, 2018 Board meeting. The Board indicated that there are some continuing concerns that LCWSA's workers compensation premium under the proposed formula would be calculated in part on the experience mod of the various towns/villages, which be outside LCWSA's control. The Board recommended that a follow-up meeting/conference call be scheduled with the County Administrator, County Attorney, and the County's third party administrator for the plan, prior to the public hearing to seek further clarification.

▪ **Existing Lease Agrmt – County Proposal re: Retiree Health Benefits**

Following the September 17, 2018 meeting between LCWSA (T. Anderson, M. Baines), its representatives/consultants (J. Campbell, N. Mazza), and Livingston County (I. Coyle, S. Hillier), I. Coyle submitted the following counter proposal to the original LCWSA proposal that the Board discussed at the August 22, 2018 Board Meeting:

- Retiree #1 through #4 – 100% Retiree Health Insurance costs to be paid by LCWSA
- Retiree #5 – Retiree Health Insurance costs to be split as follows: 50% County/50% LCWSA
- Retiree #6 – Retiree Health Insurance costs to be split as follows: 44% County/56% LCWSA

The Board reviewed the above proposal and felt that this was a reasonable compromise in addressing ongoing health insurance costs for existing Public Works retirees.

Motion: M. Mckeown moved and E. Gott seconded to accept Livingston County's counter proposal for cost sharing of existing retiree health benefit costs as defined above, effective January 1, 2019, and to authorize J. Campbell to coordinate with the County Attorney on development of the necessary agreement.

Lakeville Wastewater Treatment Plant (SPDES NY0032328)

The Board reviewed the following items:

- Order on Consent (R8-201808803-83) that was received on August 24, 2018 relating to “exceedances of permitted average flow, failure to submit to the Department The Fast Report on Significant Industries (FROSI) for 2016, and failure to provide the Department with a plan to address inflow issues”
- Notice of Violation (dated September 21, 2018) related to proceeding with construction on the WWTP upgrades project, without DEC approval.
- LCWSA response letter (dated September 25, 2018) to Notice of Violation, providing requested information on recent and historic infiltration/inflow (I/I) reduction efforts, clarification on the design of the secondary clarifier, existing loading data, etc.

A meeting has been scheduled for September 27, 2018 with DEC Region 8 staff in an effort to resolve the above issues, and reach a consensus on a plan to move forwards. An update will be provided to the Board following the September 27, 2018 meeting.

Communications

The following items were provided to Board members for informational purposes. No action taken.

- Annual Report on Public Authorities in New York State (July 1, 2018)
- Livingston County Water Supply Study Update Project – Request for Proposals (Due October 12, 2018)
- Audit Report issued by NYS Office of State Comptroller: “Oversight of Public Water Systems – Department of Health” (dated September 2018)

Adjourn: Motion: S. Beardsley moved and E. Gott seconded to adjourn the board meeting at 10:30 am. Carried unanimously.