

Members Attending: T. Anderson, S. Beardsley, P. Brooks, E. Gott, F. Miller, M. McKeown

Excused Absent: J. Deming

Others attending: M. Baines (Executive Director), 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: M. McKeown moved and P. Brooks seconded to approve the agenda as presented. Carried unanimously.

Minutes – April 25, 2018 Regular Board Meeting

Motion: M. McKeown moved and S. Beardsley seconded to approve regular board meeting minutes dated April 25, 2018. Carried unanimously.

Privilege of the Floor

T. Anderson welcomed Mayor Cal Lathan (Village of Livonia) and granted him privilege of the floor to address the Board. C. Lathan provided some historical background on the Village's water system, and summarized several important milestones including the development of the water supply agreement with the City of Rochester (that benefits the Town and Village), the establishment of the Joint Water Works System, and the transfer of operation and maintenance responsibilities to LCWSA in the early 2000s. C. Lathan indicated the primary purpose of his visit was to discuss the proposed water system improvement project that will address longstanding water pressure issues for Meadow Drive residents, Shelly Road residents, and the Livonia Central School. C. Lathan indicated that the Village Board had discussed the proposed 77% (Village) – 23% (LCWSA) cost breakdown for the project, and he felt that there was greater long-term value to LCWSA for the upsizing of the 8" water main to a 16" water main (along Shelly Road) than what was reflected in the 23% number. C. Lathan informed the Board that the Village had begun to take the necessary steps to borrow the Village's portion of the funds to proceed with the project. C. Lathan departed the meeting at 8:30 am.

E. Gott entered the meeting.

E. Wies reviewed project Options 1 and 2 again with the Board, and the Board re-iterated its position that the proposed cost breakdown is consistent with existing agreements, which state that the Village is responsible for all capital improvements to the Village's distribution system, but any upsizing of infrastructure that could also benefit LCWSA customers beyond the Village limits would be paid for by LCWSA.

The Board also discussed a potential Option 3 that would involve the Village turning over ownership of the water system to LCWSA. The Board consensus is that this is the preferred long-term solution, as the Board recognizes that continued re-investment in the Village's water system will be necessary and the Village's current financial situation will make it exceedingly difficult for the Village to complete large capital projects. The Board requested that M.Baines follow up with the Village to further discuss Option 3.

Financial report – R. Lewis reviewed the Financial report with the Board. R. Lewis provided an update on certain expenses (Overtime, Electrical, etc.) that are currently trending higher as compared to 2017. R. Lewis indicated that LCWSA staff will continue to monitor these costs and update the Board accordingly.

Other items discussed under financial portion of meeting:

Renewal of Inter-municipal Cooperation Agreement (Town of Livonia Fuel Depot)

J. Campbell circulated copies of the inter-municipal cooperation agreement and explained to the Board that the prior agreement expired at the end of 2017. The agreement covers the shared use and maintenance of the Livonia Fuel Depot by the Town, Village, Lakeville Fire Department, Livonia Fire Department, Livonia Ambulance, Livonia Central School District and LCWSA. The only updates to the current agreement relate to the percentage that each party shall pay for any maintenance, upkeep, repair, etc. of the fuel depot – this is based on usage figures from the prior year.

Motion: S. Beardsley moved and P. Brooks seconded to authorize the Executive Director to sign the updated Inter-municipal Cooperation Agreement (Authorizing the Shared Use and Maintenance of the Town of Livonia Fuel Depot). Carried unanimously.

New York State and Local Retirement System (NYSLRS), Establishing Standard Work Day for Employees

M. Baines noted that when the Board created the two seasonal laborer positions at the January 26, 2018 Board meeting, the standard work week was established (35 hours/week) but not the standard work day, which is required by the NYSLRS for reporting purposes. Draft Resolution 2018-05 establishes the standard work day for this position as 7 hours/day.

Motion: F. Miller moved and E. Gott seconded to approve Resolution 2018-05 – Establishing Standard Work Day for Employees. Carried unanimously.

LCWSA Personnel – Account Clerk/Typist Vacancy, Approval to Fill Position

As a follow-up to the April 25, 2018 Board meeting, M. Baines is requesting approval to fill the Account Clerk/Typist position that is now vacant following the appointment of C. Cappadonia to the position of Sr. Account Clerk/Typist.

Motion: E. Gott moved and F. Miller seconded to approve filling the Account Clerk/Typist Vacancy. Carried unanimously.

PERMA Annual Conference (May 24-25, 2018 – Bolton Landing/Lake George, NY)

M. Baines requested approval from the Board to attend the Public Employer Risk Management Association, Inc. (PERMA) Annual conference, which is held annually in May in Bolton Landing/Lake George, NY. PERMA covers all expenses (except for travel) for one registrant from each participating employer.

Motion: F. Miller moved and E. Gott seconded to approve M. Baines' attendance at the PERMA Annual Conference in Bolton Landing/Lake George, NY from May 24-25, 2018. Carried unanimously.

Approval of Bills: R. Lewis reviewed the monthly bills.

Motion: F. Miller moved and M. McKeown seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$146,212.73, DOCCS expenses in an amount not to exceed \$142,741.51, and Projects in an amount not to exceed \$47,372.05. Carried unanimously.

Motion: P. Brooks moved and E. Gott seconded to approve paying the bills for Utilities in an amount not to exceed \$28,429.44, Commodity in an amount not to exceed \$39,997.02, and for miscellaneous expense in an amount not to exceed \$8,480.13. Carried unanimously.

Operations and Capital Reports

In M. Kosakowski's absence, M. Baines reviewed the Operations and Capital reports with the Board (on file with the Secretary).

Other Business

Lakeville WWTP Upgrades (NYSEFC Project No C8-6449-05-00) – Phase 1 (Contract 1 & Contract 2)
E. Wies distributed copies of the bid review letters, dated May 23, 2018, and discussed the bid results for Contracts 1 and 2 with the Board.

RESOLUTION NO. 2018 -06 AWARDING BID FOR LAKEVILLE WASTEWATER TREATMENT PLANT UPGRADE (CWSRF C8-6449-05-00) CONTRACT 1 – GENERAL CONSTRUCTION TO: CRANE-HOGAN STRUCTURAL SYSTEMS INC.

WHEREAS, after proper legal advertisement for bids for Lakeville Wastewater Treatment Plant Upgrade (CWSRF C8-6449-05-00) Contract 1 – General Construction, three (3) bids were received, then publicly opened and read aloud on May 17, 2018; and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated May 23, 2018; and

WHEREAS, Crane-Hogan Structural Systems, Inc., having an address of 3001 Brockport Road, Spencerport, New York 14559, has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$3,388,928.00; and

WHEREAS, the Livingston County Water & Sewer Authority (LCWSA) Board has reviewed the bid review letter and accepts the recommendation of award; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Board is hereby authorized to sign a contract with Crane-Hogan Structural Systems, Inc. for Contract 1 – General Construction in the amount of \$3,388,928.00, subject to review by the LCWSA Attorney.

Motion: F. Miller moved and S. Beardsley seconded to approve Resolution 2018-06 Awarding Bid For Lakeville Wastewater Treatment Plant Upgrade (CWSRF C8-6449-05-00) Contract 1 – General Construction To: Crane-Hogan Structural Systems Inc. Carried unanimously.

RESOLUTION NO. 2018 -07 AWARDING BID FOR LAKEVILLE WASTEWATER TREATMENT PLANT UPGRADE (CWSRF C8-6449-05-00) CONTRACT 2 – ELECTRICAL CONSTRUCTION TO: HEWITT YOUNG ELECTRIC LLC.

WHEREAS, after proper legal advertisement for bids for Lakeville Wastewater Treatment Plant Upgrade (CWSRF C8-6449-05-00) Contract 2 – Electrical Construction, two (2) bids were received, then publicly opened and read aloud on May 17, 2018; and

WHEREAS, Clark Patterson Lee has completed a review of the bids and has assembled a bid review letter, dated May 23, 2018; and

WHEREAS, Hewitt Young Electric LLC, having an address of 645 Maple Street, Rochester, New York 14611, has been identified as the lowest, responsible, responsive bidder with a total bid amount of \$520,000.00; and

WHEREAS, the Livingston County Water & Sewer Authority (LCWSA) Board has reviewed the bid review letter and accepts the recommendation of award; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Board is hereby authorized to sign a contract with Hewitt Young Electric LLC for Contract 2 – Electrical Construction in the amount of \$520,000.00, subject to review by the LCWSA Attorney.

Motion: P. Brooks moved and E. Gott seconded to approve Resolution 2018-07 Awarding Bid For Lakeville Wastewater Treatment Plant Upgrade (CWSRF C8-6449-05-00) Contract 2 – Electrical Construction To: Hewitt Young Electric LLC. Carried unanimously.

Lakeville WWTP Disinfection Study

E. Wies provided the Board with a brief update on the status of the study. Clark Patterson Lee (CPL) is currently evaluating three (3) options: ozone, UV, and chlorination/dechlorination. The final recommendation will be included in a report to be presented to the Board at either the June 27 or July 25 Board Meeting. E. Wies also reminded the Board that this is an eligible project under the NYSDEC Water Quality Improvement Program (WQIP) and a grant application will be submitted by the July 27, 2018 deadline.

DOCCS Water Supply Project

The following project related items were discussed:

- *May 9, 2018 Conference Call (DOCCS/LCWSA/CPL)*
M.Baines updated the Board that both her and J. Foote (CPL) participated in a conference call with E.Greppo and K. Rupert from DOCCS regarding the status of the water treatment plant modifications to the Groveland Correctional Facility (GCF) that are necessary in order to begin accepting water from LCWSA. DOCCS is now indicating that it could be late 2019 or early 2020 by the time these improvements are complete.
The Board indicated it had significant concerns regarding potential water quality issues (with no large end user), and the potential for a significant amount of flushing that may be needed until DOCCS completes their improvements. The Board consensus was to have J.Campbell review the existing contract to see what avenues may be available to cover these (unforeseen) operational costs.
- *Contract No. 5 (M.W. Controls Service, Inc), Change Order No. 2 – Electrical, Telemetry, & Control System Modifications*
E. Wies circulated copies of proposed Change Order No. 2 (on file with secretary) to the Board for review and approval. This proposed change order includes various electrical modifications that have resulted in certain adds and deducts. This includes: change from secondary feed to primary feed at Dennison Rd tank site, relocation of generator to exterior of Maple Beach pump station to provide improved access, additional telemetry and controls at various sites, etc. Total increase in cost is \$82,131.85.

Motion: E. Gott moved and F. Miller seconded to approve Change Order No. 2 (Electrical, Telemetry, & Control System Modifications) to DOCCS Water Supply Project, Contract No. 5, in the amount of \$82, 131.85. Carried unanimously.

- *Notice of Claim (6652 Groveland Hill Rd)*
M.Baines notified the Board that LCWSA had been served with a notice of claim by a property owner on Groveland Hill Road, who is alleging water damage in her basement due to the watermain installation. The notice of claim and all project and contract related information has been forwarded to NYMIR, LCWSA's insurer, for further review.

Amendment No. 1 to Water Improvement Repayment Agreement (Dairy Knoll Farms)

As a follow-up to the discussion at the April 25, 2018 Board Mtg, the Board reviewed the draft intermunicipal cooperation agreement prepared by J. Campbell, that outlines the sharing of responsibilities for the completion of the Rosebrugh Road water main extension, which will serve Dairy Knoll. LCWSA and Dairy Knoll

recognize that rather than installing 550 feet of 4-inch private water service that would only serve Dairy Knoll property, a public water main extension along a portion of Rosebrugh Road (for a portion of the 550 feet which would otherwise be a 4-inch private water service) would provide a greater benefit to the community, including the opportunity to expand service to additional areas in the future.

Motion: P. Brooks moved and S. Beardsley seconded to approve Amendment No. 1 to Water Improvement Repayment Agreement, subject to review by Dairy Knoll Farms, and authorizing the Executive Director to sign the amendment. Carried unanimously.

Town of Groveland Intermunicipal Cooperation Agreement (Groveland Town Hall Water System Improvements - Aten Road Water Main Extension)

As a follow-up to the discussion at the April 25, 2018 Board Mtg, the Board reviewed the draft intermunicipal cooperation agreement prepared by J. Campbell, that outlines the sharing of responsibilities for the completion of the Aten Road water main extension, which will serve the Groveland Town Hall. LCWSA and the Town recognize that rather than installing 550 feet of 2-inch private water service that would only serve the Town Hall, a public water main extension along a portion of Aten Road (for a portion of the 550 feet which would otherwise be a 2-inch private water service) would provide a greater benefit to the community, including the opportunity to expand service to additional areas in the future.

Motion: P. Brooks moved and E. Gott seconded to approve the Town of Groveland Intermunicipal Cooperation Agreement, subject to Town review, and authorizing the Executive Director to sign the agreement. Carried unanimously.

East Lake Road Water District (Town of Livonia) – Mobile Home Park Water System Improvements (Pine Tree and Lake Forest)

The Board revisited the discussions that occurred in the Fall of 2017, regarding potential water system improvements within the Pine Tree and Lake Forest mobile home parks. The Board agreed that a necessary first step would be the development of the appropriate easements and agreements for the water infrastructure that already exists in both parks.

Motion: E. Gott moved and F. Miller seconded to authorize J. Campbell to prepare the necessary easements and agreements to address the existing water infrastructure in both mobile home parks. Carried unanimously.

Communications:

LCWSA/CSEA Joint Informational Meeting (May 8, 2018) re: Employee Transition

T. Anderson indicated that the informational meeting with CSEA and affected staff was positive, with very few questions or concerns raised during the meeting. In terms of next steps, J. Campbell and M. Baines with assistance from S. McClaren (Webster Szanyi) and N. Mazza (Bonadio & Co) will begin developing a draft agreement between LCWSA and a new CSEA unit that will consist of LCWSA employees.

Resignation letter – F. Miller, effective May 24, 2018

F. Miller presented the Board with his resignation letter, effective May 24, 2018. The Board expressed its gratitude to F. Miller for his service to LCWSA, and wished him well in his future endeavors.

Motion: E. Gott moved and S. Beardsley seconded to accept the resignation letter from F. Miller. Carried unanimously.

Adjourn: Motion: S. Beardsley moved and E. Gott seconded to adjourn the board meeting at 11:12 am. Carried unanimously.