

Agenda

LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
December 16, 2022 at 10:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

1. **Call to Order**
2. **Approval of Agenda**
3. **Executive Session**
4. **Approval of Minutes**
 - a. November 16, 2022 – Regular Meeting
5. **Reports**
 - a. Financial Report–November 2022
 - i. Approval of Financial Report
 - ii. Approval of Expenditures
 - b. Operation/Capital Report
 - c. Executive Director’s Report

6. Other Business

- | | |
|-------------------------|---|
| Resolution No.: 2022-43 | RESOLUTION SETTING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY MEETING SCHEDULE FOR 2023 |
| Resolution No.: 2022-44 | RESOLUTION TO MAINTAIN ALL DIGITALLY CREATED RECORDS IN THEIR NATIVE DIGITAL FORMAT FOR THE LEGALLY PROSCRIBED RETENTION PERIOD OF THE RECORD. |
| Resolution No.: 2022-45 | RESOLUTION ADOPTING AN AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) POLICY |
| Resolution No.: 2022-46 | RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ANY AND ALL CONTRACTS, DOCUMENTS, AND INSTRUMENTS NECESSARY TO BRING ABOUT PHASE 3 COLLECTION SYSTEM STUDY AND TO FULFILL THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY OBLIGATIONS UNDER THE GRANT AGREEMENT AND APPROPRIATE A MINIMUM LOCAL MATCH OF 20% OF THE LCWSA ENGINEERING PLANNING GRANT #121387 |
| Resolution No.: 2022-47 | RESOLUTION FOR THE SEQR DETERMINATION (TYPE II) FOR LIVINGSTON COUNTY WATER & SEWER AUTHORITY ENGINEERING PLANNING GRANT #121387 |
| Resolution No.: 2022-48 | RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PROVIDE PAYMENT TO THE TOWN OF LEICESTER FOR BASE RATE UNIT CHARGES FOR THE PRIOR WATER BILLING PERIOD |

Resolution No.: 2022-49

RESOLUTION TO AUTHORIZE THE USE OF FUNDS FOR THE
PURCHASE OF A THM ANALYZER IN PARTNERSHIP WITH
LIVINGSTON COUNTY

7. **Communications**

8. **Adjournment**

Next Regular Meeting: Wednesday, January 18, 2023 @ 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.

Unreviewed Minutes

LIVINGSTON COUNTY WATER & SEWER AUTHORITY
REGULAR MEETING
November 16, 2022 at 8:00 am
Watershed Education Center (Vitale Park)
Lakeville, NY 14480

Members Attending: M. Falk, M. McKeown, B. Ceci, S. Beardsley, and T. Saunders

Others attending: J. Molino (Executive Director), L. Monaghan (Executive Deputy Director), R. Lewis (Principal Account Clerk), M. Kosakowski (Director of Operations), S. Wright (Secretary) and J. Campbell (Attorney), E. Weis (Engineer)

Call to Order: 8:00 a.m.

Approval of Agenda:

Motion: T. Saunders moved, and B. Ceci seconded to approve the agenda. Carried unanimously.

Approval of Minutes:

October 19, 2022 - Regular Meeting

Motion: S. Beardsley moved, and M. Faulk seconded to approve the regular board meeting minutes dated October 19, 2022. Carried unanimously.

Reports:

Financial Report – October 2022

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

Motion: T. Saunders moved, and S. Beardsley seconded to approve the October 2022 Financial Report. Carried unanimously.

Approval of Expenditures

Motion: M. Faulk moved, and S. Beardsley seconded to approve paying Total Capital & Operating expenditures of \$522,277.93 and \$268,668.03 for Utilities & Miscellaneous. Carried unanimously.

Operations and Capital Report

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

- LCWSA has switched labs and has an RFP out for lab services. Comparative sampling determined the current lab had some inaccuracies with the sampling.
- Current projects at Stone Hill Road, Creek Crossing, and Pine Tree Mobile Home Park are all almost complete.

Motion: B. Ceci moved, and T. Saunders seconded to approve the Operations and Capital Report. Carried unanimously.

Executive Director Report

L. Monaghan reviewed:

- 600 meters replaced so far or approximately 30% complete.
- Leicester meter change out is complete for LCWSA.

J. Molino reviewed:

- The County Shared Services Plan includes the Vacuum Truck purchase, the Regional Water Project, and the request for membership to the Greater Tompkins County Municipal Health Insurance Consortium.
- An RFQ for Engineering Services and Lab Services is being coordinated and an RFP for preventive maintenance items, generators, etc. will be coordinated in early 2023 as part of procurement for the year.
- New water and sewer districts are being considered in multiple municipalities throughout the County which will increase LCWSA's customer base in the next few years.
- Notifications for the new rates will be distributed in the February billing for customers.
- LCWSA was granted \$5 million in funds and received hardship consideration for the Regional Water Project. Coordination efforts and discussions will begin with the Village of Geneseo and Avon.

Motion: M. Faulk moved, and B. Ceci seconded to approve the Executive Director Report. Carried unanimously.

Other Business:

Resolutions:

- 2022-40 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TO SIGN THE AGREEMENT WITH WEBSTER SZANYI, LLP FOR LEGAL SERVICES PERTAINING TO LABOR AND EMPLOYMENT MATTERS
Webster Szanyi is used rarely but is fair and reasonable with their rates. J. Molino recommends signing the agreement.
Motion: S. Beardsley moved, and T. Saunders seconded to approve Resolution 2022-40. Carried unanimously.
- 2022-41 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TO SIGN THE FIRST AMENDMENT TO THE LEASE AGREEMENT WITH THE VILLAGE OF LIVONIA
The agreement allows for the same rate structure as the Town of Livonia and is consistent with the LCWSA's unit policy.
Motion: T. Saunders moved, and M. Faulk seconded to approve Resolution 2022-41. Carried unanimously.
- 2022-42 RESOLUTION TO AMEND THE PUBLIC AUTHORITIES LAW IN RELATION TO INCREASING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY'S AGGREGATE PRINCIPAL AMOUNT OF BONDS FROM \$42,000,000 TO \$70,000,000
This amendment will only affect LCWSA's ability to borrow in the future. This increase should be adequate for many years to come.
Motion: B. Ceci moved, and M. Faulk seconded to approve Resolution 2022-42. Carried unanimously.

Adjournment – 9:14 a.m.

Motion: M. Faulk moved, and T. Saunders seconded to close the meeting. Carried unanimously.



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

1

Board Financial Report
November 2022

ASSETS

<u>Operating Cash (Reserve)</u>	\$1,180,649	p. 3a	Cash Report p. 4
<u>Debt Reserve Bank Balance</u>	\$1,061,101	p. 3b	
<u>Restricted Cash:</u>	\$ 118,626	p. 3d	
<i>Town of Caledonia</i>	<i>(\$11,277)</i>		
<i>On Deposit M & T</i>	<i>(\$107,348)</i>		
<u>Accounts Receivable</u>	\$ 826,679	p. 3c	
Work-In-Progress (WIP Report Attached)	\$7,934,932	p. 4e	WIP Report p.5

LIABILITIES

<u>Current Liabilities</u>	\$ 7,999,671	p. 3f	
<i>Debt Payables, Retirement Accruals,</i>			
<i>Current WWTP Project, County Wide Water (Short Term Debt)</i>			
	7,964,617		
<i>Funds Held for Others</i>			
	\$12,680		<i>Customer overpayments</i>
	\$22,374		<i>Compact of Towns</i>
<u>Long Term Liabilities</u>	\$5,530,398		p. 3g
Loans	\$3,577,775		
V. Livonia Lease	\$ 213,976		
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. 6a

November is a billing month (Revenue reflects service period 11/1/21-10/31/22)

Year to Date Revenue \$3,144,513

p. 6b

Increase of \$70,727 from last year same time period.

Increases

Retail Fees \$193,293 Village of Livonia & DOCCS

Decreases

O & M Services \$84,483 Village of Livonia

Permits \$22,985

EXPENSES

2022 Budget Expenses -\$3,459,882

p. 8a

Year to Date Expenses \$3,095,423 (approx..89.5% of Budget)

p. 8b

Increase of \$364,596 from last year same time period

Increases

Wages & Fringe \$289,149 additional staff, wage increases
Weekend Sewer Plant Staffing
10% increase, additional staff
Engineering \$24,910 transferred from WIP to expenses
Project Engineering \$54,892 Phase 2 I & I, Avon WWTP Eval
Vehicle Maint. \$13,643 Net \$12,000 -\$3,000 insurance reimbursement
Small Equipment \$24,893 Office Laptops, Field Tablets, Meter Auto Guns
Bldg. Repair \$24,280
Vehicle Maint. 13,643

Decreases

Plant Ops \$115,694 own staff
Other Prof. Service \$18,424 Executive Director search

Livingston County WSA

Balance Sheet

As of 11/30/2022

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Bal...	YTD Change
CURRENT ASSETS					
Operating Cash	1,180,649 <i>a</i>	889,354	291,295	1,567,214	(386,565)
Debt Reserve	1,061,101 <i>b</i>	876,098	185,002	1,012,560	48,540
Accounts Receivable	826,679 <i>d</i>	1,696,960	(870,281)	2,011,966	(1,185,287)
Capital Contributions Receivable	1,558	(1,736)	3,294	56,410	(54,852)
Inventory	19,176	33,864	(14,688)	41,875	(22,699)
Prepaid Expenses	119,588	52,207	67,381	127,325	(7,737)
Funds held for Others	35,054	29,702	5,352	35,637	(584)
Total CURRENT ASSETS	3,243,805	3,576,449	(332,644)	4,852,987	(1,609,183)
Total Current Assets	3,243,805	3,576,449	(332,644)	4,852,987	(1,609,183)
NON-CURRENT ASSETS					
Restricted Cash	118,626 <i>c</i>	667,378	(548,753)	118,568	57
Capital Contrib Receivable, net current	474,108	632,064	(157,956)	474,108	0
Property & Equipment, Net Deprec	33,066,788	22,436,351	10,630,438	33,099,956	(33,167)
Work-In-Progress	7,934,932 <i>e</i>	9,662,464	(1,727,531)	5,038,373	2,896,559
Total NON-CURRENT ASSETS	41,594,455	33,398,257	8,196,198	38,731,005	2,863,449
Total Non-Current Assets	41,594,455	33,398,257	8,196,198	38,731,005	2,863,449
TOTAL ASSETS	44,838,259	36,974,706	7,863,553	43,583,993	1,254,267
CURRENT LIABILITIES					
Accounts Payable	7,217	56,957	(49,740)	25,235	(18,018)
Current Portion Loans Payable	7,948,087	1,212,907	6,735,180	4,601,484	3,346,603
Other Current Liabilities	9,717	91,045	(81,328)	1,703,791	(1,694,074)
Funds held for others	34,650	29,569	5,081	35,637	(987)
Total CURRENT LIABILITIES	7,999,671 <i>f</i>	1,390,479	6,609,192	6,366,147	1,633,524
Total Current Liabilities	(7,999,671)	(1,390,479)	(6,609,192)	(6,366,147)	(1,633,524)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	5,530,398	3,811,225	1,719,173	5,570,398	(40,000)
Total NON-CURRENT LIABILITIES	5,530,398 <i>g</i>	3,811,225	1,719,173	5,570,398	(40,000)
Retained Earnings & Net Position					
Retained Earnings	(31,950,369)	(32,317,080)	366,711	(31,950,333)	(36)
Net Income	320,195	544,262	(224,067)	0	320,195
Total Retained Earnings & Net Position	(31,630,174)	(31,772,818)	142,644	(31,950,333)	320,159
Total Net Position	45,160,243	36,974,522	8,185,721	43,886,878	1,273,365

(Handwritten mark)

	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
	Actual	Estim	Estim											
Cash on hand 1st of each month	\$ 1,641	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 817	\$ 930	\$ 1,779	\$ 1,281	\$ 1,185	\$ 1,323
Cash Received														
Customer Billing	355	33.2	424	356.5	64.6	328.8	477.6	50	363.2	474.5	46.4	387.4		
Miscellaneous	3		2.4	1		0.6	0.2		1	1	9.3	1.5	360	360
Grant/Contributions/ EFC Draws		143.8				845.9								
Billing Services/O & M Services	37			16.8	15		3.8	13.2	16.3			13.2	35	35
Relevy					250.5									
Estimated Cash Receipts														
Cash Receipts														
Debt/Grant/Contrib Receipts			1048.3	404.2	655.8		125.6		379	443.7				
EFC	1163									859.2		260		
Cash Balance before expenditures	\$ 3,199	\$ 1,745	\$ 1,669	\$ 1,629	\$ 2,125	\$ 2,326	\$ 2,126	\$ 1,317	\$ 1,579	\$ 2,712	\$ 1,838	\$ 1,946	\$ 1,583	\$ 1,721
Utility & Misc. Vouchers	452	151	159.6	187.7	158.4	166	319.4	169.4	216.7	304.5	259.7	160.6	160	160
Operating Vouchers	108	83	79	88.8	77.3	93	95.7	83.6	269.1	40	185.9	217.5	90	90
Miscellaneous	96													
Project Vouchers	975	1317	580	213.3	738	548.7	456.7	247.4	163.4	587.8	111.4	383.4	10	10
Estimated Expenditures														
Utilities														
Operating														
Projects														
Cash Balance after expenditures	\$ 1,568	\$ 194	\$ 850	\$ 1,139	\$ 1,151	\$ 1,519	\$ 1,254	\$ 817	\$ 930	\$ 1,779	\$ 1,281	\$ 1,185	\$ 1,323	\$ 1,461
Reserve Projects in Progress Budget Bal + Equipment to Purchase	931	887	918	728	759	707	707	435	413	397	390	387	377	367
Unallocated Cash Balance	\$ 637	\$ (693)	\$ (68)	\$ 411	\$ 392	\$ 812	\$ 547	\$ 382	\$ 517	\$ 1,382	\$ 891	\$ 798	\$ 946	\$ 1,094

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

5

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)	3,269,074.46		8,658,000.00	5,388,925.54		WIIA Grant/Loan	\$ 3,000,000		\$ 3,842,000.00	7/12/2019	12/31/2024
31142	Upgrade Lakeville Plant Phase 2	4,280,161.31		5,525,016.06	1,244,854.75		EFC Grant/Loan C8-6449-05-00			5,525,016.06	1/1/2022	12/31/2022
31132	Groveland Wastewater Treatment Plant Disinfection Project	18,480.00		526,070.00	507,590.00		WQIP	\$ 367,576	\$ 158,494		1/1/2022	12/31/2023
31121	Lakeville WWTP Disinfection Phosphorus Removal	2,838.58		247,500.00	244,661.42		WQIP No. 111711	\$ 198,055	\$ 49,445		1/1/2022	12/31/2022
31450	Leicester/York Regional Water Project Conesus Lake PS Improvements	260,000.00					WIIA Grant	\$ 1,250,000				
		7,830,554.35			7,386,031.71							
GENERAL RESERVE PROJECTS												
31148	SCADA System Wide Improvements (Phase 1)	99,470.00		370,000.00	270,530.00						1/1/2022	12/31/2022
31141	Penemite Manhole Repaid			8,542.19	8,542.19							
31146	PS Heating & Vent Upgrades Groveland Station	4,907.99		28,700.00	23,792.01							
	Total General Reserve Projects	104,377.99			302,864.20							
	Total WIP Expense (GL 1600)	7,934,932.34										
Studies/ Non Capitalization												
	Phase 2 Collection System Inflow & Infiltration Study Project	5,400.00		120,000.00	114,600.00		EPG No. 105113	\$ 100,000	\$ 20,000		1/1/2022	12/31/2023
	Avon WWTP Evaluation -Study	15,600.00		30,000.00	14,400.00		(V) Avon/ (T) Avon/ LC IDA	\$ 22,500.00	\$ 7,500.00		1/1/2022	12/31/2022
	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				206,500.00							
	Less Grants				122,500.00							
	Total Project Cash Committed				386,864.20							

67

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2022 Through 11/30/2022

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>YTD Last Year Actual</u>	<u>Current Year Change</u>	<u>Total Budget</u>	<u>Total Budget Variance</u>
OPERATING REVENUE						
Fees						
4110	Retail Fees	869,963.82	2,781,514.75	2,588,221.54	193,293.21	3,168,145.00 (386,630.25)
4120	Wholesale Fees	124.00	964.00	804.00	160.00	180,000.00 (179,036.00)
4125	Wholesale Fees V Caledonia	<u>35,596.06</u>	<u>170,715.09</u>	<u>174,431.92</u>	<u>(3,716.83)</u>	<u>0.00</u> 170,715.09
	Total Fees	905,683.88	2,953,193.84	2,763,457.46	189,736.38	3,348,145.00 (394,951.16)
Permit Fees						
4200	Permits	<u>12,050.00</u>	<u>116,941.89</u>	<u>139,926.90</u>	<u>(22,985.01)</u>	<u>30,000.00</u> 86,941.89
	Total Permit Fees	12,050.00	116,941.89	139,926.90	(22,985.01)	30,000.00 86,941.89
O&M Services						
4130	O & M Service	<u>0.00</u>	<u>15,000.00</u>	<u>99,483.00</u>	<u>(84,483.00)</u>	<u>15,000.00</u> 0.00
	Total O&M Services	0.00	15,000.00	99,483.00	(84,483.00)	15,000.00 0.00
Other Income						
4140	Late Fees	280.00	29,712.95	35,439.30	(5,726.35)	50,623.00 (20,910.05)
4150	Capital Fees	0.00	0.00	17.25	(17.25)	0.00 0.00
4160	Billing Services	0.00	11,375.00	16,814.55	(5,439.55)	0.00 11,375.00
4410	Miscellaneous Income	<u>0.00</u>	<u>18,289.44</u>	<u>18,455.79</u>	<u>(166.35)</u>	<u>16,500.00</u> 1,789.44
	Total Other Income	<u>280.00</u>	<u>59,377.39</u>	<u>70,726.89</u>	<u>(11,349.50)</u>	<u>67,123.00</u> (7,745.61)
	Total OPERATING REVENUE	918,013.88	3,144,513.12 b	3,073,594.25	70,918.87	3,460,268.00 a (315,754.88)
OPERATING EXPENSE						
Wages & Fringes						
5010	Wages & Salaries	54,575.29	825,895.53	625,453.66	200,441.87	1,011,098.00 185,202.47
5020	Overtime	5,542.65	39,291.04	25,428.15	13,862.89	43,519.00 4,227.96
5030	FICA	4,657.24	64,625.55	47,367.55	17,258.00	80,678.00 16,052.45
5040	Retirement	1,537.43	116,260.61	108,321.39	7,939.22	122,336.00 6,075.39
5048	Retiree Health Insurance	5,694.98	28,423.00	29,810.18	(1,387.18)	34,928.00 6,505.00
5050	Health Insurance	16,195.39	246,177.99	180,430.99	65,747.00	242,342.00 (3,835.99)
5060	Workman's Compensation/Disability	0.00	19,419.19	21,378.76	(1,959.57)	20,141.00 721.81
5065	Other Employee Benefits	0.00	0.00	10,000.00	(10,000.00)	0.00 0.00
5070	Unemployment	<u>343.56</u>	<u>4,848.98</u>	<u>7,602.17</u>	<u>(2,753.19)</u>	<u>15,000.00</u> 10,151.02
	Total Wages & Fringes	88,546.54	1,344,941.89	1,055,792.85	289,149.04	1,570,042.00 225,100.11
Professional Services						
6110	Legal Services	1,913.50	32,529.25	37,756.42	(5,227.17)	25,349.00 (7,180.25)
6120	Engineering Services	0.00	39,910.84	15,000.99	24,909.85	20,000.00 (19,910.84)
6125	Project Engineering NC	0.00	54,891.70	0.00	54,891.70	0.00 (54,891.70)
6130	Financial Services	521.18	20,486.44	30,418.65	(9,932.21)	19,300.00 (1,186.44)
6140	Computer Services	179.98	33,423.96	40,172.28	(6,748.32)	30,300.00 (3,123.96)
6150	Insurance	9,832.60	96,179.01	88,389.15	7,789.86	102,000.00 5,820.99
6160	Plant Operations	0.00	22,050.00	137,744.00	(115,694.00)	0.00 (22,050.00)
6190	Other Professional Services	<u>0.00</u>	<u>12,154.25</u>	<u>30,578.48</u>	<u>(18,424.23)</u>	<u>0.00</u> (12,154.25)
	Total Professional Services	12,447.26	311,625.45	380,059.97	(68,434.52)	196,949.00 (114,676.45)

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2022 Through 11/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
Utilities						
6200	Computer Utilities	0.00	67.23	0.00	67.23	0.00 (67.23)
6210	Electricity	20,678.15	217,616.15	217,945.00	(328.85)	289,366.00 71,749.85
6220	Gas/Heating	4,652.23	30,591.31	16,776.42	13,814.89	20,304.00 (10,287.31)
6230	Telephone	1,797.80	20,680.44	17,458.04	3,222.40	23,007.00 2,326.56
	Total Utilities	27,128.18	268,955.13	252,179.46	16,775.67	332,677.00 63,721.87
Vehicle Expense						
6420	Vehicle Maint	(9,512.94)	8,274.47	5,649.77	2,624.70	10,000.00 1,725.53
6430	Gasoline	0.00	28,811.39	19,132.06	9,679.33	30,604.00 1,792.61
	Total Vehicle Expense	(9,512.94)	37,085.86	24,781.83	12,304.03	40,604.00 3,518.14
Purchased Water/Sewer						
6510	Purchased Water	14,212.85	277,608.29	277,784.17	(175.88)	537,500.00 259,891.71
6515	Purchased Water MCWA	15,612.08	170,714.43	174,247.92	(3,533.49)	0.00 (170,714.43)
6520	Purchased Sewer Treatment	19,468.96	65,234.91	68,011.20	(2,776.29)	85,000.00 19,765.09
	Total Purchased Water/Sewer	49,293.89	513,557.63	520,043.29	(6,485.66)	622,500.00 108,942.37
Equipment Maintenance						
6610	Equipment Repair/Supply	8,873.10	22,129.25	9,827.91	12,301.34	11,275.00 (10,854.25)
6625	Small Equipment Purchase	1,667.59	35,350.63	10,457.31	24,893.32	59,955.00 24,604.37
6635	Equip Lease/Rental Contracts	12,590.00	15,070.00	15,445.00	(375.00)	21,580.00 6,510.00
	Total Equipment Maintenance	23,130.69	72,549.88	35,730.22	36,819.66	92,810.00 20,260.12
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	9,582.80	254,333.20	246,211.16	8,122.04	289,618.00 35,284.80
6320	Laboratory Services	1,427.80	29,355.06	27,044.00	2,311.06	0.00 (29,355.06)
6350	Refuse Collection	984.88	9,358.25	5,974.29	3,383.96	0.00 (9,358.25)
6360	Cleaning Service	300.00	3,225.00	3,300.00	(75.00)	0.00 (3,225.00)
6620	Building Repair/Supply	7,237.21	106,742.65	82,462.04	24,280.61	170,810.00 64,067.35
6640	Customer Installation Supplies	3,347.00	78,144.68	62,082.59	16,062.09	26,232.00 (51,912.68)
	Total Building Maintenance	22,879.69	485,660.04	427,074.08	58,585.96	486,660.00 999.96
Other Expenses						
6340	Uniforms/Clothing	133.68	4,186.40	3,809.75	376.65	4,700.00 513.60
6700	Permits, Fees & Inspections	777.00	5,940.00	6,324.82	(384.82)	24,010.00 18,070.00
6810	Postage & Freight	3,783.70	14,208.84	9,101.15	5,107.69	14,400.00 191.16
6820	Office Supplies	388.77	5,253.94	3,967.79	1,286.15	4,800.00 (453.94)
6830	Advertising	220.90	17,637.30	6,016.58	11,620.72	3,990.00 (13,647.30)
6840	Travel & Training	629.55	13,821.22	5,265.75	8,555.47	24,740.00 10,918.78
6890	Miscellaneous Expenses	0.00	(0.10)	42.81	(42.91)	0.00 0.10
	Total Other Expenses	5,933.60	61,047.60	34,528.65	26,518.95	76,640.00 15,592.40
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	637.20	(637.20)	500.00 500.00

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2022 Through 11/30/2022

	Current Period Actual	YTD Actual	YTD Last Year Actual	Current Year Change	Total Budget	Total Budget Variance
Total Easements & Judgements	0.00	0.00	637.20	(637.20)	41,000.00	41,000.00
Total OPERATING EXPENSE	219,846.91	3,095,423.48 ^b	2,730,827.55	364,595.93	3,459,882.00 ^a	364,458.52
GAIN/LOSS BEF DEPRECIATION	698,166.97	49,089.64	342,766.70	(293,677.06)	386.00	48,703.64
DEPRECIATION EXPENSE						
6910 Deprec Expense-non contrib	(50,470.69)	(551,064.28)	(535,544.77)	(15,519.51)	0.00	(551,064.28)
6920 Deprec Expense-contributed	(58,124.20)	(639,366.20)	(653,377.34)	14,011.14	0.00	(639,366.20)
Total DEPRECIATION EXPENSE	(108,594.89)	(1,190,430.48)	(1,188,922.11)	(1,508.37)	0.00	(1,190,430.48)
OPERATING GAIN/LOSS	589,572.08	(1,141,340.84)	(846,155.41)	(295,185.43)	386.00	(1,141,726.84)
NON-OPERATING REVENUE/EXPENSE						
Non-Operating Income						
4115 Retail Fees-Debt related	97,784.21	330,188.69	265,152.88	65,035.81	343,447.00	(13,258.31)
4300 Restricted Revenue	15.43	56.11	16.76	39.35	0.00	56.11
7110 Interest Income	6,653.99	31,643.18	17,613.13	14,030.05	0.00	31,643.18
Total Non-Operating Income	104,453.63	361,887.98	282,782.77	79,105.21	343,447.00	18,440.98
Non-Operating Expense						
8110 Interest Expense	0.00	(27,272.82)	(43,031.57)	15,758.75	0.00	(27,272.82)
8120 G/L on sale of Assets	0.00	0.00	12,326.17	(12,326.17)	0.00	0.00
8140 Debt Fees	0.00	(19,098.83)	0.00	(19,098.83)	0.00	(19,098.83)
Total Non-Operating Expense	0.00	(46,371.65)	(30,705.40)	(15,666.25)	0.00	(46,371.65)
Total NON-OPERATING REVENUE/EXPENSE	104,453.63	315,516.33	252,077.37	63,438.96	343,447.00	(27,930.67)
NET GAIN/LOSS BEF CONTRIB	694,025.71	(825,824.51)	(594,078.04)	(231,746.47)	343,833.00	(1,169,657.51)
CAPITAL CONTRIBUTIONS						
Grant Revenue						
9110 Grant & Donation Revenue	0.00	226,531.20	50,000.00	176,531.20	0.00	226,531.20
Total Grant Revenue	0.00	226,531.20	50,000.00	176,531.20	0.00	226,531.20
Contributed Capital						
9130 Contributed Funds	260,000.00	260,000.00	0.00	260,000.00	0.00	260,000.00
Total Contributed Capital	260,000.00	260,000.00	0.00	260,000.00	0.00	260,000.00
Total CAPITAL CONTRIBUTIONS	260,000.00	486,531.20	50,000.00	436,531.20	0.00	486,531.20
CHANGE IN NET ASSETS	954,025.71	(339,293.31)	(544,078.04)	204,784.73	343,833.00	(683,126.31)

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Capital Projects
From 12/16/2022 Through 12/16/2022

①

Category Code	Category Title	Check #	Vendor Name	Transaction Description	Expenses
31131	Water System Improvements (EFC WIIA)	3380	Clark Patterson Lee	P31131, engineering fees 7.2.22-7.29.22	6,034.40
	Water System Improvements (EFC WIIA)			P31131, Engineering services 10/29/2022-11/25/2022	41,803.40
	Water System Improvements (EFC WIIA)	3411	Ti-Sales Inc	P31131, washers	384.10
				Transaction Total	<u>48,221.90</u>
Total 31131	Water System Improvements (EFC WIIA)				48,221.90
31132	GS WWTP UV	3380	Clark Patterson Lee	P31132: 10.1.22-11.25.22	<u>2,240.00</u>
				Transaction Total	<u>2,240.00</u>
Total 31132	GS WWTP UV				2,240.00
31142	Lakeville Plant Upgrades-Phase 2	3380	Clark Patterson Lee	P31142: 10.29.22-11.25.22	<u>28,001.60</u>
				Transaction Total	<u>28,001.60</u>
Total 31142	Lakeville Plant Upgrades-Phase 2				28,001.60
31148	SCADA Sy Wide Imp P1	3390	GHD Services Inc	P31148 professional services 10/30/2022-11/26/2022	3,530.00
	SCADA Sy Wide Imp P1	3403	National Water Main Cleaning ...	P31148, Pay App 1 - Smoke Testing	<u>75,186.40</u>
				Transaction Total	<u>78,716.40</u>
Total 31148	SCADA Sy Wide Imp P1				78,716.40
31445	Water Meter Replacement Phase 2	3380	Clark Patterson Lee	P31445, engineering services meter replacement phase II	5,559.30
				Transaction Total	<u>5,559.30</u>
Total 31445	Water Meter Replacement Phase 2				5,559.30
Report Opening/Current Balance				<u>Total Capital + Operating Capital</u>	<u>\$ 162,739.20</u>
Report Transaction Totals				Operating	<u>66,715.63</u>
Report Current Balances					<u>\$ 229,454.83</u>

2

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
ALS Group USA	12/16/2022	Samples 11/10/2022	1001	Checking	0.00	3370
		Samples 11/10/2022	6320	Lab Services	691.00	3370
		Transaction Total			691.00	
Total ALS Group USA					691.00	
Bailey Electric Motor Pump & Su...	12/16/2022	Emergency 8W	1001	Checking	0.00	3371
		Emergency 8W	6620	Bldg Repair	1,254.37	3371
		Transaction Total			1,254.37	
Total Bailey Electric Motor Pump...					1,254.37	
Benefactor Funding Corp	12/16/2022	Samples 10/20/2022	1001	Checking	0.00	3373
		Samples 10/20/2022	6320	Lab Services	54.00	3373
		Samples 11/15/2022	1001	Checking	0.00	3373
		Samples 11/15/2022	6320	Lab Services	243.00	3373
		Samples 11/16/2022	1001	Checking	0.00	3373
		Samples 11/16/2022	6320	Lab Services	135.00	3373
		Samples 11/22/2022	1001	Checking	0.00	3373
		Samples 11/22/2022	6320	Lab Services	1,366.20	3373
		Samples 11/28/2022	1001	Checking	0.00	3373
		Samples 11/28/2022	6320	Lab Services	108.00	3373
Transaction Total					1,906.20	
Total Benefactor Funding Corp					1,906.20	
Blair Supply Corp	12/16/2022	saddles	1001	Checking	0.00	3374
		saddles	6620	Bldg Repair	765.36	3374
		Transaction Total			765.36	
Total Blair Supply Corp					765.36	
Canadice Wood Products	12/16/2022	wood wedges for outdoor digs	1001	Checking	0.00	3375
		wood wedges for outdoor digs	6620	Bldg Repair	76.50	3375
		Transaction Total			76.50	
Total Canadice Wood Products					76.50	
Chase Card Services	12/16/2022	Amazon - Driveway markers	1001	Checking	0.00	3378
		Amazon - Driveway markers	6620	Bldg Repair	68.53	3378
		Amazon - Lab supplies	1001	Checking	0.00	3378
		Amazon - Lab supplies	6610	Equip Repair	135.98	3378
		Amazon - Lab supplies	6620	Bldg Repair	77.68	3378
		Amazon - trashbags	1001	Checking	0.00	3378
		Amazon - trashbags	6620	Bldg Repair	93.90	3378
		GCC - Notary class for Linda Dickinston	1001	Checking	0.00	3378
		GCC - Notary class for Linda Dickinston	6840	Travel/Traing	69.00	3378
		Genesee Lumber - Blocks for water taps	1001	Checking	0.00	3378
		Genesee Lumber - Blocks for water taps	6620	Bldg Repair	89.70	3378

3

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Genesee Lumber - orange marking paint	1001	Checking	0.00	3378
		Genesee Lumber - orange marking paint	6620	Bldg Repair	11.79	3378
		Genesee Lumber - parts to repair Clarifyer	1001	Checking	0.00	3378
		Genesee Lumber - parts to repair Clarifyer	6620	Bldg Repair	9.60	3378
		Genesee Lumber - pump station floor paint	1001	Checking	0.00	3378
		Genesee Lumber - pump station floor paint	6620	Bldg Repair	115.98	3378
		Genesee Lumber - ratchet	1001	Checking	0.00	3378
		Genesee Lumber - ratchet	6625	Small Equip	24.99	3378
		Genesee Lumber - supplies	1001	Checking	0.00	3378
		Genesee Lumber - supplies	6620	Bldg Repair	47.82	3378
		Genesee Lumber - supplies Lima water district	1001	Checking	0.00	3378
		Genesee Lumber - supplies Lima water district	6620	Bldg Repair	67.26	3378
		Livonia Lakeville Pharmacy - Battery	1001	Checking	0.00	3378
		Livonia Lakeville Pharmacy - Battery	6620	Bldg Repair	9.79	3378
		Napa - fuses for water station	1001	Checking	0.00	3378
		Napa - fuses for water station	6620	Bldg Repair	2.42	3378
		Napa - truck an shop supplies	1001	Checking	0.00	3378
		Napa - truck an shop supplies	6620	Bldg Repair	15.57	3378
		Star Headlight and Lantern - becon light Jamie's truck	1001	Checking	0.00	3378
		Star Headlight and Lantern - becon light Jamie's truck	6420	Vehicle Maint	296.20	3378
		Tractor Supply - Dewalt Saw	1001	Checking	0.00	3378
		Tractor Supply - Dewalt Saw	6625	Small Equip	299.00	3378
		Tractor Supply - Gloves	1001	Checking	0.00	3378
		Tractor Supply - Gloves	6340	Uniforms	14.99	3378
		Tractor Supply - parts for secondary scum arm	1001	Checking	0.00	3378
		Tractor Supply - parts for secondary scum arm	6620	Bldg Repair	20.77	3378
		Tractor Supply - tool bag	1001	Checking	0.00	3378
		Tractor Supply - tool bag	6625	Small Equip	41.99	3378
		USPS - envelopes with postage	1001	Checking	0.00	3378
		USPS - envelopes with postage	6810	Postage	369.20	3378
		USPS - postage	1001	Checking	0.00	3378
		USPS - postage	6810	Postage	1.56	3378
		Walmart - Lab supplies	1001	Checking	0.00	3378
		Walmart - Lab supplies	6620	Bldg Repair	35.24	3378
		Walmart - office cleaning supplies	1001	Checking	0.00	3378
		Walmart - office cleaning supplies	6620	Bldg Repair	43.58	3378
		Walmart - shop supplies	1001	Checking	0.00	3378
		Walmart - shop supplies	6340	Uniforms	9.94	3378
		Walmart - shop supplies	6840	Travel/Traing	9.75	3378
		Walmart - supplies for the lab	1001	Checking	0.00	3378

4

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Walmart - supplies for the lab	6620	Bldg Repair	160.73	3378
		Wyoming Co Community Health	1001	Checking	0.00	3378
		Wyoming Co Community Health	6310	Outside O&M	80.00	3378
		Transaction Total			2,222.96	
Total Chase Card Services					2,222.96	
Clark Patterson Lee	12/16/2022	Engineering Services through 11/25/2022	1001	Checking	0.00	3380
		Engineering Services through 11/25/2022	6120	Prof Engineer	1,840.00	3380
		P31131, engineering fees 7.2.22-7.29.22	1001	Checking	0.00	3380
		P31131, Engineering services 10/29/2022-11/25/2022		Checking	0.00	
		P31132: 10.1.22-11.25.22		Checking	0.00	
		P31142: 10.29.22-11.25.22		Checking	0.00	
		P31445, engineering services meter replacement phase II		Checking	0.00	
		Transaction Total			1,840.00	
Total Clark Patterson Lee					1,840.00	
Colacino Industries Inc	12/16/2022	Bio Tower Pump 1 repair	1001	Checking	0.00	3381
		Bio Tower Pump 1 repair	6310	Outside O&M	700.00	3381
		Lakeville Plant Generator repair	1001	Checking	0.00	3381
		Lakeville Plant Generator repair	6310	Outside O&M	361.41	3381
		Monitoring for January 2023	1001	Checking	0.00	3381
		Monitoring for January 2023	6230	Telephone	580.00	3381
		Shelly Road Generator repair	1001	Checking	0.00	3381
		Shelly Road Generator repair	6310	Outside O&M	1,000.00	3381
		Transaction Total			2,641.41	
Total Colacino Industries Inc					2,641.41	
Core and Main LP	12/16/2022	Tap on Big Tree	1001	Checking	0.00	3382
		Tap on Big Tree	6620	Bldg Repair	57.00	3382
		Transaction Total			57.00	
Total Core and Main LP					57.00	
CSEA Employee Benefit Fund De...	12/16/2022	Dental and Vision 12/01/22 - 12/31/22	1001	Checking	0.00	3384
		Dental and Vision 12/01/22 - 12/31/22	2050	A/P Payroll	901.70	3384
		Dental and Vision 12/01/22 - 12/31/22	5050	Health	1,143.56	3384
		Transaction Total			2,045.26	
Total CSEA Employee Benefit Fu...					2,045.26	
CSEA, Inc	12/16/2022	Union dues 11/10/2022 & 11/25/2022	1001	Checking	0.00	3383

5

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Union dues 11/10/2022 & 11/25/2022	2050	A/P Payroll	575.00	3383
		Transaction Total			<u>575.00</u>	
Total CSEA, Inc					575.00	
Cucinotta, Jamie	12/16/2022	Clothing allowance	1001	Checking	0.00	3385
		Clothing allowance	6340	Uniforms	<u>200.00</u>	3385
		Transaction Total			<u>200.00</u>	
Total Cucinotta, Jamie					200.00	
Fineline Pipeline, Inc	12/16/2022	47 Main St-Sewer Repair	1001	Checking	0.00	3386
		47 Main St-Sewer Repair	6310	Outside O&M	3,546.00	3386
		sewer OSB and 47 Main St Livonia	1001	Checking	0.00	3386
		sewer OSB and 47 Main St Livonia	6310	Outside O&M	<u>7,150.00</u>	3386
		Transaction Total			<u>10,696.00</u>	
Total Fineline Pipeline, Inc					10,696.00	
Five Corners Repair	12/16/2022	repair crack on stainless bagger	1001	Checking	0.00	3387
		repair crack on stainless bagger	6310	Outside O&M	<u>501.38</u>	3387
		Transaction Total			<u>501.38</u>	
Total Five Corners Repair					501.38	
Frazier, Trevor	12/16/2022	Clothing allowance	1001	Checking	0.00	3388
		Clothing allowance	6340	Uniforms	<u>200.00</u>	3388
		Transaction Total			<u>200.00</u>	
Total Frazier, Trevor					200.00	
GHD Services Inc	12/16/2022	P31148 professional services 10/30/2022-11/26/2022	1001	Checking	0.00	3390
		Transaction Total			<u>0.00</u>	
Total GHD Services Inc					0.00	
Guenther Automotive	12/16/2022	2017 Ram 1500 License AZ6584, oil change	1001	Checking	0.00	3392
		2017 Ram 1500 License AZ6584, oil change	6420	Vehicle Maint	88.65	3392
		2021 chevy 2500, License BD9910, oil change, brakes, rotors	1001	Checking	0.00	3392
		2021 chevy 2500, License BD9910, oil change, brakes, rotors	6420	Vehicle Maint	<u>987.95</u>	3392
		Transaction Total			<u>1,076.60</u>	



Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 12/16/2022 Through 12/16/2022

<u>Vendor Name</u>	<u>Pmt Date</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>GL Short Title</u>	<u>Expenses</u>	<u>Check #</u>
Total Guenther Automotive					1,076.60	
Hach Company	12/16/2022	Reactor and adaptors	1001	Checking	0.00	3393
		Reactor and adaptors	6625	Small Equip	<u>1,931.59</u>	3393
		Transaction Total			<u>1,931.59</u>	
Total Hach Company					1,931.59	
Holland Company	12/16/2022	chemicals	1001	Checking	0.00	3394
		chemicals	6620	Bldg Repair	<u>5,930.46</u>	3394
		Transaction Total			<u>5,930.46</u>	
Total Holland Company					5,930.46	
Jackson Welding Supply Co Inc	12/16/2022	cylinder rental	1001	Checking	0.00	3395
		cylinder rental	6620	Bldg Repair	<u>32.58</u>	3395
		Transaction Total			<u>32.58</u>	
Total Jackson Welding Supply Co...					32.58	
Joe Johnson Equipment, Inc	12/16/2022	Vactor Truck Rental	1001	Checking	0.00	3396
		Vactor Truck Rental	6635	Equip Leas/Rent	<u>4,067.04</u>	3396
		Transaction Total			<u>4,067.04</u>	
Total Joe Johnson Equipment, Inc					4,067.04	
Joseph Bauer	12/16/2022	Clothing allowance	1001	Checking	0.00	3372
		Clothing allowance	6340	Uniforms	<u>197.27</u>	3372
		Transaction Total			<u>197.27</u>	
Total Joseph Bauer					197.27	
Layer 3 Technologies	12/16/2022	Tablet case	1001	Checking	0.00	3397
		Tablet case	6610	Equip Repair	<u>29.43</u>	3397
		Transaction Total			<u>29.43</u>	
Total Layer 3 Technologies					29.43	
Livingston Co Treasurer	12/16/2022	Retiree Health Insurance 11/01/22 - 12/31/22	1001	Checking	0.00	3398
		Retiree Health Insurance 11/01/22 - 12/31/22	5048	Retiree Health	<u>5,694.98</u>	3398
		Transaction Total			<u>5,694.98</u>	
Total Livingston Co Treasurer					5,694.98	
Livingston County Human Resou...	12/16/2022	Water / Wastewater treatment plant operator exams	1001	Checking	0.00	3399
		Water / Wastewater treatment plant operator exams	6310	Outside O&M	<u>30.00</u>	3399
		Transaction Total			<u>30.00</u>	



Livingston County WSA
 Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
 From 12/16/2022 Through 12/16/2022

<u>Vendor Name</u>	<u>Pmt Date</u>	<u>Transaction Description</u>	<u>GL Code</u>	<u>GL Short Title</u>	<u>Expenses</u>	<u>Check #</u>
Total Livingston County Human ...					30.00	
Matthew Gascon	12/16/2022	Clothing allowance	1001	Checking	0.00	3389
		Clothing allowance	6340	Uniforms	196.43	3389
		Transaction Total			196.43	
Total Matthew Gascon					196.43	
Molino, Jason	12/16/2022	cell phone 12/01/2022 - 12/31/2022	1001	Checking	0.00	3401
		cell phone 12/01/2022 - 12/31/2022	6230	Telephone	50.00	3401
		Transaction Total			50.00	
Total Molino, Jason					50.00	
Monaghan, Lauren	12/16/2022	Cell phone 12/01/2022-12/31/2022	1001	Checking	0.00	3402
		Cell phone 12/01/2022-12/31/2022	6230	Telephone	50.00	3402
		Transaction Total			50.00	
Total Monaghan, Lauren					50.00	
National Water Main Cleaning Co	12/16/2022	P31148, Pay App 1 - Smoke Testing	1001	Checking	0.00	3403
		Transaction Total			0.00	
Total National Water Main Cleani...					0.00	
Pace Analytical Services, LLC	12/16/2022	Samples 06/30/2022	1001	Checking	0.00	3404
		Samples 06/30/2022	6320	Lab Services	22.00	3404
		Samples 07/22/2022	1001	Checking	0.00	3404
		Samples 07/22/2022	6320	Lab Services	154.21	3404
		Samples 07/29/2022	1001	Checking	0.00	3404
		Samples 07/29/2022	6320	Lab Services	334.49	3404
		Samples 10/07/2022	1001	Checking	0.00	3404
		Samples 10/07/2022	6320	Lab Services	348.61	3404
		Samples 10/14/2022	1001	Checking	0.00	3404
		Samples 10/14/2022	6320	Lab Services	430.06	3404
		Samples 10/21/2022	1001	Checking	0.00	3404
		Samples 10/21/2022	6320	Lab Services	369.24	3404
		Samples 10/28/2022	1001	Checking	0.00	3404
		Samples 10/28/2022	6320	Lab Services	213.94	3404
		Transaction Total			1,872.55	
Total Pace Analytical Services, LLC					1,872.55	
PlanTech	12/16/2022	Hemlock pump station repair	1001	Checking	0.00	3405
		Hemlock pump station repair	6620	Bldg Repair	862.00	3405
		Installation of new mixer	1001	Checking	0.00	3405
		Installation of new mixer	6310	Outside O&M	762.00	3405

8

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			<u>1,624.00</u>	
Total PlanTech					1,624.00	
PVS - CDI Chemicals, Inc	12/16/2022	Chemical tote	1001	Checking	0.00	3379
		Chemical tote	6620	Bldg Repair	<u>987.00</u>	3379
		Transaction Total			<u>987.00</u>	
Total PVS - CDI Chemicals, Inc					987.00	
Safety Kleen Systems, Inc	12/16/2022	Chemicals for Shop	1001	Checking	0.00	3406
		Chemicals for Shop	6620	Bldg Repair	<u>263.56</u>	3406
		Transaction Total			<u>263.56</u>	
Total Safety Kleen Systems, Inc					263.56	
Selective Insurance Co of New Yo..	12/16/2022	1997 D'Angelo Drive insurance policy FLD1867667	1001	Checking	0.00	3407
		1997 D'Angelo Drive insurance policy FLD1867667	1700	Prepaid Exp	<u>2,206.00</u>	3407
		Transaction Total			<u>2,206.00</u>	
Total Selective Insurance Co of N...					2,206.00	
ServiceMaster	12/16/2022	November 2022 - Cleaning 5 visits	1001	Checking	0.00	3408
		November 2022 - Cleaning 5 visits	6360	Cleaning	<u>375.00</u>	3408
		Transaction Total			<u>375.00</u>	
Total ServiceMaster					375.00	
Stratejus	12/16/2022	LCWSA Website uprade	1001	Checking	0.00	3409
		LCWSA Website uprade	6310	Outside O&M	<u>750.00</u>	3409
		Transaction Total			<u>750.00</u>	
Total Stratejus					750.00	
The Bonadio Group	12/16/2022	2022 Audit	1001	Checking	0.00	3410
		2022 Audit	6130	Financial	<u>2,000.00</u>	3410
		Transaction Total			<u>2,000.00</u>	
Total The Bonadio Group					2,000.00	
Ti-Sales Inc	12/16/2022	P31131, washers	1001	Checking	<u>0.00</u>	3411
		Transaction Total			<u>0.00</u>	
Total Ti-Sales Inc					0.00	
Todd Marsh	12/16/2022	Clothing allowance	1001	Checking	0.00	3400
		Clothing allowance	6340	Uniforms	<u>67.60</u>	3400

9

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Operatg Exp overview
From 12/16/2022 Through 12/16/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		Transaction Total			67.60	
Total Todd Marsh					67.60	
Town of Lima	12/16/2022	2022 Levy Town of Lima	1001	Checking	0.00	3412
		2022 Levy Town of Lima	2070	A/P Govts	8,518.63	3412
		Transaction Total			8,518.63	
Total Town of Lima					8,518.63	
Webster Szanyi LLP	12/16/2022	Legal Services 11/01/2022-11/30/2022	1001	Checking	0.00	3413
		Legal Services 11/01/2022-11/30/2022	6110	Prof Legal	247.50	3413
		Legal Services 11/03/2022-11/07/2022	1001	Checking	0.00	3413
		Legal Services 11/03/2022-11/07/2022	6110	Prof Legal	25.50	3413
		Transaction Total			273.00	
Total Webster Szanyi LLP					273.00	
WW Grainger	12/16/2022	Key Cabinet	1001	Checking	0.00	3391
		Key Cabinet	6620	Bldg Repair	90.23	3391
		Multi Gas Detector	1001	Checking	0.00	3391
		Multi Gas Detector	6625	Small Equip	2,157.18	3391
		Pry bar set	1001	Checking	0.00	3391
		Pry bar set	6625	Small Equip	54.13	3391
		step stool	1001	Checking	0.00	3391
		step stool	6625	Small Equip	66.28	3391
		windshield washer cleaner	1001	Checking	0.00	3391
		windshield washer cleaner	6420	Vehicle Maint	67.20	3391
		work boots - Matt Gascon	1001	Checking	0.00	3391
		work boots - Matt Gascon	6340	Uniforms	174.25	3391
		work boots Joe Hauslauer	1001	Checking	0.00	3391
		work boots Joe Hauslauer	6340	Uniforms	210.20	3391
		Transaction Total			2,819.47	
Total WW Grainger					2,819.47	
Report Opening/Current Balance						
Report Transaction Totals					66,715.63	
Report Current Balances						

10

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Utilities & misc
From 11/17/2022 Through 12/9/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #	
BXI Consultants, Inc	12/8/2022	Usage billing	1001	Checking	0.00	3361	
		Usage billing	6820	Office Sup	206.77	3361	
		Waste toner container	1001	Checking	0.00	3361	
		Waste toner container	6820	Office Sup	9.50	3361	
	Transaction Total					<u>216.27</u>	
Total BXI Consultants, Inc					216.27		
City Treasurer, Rochester, NY	12/8/2022	09/28/22-10/27/22	1001	Checking	0.00	3363	
		09/28/22-10/27/22	6510	Water Purch	25,670.04	3363	
	Transaction Total					<u>25,670.04</u>	
Total City Treasurer, Rochester, NY					25,670.04		
Complete Payroll	11/25/2022	PR 24 (11/6/21-11/19/22)	1001	Checking	0.00	ACH	
		PR 24 (11/6/21-11/19/22)	5010	Wages	41,685.92	ACH	
		PR 24 (11/6/21-11/19/22)	5020	Overtime	2,186.40	ACH	
		PR 24 (11/6/21-11/19/22)	5030	FICA	3,555.91	ACH	
		PR 24 (11/6/21-11/19/22)	5070	Unemployment	161.75	ACH	
		PR 24 (11/6/21-11/19/22)	6130	Financial	100.17	ACH	
	12/7/2022	PR 25 11/20/22-12-3/22	1001	Checking	0.00	ACH003	
	12/9/2022	PR 25 11/20/22-12-3/22	5010	Wages	47,490.95	ACH003	
		PR 25 11/20/22-12-3/22	5020	Overtime	2,107.08	ACH003	
		PR 25 11/20/22-12-3/22	5030	FICA	3,976.79	ACH003	
		PR 25 11/20/22-12-3/22	5070	Unemployment	128.09	ACH003	
		PR 25 11/20/22-12-3/22	6130	Financial	204.23	ACH003	
		Transaction Total					<u>101,597.29</u>
	Total Complete Payroll					101,597.29	
Constellation NewEnergy, Inc	11/21/2022	09/22/22-10/27/22	1001	Checking	0.00	3354	
		09/22/22-10/27/22	6210	Electric	6,714.09	3354	
	12/8/2022	10/24/22-11/22/22	1001	Checking	0.00	3364	
		10/24/22-11/22/22	6210	Electric	7,973.37	3364	
	Transaction Total					<u>14,687.46</u>	
Total Constellation NewEnergy, Inc					14,687.46		
Direct Energy Business	11/21/2022	10/13/22-11/12/22	1001	Checking	0.00	3355	
		10/13/22-11/12/22	6220	Gas	598.46	3355	
	Transaction Total					<u>598.46</u>	
Total Direct Energy Business					598.46		
Excellus Health Plan-Group	11/21/2022	12-01/22-12/31/22	1001	Checking	0.00	3356	
		12-01/22-12/31/22	2050	A/P Payroll	2,515.12	3356	
		12-01/22-12/31/22	5050	Health	28,424.53	3356	
	Transaction Total					<u>30,939.65</u>	
Total Excellus Health Plan-Group					30,939.65		
Frontier Communications	12/8/2022	11/16/22-12/24/22	1001	Checking	0.00	3365	

11

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Utilities & misc
From 11/17/2022 Through 12/9/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #
		11/16/22-12/24/22	6230	Telephone	148.05	3365
		Transaction Total			148.05	
Total Frontier Communications					148.05	
Monroe County Water Authority	12/8/2022	10/31/22-11/30/22	1001	Checking	0.00	3366
		10/31/22-11/30/22	6515	Purchased Water	14,805.77	3366
		Transaction Total			14,805.77	
Total Monroe County Water Auth...					14,805.77	
MW Controls, Inc	11/17/2022	MW Control Pay App 1R	1001	Checking	0.00	3352
		MW Control Pay App 1R	1600	WIP	78,766.31	3352
		MW Controls Pay App 1R check 2	1001	Checking	0.00	3353
		MW Controls Pay App 1R check 2	1300	Inventory	760.00	3353
		Transaction Total			79,526.31	
Total MW Controls, Inc					79,526.31	
National Grid	12/8/2022	10/25/22-11/23/22	1001	Checking	0.00	3367
		10/25/22-11/23/22	6210	Electric	13,810.99	3367
		Transaction Total			13,810.99	
Total National Grid					13,810.99	
NYS Employees Retirement Syst...	11/25/2022	PR 24 (11/6/21-11/19/22)	1001	Checking	0.00	ACH001
		PR 24 (11/6/21-11/19/22)	2050	A/P Payroll	1,621.75	ACH001
		Transaction Total			1,621.75	
Total NYS Employees Retiremen...					1,621.75	
NYS Deferred Compensation Plan	11/25/2022	PR 24 (11/6/21-11/19/22)	1001	Checking	0.00	ACH002
		PR 24 (11/6/21-11/19/22)	2050	A/P Payroll	1,532.96	ACH002
	12/7/2022	PR 25 11/20/22-12-3/22	1001	Checking	0.00	ACH004
	12/9/2022	PR 25 11/20/22-12-3/22	2050	A/P Payroll	1,272.20	ACH004
		Transaction Total			2,805.16	
Total NYS Deferred Compensatio...					2,805.16	
NYSEG	11/21/2022	09/27/22-10/28/22	1001	Checking	0.00	3357
		09/27/22-10/28/22	6210	Electric	208.58	3357
		09/27/22-10/28/22	6220	Gas	411.61	3357
		Transaction Total			620.19	
Total NYSEG					620.19	
Rochester Gas & Electric	11/21/2022	09/31/22 - 10/30/22	1001	Checking	0.00	3358
		09/31/22 - 10/30/22	6220	Gas	1,491.32	3358
		Transaction Total			1,491.32	

12

Livingston County WSA
Vendor Activity - Cash Disbursements-board mtg-Utilities & misc
From 11/17/2022 Through 12/9/2022

Vendor Name	Pmt Date	Transaction Description	GL Code	GL Short Title	Expenses	Check #	
Total Rochester Gas & Electric					1,491.32		
Valley Propane & Fuels	12/8/2022	Diesel and Kerosene 7650 Big Tree, 5500 Maple Beach	1001	Checking	0.00	3368	
		Diesel and Kerosene 7650 Big Tree, 5500 Maple Beach	6430	Gasoline	2,555.13	3368	
		Transaction Total			<u>2,555.13</u>		
Total Valley Propane & Fuels					2,555.13		
Village of Avon	11/21/2022	Sewer August, Sept, Oct 2022	1001	Checking	0.00	3359	
		Sewer August, Sept, Oct 2022	6520	Sewer Purch	6,637.14	3359	
		Transaction Total			<u>6,637.14</u>		
Total Village of Avon					6,637.14		
Village of Mt Morris	11/21/2022	Aug, Sept, Oct 2022	1001	Checking	0.00	3360	
		Aug, Sept, Oct 2022	6520	Sewer Purch	12,831.82	3360	
		Transaction Total			<u>12,831.82</u>		
Total Village of Mt Morris					12,831.82		
Waste Management	12/8/2022	12/01/22-12/31/22	1001	Checking	0.00	3362	
		12/01/22-12/31/22	6350	Refuse	734.46	3362	
		Transaction Total			<u>734.46</u>		
Total Waste Management					734.46		
Report Opening/Current Balance							
Report Transaction Totals					<u>311,297.26</u>		
Report Current Balances							
		<u>Total Utilities & Misc</u>					
		Commoditi	\$	59,944.77			
		Utilities		34,646.06			
		PR/Fringe		136,963.85			
		MISC.		216.27			
		Project		79,526.31			
			\$	<u>311,297.26</u>			

LCWSA CAPITAL PROJECTS REPORT

December 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)

MW Controls Has a couple items on the punch list to finish up on the ARS Water Main Project. MW Controls have started Contract 2 Chlorine System Upgrades with a possible completion late December. Contract 5 Morsch Pipeline has 90% of the pipe in at Pine Tree Mobile Home Park. They are waiting on sample results at this time. They are completed with the water service transfers on Stone Hill Rd and capping the old main.. The Conesus Creek Crossing has been completed and all necessary approvals have been met.

31138 Comprehensive SCADA System Evaluation

GHD is putting together a proposal to use 11w as a trial station for the new SCADA platform.

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

Staff is working on a corrective action plan to correct the deficiencies.

31142 Lakeville WWTP Upgrades - Phase 2 + UV

Blue Heron is waiting on the 2-125hp pumps to come back for installation. Some work needs to be done before the new Heat exchanger can be put in. Looking at after the holidays for installation.

LCWSA OPERATIONS REPORT

December 16, 2022

Water and Sewer Work Program

Customer Work Orders	Staff completed 106 workorders, up 3 from last month.
UFPO	Staff completed 72 stakeouts; down 159 from last month.
PM Maintenance	All PM maintenance was completed.
Sampling & Testing	All sampling and testing was completed. Our regulatory TTHM and HAA samples were taken and the results were all below the MCL level.

Water Work Program

New Water Services	Staff did 3 new water taps
Meter Replacement Program LCWSA and Leicester Meter Replacements.	Staff is still working on meter replacements. Another round of letters will be sent out for the Conesu end of the lake and also the Hamlet of Conesus.

Sewer Work Program

Manhole Inspections	Staff is working on manhole inspections in Livonia Center and East Lake Rd.
Sewer Repairs	Fineline Pipeline did 1 sewer repair in the Village of Livonia in the Right of Way.
Manhole Cleaning	Staff completed the cleaning of manholes and also cleaned out the Groveland Station plant with the Vac Truck. We had the Vac truck for just about 6 weeks.

2023 Regular Board Meeting Schedule

The LCWSA Board holds its monthly meeting on the third Wednesday of every month at 8:00 AM at the Watershed Education Center (Vitale Park), Lakeville, New York 14480.
All meetings are open to the public.

Wednesday, January 18, 2023
Wednesday, February 15, 2023
Wednesday, March 15, 2023
Wednesday, April 19, 2023
Wednesday, May 17, 2023
Wednesday, June 15, 2023
Wednesday, July 21, 2023
Wednesday, August 16, 2023
Wednesday, September 20, 2023
Wednesday, October 4, 2023 *Tentative Audit
& Finance Committee
Wednesday, October 18, 2023
Wednesday, November 15, 2023
Friday, December 15, 2023 @ 10:00 AM



RESOLUTION NO. 2022-43

**RESOLUTION SETTING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY
MEETING SCHEDULE FOR 2023**

WHEREAS, the Livingston County Water and Sewer Authority (“LCWSA”) needs to establish a regular meeting schedule for 2023, and now therefore be it,

RESOLVED, that the LCWSA Board shall hold its monthly meeting on the third Wednesday of every month:

Wednesday, January 18, 2023
Wednesday, February 15, 2023
Wednesday, March 15, 2023
Wednesday, April 19, 2023
Wednesday, May 17, 2023
Wednesday, June 15, 2023
Wednesday, July 21, 2023
Wednesday, August 16, 2023
Wednesday, September 20, 2023
Wednesday, October 4, 2023 *Tentative Audit
& Finance Committee
Wednesday, October 18, 2023
Wednesday, November 15, 2023
Friday, December 15, 2023 @ 10:00 AM

At 8:00 AM at the Watershed Education Center (Vitale Park), Lakeville, New York 14480, and be it further,

RESOLVED, that the LCWSA Board direct staff to publish a legal notice of monthly meetings in the official newspaper.

December 16, 2022
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:

To: Livingston County Water and Sewer Authority Board

From: Sarah Wright, Secretary to the Board

Date: 11/28/2022

Subject: Electronic Record Storage

1. Action Requested:

Action from the Board to approve a resolution to maintain records in a digital format for the legally proscribed retention period of the record.

2. Background:

In 2020 with adoption of the updated Retention and Disposition Schedule for New York Local Government Records (LGS-1), *section 185.8 Retention and preservation of electronic records*, municipalities were granted authorization to retain records digitally. The retention periods remain the same but, with the adoption of a resolution allowing digital records as the official record, municipalities are no longer required to retain a physical copy.

Currently, most documents are arriving to the Authority in an electronic form and are being printed to be kept per the retention schedule. With the adoption of the resolution, employees may save the document in the appropriate file and will no longer print a paper copy. The Authority has already moved towards an electronics record system and the resolution will legitimize the current process.

Current stored permanent records will not be scanned into the electronic record keeping system as most permanent records are not referenced often. Some records, such as vouchers and invoices, currently being kept in paper form, will continue to be stored in that form as it would be more labor intensive to scan than to store. The retention period for such items is relatively short compared to other items as well.

3. Financial Implications:

Although there are no real immediate financial implications, storage space can be reduced and/or eliminated for many documents and some cost savings would be realized in paper, ink, and labor as well.



RESOLUTION NO. 2022-44

RESOLUTION TO MAINTAIN ALL DIGITALLY CREATED RECORDS IN THEIR NATIVE DIGITAL FORMAT FOR THE LEGALLY PROSCRIBED RETENTION PERIOD OF THE RECORD.

WHEREAS, Livingston County Water and Sewer Authority shall maintain all digital records adhering to the guidelines set for in the Regulations of the Commissioner of Education Part 185.8, and

WHEREAS, copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes, and now therefore be it,

RESOLVED, that the Livingston County Water & Sewer Authority shall maintain all digitally created records in their native digital format for the legally proscribed retention period of the record.

December 16, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS:

To: Jason Molino, Executive Director
From: Sarah Wright, Confidential Secretary
Date: December 7, 2022
Subject: Automatic External Defibrillator (AED)

1. Action Requested:

Approval of the required AED Policy for the Public Access Defibrillation (PAD) program.

2. Background:

The Authority acquired an Automatic External Defibrillator with the intention of providing public access to the machine if needed. The program manager will inspect and maintain the machine in good working order in the event an emergency at or near 1997 D'Angelo Drive occurred. As a requirement of the PAD program, an entity must have protocols, policies, and procedures in place for use of the device, as well as provide notice to the 911 center and local ambulance of the location. The Authority is required to bring the machine to the Livingston County Emergency Medical Services' office to download any information obtained during an event if one occurs. Training will need to be provided for staff as well.

3. Financial Implications:

As training in an approved program is required to be a (PAD) location, members of the office staff and all Maintenance and Operator staff will be asked to attend First Aid/CPR and AED training. The cost per person for the training is \$25 per person and a fee may be required for the trainer.



Automatic External Defibrillator (AED) Policy

Executive Director
Jason Molino
Deputy Director
Lauren Monaghan

PURPOSE

This policy establishes the protocols for the training requirements, 911 notifications, identification of Automatic External Defibrillator (AED) units, and routine inspections.

SCOPE

This policy applies to all Livingston County Water & Sewer Authority employees trained on the AED unit and the current program manager.

POLICY

- **Training Requirements**

Training Requirements - All Water/Wastewater Maintenance and Treatment employees and, at minimum, two office staff will maintain certifications. Training will be provided by LCWSA.

- **Process for Immediate Notification by Calling 911 & AED Usage within 48 Hours**

Calling 911 – In the event that the AED unit is used, immediate notification of Emergency Medical Services by calling 911 is required. Any employee using the AED unit will contact Emergency Medical Services.

Written Notification Requirements – An AED Event Form must be completed and provide to the Regional Emergency Medical Services Council (REMSCO). This form must be submitted to Livingston County Emergency Medical Services along with the AED machine for a download of information recorded by the AED unit. The program manager will be responsible for providing local Emergency Medical Services with the Event Form and recorded information within 48 hours of the event.

- **Process for Routine Inspection of the AED Unit**

Routine Inspection – The program manager or building maintenance employee will be responsible for coordinating and monitoring the routine inspection of the AED unit by inspecting the unit weekly. A log will be completed for each inspection.



RESOLUTION NO. 2022-45

**RESOLUTION ADOPTING AN AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
POLICY**

WHEREAS, The Authority does not currently have an outlined policy or training requirements for an automatic external defibrillator (AED) unit purchased with the intent to enter into the Public Access Defibrillation program designed to encourage greater acquisition, deployments and use of AEDs in communities around the state; and

WHEREAS, the Authority has purchased and will maintain an AED machine for staff use and will train and maintain certifications for all Water/Wastewater Maintenance and Treatment employees and, at a minimum, two office staff; and

WHEREAS, the AED Policy, attached hereto, is recommended to be utilized as the official policy for establishing the training requirements, notifications, and routine inspection of the unit, and now therefore be it,

RESOLVED, the Livingston County Water and Sewer Authority Board hereby adopts the AED Policy, attached hereto, as the official policy by resolution by the Authority Board.

December 16, 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: December 5, 2022

Subject: **Wastewater Infrastructure Engineering Planning Grant #121387**

1. Action Requested:

Two resolutions are submitted for review and consideration by the Board to authorize the execution of grant documents and a local match, not to exceed \$20,000 cash or in-kind, as well as SEQR review for the Engineering Planning Grant received in 2022.

2. Background:

Through the 2022 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 3 Collection System I/I Study. This study is finalizing the Authority's efforts to locate and eliminate sources of infiltration and inflow (I/I) throughout the Lakeville sewer collection system. The LCWSA will build on the success of I/I studies that were funded in 2019 and 2020 each with a \$100,000 grant from the EPG program.

This planning study will focus on the sewer collection system that serves residents around Conesus Lake. The collection system is comprised of infrastructure dating back to the late 1960s 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 operations at the Lakeville wastewater treatment facility, which discharges to the Conesus Lake Watershed.

The study will focus on smoke testing and manhole inspections around Conesus Lake. 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.

3. Financial Implications:

The total project cost is \$120,000. \$100,000 will be a reimbursable grant from the EPG program. The program requires at least a 20% cash and/or in-kind match. It is recommended that the Board authorize local match to include mostly workforce in-kind services which will be focused on manhole inspections and grant administration. In addition, it is requested the Board authorize up to \$5,000 for additional engineering support from CPL. The cash match will come from the Reserve Account which has sufficient funds to cover this project.

It is recommended that the Board approve both resolutions so that the work can begin by Spring 2023.



RESOLUTION NO. 2022-46

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ANY AND ALL CONTRACTS, DOCUMENTS, AND INSTRUMENTS NECESSARY TO BRING ABOUT PHASE 3 COLLECTION SYSTEM STUDY AND TO FULFILL THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY OBLIGATIONS UNDER THE GRANT AGREEMENT AND APPROPRIATE A MINIMUM LOCAL MATCH OF 20% OF THE LCWSA ENGINEERING PLANNING GRANT #121387

WHEREAS, the Livingston County Water and Sewer Authority (the “Authority”) has proposed to complete the Phase 3 Collection System Study; and

WHEREAS, the cost of completing the Phase 3 Collection System Study is estimated at \$120,000.00; and

WHEREAS, the LCWSA has received an Engineering Planning Grant (EPG) Award commitment in the amount of \$100,000 to pay for a portion of the cost of completing the Phase 3 Collection System Study, now therefore be it

RESOLVED, that the Executive Director is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the Authority’s obligations under the Grant Agreement, and further be it

RESOLVED, that the Authority authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the Phase 3 Collection System Study under the EPG program, this local match must be at least 20% of the EPG grant award of \$100,000. The source of the local match shall be a combination of in-kind and cash. The maximum local cash match shall not exceed \$5,000 and the in-kind match a minimum of \$15,000 based upon a total estimated maximum project cost of \$120,000. The Executive director may increase this local match using in-kind services without further approval from the Authority Board.

December 16, 2022
Livingston County Water & Sewer Authority
Moved By:
Seconded By:
AYES:
NAYS:



RESOLUTION NO. 2022-47

**RESOLUTION FOR THE SEQR DETERMINATION (TYPE II) FOR LIVINGSTON COUNTY
WATER & SEWER AUTHORITY ENGINEERING PLANNING GRANT #121387**

WHEREAS, the Livingston County Water Sewer Authority (the “Authority”) has proposed to complete the Phase 2 Collection System Study; and

WHEREAS, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law, now therefore be it

RESOLVED, that the Authority hereby determines that the proposed Phase 2 Collection System Study is a Type II action in accordance with 6 NYCRR Section 617.5(c) (18 & 21) which constitute(s) the “information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;” and “conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action;” and is therefore not subject to further review under 6 NYCRR Part 617.

December 16, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS:

To: Livingston County Water and Sewer Authority

From: Jason Molino, Executive Director 

Date: December 6, 2022

Subject: **Town of Leicester Water Billing Error/Correction**

1. Action Requested:

A resolution for review and consideration by the Board to authorize the payment of unit charges for the Town Consolidated Water District to the Town of Leicester for the billing cycle July, August, September, and October 2022 due to a billing error by the Authority.

2. Background:

Water bills sent out in November 2022 included the first full billing cycle the Authority assumed responsibility for meter reading, billing, and collection for the Town of Leicester Consolidated Water District. Unfortunately, after water bills were sent to customers in early November it was identified that none of the water customers in the Consolidated Water District received the \$25 base unit charge per the Town's water rate schedule.

After further investigation, Authority staff identified that the unit charges were coded differently in the Town billing system and as a result not properly transferred by the billing software vendor into the Authority bill system. The Authority also did not provide adequate quality control in reviewing the Consolidated Water District bills prior to distribution to customers.

To address this billing error, it is recommended the Authority provide the Town with the full payment of base unit charges in the month of December. This will ensure the Town is not shorted revenue for the prior quarter unit charges due to our administrative error. In addition, the Authority will add this unit charge (one-time) to the following quarter in February. This will ensure the Authority recovers the unit charge revenue in the upcoming quarter. Lastly, the Authority will include an explanation in the February water bills explaining the double unit charges.

3. Financial Implications:

It is estimated that the base rate unit charge for prior billing quarter equals ~ \$8,130.97. It is recommended that Authority forward this revenue to the Town and recover the missed revenue in the next billing cycle by adding it to the February water bills.



RESOLUTION NO. 2022-48

RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PROVIDE PAYMENT TO THE TOWN OF LEICESTER FOR BASE RATE UNIT CHARGES FOR THE PRIOR WATER BILLING PERIOD

WHEREAS, the Livingston County Water Sewer Authority (the “Authority”) and the Town of Leicester (the “Town”) have an Intermunicipal Services Agreement in which the Authority provides water meter reading, billing, and collection services on behalf of the Town; and

WHEREAS, it has been identified that the Authority inadvertently erred by not billing the Town’s base rate unit charge to the Town Consolidated Water District customers for the billing cycle that includes the months of July, August, September, and October 2022; and

WHEREAS, this error will result in an estimated \$8,130.97 shortfall in quarterly water revenue to the Town; and

WHEREAS, to address this error the Authority proposes the following:

1. The Authority will pay the Town a one-time payment to correct the unpaid base rate unit charge in the amount of \$8,130.97; and
2. The Authority will add the prior quarter’s unit base charge to the Town Consolidated Water District user’s bill with the February 2023 billing cycle; and

NOW THEREFORE BE IT,

RESOLVED, the Authority Board authorizes the Executive Director to provide payment to the Town of Leicester in the amount of \$8,130.97, which is equal to the base rate unit charges for the months of July, August, September, and October 2022, and be it further,

RESOLVED, the Authority Board authorizes the Executive Director, or his designee, to include a one-time additional unit base charge for water customers within the Town Consolidated Water District for the February 2023 billing cycle, to correct the shortfall created by the erroneous billing and to work with the Town staff to ensure proper accounting for the related transactions.

December 16, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS:

To: Livingston County Water and Sewer Authority

From: Jason Molino, Executive Director 

Date: December 14, 2022

Subject: **THM Analyzer**

1. Action Requested:

A resolution for review and consideration by the Board to authorize the purchase of a THM Analyzer in partnership with Livingston County.

2. Background:

In 2017 Livingston County received a \$270,000 Local Government Efficiency (LGE) Grant to conduct an update to the County Wide Water Supply Study. In addition, \$100,000 of the award is dedicated to service/equipment purchases that are consistent with the purpose of the study and benefits all communities involved with the project.

A portion of the \$100,000 was used to complete a leak detection study. The field work has been completed and the report is being finalized. There is currently \$17,450 available for equipment purchases. Initially it was identified that leak detection, GPS and valve exerciser equipment would be used for the equipment purchases related to the project. After further discussion with the County Planning Department, I recommended that purchasing a benchtop THM Analyzer would be a better use of grant resources considering a significant number of communities in the County currently have THM water quality issues and/or are under an EPA Administrative Order to address high THM levels.

The purchase of a THM analyzer would be available to all communities in the County and would greatly offset costs related to water quality surveillance testing the Authority and many communities are now conducting. Currently there is no simple grab sample process to test THM levels. As a result, any community wishing to conduct surveillance samples would be required to send each sample to a certified laboratory for processing. This can cost between \$20-\$50 a sample depending on which laboratory is used and potential carrier costs. In addition, standard turnaround time for results is 10 days. From an operational perspective receiving lab results 10 days after sampling provides no benefit with respect to changing operations to be responsive to THM levels with a public water system. Results from a lab can be expedited but generally for a substantial fee, making this option more financially challenging. As a result, surveillance sampling is forgone and instead communities regularly and excessively flush water lines to ensure high quality water. This unfortunately is equally as costly and wastes potable drinking water.

Currently the Authority is under an EPA Administrative Order for high THM levels. To address some of these issues the Authority is installing chlorine analyzers throughout our water system that will inject chlorine based on existing chlorine residuals. This will assist with minimize chances of high THM due to

high chlorine residual within the water system. In addition, the Authority plans on installing THM removal systems in several water tanks in 2023. This again will assist within minimizing the chances of high THM's as part of the public water system. Both of these projects are part of the Authority's Water Supply Improvements project and will collectively cost approximately \$500,000.

Leading up these projects the Authority is conducting every other week THM sampling. While conducting THM sampling at all sites weekly would provide accurate and consistent water quality data, the cost would be approximately \$500 per week. Due to high testing costs, we have partnered with the Town of Batavia who are processing the samples every other week for free as there is little time and cost associated with the process. On off weeks, the Authority is documenting chlorine residual at each sampling site. This sampling and data collection is being done to compare THM and chlorine residual levels before and after the Water Supply Improvements projects.

It should be noted that the results of analyzer does not replace the need to have certified lab testing for quarterly EPA reporting, but it can replace weekly (or more frequently) surveillance testing so that operations staff can make near real time decisions based on water quality results. It also would allow users to establish and incorporate a more frequent surveillance program because test results take about a half hour to process with little staff attention and little consumable materials for testing.

Attached please find a description of the THM analyzer and sample results. We have requested an updated proposal from the vendor, but the Town of Batavia purchased the equipment in January 2022 for \$47,900. This included the analyzer and laptop, an additional 1-year extended warranty, service plan, user training and calibration kit.

3. Financial Implications:

It is estimated that the new THM analyzer proposal will be approximately \$50,000. The County is willing to dedicate the remaining LGE grant funds of \$14,750 towards the project. Currently the Authority is awaiting \$26,000 reimbursement from the NYS EFC for manhole inspections conducted by Authority staff as part of our ongoing I/I study. Contractor costs for the project were lower than expected and as a result the Authority has submitted for workforce cost reimbursement to capture the full grant amount. It is requested that the \$26,000 of reimbursement funds as well as \$10,000 of Authority funds be dedicated towards the purchase of the THM analyzer.

Considering the majority of analyzer would be purchased with \$40,000 of grant funds, the return on investment for the \$10,000 of Authority funds would be made within one-year of use. In addition, currently several communities are spending between \$1,000-\$1,500 per quarter on surveillance testing and an undetermined amount related water costs for flushing.

If purchased the Authority would host the equipment at our Lakeville WWTP and coordinate with other municipalities interested in accessing the analyzer for use.



Proposal for Supplying Parker THM Analyzer

TECHNICAL

Parker THM Analyzer is an easy to operate, integrated Purge-and-Trap Gas Chromatograph (GC) that measures THM concentration at ppb levels in less than 30 minutes right at your own facility and without tedious sample preparation. This integrated system is a powerful tool that can help operators optimize water treatment at the plant and evaluate water age in the distribution system for improved control over the formation of THMs, an EPA-regulated disinfection by-product. This analyzer does not need any chemical reagents to analyze trihalomethanes (THM).



Each of the Parker THM Analyzer comes with installation package, THM Stock standards, analyzer calibration tool kit, and extended warranty package. The installation package includes installation and training on the analyzer. In addition, the installation package comes with helium gas connection kit and tubing the gas connection. There is a shared responsibility between the customer and Parker representative to complete a successful installation of the Parker THM Analyzer. Please see the description of each parts below.

Parker THM Analyzer (PH-THM-1000):

Each analyzer comes with the following components:

1. The THM Analyzer and it's power cable
2. The laptop, mouse and the power cable
3. A cat 5 cable to communicate between the analyzer and the laptop
4. The THM Analyzer has a 40 mL Sample Jar attached to the analyzer
5. One extra sample jar and one extra preconcentrator and it's extraction tool
6. THM software CD

INS-THM-CGK:

Customer need to provide the following items for the installation of the On-Line THM Analyzer:

1. Ultra-high purity (UHP – 99.999% purity) Helium
2. The analyzer location should be in the laboratory type room that maintains 65-85 deg F and relative humidity of 80%
3. Organic free (THM free) deionized water
4. Training time of 8 hours of work day



Parker will provide the following items for the installation of the Parker THM Analyzer:

1. The 2-Stage regulator for the helium gas connections
2. Two 25 ft tubing and necessary union if the helium tank is within 50 feet of the location of the Parker THM Analyzer
3. Connect the tubes for the helium gas connection to the back of the analyzer
4. Power up the analyzer and carry out diagnostic check
5. Carry out performance test to make sure the analyzer response is accurate
6. Teach the operator about sample preparation and running the analyzer
7. Train the operator about the THM Software on the laptop, use of it and how to trouble shoot the analyzer to maintain accuracy of the analyzer
8. Train the operators about making performance standard and calibration standard

Warranty information regarding the Parker THM Analyzer

The Parker THM Analyzer includes 1-year parts and labor warranty. This starts from the date of installation. Under this warranty, the following items covers:

1. Parts & labor
2. Laptop
3. Phone support
4. Loaner THM Analyzer if the trouble shooting over the phone does not resolve the issue. In that case, the customer THM Analyzer will be shipped back to the factory.

The Extended Warranty covers everything as mentioned in the 1-year parts and labor warranty except the laptop. This warranty starts after the end date of the 1-year parts and labor warranty.

How accurate and reliable of THM analysis from Benchtop THM Analyzer?

- Split samples have been tested by Water Plants
- Repeatability within 5-7 ppb

	Certified Lab Results (ppb)	Parker THM Analyzer Results (ppb)
Sample 1 TTHM	52.6	57.8
Sample 2 TTHM	67.0	63
Sample 3 TTHM	91.7	91.7

Figure 1: Alabama Water Plant and EPA Certified Lab

	Certified Lab Results (ppb)	Parker THM Analyzer Results (ppb)
CHFM	9.16	8.8
DCBM	10.8	10.8
DBCM	10.41	12.4
BRFM	2.87	3.9
TTHM	33.0	36.0

Figure 2: Nevada Water Plant and EPA Certified Lab

How accurate and reliable of THM analysis from Benchtop THM Analyzer?

	Certified Lab Results (ppb)	Parker THM Analyzer Results (ppb)
Sample 1 TTHM	33.44	35.4
Sample 2 TTHM	35.38	36.30
Sample 3 TTHM	48.92	50.9
Sample 4 TTHM	36.56	37.2
Sample 5 TTHM	48.06	49.6
Sample 6 TTHM	32.22	34.4
Sample 7 TTHM	36.09	39.30

Figure 3: Texas Water Plant and EPA Certified Lab

	Certified Lab Results (ppb)	Parker THM Analyzer Results (ppb)
Sample 1 TTHM	37.8	40.7
Sample 2 TTHM	34.8	38.7
Sample 3 TTHM	27.7	29.3
Sample 4 TTHM	27.8	29.5

Figure 4: South Carolina Water Plant and EPA Certified Lab

	Certified Lab Results (ppb)	Parker THM Analyzer Results (ppb)
Sample 1 TTHM	8.8	8.6
Sample 2 TTHM	42.5	45.2

Figure 5: California Water Plant Water Plant and EPA Certified Lab



RESOLUTION NO. 2022-49

RESOLUTION TO AUTHORIZE THE USE OF FUNDS FOR THE PURCHASE OF A THM ANALYZER IN PARTNERSHIP WITH LIVINGSTON COUNTY

WHEREAS, In 2017 Livingston County (“Livingston County”) received a \$270,000 Local Government Efficiency (“LGE”) Grant to conduct an update to the County Wide Water Supply Study, and \$100,000 of the award is dedicated to service/equipment purchases that are consistent with the purpose of the study and benefits all communities involved (collectively referred to as the “Project”); and

WHEREAS, Currently communities within Livingston County have water quality challenges and struggle to stay within Federal EPA limits for Total Trihalomethanes (“TTHM”) levels; and

WHEREAS, Regular surveillance testing can be helpful in making operational adjustments in public water systems to address high THM level however testing is both costly and untimely; and

WHEREAS, the County has acknowledged that using remaining grant funds from the Project can enhance a communities’ ability to provide safe drinking water can be beneficial to all Livingston County residents; and

WHEREAS, The County is willing to commit the remaining \$14,750 of grant funding to the purchase of a THM Analyzer which will be accessible to all communities in Livingston County, including the Livingston County Water and Sewer Authority (“Authority”); and

WHEREAS, the Authority can benefit considerably from having access to a THM Analyzer and is willing to host the equipment and provide sufficient funding to assist with the purchase a THM Analyzer, and now therefore be it,

RESOLVED, The Livingston County Water and Sewer Authority Board authorizes and approves the use of \$26,000 of grant reimbursement funds from the NYS Environmental Facilities Corporation Engineering Planning Grant (EPG) #105113 and \$10,000 from unallocated reserve to the purchase of a THM Analyzer in partnership with the County.

December 16, 2022

Livingston County Water & Sewer Authority

Moved By:

Seconded By:

AYES:

NAYS: