

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

**Excused:** P. Brooks

**Absent:**

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

**Organizational Items:** See attached minutes.

### Approval of Agenda

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

**Approval of Minutes – December 21, 2018 Regular Board Meeting**

**Motion:** *S. Beardsley moved and J. Deming seconded to approve regular board meeting minutes dated December 21, 2018.*

**Privilege of the Floor – None.**

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

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

**Bills:** R. Lewis reviewed the monthly bills.

**Motion:** *M. McKeown moved and J. Deming seconded to approve paying Total Operating & Projects expenditures of \$361,844.28 as follows: Operating Expenditures in an amount not to exceed \$75,179.47; DOCCS Project Expenditures in an amount not to exceed \$23,478.78; Lakeville WWTP Upgrades Project expenditures in an amount not to exceed \$259,283.66; and Other Projects in an amount not to exceed \$4,002.37. Carried unanimously.*

**Motion:** *E. Gott moved and S. Beardsley seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$188,879.18. Carried unanimously.*

### Operations and Capital Report

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary). The following items were further discussed by the Board:

- **Water Sampling and Testing** – The Livingston County Department of Health (LCDOH) has notified LCWSA of an exceedance in the maximum contaminant level (MCL) for Total Trihalomethanes (TTHM) in the 4<sup>th</sup> Quarter of 2018, in the LCWSA Consolidated Systems Public Water Supply (PWS ID (Water Source: City of Rochester – Hemlock Lake). This will require LCWSA to notify the public, in accordance with NYSDOH requirements. This public notification will involve public notice in the Pennysaver, with a direct website link to the full NYSDOH notification on LCWSA's webpage.

- **RFP for Annual Water/Sewer Installations & Repairs**  
LCWSA received proposals on January 25, 2019 from a total of two (2) contractors (Fineline, Morsch Pipeline). In prior years, LCWSA has typically received proposals from four (4) contractors, which included CP Ward and Villager Construction. These two (2) contractors elected not to bid on the RFP this year. Fineline was identified as the low bidder for the installation and repair work, with costs that are comparable to prior year costs.
- **Dairy Knoll Connection to DOCCS:** Dairy Knoll Farms has recently connected to the DOCCS infrastructure and has used approximately 30,000-50,000 gallons of water per day (based on one week of consumption to date).

## **Other Business**

### **LCWSA Employee Transition – Update**

M. Baines informed the Board that all CSEA related documents have been fully executed, and bound copies of the CBA have been distributed to staff. LCWSA has been assigned CSEA Unit #7301. Matt Gascon, Unit president, was recently notified that Renee Chichester (CSEA Labor Relations Specialist), is out on extended medical leave, so if any labor relations issues arise in the interim, they will be handled by Robert Ellis, another CSEA Labor Relations Specialist.

R. Lewis has been working extensively with Complete Payroll regarding setting up the necessary deductions/withholdings (CSEA union dues, CSEA dental, health insurance, etc.) and the various absence codes. In accordance with the attendant Memorandum of Agreement (MOA) to the CBA, the individual accounting of pay, leave time, health insurance contribution, retiree health insurance eligibility, and deferred compensation match eligibility (as of January 1, 2019) for all transferred employees has been completed.

The one-on-one Deferred Compensation Plan sessions with the Burke Group were held on January 29, 2019. There are nine (9) employees currently participating, versus just five (5) employees who were participating as County employees in 2018.

### **Technology Upgrades – Scope Modification**

M. Baines noted that the scope of work originally established for Capital Project 31125, comprised: Migration Services and IT Upgrades, Upgrade to Phone System, Website Development, and Replacement for existing computerized Work Order System. The initial budget established by the Board was \$75,000. LCWSA staff is requesting that the project scope be modified to include the purchase of a new photocopier. The 5-year lease of the existing copier is now coming to end, and we have notified Eastern/TIAA that we will not be renewing the lease as we have been unsatisfied with the quality of the copier and level of service provided by the vendor. LCWSA staff have been in discussion with BXI Consultants, a vendor based in Tonawanda NY, who has provided cost information for both a lease arrangement or an outright purchase – both options would still involve a 5-year maintenance agreement, which is based on “click rates” (i.e. # of B&W and color copies). LCWSA staff have reviewed both options and purchasing the unit outright was determined to be the more cost-effective option.

*Motion: S. Beardsley moved and T. Saunders seconded to modify the scope of Capital Project 31125 Technology Upgrades (Employee Transition) to include the purchase of a photocopier, which shall be made in accordance with LCWSA’s existing Procurement Policy. Carried unanimously.*

### **Review & Adoption of Cancer Screening Policy**

M. Baines informed the Board that in March 2018, Livingston County updated its cancer screening policy to reflect recent changes in NYS law, which requires that paid leave be provided to employees for all types of cancer screening (previously just breast cancer and prostate cancer screening were identified in the policy).

With the employee transfer, it is now necessary for LCWSA to adopt its own policy. The Board reviewed the draft policy which mirrors the County's policy, with some minor edits to reflect LCWSA's current reporting structure.

***Motion: E. Gott moved and J. Deming seconded to approve the Cancer Screening Policy as presented. Carried unanimously.***

**Lakeville Wastewater Treatment Plant (SPDES NY0032328) – Consent Order Update**

J. Campbell provided a brief update that the changes that LCWSA requested in December 2018 to the draft Consent Order have been made, and the document is now ready for execution by the Chairman. J. Campbell did note that this Consent Order only covers the Lakeville Wastewater Treatment Plant and does not include the Groveland Station Sewage Treatment Plant. As the Board previously passed a motion authorizing the Chairman to sign the "final" version of the Consent Order and authorizing LCWSA staff to prepare the necessary payment, no additional action is needed. The "Effective Date" of the Order will be the day that the document is executed by the DEC Region 8 Regional Director, which is anticipated to be immediately following the delivery of the LCWSA signed Consent Order with the \$25,000 payment.

**Communications**

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

- December 21, 2018 Award Letter from NYSDEC re: Water Quality Improvement Project #83902 (LCWSA – Lakeville WWTP Disinfection, Grant Award: \$767,250)
- Livingston County Board of Supervisors Regular Board Meeting Minutes (January 9, 2019):
  - Appointing members to the Livingston County Water and Sewer Authority Board (Philip S. Brooks: 1/1/19 – 12/31/21, Eric R. Gott: 1/1/19 – 12/31/21)
- Livingston County Water Supply Study Update Informational Meeting for Municipal Officials – Held on January 25, 2019 (Mt Morris Campus Building #1 Conference Center, 1 Murray Hill Drive, Mt Morris NY 14510)

***Adjourn: Motion: J. Deming moved and S. Beardsley seconded to adjourn the board meeting at 9:28 am. Carried unanimously.***