

Members Attending: T. Anderson, P. Brooks, D. Kriewall, D. LeFeber

Excused Absent: H. Stewart, F. Miller, S. Beardsley

Others attending: M. Kosakowski, C. VanHorne, R. Lewis, R. Shepard, B. Greeley

Audit Review - R. Shepard presented and discussed the required communications letter and the draft Financial Statements with the Board. R. Shepard noted that the Revenue from the DOCCS project would be considered unearned revenue, which is a new classification this year. The Board asked for clarifications on several matters and R. Shepard responded.

Motion: D. Kriewall moved and P. Brooks seconded approving Auditors' Report and Financial Statements. Carried unanimously.

R. Shepard stated that they would finalize the Draft Financial Statements and provide clean copies for the Board and public.

T. Anderson questioned what the procedure for handling change orders for the DOCCS WSP project would be. C. VanHorne stated that all change orders come before the Board for authorization. T. Anderson questioned if C. VanHorne should be able to approve change orders on the project up to a certain authorization, so that the LCWSA Board meeting schedule does not hold up the construction. R. Shepard felt that was an acceptable practice as long as at the next official meeting, the change orders were brought to the Board for authorization. C. VanHorne will bring a recommendation to the next Board meeting for the amount of a change order to be processed prior to Board approval.

T. Anderson thanked R. Shepard and B. Greeley for their report.

R. Shepard and B. Greeley departed the meeting.

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

Motion: D. Kriewall moved and P. Brooks seconded approving the Financial report as presented. Carried unanimously.

Late payment policy – R. Lewis reviewed the memo and resolution for the reconfirming the Late Charge Penalty Policy (on file with the Secretary).

RESOLUTION 2016 – 11 CONFIRMING CURRENT LATE CHARGE PENALTY POLICY

WHEREAS, the LCWSA has established a policy that when a sewer or water charge has not been paid within 30 days from the date of the bill, that a 10% penalty shall be added to the charges owed by the customer, and

WHEREAS, claims of non-delivery of bills will not be considered a valid excuse for not paying the sewer or water charges, now therefore be it,

RESOLVED, that the LCWSA confirms the Late Charge Penalty Policy as described above.

Motion: D. Kriewall moved and D. LeFeber seconded to approve resolution 2016 – 11 Confirming Current Late Charge Penalty Policy. Carried unanimously.

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

1. Compact of Towns Agreement – **Motion: P. Brooks moved and D. LeFeber seconded to authorize the Chairman to sign the Operation and Maintenance Agreement with the Conesus Lake Compact of Towns. Carried unanimously.**
2. New Personnel – M. Kosakowski reviewed the Assistant Director of Operations position and the duties of that position (memo on file with the Secretary). D. LeFeber asked if the candidate would receive a sewage treatment plant license and water license. M. Kosakowski stated that licensure was not a requirement for the position. The Board discussed this issue further and concluded that the person who fills that position should be trained for licensure. Also discussed were wages. The consensus of the Board was to try a range, which is the current budget amount.
3. C. VanHorne reviewed the update for DOCCS WSP (memo on file with the Secretary).
 - a. The Board consensus was that the lease terms for property for the proposed pump station was not appropriate. The Board suggested that the owners might want a second opinion of the property appraisal.
 - b. T. Anderson volunteered in H. Stewart's absence to attend the March 24th meeting with the Project Farmers.
 - c. C. VanHorne reviewed an alternate route up Kudder Hill Road with the Board. Discussion regarding advantages/disadvantages of the route was held. Also, C. VanHorne discussed several project changes made by the local DOCCS representatives that have changed the scope of the project, and therefore DOCCS Engineering staff will need to be contacted to discuss cost changes.

Other Business

C. VanHorne stated that a tentative meeting had been established with the Village of Avon regarding the sewage treatment plant options for April 5th.

Business Session

Bills: R. Lewis reviewed the monthly bills.

Motion: D. Kriewall moved and P. Brooks seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$124,830.56 and Project expenses in an amount not to exceed \$57,282.30. Carried unanimously.

Motion: D. Kriewall moved and D. LeFeber seconded to approve paying the bills for Utilities in an amount not to exceed \$29,318.69, Commodity in an amount not to exceed \$40,157.22, and for miscellaneous expense in an amount not to exceed \$219.75. Carried unanimously.

Minutes – regular minutes dated March 23, 2016

***Motion: D. LeFeber moved and D. Kriewall seconded to approve minutes dated March 23, 2016.
Carried unanimously.***

Communications: Tompkins Insurance
Associated Builders and Contractors
Town of York 2016 Water System Improvements

***Adjourn: Motion: P. Brooks moved and D. Kriewall seconded to adjourn the board meeting.
Carried unanimously.***

Board Financial Report
February 2016

Balance Sheet p. 6

2015 Audited Balance Sheet Attached p. 8

Assets

Operating Cash (Operating Checking Account & General Reserve MM)

(Full Year Report Attached) p. 4

	Jan-16 Actual	Feb-16 Actual
Cash on hand 1st of each month	\$ 4,081	\$ 3,950
Cash Received		
Customer Billing	23	322
Miscellaneous		
Debt/Project Related	19	
Grant/Contributions	15	13
Billing Services/O & M Services		27
Relevy		
DOCCS		
Cash Balance before expenditures	\$ 4,138	\$ 4,312
Utility Vouchers	66	74
Operating Vouchers	83	143
Grant Vouchers		4
Project Vouchers	39	130
Cash Balance after expenditures	\$ 3,950	\$ 3,961
Reserve Projects in Progress Budget		
Bal + Retainage	9023	8767
DOCCS Receivable	5625	5625
Unallocated Cash Balance	\$ 552	\$ 819

(includes DOCCS)

See Work In Progress p. 5 a

Minimum balance \$445,000 to cover 2months budgeted expenses, or emergency expenses

Work-In-Progress (WIP Report Attached)

Current Budget \$9,311,986
 Expenditures to Date \$ 545,197

Balance \$8,766,789 p. 5 a

Debt Reserve Cash

Beginning Balance	\$602,493
Admin Fees	
Debt Bond Payments	
Interest	\$16
Billing Activity	\$33,149
Ending Balance	\$635,658

p. 6-b.

Accounts Receivable

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance February	\$ 84,026	\$ 10,388	\$ 279,914	\$ 7,464	\$ 381,792
February Billing	\$ 581,388	\$ 69,552		\$ 15,000	\$ 665,940
Collected	\$ 299,728	\$ 32,453	\$ 281		\$ 332,462
Billing				\$ -	\$ -
Ending Balance February	\$ 365,686	\$ 47,487	\$ 279,633	\$ 22,464	\$ 715,270

p. 6-c

Capital Contributions Receivable (Current + Non-Current) – (No Significant Change)

As the Village of Geneseo’s Supplemental water project debt decreases, the amount of principal paid is higher resulting in the lower principal balance due. This debt is currently paid quarterly to the Authority for a total collection of \$52,800 (principal & interest). Unless paid off early, this collection will continue until 2027. Each year this activity reduces Net Position by approx \$40,000.

Property & Equipment (net depreciation) – (No Significant Change)

Decrease is the cumulative effect of fully depreciating the Conesus Sewer District Assets. Most of that effect is completed for the 20-year depreciation assets. The next “chunk” will be in another 10 years, then 10 years after that the pipelines & other major infrastructure will also be fully depreciated.

LIABILITIES

Added new account “Un Earned Revenue”-main purpose is for DOCC’s *p. 6-d*

Statement of Revenues & Expenditures

2015 Audited Statements Enclosed p. 9

Revenues *p. 7*

February was a billing month, revenues down \$9,825 from February 2015 billing.
SM & WM down \$3,770-mainly due to lower usage from American Rock Salt
WR down \$7,306.35-mainly due to lower usage from ADM and Sweeteners, also most bills were estimated

Expenses: P 7

All expenses are on target to meet budgeted amounts.

Other- Customer request to have penalties credited that were releveyed. P. 10 + 11

Feb-16

	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	16-Mar	Apr-16	May-16
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim	Estim
Cash on hand 1st of each month	\$ 1,843	\$ 1,902	\$ 2,074	\$ 2,160	\$ 2,257	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 4,016	\$ 3,871
Cash Received																
Customer Billing	255	307	42	263	320	36	333	275	40	353	229	23	322			
Miscellaneous	1	1	0.5	3	3				9	5	2					
Debt/Project Related										61		19				
Grant/Contributions	13	43	15				13					15	13			
Billing Services/O & M Services				33	13		33			46			27			
Relevy			219													
DOCCS										1875						
Estimated Cash Receipts																
Cash Receipts														275	45	270
Debt/Grant/Contrib Receipts															15	40
Cash Balance before expenditures	\$ 2,112	\$ 2,253	\$ 2,351	\$ 2,459	\$ 2,593	\$ 2,413	\$ 2,540	\$ 2,538	\$ 2,183	\$ 4,253	\$ 4,310	\$ 4,138	\$ 4,312	\$ 4,236	\$ 4,076	\$ 4,181
Utility Vouchers	89	65	62	62	108	70	80	64	55	72	54	66	74			
Operating Vouchers	121	114	109	120	108	145	197	212	163	92	134	83	143			
Grant Vouchers			10	15				7					4			
Project Vouchers			10			37		121	52	10	41	39	130			
Estimated Expenditures																
Utilities														80	65	70
Operating														130	130	130
Projects														10	10	30
Cash Balance after expenditures	\$ 1,902	\$ 2,074	\$ 2,160	\$ 2,262	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 4,016	\$ 3,871	\$ 3,951
Reserve Projects in Progress Budget Bal + Retainage	1179	1177	1238	1323	1323	1271	1283	1207	8702	9099	9061	9023	8767	8757	8747	8717
DOCCS Receivable									7500	5625	5625	5625	5625	5625	5625	5625
Unallocated Cash Balance	\$ 723	\$ 897	\$ 922	\$ 939	\$ 1,054	\$ 890	\$ 980	\$ 927	\$ 711	\$ 605	\$ 645	\$ 552	\$ 819	\$ 884	\$ 749	\$ 859

Capital Projects In Progress Report

2/29/2016

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
DEBT & REIMBURSABLE PROJECTS								
31085	DOCCS Water Supply Project	118,945.09	7,500,000.00	7,381,054.91	33-WR	Prison Project w/b paying for this!		10/26/201
Total Debt & Reimbursable Projects		118,945.09	7,500,000.00	7,381,054.91				
GENERAL RESERVE PROJECTS								
31040	Main Pump: motor, electrical, ventilation	100,082.89	389,160.82	289,077.93	32-SLV	Reserve		1/1/201
31043-5	Scada System Upgrade	67,536.75	86,700.00	19,163.25	33-WR	Reserve		1/1/201
31080-3	Collection System-Inflow & Infiltration repairs	28,850.00	257,825.00	228,975.00	33-SL	Reserve		1/1/201
31095	Clarifier I-Beam Re-Coat	87,058.36	93,100.00	6,041.64	32SLV	Reserve		1/16/201
31103	Alternate Water Supply Project-DOCCS	540.00	405,400.00	404,860.00	33-WR	Reserve		1/1/201
31104	Lake Forest Water Main	3,039.60	102,000.00	98,960.40	33WR	Reserve		1/1/201
31105	Slagel Park Water System Upgrade (Pine Tree)	3,033.35	120,400.00	117,366.65	33WR	Reserve		1/1/201
31106	Niver Road-Overcoat Tank	40,826.15	58,000.00	17,173.85	33WR	Reserve		1/1/201
	Crossroads Commerce Park Sewer			-		IDA matching Grant		10/28/201
31108	Early Warning System/Pump	40,099.61	130,000.00	89,900.39	33SL	Reserve		8/28/201
31109	Boiler Replacement-Plant & Admin Bldg	22,172.00	25,000.00	2,828.00	32SLV	REserve		10/28/201
31110	Energy Conservation Program	17,310.25	24,400.00	7,089.75	32SLV	Reserve		9/23/201
31111	Technology Upgrades	15,702.71	30,000.00	14,297.29	31WS	Reserve		9/23/201
31112	Adams/Clay St-PS Upgrades	-	90,000.00	90,000.00	33SL	Reserve		1/1/201
Total Reserve Projects		545,196.76	9,311,985.82	8,766,789.06				
Equipment(Fixed Assets)								
	2015 Budget-New Truck		24,500.00	24,500.00	33WS	Reserve		
	2015 Budget-Sewer Camera		80,000.00	80,000.00	33S	Reserve		
	2016 Budget-New Truck		26,000.00	26,000.00	33WS	Reserve		
Total Equipment (Fixed Assets)			130,500.00	130,500.00				
TOTAL OF ALL PROJECTS (a/c #1600) &		545,196.76	9,442,485.82	8,897,289.06				

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Livingston County WSA

Balance Sheet

As of 2/29/2016

(In Whole Numbers)

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Ba...</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	2,206,278	1,899,634	306,644	2,064,785	141,493
Debt Reserve	635,658 (b)	590,048	45,610	593,626	42,032
Accounts Receivable	715,269 (c)	927,000	(211,731)	818,290	(103,021)
Capital Contributions Receivable	24,556	23,481	1,075	31,135	(6,579)
Inventory	7,740	12,167	(4,426)	9,591	(1,851)
Prepaid Expenses	36,823	56,704	(19,881)	61,091	(24,268)
Funds held for Others	25,814	25,198	615	30,121	(4,308)
Total CURRENT ASSETS	3,652,138	3,534,233	117,906	3,608,640	43,499
Total Current Assets	3,652,138	3,534,233	117,906	3,608,640	43,499
NON-CURRENT ASSETS					
Restricted Cash	1,933,935	257,725	1,676,209	257,725	1,676,210
Capital Contrib Receivable, net current	429,316	461,876	(32,560)	461,876	(32,560)
Property & Equipment, Net Deprec	23,734,296	23,964,029	(229,733)	24,060,346	(326,051)
Work-In-Progress	545,197	829,473	(284,276)	864,488	(319,291)
Total NON-CURRENT ASSETS	26,642,743	25,513,103	1,129,640	25,644,436	998,308
Total Non-Current Assets	26,642,743	25,513,103	1,129,640	25,644,436	998,308
TOTAL ASSETS	30,294,882	29,047,336	1,247,546	29,253,075	1,041,806
CURRENT LIABILITIES					
Accounts Payable	55,324	88,717	(33,392)	162,682	(107,358)
Current Portion Loans Payable	146,725	144,417	2,308	144,417	2,308
Other Current Liabilities	1,773,689 (d)	33,572	1,740,117	172,199	1,601,490
Funds held for others	25,816	25,200	616	30,123	(4,307)
Total CURRENT LIABILITIES	2,001,554	291,905	1,709,649	509,422	1,492,133
Total Current Liabilities	(2,001,554)	(291,905)	(1,709,649)	(509,422)	(1,492,133)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Total NON-CURRENT LIABILITIES	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Retained Earnings & Net Position					
Retained Earnings	(24,258,652)	(24,701,410)	442,758	(24,258,221)	(431)
Net Income	301,725	431,412	(129,688)	0	301,725
Total Retained Earnings & Net Position	(23,956,927)	(24,269,997)	313,070	(24,258,221)	301,294
TOTAL NET POSITION	30,294,882	29,047,336	1,247,546	29,253,075	1,041,806

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 2/1/2016 Through 2/29/2016
(In Whole Numbers)

	YTD Actual	YTD Last Year Actual	Current Year Change	Current Year % Change	Total Budget	Total Budget Variance	Percent Total Budget Remaining - Original
OPERATING REVENUE							
Retail Fees	189,029	367,881	(178,852)	(48.62)	2,500,453	(2,311,424)	(92)%
Wholesale Fees	16,477	16,687	(210)	(1.26)	189,500	(173,023)	(91)%
Permit Fees	0	3,870	(3,870)	(100.00)	39,000	(39,000)	(100)%
O&M Services	33,807	0	33,807	100.00	150,229	(116,422)	(77)%
Other Income	5,131	265	4,866	1,836.58	64,193	(59,062)	(92)%
Total OPERATING REVENUE	244,444	388,703	(144,258)	(37.11)	2,943,375	(2,698,931)	(92)%
OPERATING EXPENSE							
Wages	52,576	71,393	(18,818)	(26.36)	586,269	533,693	91 %
Overtime	2,603	4,884	(2,281)	(46.70)	28,408	25,805	91 %
Fringes	69,826	60,486	9,340	15.44	407,690	337,864	83 %
Professional Services	34,726	17,688	17,038	96.33	300,690	265,964	88 %
Utilities	31,752	26,804	4,948	18.46	298,541	266,789	89 %
Vehicle Expense	838	5,839	(5,001)	(85.65)	36,200	35,362	98 %
Equipment Expense	(6,960)	1,331	(8,291)	(623.14)	67,441	74,401	110 %
Building Expense	19,565	18,220	1,345	7.38	346,847	327,282	94 %
Purchased Water/Sewer	28,271	34,691	(6,420)	(18.51)	528,900	500,629	95 %
Customer Installations	805	1,096	(292)	(26.62)	24,320	23,516	97 %
Permits, Inspections	267	0	267	100.00	16,755	16,488	98 %
Other Expenses	4,364	5,747	(1,383)	(24.07)	28,333	23,969	85 %
Total OPERATING EXPENSE	238,633	248,179	(9,546)	(3.85)	2,670,394	2,431,761	91 %
GAIN/LOSS BEF DEPRECIATION	5,811	140,524	(134,712)	(95.86)	272,981	(267,170)	(98)%
DEPRECIATION EXPENSE							
	(161,437)	(159,561)	(1,875)	1.18	0	(161,437)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	32,141	39,366	(7,225)	(18.35)	284,440	(252,299)	(89)%
Non-Operating Expense	(4,403)	(6,268)	1,865	(29.75)	(78,455)	74,052	(94)%
Grant Expense	(4,350)	(9,304)	4,954	(53.24)	0	(4,350)	0 %
Total NON-OPERATING REVENUE/EXPEN...	23,388	23,794	(407)	(1.71)	205,985	(182,597)	(89)%
NET GAIN/LOSS BEF CONTRIB	(132,238)	4,756	(136,994)	(2,880.16)	478,966	(611,204)	(128)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	15,000	7,020	7,980	113.67	0	15,000	0 %
Capital Contributions	77,640	0	77,640	100.00	0	77,640	0 %
Total CAPITAL CONTRIBUTIONS	92,640	7,020	85,620	1,219.64	0	92,640	0 %
CHANGE IN NET ASSETS	(39,598)	11,777	(51,375)	(436.74)	479,066	(519,564)	(108)%

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Livingston County WSA

Balance Sheet

As of 12/31/2015

(In Whole Numbers)

revised year end 2015

	<u>Current Year</u>	<u>Prior Year</u>	<u>Current Year Change</u>	<u>Beginning Year Ba...</u>	<u>YTD Change</u>
CURRENT ASSETS					
Operating Cash	2,248,535	2,064,785	183,751	2,064,785	183,751
Debt Reserve	630,990	593,626	37,364	593,626	37,364
Accounts Receivable	849,984	818,290	31,694	818,290	31,694
Capital Contributions Receivable	32,560	31,135	1,425	31,135	1,425
Inventory	8,475	9,591	(1,116)	9,591	(1,116)
Prepaid Expenses	47,954	61,091	(13,137)	61,091	(13,137)
Funds held for Others	30,657	30,121	536	30,121	536
Total CURRENT ASSETS	3,849,157	3,608,640	240,517	3,608,640	240,517
Total Current Assets	3,849,157	3,608,640	240,517	3,608,640	240,517
NON-CURRENT ASSETS					
Restricted Cash	2,030,684	257,725	1,772,959	257,725	1,772,959
Capital Contrib Receivable, net current	429,316	461,876	(32,560)	461,876	(32,560)
Property & Equipment, Net Deprac	23,895,732	24,060,346	(164,614)	24,060,346	(164,614)
Work-In-Progress	375,922	864,488	(488,566)	864,488	(488,566)
Total NON-CURRENT ASSETS	26,731,655	25,644,436	1,087,219	25,644,436	1,087,219
Total Non-Current Assets	26,731,655	25,644,436	1,087,219	25,644,436	1,087,219
TOTAL ASSETS	30,580,812	29,253,075	1,327,736	29,253,075	1,327,736
CURRENT LIABILITIES					
Accounts Payable	105,889	162,682	(56,793)	162,682	(56,793)
Current Portion Loans Payable	146,725	144,417	2,308	144,417	2,308
Other Current Liabilities	1,964,615	172,199	1,792,416	172,199	1,792,416
Funds held for others	30,657	30,123	534	30,123	534
Total CURRENT LIABILITIES	2,247,887	509,422	1,738,465	509,422	1,738,465
Total Current Liabilities	(2,247,887)	(509,422)	(1,738,465)	(509,422)	(1,738,465)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Total NON-CURRENT LIABILITIES	4,336,400	4,485,433	(149,033)	4,485,433	(149,033)
Retained Earnings & Net Position					
Retained Earnings	(24,258,652)	(24,701,410)	442,758	(24,258,221)	(431)
Net Income	262,127	443,189	(181,062)	0	262,127
Total Retained Earnings & Net Position	(23,996,525)	(24,258,221)	261,696	(24,258,221)	261,696
TOTAL NET POSITION	30,580,812	29,253,075	1,327,736	29,253,075	1,327,736



Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015
(In Whole Numbers)

Audited Year end 2015

	YTD Actual	YTD Last Year Actual	Current Year Change	Current Year % Change	Total Budget	Total Budget Variance	Percent Total Budget Remaining - Original
OPERATING REVENUE							
Retail Fees	2,431,413	2,351,209	80,204	3.41	2,416,643	14,770	1 %
Wholesale Fees	178,182	185,005	(6,822)	(3.69)	175,664	2,518	1 %
Permit Fees	65,325	38,987	26,338	67.56	15,869	49,456	312 %
O&M Services	131,261	134,987	(3,726)	(2.76)	138,393	(7,132)	(5)%
Other Income	65,383	43,755	21,628	49.43	45,959	19,424	42 %
Total OPERATING REVENUE	2,871,565	2,753,943	117,622	4.27	2,792,528	79,037	3 %
OPERATING EXPENSE							
Wages	537,238	651,494	(114,257)	(17.54)	556,358	19,120	3 %
Overtime	23,096	28,455	(5,358)	(18.83)	29,646	6,550	22 %
Fringes	350,757	364,628	(13,871)	(3.80)	374,581	23,824	6 %
Professional Services	234,798	165,012	69,786	42.29	254,888	20,090	8 %
Utilities	275,556	289,661	(14,105)	(4.87)	285,555	9,999	4 %
Vehicle Expense	25,977	30,096	(4,119)	(13.69)	35,540	9,563	27 %
Equipment Expense	38,637	19,674	18,963	96.39	46,031	7,394	16 %
Building Expense	335,272	342,515	(7,242)	(2.11)	341,643	6,371	2 %
Purchased Water/Sewer	556,811	518,500	38,311	7.39	559,246	2,435	0 %
Customer Installations	35,996	29,160	6,836	23.44	25,443	(10,553)	(41)%
Permits, Inspections	11,544	11,308	236	2.09	16,615	5,071	31 %
Other Expenses	29,711	27,644	2,067	7.48	37,556	7,845	21 %
Total OPERATING EXPENSE	2,455,394	2,478,148	(22,754)	(0.92)	2,563,102	107,708	4 %
GAIN/LOSS BEF DEPRECIATION	416,171	275,795	140,376	50.90	229,426	186,745	81 %
DEPRECIATION EXPENSE							
	(954,862)	(963,801)	8,939	(0.93)	0	(954,862)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	302,276	303,134	(859)	(0.28)	273,965	28,311	10 %
Non-Operating Expense	(70,065)	(73,449)	3,384	(4.61)	(78,455)	8,390	(11)%
Grant Expense	(43,722)	(20,928)	(22,794)	108.91	0	(43,722)	0 %
Total NON-OPERATING REVENUE/EXPEN...	188,489	208,757	(20,268)	(9.71)	195,510	(7,021)	(4)%
NET GAIN/LOSS BEF CONTRIB	(350,202)	(479,249)	129,047	(26.93)	424,936	(775,138)	(182)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	44,470	36,060	8,410	23.32	0	44,470	0 %
Capital Contributions	43,605	0	43,605	100.00	0	43,605	0 %
Total CAPITAL CONTRIBUTIONS	88,075	36,060	52,015	144.24	0	88,075	0 %
CHANGE IN NET ASSETS	(262,127)	(443,189)	181,062	(40.85)	424,936	(687,063)	(162)%

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Livingston County Water & Sewer Authority
1997 D'Angelo Drive
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Fax: (585) 346-0954
TTY NY: (800) 662-1220 or 711
www.co.livingston.state.ny.us/lcwsa.htm

To: LCWSA Board

From: Rene Lewis

Re: Late Payment Policy

Date: March 23, 2016

Each billing month we receive claims from some of our customers that they did not receive their bill therefore they could not pay it. Our policy is that we do not refund late fees due to the claim of non-delivery.

One of our customers (#11552) this month was very upset and requested that this issue be taken to the board.

The penalties totaling \$37.06 were applied to the May and August 2015 bills, these bill were also releveyed to the January 2016 Town and County Taxes.

This account was issued a removal of penalties under our "One Time Every Two Years" removal of penalty policy in August 2014.

I am requesting the Board confirm the Late Charge Penalty Policy for this customer.

OPERATIONS REPORT

Water and Sewer Work Program 2016	
Customer work orders	21 workorders completed for the month - down 4 from last month
UFPO	34 stakeouts completed for the month - up 11 from last month
PM Maintenance	All PM maintenance completed
Sampling and Testing	1st quarter TTHM and HAA samples came back all in compliance.
Generator Maintenance	RFPs for 2016 Generator Maintenance were due on March 4th. We received 4 proposals. Colacino Industries has been awarded the RFP.
Electrical Maintenance	RFPs for 2016 Electrical Maintenance were received on February 26th. We received three proposals. Pete Scondras - PSEC has been awarded the RFP.
Lawn Mowing	Lawn mowing bid invitations were sent out, with a due date of April 15th, 2016
Generator Battery replacement	Staff have completed the Battery Replacements for 2016.
Generator antifreeze	Staff have completed the Antifreeze Replacements for 2016.
Water Work Program	
Water Main and Service repair	We had a water break on the 10" transmission main in Hemlock. Morsch Pipeline was called in to break up the concrete around the main.
Curb box repair	Staff replaced one curb box in the Lakeville District.
Water tank inspection	A RFP has been sent out for the Scottsburg water tank inspection.
Reduced Pressure Zone (RPZ) Testing	LMC will be conducting the RPZ testing on the units that we own.
Water/Sewer Installation and Repair	A RFP was sent out for the Water/Sewer Installation and Repair. Four (4) contractors responded. CP Ward, Fineline Pipeline, and Morsch Pipeline will be splitting up the work.
Sewer Work Program	
Location and adjusting of manholes	Staff is working on locating and inspecting manholes in Hemlock, Avon/Lakeville, Village of Livonia north side, and Leicester areas.
Pump rehabilitation	Staff replaced one rotating element at the Clay St pump station and one at 7e pump station.
Station Maintenance	Staff replaced a motor starter at the Pease pump station and at 13w.
Lakeville Plant	
Shop/entrance chamber	The screen/bagger unit has been repaired. Also a new motor was installed on the screen.
Laboratory/digester	A RFP for Laboratory services has been sent out, with results due on April 18th.
Personnel	
Training	Staff had training on the new meter gun.
New Personnel	See attached.

OPERATIONS REPORT

Dam Management

The Compact of Towns agreement has been approved by the Compact with no changes. ***Motion: Authorizing the Chairman to sign the O&M Agreement with the Conesus Lake Compact of Towns.*** At this time, the lake level is right on target.



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Mark Kosakowski

Director of Operations

To: LCWSA Board Members

From: Mark Kosakowski

Re: New Personnel

Date: March 16, 2016

In 2016, we budgeted for an Assistant Director of Operations. The process has been started with the County.

This person will be assisting the Director of Operations in the day to day operations and will assume the duties when the Director of Operations is absent.

This person will be also:

- Implementing and conducting the internal plumbing inspections;
- Implementing and conducting the Fats, Oils and Grease program;
- Implementing and conducting the RPZ program;
- Assisting with a training program;
- Assisting with the Industrial User program;
- Working with the Water/Wastewater staff in the day to day operations;
- Working with the contract wastewater operators;
- Many other tasks.

CAPITAL PROJECTS REPORT - March outline

31085 – DOCCS WSP	
3/23/2016	see attached
31089,31090, 31040 – Contract #3 – Main pump, electrical and room improvements	
3/23/2016	CPL is looking to get bids out in April
31043- SCADA and Control System upgrade –	
3/23/2016	OTI is working on getting the new SCADA computer up and running.
31110 Energy conservation Program	
3/23/2016	National Grid contractor came back and replaced outside light fixtures, due to water leaking around the light on the Admin Bldg.



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Catherine VanHorne

Executive Director

To: LCWSA Board

From: Catherine VanHorne

Re: DOCCS WSP Update

Date: March 18, 2016

Farmers Meetings: Meetings were held with all Farmers the week of February 22, 2016, where the memo the Board reviewed was discussed. Interestingly, but not surprisingly, each farm liked and didn't like different pieces of the scenario we presented. Some input during the meetings was taken back for further discussion. The County Public Service Committee called a special meeting after the Board of Supervisors meeting on March 9 to discuss different scenarios. The Scenarios the Committee wanted to see were to form a District. E. Wies, H. Stewart, D. LeFeber attended the meeting, and provided those scenarios to the Committee. No direction was selected. A second combined meeting of the three Farmers was held on March 17th. The Attached Scenarios were discussed. No direction was selected by the Farmers, but their knowledge of the different scenarios has increased, and they are contemplating their current and future needs. A third meeting is set for the 24th of March.

Property: A second meeting was held with the Livingstons. They are requesting in addition to services to their homes, free service for the owners. We have provided free service in two other cases with the purchase of property. They are looking at the package as it stands today and will get back with me shortly. Tom Wamp is a certified appraiser.

Tom is appraising the Tank site on Dennison Road. Once I have that in my possession, we will meet with the Barbers and work with them on a purchase offer.

E. Wies will be at the meeting on Wednesday to give an up date on Design, Schedule etc.

DOCCS Water Supply Project
Town of Groveland - Farm & Community Supply Scenario Discussion
March 17, 2016

Capacity of Current System Design

User Groups	Units	Capacity (gpd per unit)	Total (gpd)
Excess Water Provided in DOCCS Contract			70,000
Projected Residential Demands			
Residents on the Transmission Main	135	200	27,000
New Homes	20	200	4,000
Alternative Residential Service Areas	61	200	12,200
Sub-Total Residential Demands			43,200
Available Capacity for Farms			26,800

Scenario 1

- Residents
 - Pay for individual service connection and meter if they choose to take water.
 - Rate \$36/unit/quarter plus \$3.50/1,000 gallons
 - Capital Charge = \$420/year per unit
 - Capital Charge pays for system wide improvement costs estimated at \$400,000 total.
- Farms pay the same rates as above but cannot exceed 8,000 gpd total, plus pay for their service connection. Assumes upsizing of the system to accommodate additional higher demand is not completed.

Scenario 2

- Residents
 - Pay for individual service connection and meter if they choose to take water.
 - Rate \$36/unit/quarter plus \$3.50/1,000 gallons
 - Capital Charge = \$420/year per unit
 - Capital Charge pays for system wide improvement costs estimated at \$400,000 total.
- Assumes the Farms require more than 8,000 gpd, requiring system capacity upgrades.

Farm	Usage	% of Costs	Cost Share
Farm 1	100,000 gpd	0.43	\$179,130.43
Farm 2	30,000 gpd	0.13	\$53,739.13
Farm 3	100,000 gpd	0.43	\$179,130.43
TOTAL	230,000 gpd		\$412,000.00

- Farms pay capital costs for upsizing, would also consider financing this option over time.
- Farms pay for and make own service connection.
- Water \$36/unit/quarter plus \$3.50/1,000 gallons
- Farmers do not pay for system wide improvements (\$400,000).
- LCWSA may be able to provide rate savings depending on water usage.

Scenario 3

- Resident requirements the same as Scenario 2.
- Farms required to sign a “Take or Pay” Agreement with the LCWSA
 - The Farms would have to use 180,000 gpd – 200,000 gpd (can run other water usage amounts)
 - The LCWSA would make the upsizing improvements.
 - The LCWSA would also construct water services to the farms.
 - If the Farms do not take the amount of water needed to support the debt payment, which is estimated to be \$44,000 per year, then a prorated share would be calculated and billed to the Farms annually.

Scenario 4a, b, c...

- Town or County to create a water district
 - Residents required to pay capital fee (\$420/year per unit)
 - Project will include the residential service connections
 - Residents still have the choice to hook into the water or not, but must pay debt regardless.
 - Farms debt payment based on head of cattle and number of residents in the District required to equate in a unit cost of \$420 per year. Total debt payments for the Farms varies, depending on a number of different factors, between \$20,000 and \$44,000 per year.
 - The District to pay for the farm service lines.
 - The District to pay for the upsizing improvements.
 - LCWSA can possibly provide a \$0.65/1000 decrease in water rate to Farms.
 - Farms do not have to take any specific amount of water.

Considerations

- Additional scenarios will be explored after Farms provide feedback.
- Need to determine if all Farms are committed to move forward or if some decide to opt out, as scenarios above assume all Farms are committed.
- Cow units or flow units?
- Farm service connection points and details?
- Emergency supply or full time supply?