



Regular Meeting Minutes
Date: June 22, 2016

APPROVED
July 27, 2016

Members Attending: H. Stewart, T. Anderson, P. Brooks, S. Beardsley, D. Kriewall, F. Miller, D. LeFeber

Excused Absent: None

Others attending: M. Kosakowski, E. Wies, J. Campbell

Operations Report

M. Kosakowski reviewed the Operations report with the Board (on file with the Secretary). The Board discussed the overtime memo (on file with Secretary) and noted that Ross Valve technician will be back on site next week. M. Kosakowski reviewed the Backhoe memo (on file with Secretary). Consensus of the Board was for M. Kosakowski to present the costs incurred over the last three years on the Backhoe, hours of operations and current condition for the Board's further discussion at the July meeting.

Capital Report

M. Kosakowski reviewed the Capital report (on file with the secretary) with the Board. The Board had no questions.

M. Kosakowski departed. L. Landers from Freed Maxick and S. Hammer from CGR entered the meeting.

Succession planning/Strategic Plan Development

L. Landers reviewed the Professional services discussion document (on file with the secretary).

L. Landers and S. Hammer departed.

The Board discussed the potential consultants and the follow-up document provided by the Burke Group (on file with the secretary).

R. Lewis entered.

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

Motion: T. Anderson moved and P. Brooks seconded to approve the Financial Report as presented. Carried unanimously.

Motion: T. Anderson moved and P. Brooks seconded to authorize the Executive Director to enter into an agreement with the Livingston County Youth Bureau to participate in the summer youth worker program. Carried unanimously.

DOCCS WSP

J. Campbell reported on the property acquisitions. The Board discussed the appraisal process and made the following motion:

Motion: F. Miller moved and S. Beardsley seconded to authorize J. Campbell to have D. Fisher, CNY Pomeroy Appraisers Inc., complete both the pump station and tank site appraisals. Carried unanimously.

E. Wies reported on the budget overages for the project and handed out a map of the additions (on file with the secretary).

The consensus of the Board was to have E. Wies prepare several plans for the Board to review in July, outlining the potential financial scenarios that are likely outcomes of the budget overruns and the project total. The Board also agreed that a letter should be drafted to DOCCA to request the additional funding for the project.

SolarCity

J. Campbell reported on the outcome of discussions with SolarCity in regards to changes proposed for the purchase power agreement (PPA). Due to NYSERDA Block incentives changing, Solar City proposed a change to the PPA. After negotiations, Solar City agreed to decrease the starting value from 0.078 to 0.075.

Motion: S. Beardsley moved and F. Miller seconded to approve the amendment to the power purchase agreement and authorized H. Stewart to sign the amendment. Carried unanimously.

Lakeville Treatment Plant

The Board reviewed the letter from the NYSDEC (on file with the secretary) regarding the new disinfection requirements for sewage effluent.

Motion: D. Kriewall moved and S. Beardsley seconded to authorize Clark Patterson Lee to complete the CFA documents for an engineering planning grant to develop a report on disinfection at the Lakeville treatment plant, and also authorizes the Executive Director to sign documents necessary to submit the grant application. Carried unanimously.

Other Business – County Water Supply Study

H. Stewart reported on a meeting held at the County by Planning Director, A. Ellis, in regards to the development of a grant to conduct a study on the public water and sewer needs in the County. H. Stewart stated that the Grants' man at the meeting did not feel optimistic about finding grant dollars to fund a Countywide study. The following resolution was passed by the Board.

RESOLUTION 2016-13 SUPPORTING NYS CONSOLIDATED FUNDING APPLICATION FOR DEVELOPMENT OF A LIVINGSTON COUNTY COMPREHENSIVE WATER AND SEWER STUDY

WHEREAS, New York State Governor Andrew M. Cuomo, has created ten Regional Economic Development Councils; and

WHEREAS, as part of the Regional Economic Development strategy, a unified funding process, the Consolidated Funding Application (CFA) has been developed and made available to distribute grant funds for job creation, infrastructure improvements and regionally significant economic development projects; and

WHEREAS, the Department of State of the State of New York has made funding available for 2016 Local Government Efficiency (LGE) Program to assist applicants in developing and implementing plans to improve local government efficiency and cost savings, and

WHEREAS, the delivery of safe, dependable, good quality water is vital to the economy of Livingston County, and will support agricultural producers and agricultural-related and supporting industries throughout the Finger Lakes Region and New York State; and

WHEREAS, the intent of the Livingston County Comprehensive Water and Sewer Study is to identify opportunities to collaborate and work together on needed water and sewer infrastructure improvements that help maximize system and operational efficiencies, minimize costs and best serve the residents of the Livingston County; and

WHEREAS, after much discussion, the Livingston County Water and Sewer Authority (WSA) has determined it is advantageous to join together with Livingston County, the villages of Avon and Geneseo, and other interested municipalities to apply for LGE funding for the Study; and

WHEREAS, the County of Livingston has agreed to act as the lead applicant and will seek \$50,000 in total funding through the Consolidated Funding Application/Department of State LGE Grant on behalf of the WSA and other interested agencies; now, therefore, be it

RESOLVED, that the WSA agrees to work collaboratively with Livingston County in the development of the CFA application and, if funded as a member of the Project Steering Committee; and further

RESOLVED, that the WSA hereby agrees to name the County of Livingston as the lead applicant to submit a grant application, on behalf of the County of Livingston and interested and involved agencies in the amount of \$50,000 to the New York State CFA of the Finger Lakes Regional Economic Development Council for the purpose of developing a Livingston County Comprehensive Water and Sewer Study, and it is further

RESOLVED, that the Executive Director is hereby authorized and directed to forward a certified copy of this adopted resolution to the Livingston County Planning Director.

Motion: T. Anderson moved and D. Kriewall seconded to approve resolution 2016-13 Supporting NYS Consolidated Funding Application for Development of a Livingston County Comprehensive Water and Sewer Study. Carried unanimously.

Business Session

Bills: R. Lewis reviewed the monthly bills.

Motion: S. Beardsley moved and P. Brooks seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$\$109,056.93 and Projects in an amount not to exceed \$52,652.00. Carried unanimously.

Motion: F. Miller moved and D. Kriewall seconded to approve paying the bills for Utilities in an amount not to exceed \$21,386.29, Commodity in an amount not to exceed \$31,947.77, and for miscellaneous expense in an amount not to exceed \$916.98. Carried unanimously.

Minutes – regular minutes dated May 25, 2016

Motion: T. Anderson moved and F. Miller seconded to approve minutes dated May 25, 2016. Carried unanimously.

Motion: T. Anderson moved and F. Miller seconded to approve minutes dated June 8, 2016. Carried unanimously.

Communications:

Constellation Energy Services Inc. letter – rate increase
E-mail from G. Boyd o MEGA re: Constellation Energy Services Inc. letter
NMIR – Subscriber account

Succession Planning (continued)

The consensus of the Board was to further discuss the project with Bonadio Group and Freed Maxick at a special meeting in July.

Adjourn: Motion: T. Anderson moved and F. Miller seconded to adjourn the board meeting. Carried unanimously.

OPERATIONS REPORT

Water and Sewer Work Program 2016	
Customer work orders	59 Workorders completed - down 13 from last month
UFPO	74 Stakeouts completed - up 8 from last month
Sampling testing	All sampling and testing were completed. The TTHM and HAA results in the second quarter were very good.
Generator Maintenance	Colacino Industries completed generator maintenance - waiting on report
Boiler Maintenance	LMC has switched the digester boiler back to 50% methane, 50% natural gas
PM Maintenance	PM maintenance completed
SCADA/Controls work	OTI has been in working out some telemetry issues we have been having.
Restoration	Staff completed restoration on a repair site in the Village of Livonia.
Water Work Program	
Water Main and Service repair	Staff repaired a water service in Groveland Station.
New water inspections	Staff completed 5 water inspections.
Hydrant and valve Maintenance	Staff has been operating hydrants and valves in Lakeville.
Meter reading	Staff will be starting meter reading the week of June 25th.
Water tank inspection	We had the 1 year recheck on Niver Rd from repainting last year. Also the Scottsburg tank was inspected by Aquastore - inspection went very well.
Reduced Pressure Zone (RPZ) Testing	LMC completed all repairs on our Backflow preventors.
Sewer Work Program	
Sewer inspections	Staff completed two sewer inspections.
Wet wells manholes maintenance	Staff have raised a few manholes while the have been cleaning and televising.
Sewer Cleaning and televising	Staff is working on West Lake Rd cleaning and televising.
Motor replacements	Staff replaced 2 motors in Groveland Station, along with one motor at 5W.
Station Maintenance	Staff replaced the transducer and airline at 1E.
Lakeville Plant	
Laboratory	Pace Analytical is now our new laboratory service since June 1st.
Groveland Plant	
Sludge removal	Bagger is working well. Average 3-6 bags a week.
Personnel	
Training	3 Staff members attended computer training in Mt Morris.
Overtime	Memo attached
Lakeville Dam Management	We will be having the walk-thru on the outlet today with the Army Corp and NYSDEC
Equipment	Backhoe memo will follow via email



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TTY NY: (800) 662-1220

Mark Kosakowski

Director of Operations

To: Livingston County Water and Sewer Authority Board

From: Mark Kosakowski

Re: Overtime

Date: June 16, 2016

In the past two weeks, we had numerous issues with the Hemlock water tank, the Airport water tank, the Stone Hill Pressure Reducing Vault, and 1E and 1W sewer stations. This resulted in 93 hours overtime. When staff was called out for the Hemlock, Airport and Stone Hill PRVs, it required two people to go, as they were entering a confined space. I have since been able to correct most of the issues with the help of Optimization Technologies. Ross Valves will be coming in the middle of next week to repair the Hemlock valve and replace the valve at the Airport tank. In speaking with the Principal Account Clerk, R. Lewis, even though this had a large impact on the overtime budget, but we are still meeting the actual budget amounts.



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Mark Kosakowski

Director of Operations

To: Livingston County Water and Sewer Authority Board

From: Mark Kosakowski

Re: Backhoe

Date: June 20, 2016

At the last Board meeting, it was asked about renting a backhoe when ours isn't operational. I researched the County Highway bids and found six different vendors that rent – daily, weekly and monthly.

The price ranges: (these prices include an operator)

Daily - \$690 to \$1,300

Weekly - \$3,450 to \$5,900

Monthly - \$11,040 to \$22,700.

On the NYS OGS web site, there are 4 vendors for rental, the two closest locations being Buffalo and Rochester. Their price ranges from \$2,000 to \$2500 per week.

There are other locations to rent from in the area, where prices range from \$2,300 to \$3,500 weekly.

We have got our backhoe back from Caledonia Diesel. Rene and I will be going to a leasing seminar in July, after which I will be looking into the leasing programs with some different vendors. I have looked into new backhoes, with prices ranging from \$15,000 up to \$80,000.

I will give an update on the cost of leasing at the next Board meeting in July.

CAPITAL PROJECTS REPORT - June outline

31080 Collection System - Inflow and Infiltration repairs	
6/22/2016	Staff will be meeting with the Village of Livonia to discuss the I & I repairs, along with the DOCCS project that will impact the Village.
31108 - Early Warning system	This project will include two contracts - initially, there will be Monitoring equipment for the Village of Livonia sewer meter and Trailer mounted pump
6/22/2016	Staff tested the alarming on the manhole monitors - things worked well.

JUNE 22, 2016



Professional Services Discussion

LIVINGSTON COUNTY

WSA

WATER & SEWER AUTHORITY

With you today:



Laura Landers, MPA, CPA
laura.landerson@freedmaxick.com
585.815.4515

- 25 years public accounting experience
- Governmental Service Practice Leader



Steve Hanmer, MPA
shanmer@cgr.org
585.327.7071

- 15 years government finance and business service experience
- Government Technology Services Leader

Selected client listing

CITIES

- City of Rochester
- City of Geneva
- City of Batavia

COUNTIES

- Genesee County

PUBLIC AUTHORITIES & OTHER ENTITIES

- City of Geneva Industrial Development Agency
- Erie County Fiscal Stability Authority
- Erie County Medical Center Corporation
- Jamestown Board of Public Utilities
- Roswell Park Cancer Institute Corporation
- Rochester Economic Development Corporation
- Wyoming County Industrial Development Agency

TOWNS

- Town of Batavia
- Town of Chili
- Town of Irondequoit
- Town of Ogden
- Town of Le Roy
- Town of Stafford

SCHOOL DISTRICTS

- Batavia City School District
- Buffalo Board of Education (Buffalo City Schools)
- Elba Central School District
- Le Roy Central School District
- Monroe #1 BOCES
- Pembroke Central School District
- Rochester City School District
- York Central School District

VILLAGES

- Village of Albion
- Village of Alden
- Village of Blasdell
- Village of Corfu
- Village of East Aurora
- Village of Elba
- Village of Le Roy
- Village of Montour Falls
- Village of Odessa
- Village of Springville
- Village of Watkins Glen
- Village of Wellsville
- Village of Webster
- Village of Westfield

Agenda

- Introductions
- Our understanding of your needs:
 - 1) The Board would like to look at the entire organization and how they do business to determine if opportunities exist to better implement their Mission.
 - 2) Currently, the LCWSA leases its entire staff from the County. The LCWSA Board would like to evaluate the costs and process to have staff of its own.
 - 3) The current Executive Director will be retiring in 2017 and the Board would like to define traits and characteristics for the next Director and assist the Board in the process to conduct a search for a candidate for the position.
- Our experience with LCWSA:
 - 1) External Auditor for five years
 - 2) Analysis of Finance Director functions
- About Freed Maxick and CGR
- Discuss approach
- Confirmation of the selection process

Notes _____



Sample projects

CGR and Freed Maxick have completed more management reviews and efficiency improvement projects like the one proposed for LCWSA than any similar organizations in New York State. In the past seven years alone, we have delivered more than 70 projects on issues of government efficiency, effectiveness and fiscal analysis.

Below we provide a sample of projects to demonstrate the breadth and depth of our team's experience on these issues. Additional reference projects are available upon request.

Client: Princeton, NJ Joint Consolidation / Shared Services Study Commission –

Analyzed the Borough and Township of Princeton government service delivery structures, specifically reviewing positions and staff qualifications in public works and police, in order to provide the governing bodies with a joint transition plan for new staffing configurations. Additionally, provided the Transition Task Force with a process for selecting new leadership and management with skills necessary to implement opportunities for enhanced service delivery.

Client: Commission on Local Government Modernization – Currently completing a project for the Commission on Local Government Modernization in Onondaga County, spanning all 36 local governments in the county. The effort is focused on identifying efficiency improvements to the region's service delivery systems and designing more optimal governance structures.

Client: Otsego County – Currently participating in the development of a "strategic prioritization plan" for Otsego County government, identifying objectives and pathways for delivering county services more efficiently and in partnership with other local governments throughout the community.



Our approach

It is our understanding that the Livingston County Sewer and Water Authority (LCSWA) Board is seeking an objective review of its operations to help inform the Board about potential improvements to internal processes and mission achievement; staffing resources and Executive Director characteristics; and / or changes in organizational structures.

A key component of the review will involve evaluating the Authority's current responsibilities and the extent to which it is appropriately structured to deliver them in a cost-effective and process-efficient manner.

Phase 1: Existing Conditions Review

We propose to conduct interviews with: The Full Board, the current Executive Director, the administrative staff as a whole, and a sample of key field staff. These would be conducted in-person on a single day, to be scheduled through the Authority staff's office.

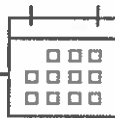
Key Focus Area 1 - Review positions / responsibilities and workload

Key Focus Area 2 - Examine potential staffing and expense reconfigurations

Phase 2 – Opportunities Assessment

Our assessment will focus on the Authority's stated objective to identify potential cost saving opportunities, by utilizing the following approaches:

1. Opportunities to improve the cost-effectiveness of the Authority's staffing operations;
2. Opportunities to align Executive Director roles and responsibilities with quality of services delivered by the Authority, without increasing current expense levels; and
3. Opportunities to eliminate services currently delivered by the Authority that may no longer be essential to its mission or the current statutory / fiscal environment.



Project completion schedule

A typical engagement can be completed in full within 4 months of initiation. The critical dates for project tasks and deliverables will be discussed and agreed upon when we execute an official contract.

PROJECT PHASE	KEY TASKS / FOCUS AREA	TIMELINE
Phase 1 – Existing Conditions Review	Review documents, perform staff observations and conduct in-person interviews	1 month (estimated project team hours of 40)
Phase 2 – Opportunities Assessment	Document inefficiencies and detail possible changes to current state	2 months (estimated project team hours of 60)
Final report	Deliver final report and recommendations (in-person)	1 Month (estimated project team hours of 30)

Governmental capabilities

Trust earned.



As a public authority in New York State, you face many unique issues. You deal with a sensitive political environment and must comply with many state and federal regulations including the New York State Authority Budget Office and the Public Authority Accountability Act. As an accounting firm dedicated to servicing governmental organizations, Freed Maxick CPAs PC., has created a Governmental Practice.

Our Governmental Practice is comprised of professionals who understand the unique environment within which governmental organizations operate and the compliance issues they face. Freed Maxick has a very strong reputation for providing quality services to a wide range of governmental organizations including authorities, counties, cities, BOCES, school districts, cooperative municipal organizations and local governmental organizations.

Services include:

- Audit services
- Single audit and compliance audit services
- Accounting, bookkeeping and reporting assistance
- Internal control evaluations
- Budget planning and management
- Fund balance planning and management
- Cash management
- Evaluation and calculation of incurred but not reported liabilities
- Performance of special agreed-upon procedures
- Development and implementation of profit enhancement strategies
- Consulting services

We specialize in addressing the concerns specific to authorities operating in accordance with the New York State Authority Budget Office and will customize solutions to meet your individual needs. We firmly believe that we are our clients' most trusted business advisor and take a personal interest in your organization's successes and challenges.



CGR seeks to be the strategic leadership partner of communities seeking innovative solutions in the public interest, by assessing community needs and resources, analyzing options and identifying impacts, improving management solutions, delivering implementation support, and providing data-driven, objective analysis to inform key decisions. With a multi-disciplinary staff, we bring expertise in the areas of government and education, economics and public finance, health and human services, and nonprofits and communities.

Government and Education

Our work yields greater fiscal stability, better service outcomes and improved resource allocation. Our experience encompasses service-specific issues, organization-wide challenges and issues that cross multiple boundaries for all levels and sizes of governments. We provide independent evaluations, detailed reviews, impact analyses and implementation plan designs. CGR serves as a thought partner as you reinvent your operations to overcome challenging fiscal waters.

Key capabilities:

- Management reviews
- Operational analysis
- Efficiency studies
- Budget analysis
- Budgetary planning
- Restructuring, shared services, dissolution and consolidation plans
- Central business office design
- Policy and program implementation support
- Strategic planning
- Service reengineering
- Program evaluation
- Policy design and analysis
- Public engagement and facilitation
- Change management
- Organizational capacity building

Economics and Public Finance

From estimating fiscal and economic impacts to completing cost-benefit analyses of proposed projects, our work is comprehensive, unbiased and designed to maximize communities' investments and resource allocations. We have a deep understanding of the increasing fiscal and service pressures on governments. Drawing on our public finance expertise, we help governments of all sizes develop and implement restructuring plans that yield greater efficiency and fiscal stability.

Key capabilities:

- Economic impact analysis
- Fiscal impact modeling
- Cost-benefit analysis
- Municipal fiscal distress action plans
- Regional economic studies
- Land use impact analysis
- Economic development studies

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BURKE GROUP

June 20, 2016

Ms. Catherine VanHorne
Executive Director
Livingston County Water & Sewer Authority
1997 D'Angelo Drive
Lakeville, NY 14480

Dear Cathy:

Based upon our recent meeting and discussion, Burke Group is pleased to present the following proposal to assist Livingston County Water & Sewer Authority in the review of the Authority's Strategic Plan Development and CEO Succession/Search.

Phase 1 – Strategic Planning Development

At the outset it will be critical to outline the current structure and purposed of the Authority as well as the key initiatives over the next 3-5 years. The principal components of the strategic plan include:

- LCWSA Mission Statement
- Key projects over the next 3 years;
- Strengths, Weaknesses, Opportunities and Threats analysis; (SWOT)
- Organizational structure for the next 3-years;
- Financial projections for the next 3 years;
- CEO position description and other key executive positions; and
- Organizational structure now and three years from now.

The worksteps we recommended to develop the strategic plan are as follows:

1. Review of existing financial and key strategic initiatives within LCWSA.
2. Conduct objective setting discussion with the Board to discuss:
 - Mission and purpose of LCWSA;
 - Key initiatives over the next 3 years;
 - SWOT Analysis;
 - Organizational structure to best meet the needs of LCWSA currently and over the next 3 years; and

- Required skills and competitiveness of the CEO and other key positions with the Authority

During this phase we would also interview other individuals who interact and work closely with LCWSA and we would determine the appropriate interview group with the Board at the objective setting meeting.

3. Develop an initial draft of the strategic plan for discussion with the Board. A draft Strategic Planning Document will be developed and reviewed with the Board.
4. Finalize the strategic planning document which will include:
 - LCWSA Mission Statement
 - Key initiatives over the next 3 years;
 - Desired organizational structure
 - Financial projections over the next 3-years;
 - SWOT analysis and recommendations; and
 - Final executive position description for the CEO.

ESTIMATED FEE: \$3,500

Phase 2 - CEO Succession / Search

Development of Position Description

- Review current CEO description summary developed in Phase I;
- Interview of search committee members; and
- Finalize position specifications and required competencies for the successful candidate.

Market Assessment of Compensation and Benefits Package

- Summarize current compensation program;
- Analyze published survey and peer data;
- Develop detailed summary of market competitive compensation/benefits program for the position including;
 - Base Salary;
 - Annual Incentive;
 - Benefits; and
 - Other Compensation.

Coordination of Candidate Pool Development

- Develop position advertisement;
- Coordinate ad placement in industry journals and upstate business journals;
- Collect all candidate applications; and
- Finalize pool of candidates for review with the Committee.

Development of Interview Guide which will include:

- Finalize Position Specifications;
- Draft suggested interview questions; and
- Evaluate criteria for the assessment of each candidate.

Summary of Results of Candidate Interview Process

- Evaluate each candidates strengths/weaknesses relative to identified competencies; and
- Summarize interview commentaries for review with the Committee.

Estimated Fee: \$8,000

Burke Group Consulting Team

Steve DePerrior – Mr. DePerrior, who leads the Compensating Consulting Practice has over 30 years consulting expertise working on executive compensation, salary administration programs, performance management, annual and long-term incentive plans, alternative reward programs, and deferred compensation for both profit and not-for-profit organizations.

Prior to joining Burke Group, Mr. DePerrior managed the Upstate New York consulting practices of both KPMG Peat Marwick and William M. Mercer, Inc. Mr. DePerrior graduated from Colgate University.

Andrew Pluta – Mr. Pluta is a Consultant in the Compensation Consulting Practice of Burke Group. Prior to joining Burke Group, Mr. Pluta worked as a derivatives analyst in New York City spending the majority of his time at Credit Suisse First Boston. Mr. Pluta holds Bachelor's degrees in Finance and International Business from Villanova University and a Master's in Science in Finance from the William E. Simon Graduate School of Business.

Megan Eichhorn – Ms. Eichhorn has been with the Compensation Consulting Practice of Burke Group since January 1998 as a Compensation Analyst and specializes in all facets of salary administration programs. Her experience has been in the design and review of various compensation programs. Ms. Eichhorn is responsible for analyzing salary and benefit data in addition to preparation of preliminary analysis reports. She attended Rochester Institute of Technology where she received her Bachelor's degree in Business Management.

Upon review of this information, Burke Group looks forward to discussing your comments and assisting Livingston County Water & Sewer Authority in this area.

Sincerely,



Steven M. DePerrior

Board Financial Report
May 2016

Balance Sheet p. 4

Assets

Operating Cash (Operating Checking Account, General Reserve MM & DOCCS)
 (Full Year Report Attached) p. 6

	Apr-16	May-16
	Actual	Actual
Cash on hand 1st of each month	\$ 3,944	\$ 3,949
Cash Received		
Customer Billing	30	382
Miscellaneous		17
Debt/Project Related		
Grant/Contributions		13
Billing Services/O & M Services		44
Relevy	248	
DOCCS		
Cash Balance before expenditures	\$ 4,222	\$ 4,405
Utility Vouchers	67	71
Operating Vouchers	204	117
Grant Vouchers		
Project Vouchers	2	10
Cash Balance after expenditures	\$ 3,949	\$ 4,207
Reserve Projects in Progress Budget Bal + Retainage	8723	8758
DOCCS Receivable	5625	5625
Unallocated Cash Balance	\$ 851	\$ 1,074

bank int., ins. Reimb., sale of surplus

V Geneseo

Compact of Towns, V Livonia

See Work In Progress p. 7a

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

Debt Reserve Cash

Beginning Balance	\$ 651,216
Admin Fees	
Debt Bond Payments	\$ -
Interest	18
Billing Activity	37,881
Relevy Reimb	
Ending Balance	\$ 689,115

p. 4 (b)

Cash balances remain very healthy, our Operating Cash balance is up about \$229,000 from last year, Debt Fund Cash is up over \$56,000 from last year and Restricted Cash is up over \$1.6 million due to DOCCS first payment.

(2)

Work-In-Progress (WIP Report Attached)

Current Budget \$9,268,886
 Expenditures to Date \$ 511,073 *No projects closed in May2016*
 Balance \$8,757,813 *p. 7 a*

Accounts Receivable

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance					
May	\$ 140,821	\$ 18,154	\$ 297	\$ 22,464	\$ 181,736
May Billing	\$ 591,596	\$ 69,756			\$ 661,352
Collected	\$ 358,861	\$ 37,425			\$ 396,286
Billing				\$ -	\$ -
Ending Balance					
May	\$ 373,556	\$ 50,485	\$ 297	\$ 22,464	\$ 446,802

p 4 c

Receivables are down over \$140,000 from last year

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) –

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 8 years, then 8 years after that the pipelines & other major infrastructure will also be fully depreciated.

LIABILITIES

Liabilities are up over \$1.7 million from last year, this is due to how we are handling DOCCS un-earned revenue.

Increased Accrued Retirement -\$11,065.00

Reduced Unearned Revenue- \$2,340 –May DOCCS expenses

Payables are consistent with last year.

Statement of Revenues & Expenditures *p 5*

Revenues (May is a billing month)

Retail Fees are down about \$20,000 from last year. I have done projections for the next few months and we should see this stabilizing by June/July. I will keep monitoring and make updates as necessary. p 5 d (3)

Wholesale fees are up over \$8,800 from last year-Village of Caledonia usage up almost 4 million gallons this month. p. 5 e

Permit fees down about \$24,500 from last year-last was very busy for new installs, we are not seeing that activity so far this year. p. 5 f

O & M fees comparable to last year

Expenses:

Expenses are up from last year, but still on track to meet budgeted amounts.

Professional Services up over \$27,000 from last year-due to adding Plant Operations.

Other:

Livingston County WSA

Balance Sheet

As of 5/31/2016

(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	2,485,498	2,256,546	228,952	2,064,785	420,713
Debt Reserve	689,114 ^b	633,105	56,009	593,626	95,488
Accounts Receivable	446,802 ^c	587,635	(140,833)	818,290	(371,489)
Capital Contributions Receivable	16,462	23,481	(7,019)	31,135	(14,673)
Inventory	11,392	6,931	4,461	9,591	1,801
Prepaid Expenses	18,823	16,432	2,391	61,091	(42,268)
Funds held for Others	26,243	25,901	342	30,121	(3,879)
Total CURRENT ASSETS	3,694,333	3,550,030	144,303	3,608,640	85,693
Total Current Assets	3,694,333	3,550,030	144,303	3,608,640	85,693
NON-CURRENT ASSETS					
Restricted Cash	1,905,096	257,726	1,647,370	257,725	1,647,371
Capital Contrib Receivable, net current	429,316	461,876	(32,560)	461,876	(32,560)
Property & Equipment, Net Deprec	23,670,597	23,727,714	(57,117)	24,060,346	(389,750)
Work-In-Progress	511,073	839,772	(328,699)	864,488	(353,415)
Total NON-CURRENT ASSETS	26,516,082	25,287,088	1,228,994	25,644,436	871,647
Total Non-Current Assets	26,516,082	25,287,088	1,228,994	25,644,436	871,647
TOTAL ASSETS	30,210,415	28,837,118	1,373,297	29,253,075	957,340
CURRENT LIABILITIES					
Accounts Payable	88,519	87,458	1,062	162,682	(74,163)
Current Portion Loans Payable	146,725	144,417	2,308	144,417	2,308
Other Current Liabilities	1,730,260	3,175	1,727,085	172,199	1,558,061
Funds held for others	26,245	25,902	343	30,123	(3,878)
Total CURRENT LIABILITIES	1,991,750	260,953	1,730,797	509,422	1,482,328
Total Current Liabilities	(1,991,750)	(260,953)	(1,730,797)	(509,422)	(1,482,328)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,301,400	4,450,433	(149,033)	4,485,433	(184,033)
Total NON-CURRENT LIABILITIES	4,301,400	4,450,433	(149,033)	4,485,433	(184,033)
Retained Earnings & Net Position					
Retained Earnings	(24,258,652)	(24,701,410)	442,758	(24,258,221)	(431)
Net Income	341,387	575,677	(234,291)	0	341,387
Total Retained Earnings & Net Position	(23,917,265)	(24,125,732)	208,467	(24,258,221)	340,956
TOTAL NET POSITION	30,210,415	28,837,118	1,373,297	29,253,075	957,340

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Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 5/1/2016 Through 5/31/2016
(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	782,571	805,861	(23,290) (d)	(2.89)	2,500,453	(1,717,882)	(69)%
Wholesale Fees	73,699	64,822	8,877 (e)	13.69	189,500	(115,801)	(61)%
Permit Fees	6,151	30,631	(24,480) (f)	(79.92)	39,000	(32,849)	(84)%
O&M Services	76,114	77,422	(1,308)	(1.69)	150,229	(74,115)	(49)%
Other Income	18,528	29,188	(10,661)	(36.52)	64,193	(45,665)	(71)%
Total OPERATING REVENUE	957,063	1,007,924	(50,861)	(5.05)	2,943,375	(1,986,312)	(67)%
OPERATING EXPENSE							
Wages	193,566	214,572	(21,006)	(9.79)	586,269	392,703	67 %
Overtime	8,283	12,177	(3,894)	(31.98)	28,408	20,125	71 %
Fringes	166,628	157,066	9,562	6.09	407,690	241,062	59 %
Professional Services	93,656	65,866	27,790	42.19	300,690	207,034	69 %
Utilities	113,359	109,433	3,926	3.59	298,541	185,182	62 %
Vehicle Expense	6,402	11,362	(4,960)	(43.65)	36,200	29,798	82 %
Equipment Expense	(4,233)	2,103	(6,337)	(301.27)	67,441	71,674	106 %
Building Expense	106,293	65,937	40,356	61.20	346,847	240,554	69 %
Purchased Water/Sewer	156,842	150,542	6,300	4.18	528,900	372,058	70 %
Customer Installations	6,252	6,360	(108)	(1.70)	24,320	18,068	74 %
Permits, Inspections	1,392	1,852	(460)	(24.83)	16,755	15,363	92 %
Other Expenses	10,249	13,895	(3,646)	(26.24)	28,333	18,084	64 %
Total OPERATING EXPENSE	858,688	811,164	47,524	5.86	2,670,394	1,811,706	68 %
GAIN/LOSS BEF DEPRECIATION	98,375	196,760	(98,385)	(50.00)	272,981	(174,606)	(64)%
DEPRECIATION EXPENSE							
	(405,571)	(398,177)	(7,394)	1.86	0	(405,571)	0 %
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	110,068	96,755	13,313	13.76	284,440	(174,372)	(61)%
Non-Operating Expense	608	(15,676)	16,284	(103.88)	(78,455)	79,063	(101)%
Grant Expense	(4,350)	(36,472)	32,122	(88.07)	0	(4,350)	0 %
Total NON-OPERATING REVENUE/EXPEN.	106,326	44,608	61,718	138.36	205,985	(99,659)	(48)%
NET GAIN/LOSS BEF CONTRIB	(200,870)	(156,809)	(44,061)	28.10	478,966	(679,836)	(142)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	15,000	22,020	(7,020)	(31.88)	0	15,000	0 %
Capital Contributions	106,610	2,300	104,310	4,535.22	0	106,610	0 %
Total CAPITAL CONTRIBUTIONS	121,610	24,320	97,290	400.04	0	121,610	0 %
CHANGE IN NET ASSETS	(79,260)	(132,489)	53,229	(40.18)	478,966	(558,226)	(117)%

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May-16

	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	Jun-16	Jul-16	Aug-16
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim	Estim
Cash on hand 1st of each month	\$ 2,160	\$ 2,257	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,152	\$ 3,842
Cash Received																
Customer Billing	263	320	36	333	275	40	353	229	23	322	246	30	382			
Miscellaneous	3	3				9	5	2					17			
Debt/Project Related							61		19							
Grant/Contributions				13					15	13			13			
Billing Services/O & M Services	33	13		33			46			27			44			
Relevy												248				
DOCC'S							1875									
Estimated Cash Receipts																
Cash Receipts														200	35	325
Debt/Grant/Contrib Receipts														15	0	60
Cash Balance before expenditures	\$ 2,459	\$ 2,593	\$ 2,413	\$ 2,540	\$ 2,538	\$ 2,183	\$ 4,253	\$ 4,310	\$ 4,138	\$ 4,312	\$ 4,207	\$ 4,222	\$ 4,405	\$ 4,422	\$ 4,187	\$ 4,227
Utility Vouchers	62	108	70	80	64	55	72	54	66	74	81	67	71			
Operating Vouchers	120	108	145	197	212	163	92	134	83	143	125	204	117			
Grant Vouchers	15				7					4						
Project Vouchers			37		121	52	10	41	39	130	57	2	10			
Estimated Expenditures																
Utilities														70	70	70
Operating														150	175	180
Projects														50	100	100
Cash Balance after expenditures	\$ 2,262	\$ 2,377	\$ 2,161	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,152	\$ 3,842	\$ 3,877
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1323	1323	1271	1283	1207	8702	9099	9061	9023	8767	8725	8723	8758	8708	8608	8508
DOCCS Receivable						7500	5625	5625	5625	5625	5625	5625	5625	5625	5625	5628
Unallocated Cash Balance	\$ 939	\$ 1,054	\$ 890	\$ 980	\$ 927	\$ 711	\$ 605	\$ 645	\$ 552	\$ 819	\$ 844	\$ 851	\$ 1,074	\$ 1,069	\$ 859	\$ 997

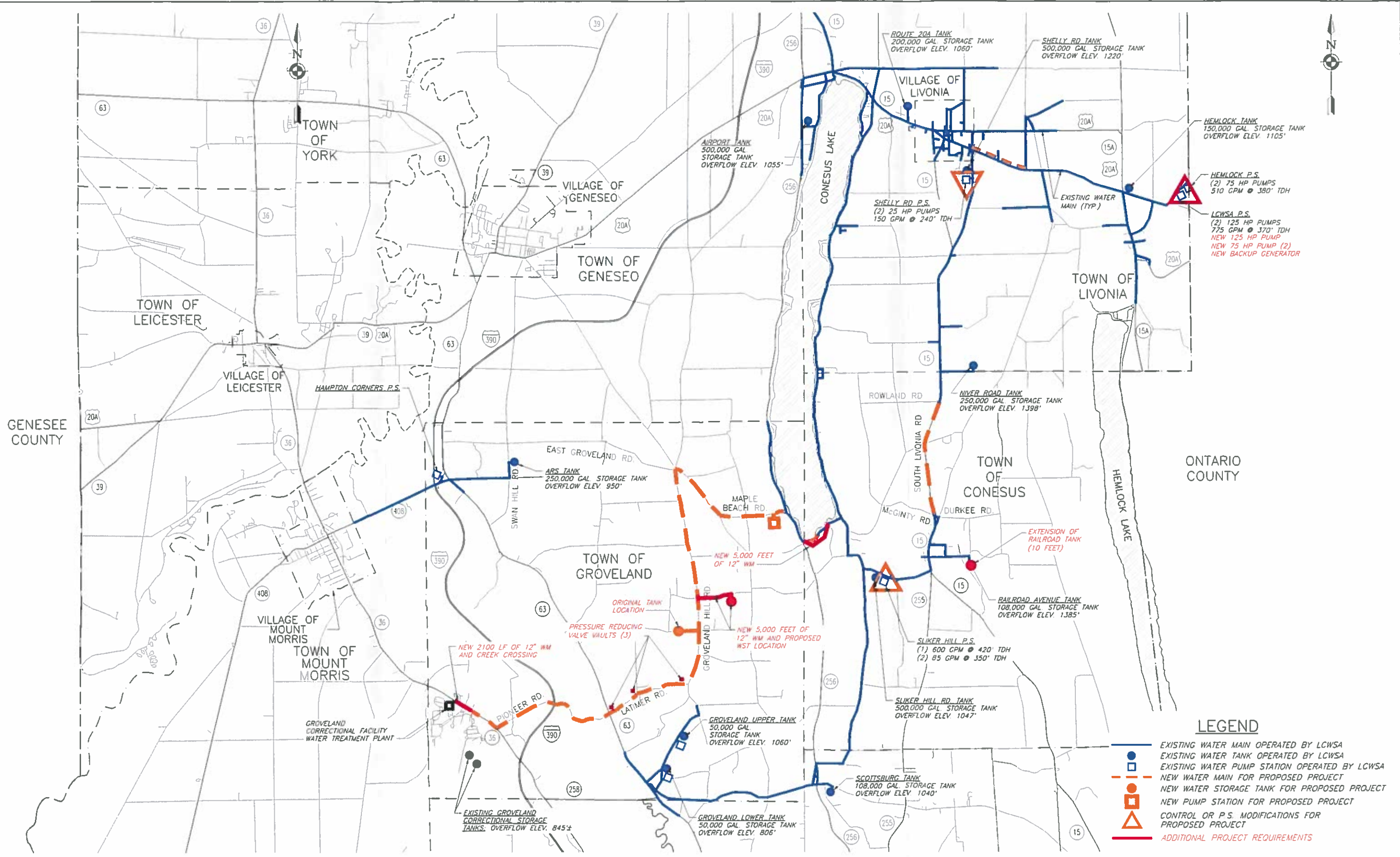
5

Capital Projects In Progress Report

5/30/2016

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
DEBT & REIMBURSABLE PROJECTS								
31085	DOCCS Water Supply Project	147,915.09	7,500,000.00	7,352,084.91	33-WR	Prison Project w/b paying for this!		10/26/2011
Total Debt & Reimbursable Projects		147,915.09	7,500,000.00	7,352,084.91				
GENERAL RESERVE PROJECTS								
31040	Main Pump: motor, electrical, ventilation	100,082.89	389,160.82	289,077.93	32-SLV	Reserve		1/1/2012
31043-5	Scada System Upgrade	83,206.30	86,700.00	3,493.70	33-WR	Reserve		1/1/2015
31080-3	Collection System-Inflow & Infiltration repairs	38,160.00	282,325.00	244,165.00	33-SL	Reserve		1/1/2014
31103	Alternate Water Supply Project-DOCCS	540.00	405,400.00	404,860.00	33-WR	Reserve		1/1/2014
31104	Lake Forest Water Main	3,039.60	102,000.00	98,960.40	33WR	Reserve		1/1/2014
31105	Slagel Park Water System Upgrade (Pine Tree)	3,033.35	120,400.00	117,366.65	33WR	Reserve		1/1/2014
31106	Niver Road-Overcoat Tank	41,438.15	58,000.00	16,561.85	33WR	Reserve		1/1/2015
	Crossroads Commerce Park Sewer			-		IDA matching Grant		10/28/2014
31108	Early Warning System/Pump	49,177.61	130,000.00	80,822.39	33SL	Reserve		8/28/2015
31110	Energy Conservation Program	22,663.14	24,400.00	1,736.86	32SLV	Reserve		9/23/2015
31111	Technology Upgrades	21,816.71	30,000.00	8,183.29	31WS	Reserve		9/23/2015
31112	Adams/Clay St-PS Upgrades	-	90,000.00	90,000.00	33SL	Reserve		1/1/2016
Total Reserve Projects		511,072.84	9,218,385.82	8,707,312.98				
Equipment(Fixed Assets)								
	2015 Budget-New Truck		24,500.00	24,500.00	33WS	Reserve	ordered April 2016	
	2016 Budget-New Truck		26,000.00	26,000.00	33WS	Reserve	ordered April 2016	
Total Equipment (Fixed Assets)			50,500.00	50,500.00				
TOTAL OF AEL PROJECTS (a/c #1600) &		511,072.84	9,268,885.82	8,757,812.98				
2016 Completed Projects/Purchased Equipment								
31095	Clarifier I-Beam Re-Coat	87,058.36	93,100.00	6,041.64	32SLV	Reserve		1/16/2013
31109	Boiler Replacement-Plant & Admin Bldg	22,172.00	25,000.00	2,828.00	32SLV	REserve		10/28/2015
	2015 Budget-Sewer Camera	71,205.00	80,000.00	8,795.00	33S	Reserve		4/30/2016

Drawing Name: J:\PROJECTS\LCWSA\Grove Corr Wtr\LD Design\ACAD\Figures\LCWSA Proposed 2015.dwg
 Date last accessed: 6/16/2016 2:27 PM
 Date last plotted: 6/16/2016 3:40 PM
 Plotted By: Don Inanna



LEGEND

- EXISTING WATER MAIN OPERATED BY LCWSA
- EXISTING WATER TANK OPERATED BY LCWSA
- EXISTING WATER PUMP STATION OPERATED BY LCWSA
- NEW WATER MAIN FOR PROPOSED PROJECT
- NEW WATER STORAGE TANK FOR PROPOSED PROJECT
- NEW PUMP STATION FOR PROPOSED PROJECT
- △ CONTROL OR P.S. MODIFICATIONS FOR PROPOSED PROJECT
- ADDITIONAL PROJECT REQUIREMENTS

REVISIONS				
NO.	DATE	BY	CHKD	DESCRIPTION

CLARK PATTERSON LEE
 DESIGN PROFESSIONALS
 205 ST. PAUL STREET, SUITE 500
 ROCHESTER, NEW YORK 14604
 TEL (800) 274-9000
 FAX (585) 232-5836
 www.clarkpatterson.com

**LIVINGSTON COUNTY WATER
 AND SEWER AUTHORITY**

TOWN OF GROVELAND LIVINGSTON COUNTY NEW YORK

DATE: 10/22/15
 DRAWN: KEH
 DESIGNED: ECW
 CHECKED: ECW
 SCALE: 1" = 8,000'

**DOCCS WATER SUPPLY PROJECT
 PROPOSED PROJECT FOR WATER
 SUPPLY TO CORRECTIONAL FACILITIES**

PROJECT NUMBER
 13629.00
 DRAWING NUMBER
FIG. 1

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Permits
625 Broadway, Albany, New York 12233-3505
P: (518) 402-8111 IF: (518) 402-9029
www.dec.ny.gov

May 23, 2016

Catherine VanHorne, Executive Director
Livingston County Water & Sewer Authority
1997 D'Angelo Drive
PO Box 396
Lakeville, NY 14480

Re: New Requirement to Disinfect Sewage Treatment Plant Effluent
SPDES Permit No. NY 003 2328

Dear Ms. VanHorne:

This letter is to inform you of an anticipated State Pollutant Discharge Elimination System (SPDES) permit modification to require the addition of disinfection treatment of your sewage treatment plant effluent. We are also providing information about the availability of DEC/EFC Wastewater Infrastructure Engineering Planning Grants (EPG) that may help you with funding the design of needed disinfection equipment.

To protect public health and the environment, State regulations require that sewage treatment plant discharges be disinfected. Our records indicate that your SPDES permit does not conform to this requirement; your permit does not currently require disinfection although your discharge impacts waters that could be used for swimming, fishing and contact recreation. Consequently, the Department of Environmental Conservation (Department) plans to modify your SPDES permit to require disinfection treatment in the near future.

To assist you with planning and design of the disinfection system, we encourage you to apply for an Engineering Planning Grant (EPG). Funding of up to \$50,000 is available to assist with some of the costs of design and planning for the addition of disinfection treatment. Go to the EPG website for further information <http://www.dec.ny.gov/pubs/81196.html>.

The Department intends that permittees who have received this letter are eligible for EPG funding as long as the rest of the EPG eligibility criteria are met. Additional eligibility criteria are listed in the *EPG Request for Application* (see EPG webpage).

RECEIVED MAY 5 2010

If you would like to discuss the disinfection treatment requirement and the SPDES permit modification, please contact me at 518-402-8173. If you have questions concerning applying for the EPG, please contact Division of Water staff at 518-402-8179. Questions concerning the availability of other grants or loans should be directed to James C. Smith, New York State Water/Wastewater Co-Funding Coordinator at 607-776-4978.

Very truly yours,



Demissie Woyecha, P.E.
Environmental Engineer II

cc: NYSDEC, Regional Water Engineer, Region 8
NYSDEC, EPG
NYSDEC, BWP Permit Coordinator
NYSEFC, Co-Funding Coordinator