

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

Excused Absent: T. Anderson

Others Attending: J. Campbell, M. Kosakowski, R. Lewis, C. VanHorne

Report – J. Campbell provided information on the Civil Service process.

Financial report - R. Lewis reviewed the Report (on file with the Secretary). The Board discussed interest rates and concluded that the rates provided by local banks were not enough of a difference to justify moving money. The Board discussed that possibly in the future, a bid with all the services necessary including loans be packaged together to get a better response. R. Lewis pointed out that the correspondence to the Village of Livonia for operations and maintenance costs for 2017.

Motion: S. Beardsley moved and F. Miller seconded to approve the Financial Report as presented. Carried unanimously.

N. Mazza entered.

RESOLUTION 2016 – 21 AUTHORIZING THE LIVINGSTON COUNTY WATER AND SEWER AUTHORITY TREASURER TO HAVE SUBMITTED UNPAID WATER CHARGES AND UNPAID SEWER CHARGES TO THE LIVINGSTON COUNTY BOARD OF SUPERVISORS FOR LEVY RESOLVED, that the Treasurer of the Livingston County Water & Sewer Authority was hereby authorized to submit to the Livingston County Board of Supervisors on or before November 1 of each year, a list of properties with unpaid water and sewer charges, in compliance with the requirements of Section 1199-yyyy(2) of the Public Authorities Law, for levy upon the properties liable; and it is FURTHER RESOLVED, that the officers, Executive Director and other staff of the Authority are hereby authorized and directed to take such action as may be necessary or advisable to carry out the intention of this resolution.

Motion: S. Beardsley moved and F. Miller seconded to approve resolution 2016-20 Authorizing the Livingston County Water and Sewer Authority Treasurer to Have Submitted Unpaid Water Charges and Unpaid Sewer Charges to the Livingston County Board of Supervisors for Lev. Carried unanimously.

Purchasing policy – C. VanHorne stated that staff is not recommending any changes to the purchasing policy, but the policy requires annual review.

Motion: P. Brooks moved and D. LeFeber moved to approve the purchasing policy with no modifications. Carried unanimously.

Bills – R. Lewis reviewed the bills.

Motion: F. Miller moved and P. Brooks seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$124,252.72, Projects in an amount not to exceed \$15,785, and DOCCS projects in an amount not to exceed \$106,665. Carried unanimously.

Motion: D. LeFeber moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$17,261.93, Commodity in an amount not to exceed \$44,404.39, and for miscellaneous expense in an amount not to exceed \$11,238.62. Carried unanimously.

Motion: D. LeFeber moved and P. Brooks seconded to reorder the agenda to move on to Succession plan at this time. Carried unanimously.

Succession Plan – N. Mazza updated the Board on meeting with County Civil Service Officer T. Lynn. The working group had looked at other Authority Executive Directors and found that they are all exempt except one. N. Mazza described the Exempt Class as positions for which competitive and non-competitive examinations are deemed impractical. Positions in this class are usually at the policy making level and are authorized by law to act generally for and in place of their principals. Positions in this class serve at the pleasure of the appointing authority. The other possibility that was discussed was Non-Competitive class which consists of a position for which it is practicable to examine applicants as to their qualifications, but not practicable to conduct examinations on a competitive basis. Incumbents of positions in the non-competitive class obtain tenure rights under Civil Service Law Section 75 after 5 years of service. N. Mazza distributed an Executive Director job description to the Board. The Board reviewed the job description and made the following motion:

Motion: D. LeFeber moved and F. Miller seconded to approve the Executive Director job description. Carried unanimously.

N. Mazza suggested that the Board may want to consider signing a professional services contract with the new Executive director. N. Mazza stated that he could assist the Board with that activity. A professional services contract will put the Board in a process to conduct annual reviews and manage the new Executive Director appropriately. Also, The Board may also want to draft minimum qualifications that are internal to the Board. Lastly, the Board discussed residency. N. Mazza suggested that requirement of living in Livingston County be suspended. The Board felt that the candidate should be at least within adjoining counties. N. Mazza suggested that the next steps to the process are as follows:

1. Develop a Schedule;
2. Develop internal minimum qualifications;
3. Develop an ad;
4. Develop a list of publications to run the ad;
5. Develop the professional services contract;
6. Finalize the employment package.

The Board selected the following working group to move through the selection process and bring three candidates back to the full Board from interview:

1. N. Mazza
2. C. VanHorne
3. R. Henry
4. P. Brooks
5. F. Miller
6. I. Coyle
7. J. Campbell

N. Mazza departed.

Operating and Capital Report

M. Kosakowski reviewed the Operations Report (on file with the Secretary). The following items were discussed:

1. Leak Detection – M. Kosakowski reported that as a result of the leak on the foreclosed house, staff has turned off the remaining vacant homes in foreclosure. P. Brooks asked if any attempt was made to determine if the water was necessary for heating systems. M. Kosakowski stated no and that he would look into this issue.

2. New Personnel – M. Kosakowski requested authorization to fill an existing vacant position.

Motion: F. Miller moved and P. Brooks seconded to authorize M. Kosakowski to process the paper work to fill an existing vacant Water/wastewater maintenance person position. Carried unanimously.

M. Kosakowski reviewed the Capital Report (on file with the Secretary). The following items were discussed:

1. DOCCS WSP – C. VanHorne reviewed the memo regarding the DOCCS WSP (on file with the Secretary).

Motion: D. Kriewall moved and F. Miller seconded to approve J. Campbell draft a purchase contract for the tank site with the terms discussed. Carried unanimously.

2. Farmers' Agreement – The Board discussed the question put forth by the Farmers regarding selling capacity to others. The Board concluded:

- a. That the Farms could sell capacity between the three farms involved with the project.
- b. That notification would have to be made to the LCWSA.
- c. That this activity would not change any contract terms with the LCWSA.

3. In terms of borrowing money to fund the Farm upsizing, the Board suggested to determine if Farm Credit would be a possible lender.

Staff Vehicle Use - M. Kosakowski requested that the Board consider allowing the primary on call staff person to take a vehicle home so that response could be directly to the issue instead of coming to the plant first. M. Kosakowski reported that he had already checked with the insurance and they did not have an issue with this. M. Kosakowski further reported that the current Vehicle policy would be modified in the following way:

1. This benefit would only be for the primary on call personnel.
2. That the vehicle could only be utilized for LCWSA business and upon determining any improper use of the LCWSA vehicles, disciplinary actions would be taken, up to and including termination.

Motion: P. Brooks moved and S. Brooks seconded to approve the modifications to the vehicle use policy. Carried unanimously.

Other Business: FOIL Policy – the Board reviewed the Public Access to Records policy.

Motion: S. Beardsley moved and P. Brooks seconded to approve the Public Access to Records policy as presented. Carried unanimously.

Setting Meeting dates – The Board discussed meeting dates for the next few months.

Motion: F. Miller moved and D. LeFeber seconded to set Board meeting dates as follows: November 30, 2016 at 8am, December 21, 2016 at 10am, January 25, 2017, annual and regular at 8am at the Geneseo Town Hall, 4630 Millennium Drive, Geneseo, NY. Carried unanimously.

Business Session

Minutes – regular minutes dated September 28, 2016 and special meeting minutes dated October 12, 2016

Motion: *F. Miller moved and D. LeFeber seconded to approve minutes dated regular minutes dated September 28, 2016 and special meeting minutes dated October 12, 2016. Carried unanimously.*

Communications: none

Adjourn

Motion: *P. Brooks moved and F. Miller seconded to adjourn the meeting. Carried unanimously.*

Board Financial Report
September 2016

Balance Sheet

Assets

Operating Cash (Operating Checking Account, General Reserve MM) page 4
 (Full Year Report Attached)

	Aug-16	Sep-16	
	Actual	Actual	
Cash on hand 1st of each month	\$ 2,375	\$ 2,628	
Cash Received			
Customer Billing	436	189	
Miscellaneous		0 5	
Debt/Project Related			
Grant/Contributions	13	35	Village of Livonia
Billing Services/O & M Services			
Relevy			
DOCCS			
Cash Balance before expenditures	\$ 2,824	\$ 2,853	
Utility Vouchers	81	51	
Operating Vouchers	115	362	
Grant Vouchers			
Project Vouchers		3	
Cash Balance after expenditures	\$ 2,628	\$ 2,437	
Reserve Projects in Progress Budget Bal + Retainage	1365	1321	See Work In Progress
DOCCS Receivable			
Unallocated Cash Balance	\$ 1,263	\$ 1,116	Minimum balance \$445,000 to cover 2months budgeted expenses, or emergency expenses

Debt Reserve Bank Balance \$622,429 page 5

DOCCS Bank Balance \$1,666,271 page 6

Cash balances remain very healthy, our Operating Cash balance is up about \$300,000 from same time last year, Debt Fund Cash is up over \$40,000 from same time last year and Restricted Cash is up over \$1.6 million due to DOCCS first payment.

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Work-In-Progress (WIP Report Attached)

Current Budget \$1,645,986
Expenditures to Date \$ 324,967

Balance \$1,321,018 page 7a

Accounts Receivable, Page 8b

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance September	\$ 420,775	\$ 56,288		\$ 7,464	\$ 484,527
September Billing	\$ 19,857	\$ 870			\$ 20,727
Collected	\$ 172,555	\$ 22,496			\$ 195,051
Billing				\$ -	\$ -
Ending Balance September	\$ 268,077	\$ 34,662	\$ -	\$ 7,464	\$ 310,203

Receivables are up over \$9,000 from last year, Estimating Relevy to be about \$250,000, down \$15,000 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 page 8c

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

Increased Accrued Retirement -\$7,000

Payables are consistent with last year.

Statement of Revenues & Expenditures page 9

Revenues (September is a non billing month)

Retail Fees are up \$22,000 from same time last year. Page 9d

Wholesale fees are up over \$18,000 from last year-mainly due to Village of Caledonia Usage

Permit fees down about \$27,000 from last year-last year was very busy for new installs, we are not seeing that activity so far this year.

O & M fees up about \$8,000 from last year.

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Expenses: page 9

Year to date expenses are meeting budgeted amounts (25% remaining to end of year) **page 9e**

Other: Village of Livonia water and sewer budget letter **page 10**

Sep-16

	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	16-Mar	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 2,263	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,192	\$ 2,375	\$ 2,628	\$ 2,437	\$ 2,267
Cash Received															
Customer Billing	275	40	353	229	23	322	246	30	382	188	47	436	189		
Miscellaneous		9	5	2					17	12			0.5		
Debt/Project Related			61		19										
Grant/Contributions					15	13			13		15	13			
Billing Services/O & M Services			46			27			44	7			35		
Relevy								248							
DOCC'S			1875												
Estimated Cash Receipts															
Cash Receipts														50	350
Debt/Grant/Contrib Receipts											0				60
Cash Balance before expenditures	\$ 2,538	\$ 2,183	\$ 4,253	\$ 4,310	\$ 4,138	\$ 4,312	\$ 4,207	\$ 4,222	\$ 4,405	\$ 4,414	\$ 4,254	\$ 2,824	\$ 2,853	\$ 2,487	\$ 2,677
Utility Vouchers	64	55	72	54	66	74	81	67	71	60	72	81	51		
Operating Vouchers	212	163	92	134	83	143	125	204	117	112	118	115	362		
Grant Vouchers	7					4									
Project Vouchers	121	52	10	41	39	130	57	2	10	50	23		3		
Estimated Expenditures															
Utilities														70	70
Operating														125	100
Projects														25	75
Cash Balance after expenditures	\$ 2,134	\$ 1,913	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,192	\$ 4,041	\$ 2,628	\$ 2,437	\$ 2,267	\$ 2,432
Reserve Projects in Progress Budget Bal + Equipment to Purchase	1207	8702	9099	9061	9023	8767	8725	8723	8758	8705	8678	1365	1321	1296	1221
DOCCS Receivable		7500	5625	5625	5625	5625	5625	5625	5625	5625	5625				
Unallocated Cash Balance	\$ 927	\$ 711	\$ 605	\$ 645	\$ 552	\$ 819	\$ 844	\$ 851	\$ 1,074	\$ 1,112	\$ 988	\$ 1,263	\$ 1,116	\$ 971	\$ 1,211

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Debt Fund Activity

September 30, 2016

	2015				2016			
	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	1st Qtr Actual	2nd Qtr Actual	3rd Qtr act	4th Qtr est
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Cash on hand as of 1st of each month	\$ 593,625	\$ 622,045	\$ 662,995	\$ 580,120	\$ 629,006	\$ 663,192	\$ 710,293	\$ 619,445
Cash Received - Customer Billing:	59,258	59,900	62,468	59,917	63,597	63,396	64,839	59,917
Cash Received - Miscellaneous	61	280	44	45	47	51	46	45
Cash Received - Relevy		27,900				30,730		
Cash Balance before expenditures	\$ 652,944	\$ 710,125	\$ 725,507	\$ 640,082	\$ 692,650	\$ 757,369	\$ 775,178	\$ 679,407
Admin Fees Paid	\$ 3,625	\$ 1,000	\$ 6,387		\$ 3,037	\$ 1,000	\$ 6,187	
Debt Payments (Principal & Interest):								
Grove Station Water			31,725				31,725	
EFC 2009 Sewer Bond	27,275		107,275		26,421		106,421	
EFC 2012 Sewer Bond (as of June 2012)		46,130	-	11,076		46,076	-	11,076
Transfer to Reserve to cover Debt related exp							11,400	
Cash Balance after expenditures	\$ 622,044	\$ 662,995	\$ 580,120	\$ 629,006	\$ 663,192	\$ 710,293	\$ 619,445	\$ 668,331
NYS EFC-Grov Sta Water - DO 17369:								
Beginning Balance	824,850	824,850	824,850	793,125	793,125	793,125	793,125	761,400
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	-	31,725	-	-	-	31,725	-
Ending Balance	824,850	824,850	793,125	793,125	793,125	793,125	761,400	761,400
8/27/09->8/27/39 Sewer Bond (SL)								
Beginning Balance	2,555,000	2,555,000	2,555,000	2,475,000	2,475,000	2,475,000	2,475,000	2,395,000
Principal Payment	-	-	80,000	-	-	-	80,000	-
Ending Balance	2,555,000	2,555,000	2,475,000	2,475,000	2,475,000	2,475,000	2,395,000	2,395,000
6/21/12->11/1/42 Sewer Bond (SL)								
Beginning Balance	1,250,000	1,250,000	1,215,000	1,215,000	1,215,000	1,215,000	1,180,000	1,180,000
Drawdown	-	-	-	-	-	-	-	-
Principal Payment	-	35,000	-	-	-	35,000	-	-
Ending Balance	1,250,000	1,215,000	1,215,000	1,215,000	1,215,000	1,180,000	1,180,000	1,180,000
Total Debt Balance	\$ 4,629,850	\$ 4,594,850	\$ 4,483,125	\$ 4,483,125	\$ 4,483,125	\$ 4,448,125	\$ 4,336,400	\$ 4,336,400
			EOY Balance	\$ 629,006			EOY Balance	\$ 668,331
	12 mos pmts =	\$ 223,481	1.05% =	\$ 234,655	12 mos pmts =	\$ 221,719	1.05% =	\$ 232,805
<i>Trustee Indenture requires 1.05% of annual payments on deposit</i>		Over required balance by		\$ 394,351		Over required balance by		\$ 435,527

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Date	Description	Deposit	Transfer to Reserve	Interest	Balance
11/19/2015	deposit Ck #04073239	\$ 1,875,000.00			\$ 1,875,000.00
11/30/2015	interest			\$ 15.41	\$ 1,875,015.41
12/16/2015	Vouchers Paid Expensed Previoulsy pd before receiveing DOCCS money-need to		\$ 5,080.00		\$ 1,869,935.41
12/31/2015	transfer to reserve		\$ 36,225.09		\$ 1,833,710.32
12/30/2015	interest			\$ 47.71	\$ 1,833,758.03
1/31/2016	interest			\$ 43.70	\$ 1,833,801.73
2/23/2016	Vouchers Paid				\$ 1,833,801.73
	Clark Paterson		\$ 77,640.00		\$ 1,756,161.73
2/29/2016	bank interest			\$ 46.34	\$ 1,756,208.07
3/23/2016	Vouchers Paid				\$ 1,756,208.07
	Clark Paterson		\$ 26,230.00		\$ 1,729,978.07
	Tom Wamp		\$ 200.00		\$ 1,729,778.07
3/31/2016	bank interest			\$ 44.58	\$ 1,729,822.65
4/24/2016	Vouchers Paid				\$ 1,729,822.65
	Tom Wamp		\$ 200.00		\$ 1,729,622.65
4/30/2016	bank interest			\$ 41.23	\$ 1,729,663.88
5/25/2016	Vouchers Paid	\$ -	\$ -	\$ -	\$ 1,729,663.88
	Gregory De Le Fleur		\$ 100.00		\$ 1,729,563.88
	Kruck & Campbell		\$ 2,240.00		\$ 1,727,323.88
5/31/2016	bank interest			\$ 45.47	\$ 1,727,369.35
6/22/2016	Vouchers Paid				\$ 1,727,369.35
	Clark Paterson		\$ 49,900.00		\$ 1,677,469.35
6/30/2016	bank interest			\$ 42.27	\$ 1,677,511.62
7/14/2015	Voucher Paid				\$ 1,677,511.62
	CNY Pomeroy Appraisers		\$ 3,300.00		\$ 1,674,211.62
7/27/2016	Voucher Paid				\$ 1,674,211.62
	Kruck & Campbell		\$ 1,560.00		\$ 1,672,651.62
7/31/2016	bank interest			\$ 39.94	\$ 1,672,691.56
8/31/2016	bank interest			\$ 45.37	\$ 1,672,736.93
9/28/2016	Vouchers Paid				\$ 1,672,736.93
	CNY Pomeroy Appraisers		\$ 3,300.00		\$ 1,669,436.93
	Genesee Country Express		\$ 99.71		\$ 1,669,337.22
	Johnson Newspaper		\$ 107.11		\$ 1,669,230.11
9/30/2016	Vouchers Paid				\$ 1,669,230.11
	Genesee & Wyoming Railroad		\$ 3,000.00		\$ 1,666,230.11
9/30/2016	bank interest			\$ 41.24	\$ 1,666,271.35

Capital Projects In Progress Report

8/31/2016

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
DEBT & REIMBURSABLE PROJECTS								
31085	DOCCS Water Supply Project	209,181.91	7,500,000.00	7,290,818.09	33-WR	Prison Project w/b paying for this!		10/26/2011
Total DOCCS Project		209,181.91	7,500,000.00	7,290,818.09				
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	41,413.91	292,325.00	250,911.09	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
	Crossroads Commerce Park Sewer			-		IDA matching Grant		10/28/2014
31108	Early Warning System/Pump	71,834.61	130,000.00	58,165.39	33SL	Reserve		8/28/2015
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		324,967.37	1,645,985.82	1,321,018.45				
Equipment(Fixed Assets)								
Total Equipment (Fixed Assets)		-	-	-				
TOTAL OF ALL PROJECTS (a/c #1600) &		324,967.37	1,645,985.82	1,321,018.45				
2016 Completed Projects/Purchased Equipment								
31095	Clarifier I-Beam Re-Coat	87,058.36	93,100.00	6,041.64	32SLV	Reserve	16-Aug	1/16/2013
31109	Boiler Replacement-Plant & Admin Bldg	22,172.00	25,000.00	2,828.00	32SLV	REserve	16-Aug	10/28/2015
	2015 Budget-Sewer Camera	71,205.00	80,000.00	8,795.00	33S	Reserve		4/30/2016
31106	Niver Road-Overcoat Tank	43,297.00	58,000.00	14,703.00	33WR	Reserve		1/1/2015
31110	Energy Conservation Program	22,663.14	24,400.00	1,736.86	32SLV	Reserve		9/23/2015
	2016 Dodge Ram 1500	24,421.51	24,500.00	78.49			pd 9/16	
	2016 Dodge Ram 2500	26,925.12	26,000.00	(925.20)			pd 9/16	

(1)

Livingston County WSA

Balance Sheet

As of 9/30/2016

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Beginning Year Ba...	YTD Change
CURRENT ASSETS					
Operating Cash	2,438,010	2,133,569	304,441	2,064,785	373,225
Debt Reserve	622,429	582,105	40,324	593,626	28,803
Accounts Receivable	310,202 ^(b)	300,928	9,274	818,290	(508,089)
Capital Contributions Receivable	8,277	7,915	362	31,135	(22,858)
Inventory	5,499	11,897	(6,398)	9,591	(4,092)
Prepaid Expenses	65,773	60,856	4,917	61,091	4,682
Funds held for Others	29,292	28,479	812	30,121	(830)
Total CURRENT ASSETS	3,479,482	3,125,750	353,731	3,608,640	(129,158)
Total Current Assets	3,479,482	3,125,750	353,731	3,608,640	(129,158)
NON-CURRENT ASSETS					
Restricted Cash	1,843,998	257,726	1,586,272	257,725	1,586,273
Capital Contrib Receivable, net current	429,316	461,876	(32,560)	461,876	(32,560)
Property & Equipment, Net Deprec	23,461,379	23,411,406	49,973	24,060,346	(598,968)
Work-In-Progress	534,149	997,547	(463,397)	864,488	(330,339)
Total NON-CURRENT ASSETS	26,268,843	25,128,555	1,140,288	25,644,436	624,408
Total Non-Current Assets	26,268,843	25,128,555	1,140,288	25,644,436	624,408
TOTAL ASSETS	29,748,325	28,254,305	1,494,020	29,253,075	495,250
CURRENT LIABILITIES ^(c)					
Accounts Payable	43,296	7,129	36,166	162,682	(119,387)
Current Portion Loans Payable	146,725	112,692	34,033	144,417	2,308
Other Current Liabilities	1,668,993	3,175	1,665,818	172,199	1,496,794
Funds held for others	29,294	28,470	824	30,123	(829)
Total CURRENT LIABILITIES	1,888,308	151,467	1,736,842	509,422	1,378,887
Total Current Liabilities	(1,888,308)	(151,467)	(1,736,842)	(509,422)	(1,378,887)
NON-CURRENT LIABILITIES					
System Revenue Notes Payable	4,189,675	4,370,433	(180,758)	4,485,433	(295,758)
Total NON-CURRENT LIABILITIES	4,189,675	4,370,433	(180,758)	4,485,433	(295,758)
Retained Earnings & Net Position					
Retained Earnings	(24,258,652)	(24,701,410)	442,758	(24,258,221)	(431)
Net Income	588,310	969,004	(380,694)	0	588,310
Total Retained Earnings & Net Position	(23,670,342)	(23,732,405)	62,064	(24,258,221)	587,879
TOTAL NET POSITION	29,748,325	28,254,305	1,494,020	29,253,075	495,250

Livingston County WSA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 9/1/2016 Through 9/30/2016
(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	1,422,630	1,400,290	22,340 ^d	1.60	2,500,453	(1,077,823)	(43)%
Wholesale Fees	141,870	123,825	18,045	14.57	189,500	(47,630)	(25)%
Permit Fees	35,566	62,285	(26,719)	(42.90)	39,000	(3,434)	(9)%
O&M Services	116,521	108,583	7,938	7.31	150,229	(33,708)	(22)%
Other Income	42,427	50,713	(8,286)	(16.34)	64,193	(21,766)	(34)%
Total OPERATING REVENUE	1,759,014	1,745,697	13,317	0.76	2,943,375	(1,184,361)	(40)%
OPERATING EXPENSE							
Wages	375,446	372,507	2,939	0.79	586,269	210,823	36%
Overtime	18,756	19,349	(592)	(3.06)	28,408	9,652	34%
Fringes	289,370	259,357	30,013	11.57	407,690	118,320	29%
Professional Services	185,238	118,039	67,198	56.93	300,690	115,452	38%
Utilities	190,523	194,555	(4,032)	(2.07)	298,541	108,018	36%
Vehicle Expense	12,704	19,367	(6,663)	(34.40)	36,200	23,496	65%
Equipment Expense	16,996	17,850	(854)	(4.78)	67,441	50,445	75%
Building Expense	231,263	239,184	(7,921)	(3.31)	346,847	115,584	33%
Purchased Water/Sewer	336,191	382,402	(46,212)	(12.08)	528,900	192,709	36%
Customer Installations	17,155	21,407	(4,252)	(19.86)	24,320	7,165	29%
Permits, Inspections	6,074	6,664	(590)	(8.85)	16,755	10,681	64%
Other Expenses	14,162	21,641	(7,479)	(34.56)	28,333	14,171	50%
Total OPERATING EXPENSE	1,693,878	1,672,323	21,555	1.29	2,670,394	976,516	37%
GAIN/LOSS BEF DEPRECIATION	65,137	73,374	(8,238)	(11.23)	272,981	(207,844)	(76)%
DEPRECIATION EXPENSE							
	(732,095)	(714,484)	(17,611)	2.46	0	(732,095)	0%
NON-OPERATING REVENUE/EXPENSE							
Non-Operating Income	188,786	177,647	11,139	6.27	284,440	(95,654)	(34)%
Non-Operating Expense	(25,813)	(42,951)	17,138	(39.90)	(78,455)	52,642	(67)%
Grant Expense	(5,075)	(43,722)	38,647	(88.39)	0	(5,075)	0%
Total NON-OPERATING REVENUE/EXPEN...	157,898	90,975	66,924	73.56	205,985	(48,087)	(23)%
NET GAIN/LOSS BEF CONTRIB	(509,060)	(550,135)	41,075	(7.47)	478,966	(988,026)	(206)%
CAPITAL CONTRIBUTIONS							
Grant & Donation Revenue	15,000	22,020	(7,020)	(31.88)	0	15,000	0%
Capital Contributions	167,877	2,300	165,577	7,199.00	0	167,877	0%
Total CAPITAL CONTRIBUTIONS	182,877	24,320	158,557	651.96	0	182,877	0%
CHANGE IN NET ASSETS	(326,183)	(525,815)	199,632	(37.97)	478,966	(805,149)	(168)%

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LIVINGSTON COUNTY

WSA

WATER & SEWER AUTHORITY

1997 D'Angelo Drive
PO Box 396
Lakeville, NY 14480
Phone: (585) 346-3523
Fax: (585) 346-0954
TTY NY: (800) 662-1220
www.co.livingston.state.ny.us/lcwsa.htm

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October 13, 2016

Mayor Calvin Lathan
36 Commercial Street
Livonia, NY 14487

RE: 2017 Water and Sewer Budgets

Mayor Lathan:

Attached are copies of the adopted 2017 Village of Livonia water and sewer budgets.

The water budget reflects a 100% parity payment of \$148,562 in quarterly payments of \$37,141. The water consumed is 1.9 million more in the first three quarters of 2016 than the same three quarters in 2015; this can mostly be contributed to the dryer weather conditions.

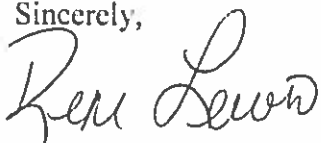
The Village sewer budget reflects an increased rate from \$312 to \$316 per year. We have also increased the Village of Livonia sewer debt rate from \$52 to \$56 per year in anticipation of future capital projects. Revenue for the Village sewer service fees will increase \$2,620 from the 2017 rate increase.

The major increase in the 2017 budget is Salaries and Benefits. Health Care Costs have increased 10% from last year, and we also budgeted to hire a new Water/Wastewater Maintenance Person.

The public hearing for the rate increase took place at our September 28th Board Meeting.

Cathy or I would be pleased to answer any questions you may have about these budgets.

Sincerely,



Rene Lewis
Principal Account Clerk

Cc: Cathy Vanhorne and Livingston County Water and Sewer Authority Board

Village of Livonia summary of 2017 Operating Budget

	Sewer		Water	
	2016	2017	2016	2017
Revenues	223,097	234,559	136,007	149,339
Salaries & Benefits	89,618	105,929	60,938	71,656
Professional Services	36,538	38,408	9,593	11,054
Utilities	10,728	10,733	8,634	8,620
Equipment Exp	6,577	6,010	3,549	1,765
Building Maint	46,107	42,756	10,265	12,098
Vehicle Exp	2,984	2,014	2,239	1,462
Purchased Water			26,210	26,915
Other	3,910	3,900	2,215	2,193
Total Expenses	196,462	209,750	123,643	135,763
Revenue Less Expenses	26,635	24,809	12,364	13,576
Reserve Allowance (10% of Expenses)	19,646	20,975	12,364	13,576
Revenues-Expenses & Reserve	6,989	3,834	0	0

2017 Operating Budget - Cost Center Direct + Indirect Costs Overview

	SEWER		WATER	
	# of Service Units			
	Sewer or Water Indirect			
	2,986	655	2,969	522
	72.76%	15.96%	74.2%	13.0%
	36.84%	8.08%	36.6%	6.4%
	Lakeville SL	VLivonia SL91	Hemlock WR	VLivonia WR91
Revenues**				
4110 Water/Sewer Service Fees	1,040,331	225,634	849,388	270
4120 Wholesale Water Sales	-	-	14,000	-
4200 Permits	26,530	-	30,620	-
4130 O&M Services	12,302	2,698	-	148,562
4140 Late Fees	16,621	3,605	13,566	-
4410 Miscellaneous Income	11,949	2,621	3,380	506
Total Revenues	1,107,732	234,559	910,953	149,339
Expenses				
ADMINISTRATION				
Wages/Salaries & Benefits				
5010 Wages & Salaries	68,111	14,941	67,724	11,907
5020 Overtime	-	-	-	-
5030 FICA	5,197	1,140	5,167	908
5040 Retirement	14,712	3,227	14,628	2,572
5048 Retiree Health Insurance	23,639	5,185	23,505	4,133
5050 Health Insurance	19,947	4,376	19,834	3,487
5060 Workman's Comp	1,362	299	1,354	238
5065 Deferred Comp Match	247	54	245	43
5070 Unemployment	74	16	73	13
Total Salaries & Unemployment	133,289	29,238	132,531	23,301
Professional Services				
6110 Legal Services	6,311	1,384	2,198	386
6120 Engineering Services	553	121	549	97
6130 Financial Services	14,507	3,182	5,778	902
6140 Computer Services	8,157	1,789	8,110	1,426
6150 Insurance	27,631	6,061	27,474	4,830
6380 Government Services	8,842	1,940	8,792	1,546
6190 Other Professional Services	8,842	1,940	8,792	1,546
Total Admin Professional Services	74,842	16,417	61,693	10,732
Utilities				
6230 Telephone	718	158	714	126
Total Administrative Utilities	718	158	714	126
Equipment Expense				
6610 Equipment Repair/Supply	258	57	924	163
6625 Small Equipment Purchase	184	40	183	32
6635 Equip Lease/Rental	1,253	275	1,245	219
Total Admin Equip Expense	1,695	372	2,353	414
Building Maintenance/Supply				
6310 Outside O&M Services	4,178	917	4,154	730
6620 Building Repair/Supply	368	81	366	64
Total Admin Bldg Maint	4,547	997	4,521	795
Other Expenses				
6810 Postage	4,279	939	3,929	691
6820 Office Supplies	1,161	255	1,154	203
6830 Advertising	543	119	704	124

2017 Operating Budget - Cost Center Direct + Indirect Costs Overview

	SEWER		WATER	
	# of Service Units			
	Sewer or Water Indirect			
	2,986	655	2,969	522
	72.76%	15.96%	74.2%	13.0%
	36.84%	8.08%	36.6%	6.4%
	Lakeville SL	VLivonia SL91	Hemlock WR	VLivonia WR91
6840 Travel, Training, Safety	756	166	752	132
6870 Easements/Landtaking	184	40	183	32
6880 Judgements/Claims	184	40	183	32
Total Administrative Other Expenses	7,107	1,559	6,905	1,214
TOTAL ADMIN EXPENSES	222,198	48,741	208,717	36,582
TREATMENT				
Wages/Salaries & Benefits				
5010 Wages & Salaries	63,617	13,955	13,265	2,332
5020 Overtime	185	40	-	-
5030 FICA	4,868	1,068	1,012	178
5040 Retirement	13,781	3,023	2,865	504
5050 Health Insurance	11,152	2,446	4,331	762
5060 Workman's Comp	1,276	280	265	47
5065 Deferred Comp Match	-	-	-	-
5070 Unemployment	74	16	73	13
Total Treatment Salaries & Fringes	94,952	20,828	21,812	3,835
Professional Services				
6120 Engineering Services	4,921	1,079	-	-
6160 Plant Operation	93,492	20,508	-	-
Total Treatment Professional Services	98,413	21,587	-	-
Utilities				
6210 Electricity	29,571	6,487	-	-
6220 Gas/Heating	13,126	2,879	-	-
6230 Telephone	-	-	-	-
Total Treatment Utilities	42,697	9,366	-	-
Purchased Water/Sewer				
6510 Purchased Water*	-	-	153,085	26,915
6520 Purchased Sewer Treatment	-	-	-	-
Total Treat Purchased Water/Sewer	-	-	153,085	26,915
Equipment Expense				
6610 Equipment Repairs/Supplies	398	87	-	-
6625 Small Equipment Purchase	1,640	360	-	-
6635 Equip Lease/Rental Contracts	-	-	-	-
Total Treat Equip Maint	2,038	447	-	-
Building Expense				
6310 Outside Services	37,454	8,216	500	-
6620 Building Repair/Supply	11,768	2,582	-	-
Total Treat Bldg Maint	49,223	10,797	500	-
Other Exepnses				
6700 Permits, Fees, Inspections	7,151	1,569	510	305
6840 Travel, Training, Safety	155	34	31	5
Total Treatment Other Expenses	7,306	1,603	541	310
TOTAL TREATMENT EXPENSES	294,628	64,629	175,938	31,060

2017 Operating Budget - Cost Center Direct + Indirect Costs Overview

	SEWER		WATER		
	# of Service Units	2,986	655	2,969	522
	Sewer or Water Indirect	72.76%	15.96%	74.2%	13.0%
	Sewer & Water Indirect	36.84%	8.08%	36.6%	6.4%
	Lakeville SL	VLivonia SL91	Hemlock WR	VLivonia WR91	
<u>TRANSMISSION/COLLECTION</u>					
Wages/Salaries & Benefits					
5010 Wages & Salaries	148,299	32,530	147,455	25,925	
5020 Overtime	8,118	1,781	8,072	1,419	
5030 FICA	11,935	2,618	11,867	2,086	
5040 Retirement	33,786	7,411	33,594	5,906	
5050 Health Insurance	49,327	10,820	49,046	8,623	
5060 Workers Compensation	3,128	686	3,111	547	
5065 Deferred Comp Match	-	-	-	-	
5090 Unemployment	74	16	73	13	
Total Transmission Wages & Salaries	254,666	55,863	253,217	44,520	
Professional Services					
6120 Engineering Services	1,842	404	10,832	322	
Total Trans Prof Expenses	1,842	404	10,832	322	
Utilities					
6210 Electricity	94,000	-	80,178	7,432	
6220 Gas/Heating	11,184	143	3,608	212	
6230 Telephone	4,863	1,067	4,835	850	
Total Trans Utilities	110,047	1,209	88,622	8,494	
Vehicle Expense					
6420 Vehicle Repair	3,942	865	3,920	689	
6430 Gasoline	5,241	1,150	4,896	773	
Total Trans Vehicle Exp	9,183	2,014	8,815	1,462	
Equipment Expense					
6610 Equipment Repairs/Supplies	4,226	927	3,066	539	
6625 Small Equipment Purchase	10,911	2,239	3,998	703	
6635 Equip Lease/Rental Contracts	9,234	2,025	619	109	
Total Collect Equip Expense	24,370	5,191	7,684	1,351	
Building Expense					
6310 Outside O&M Services	56,312	29,236	64,374	7,503	
6370 Building Rent	-	-	-	-	
6620 Building Repair/Supply	33,298	1,726	26,289	1,582	
6640 Customer installation Supplies	4,330	-	23,215	2,218	
Total Collect Bldg Expense	93,940	30,962	113,878	11,303	
Other Expenses					
6340 Uniforms	2,932	643	2,915	513	
6700 Permits, Fees, Inspections	133	29	7,361	104	
6840 Travel, Travel, Safety	300	66	298	52	
Total Trans Other Exp	3,364	738	10,574	669	
TOTAL TRANS EXP	497,413	96,382	493,621	68,121	
OVERALL EXPENSES	1,014,240	209,751	878,275	135,763	
REVENUES less EXPENSES	93,493	24,808	32,677	13,576	
Reserve allowance (10% of Expenses)	101,424	20,975	87,828	13,576	
REVENUES - Expenses & Reserve	(7,931)	3,832	(55,150)	(0)	

OPERATIONS REPORT

Water and Sewer Work Program 2016	OCTOBER
Customer work orders	41 workorders completed - down 9 from last month
UFPO	62 stakeouts completed - up 4 from last month
PM Maintenance	All PM maintenance completed.
Sampling and Testing	All sampling and testing completed. We had a positive total coliform - repeat samples were taken.
Generator Maintenance	Colacino Industries repaired the controller on the generator at the Hemlock pump station.
Calibration	HACH is scheduled October 24-25th to do semi annual calibrations on the chlorine analyzers.
Restoration	Staff is working on restoration of areas where we repaired leaks.
Water Work Program	
Water Main and Service repair	Staff repaired a service leak in Hemlock.
Hydrant repair or replacement	Staff repaired a hydrant on East Swamp Road.
Leak Detection	All staff continue to look for leaks. All foreclosed or empty dwellings have been shut off at the curb.
Meter reading	Staff is working on meter reading.
Sewer Work Program	
New Sewer Connection	2 new sewer taps were completed by Finline Pipeline.
Wet wells manholes maintenance	Staff is working on cleaning wet wells. A vac truck has been rented for several days.
Sludge hauling and disposal	Dickson Environmental is hauling the dried sludge.
Sewer Cleaning and televising	Staff is working on cleaning and televising.
Groveland Plant	
Sludge removal	Bagger is working well, averaging around 4 bags per week.
Personnel	
New Personnel	Would like to get Board approval to start the process to hire a new Water/Wastewater employee.
Equipment	The trucks that were sent to the auction sold: 2500 Chevy = \$13,500; F-150 = \$9500.

CAPITAL PROJECTS REPORT - October outline

31085 – DOCCS WSP	
10/26/2016	Update on property purchases will be provided at the Board meeting. On 10/18, CPL submitted a response to the DOCCS engineering report questions; hopefully that information leads to DOCCS approval of the additional costs of the project. Farm contracts are being developed by J.Campbell, and financing for the upsizing necessary to accommodate the extra farm capacity is being examined by Fiscal Advisors. A report on that information will be presented at the Board meeting.
31089,31090, 31040 – Contract #3 – Main pump, electrical and room improvements	
10/26/2016	Colacino Industries has been apprised that the start time on this project has been delayed again, due to the Village of Avon positive response to discussions regarding consolidation. Colacino Industries will bill us for the work that they have already completed on the panel design and then the Board could discuss closing this project.
31080 Collection System - Inflow and Infiltration repairs	
10/26/2016	Skanex has completed their portion of the project and Morsch began work on October 19th on the repairs that require digging. Skanex has completed all the internal repairs. When doing the repairs, 5 laterals were found that needed to be grouted, either to do with roots or heavy deposits. This is an additional cost of \$5,240.
Solar Array	
10/26/2016	Conference call with the Public Service Commission Co-Chair of interconnection working group Elizabeth Grisaru, Dan Leary of SolarCity and C. VanHorne on October 17th. SolarCity has already submitted 14 projects (ours is one) for PSC to put into the Engineering Review Process due to outrageous costs submitted by National Grid for connection costs (\$839,150.00). Elizabeth is tasked with providing links to several engineering reports completed by PSC, Introducing us to Al Chico of National Grid for direct conversations regarding the costs and technology used for the connection. Lastly, Elizabeth will get back to us with a sense of our priority for the Engineering review process.
Wastewater Treatment Plant upgrades	
10/26/2016	CPL and MRB Group engineers met to discuss the potential consolidation discussion. Both groups are reviewing capital costs. It is hoped that the Village of Avon Board will meet jointly with the LCWSA in November to discuss the potential projects and process.