

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

Excused Absent: P. Brooks

Others attending: J. Campbell, E. Wies, M. Kosakowski, R. Lewis, C. VanHorne

**Financial Report:** R. Lewis reviewed the consolidated budget worksheet with the updated unaudited actual cash balances and paid expenses for 2016 (on file with the Secretary). The projected Reserve fund balance at the end of 2017 increased approximately \$200,000 compared to the end of year figure projected during the budget process. The increase was due to a combination of conservative estimates of revenue and unexpended 2016 budget balances. R. Lewis reviewed the Board Financial Report (on file with the Secretary). R. Lewis noted that a new report is attached being the Succession plan expenses.

**Motion:** *D. LeFeber moved and T. Anderson seconded to approve the Financial Report. Carried unanimously.*

**Operation Report** – M. Kosakowski reviewed the Operation’s Report (on file with the Secretary). The following items were further discussed by the Board.

1. Verizon bill – T. Anderson stated that he did not think that either the cyber liability or the crime policy will cover the issue of the data overage issue. The consensus of the Board was to move forward with law enforcement and also continue to discuss with Verizon the reduction of the bill. J. Campbell will make inquiries with Verizon.
2. M. Kosakowski reported that he would be moving forward with the selection of the Water/wastewater Maintenance position.
3. M. Kosakowski reviewed the spreadsheet for payment of inventory to the Town of Groveland (on file with the Secretary). M. Kosakowski reported that the inventory had been returned already. The consensus of the Board was to move forward with final payment.

B. Centrone entered.

**Motion:** *D. LeFeber moved and F. Miller seconded to amend the agenda to move to succession planning. Carried unanimously.*

**Executive session**

**Motion:** *D. LeFeber moved and S. Beardsley seconded that the Board adjourn and reconvene in Executive Session for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, and that H. Stewart act as Chairman, with B. Centrone and J. Campbell remaining present. Carried unanimously.*

The Board reconvened in regular session. The following report was presented. The Board having met in executive session for the purpose of discussing the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, hereby report as follows: No action taken.

***Motion: T. Anderson moved and S. Beardsley seconded that the Report of Executive Session be accepted. Carried unanimously.***

D. Kriewall departed.

B. Centrone departed.

**Capital Report** – M. Kosakowski reviewed the Capital Report Outline (on file with the Secretary). The following items were further discussed by the Board.

1. DOCCS WSP - The Board reviewed the terms of the purchase offer for the tank site.

***Motion: F. Miller moved and D. LeFeber seconded to approve the final purchase offer for the tank site. Carried unanimously.***

E. Wies commented that discussions are ongoing with DOCCS regarding the additional funding requested for the project. J. Campbell commented that the Farm agreements are near completion.

2. Waste/water plant upgrades – D. LeFeber commented that the Village of Avon has developed a team to review consolidation for sewage treatment.

## **Business Session**

**Meeting minutes** – December 21, 2016 and January 4, 2017

***Motion: F. Miller moved and D. LeFeber seconded to approve regular minutes dated December 21, 2016 and annual and regular minutes dated January 4, 2017. Carried unanimously.***

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

***Motion: T. Anderson moved and F. Miller seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$129,805.06, DOCCS Project in an amount not to exceed \$134,477.23, and Projects in an amount not to exceed \$27,198.43. Carried unanimously.***

***Motion: T. Anderson moved and F. Miller seconded to approve paying the bills for Utilities in an amount not to exceed \$23,464.69, Commodity in an amount not to exceed \$41,927.95, and for miscellaneous expense in an amount not to exceed \$522.29. Carried unanimously.***

**Communications:** none

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



Livingston County Water & Sewer Authority  
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**Board Financial Report  
 December 2016**

**Balance Sheet**

**Assets**

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

	Nov-16	Dec-16
	Actual	Actual
Cash on hand 1st of each month	\$ 2,319	\$ 2,321
<b>Cash Received</b>		
Customer Billing	390	280
Miscellaneous		2
Debt/Project Related		
Grant/Contributions	13	
Billing Services/O & M Services	35	
Relevy		
DOCCS		
<b>Cash Balance before expenditures</b>	<b>\$ 2,757</b>	<b>\$ 2,603</b>
Utility Vouchers	84	52
Operating Vouchers	145	104
Grant Vouchers		
Project Vouchers	207	
<b>Cash Balance after expenditures</b>	<b>\$ 2,321</b>	<b>\$ 2,447</b>
Reserve Projects in Progress Budget Bal + Retainage	1040	1042
DOCCS Receivable		
<b>Unallocated Cash Balance</b>	<b>\$ 1,281</b>	<b>\$ 1,405</b>

See Work In Progress

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

Debt Reserve Bank Balance                    \$674,358                    page 5a

DOCCS Bank Balance                         \$1,415,783                    page 6

*Cash balances remain very healthy, our Operating Cash balance is up about \$199,000 from same time last year, Debt Fund Cash is up over \$80,000 from same time last year and Restricted Cash is up over \$1.4 million due to DOCCS first payment.*

**Work-In-Progress (WIP Report Attached)**

Current Budget \$1,518,985  
Expenditures to Date \$ 476,311

Balance \$1,039,676 page 7

**Accounts Receivable. Page 5c**

	Service Fees	Debt	Relevy	Other	Total
Beginning Balance December	\$ 321,431	\$ 33,078	\$ 273,832	\$ 7,464	\$ 635,805
December Billing	\$ 20,539	\$ 777			\$ 21,316
Collected	\$ 253,264	\$ 22,320			\$ 275,583
Billing				\$ -	\$ -
Ending Balance December	\$ 88,707	\$ 11,535	\$ 273,832	\$ 7,464	\$ 381,537

**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 5d**

*Payables* are consistent with last year.

**Statement of Revenues & Expenditures page 8**

**Revenues (December is a non-billing month)**

Un audited Revenue \$90,000 over budgeted amount-retail water usage up approximately 10 million gallons over last year.

*Retail Fees* are up \$116,000 from same time last year. Page 8e

*Wholesale fees* are up over \$21,000 from last year-mainly due to Village of Caledonia Usage. Page 8f

*Permit fees* –Saw a lot of activity in December, fees up \$4,000 from last year. Page 8g

*O & M fees* up about \$19,000 from last year.

**Expenses: page 8**

Year to date expenses have met budgeted amounts.

Un audited Expenses \$222,000 under budgeted amounts (Wages and Fringes \$108,00 under budget-did not hire Deputy Director of Operations, Utilities under budget \$21,000 –combination of lower rate increases than anticipated, DOCCS not on board and better follow up on gas/electric spikes, Equipment Expenses under budget \$45,000-no small equipment purchases-meter gun, metal detectors.

Total expenses for 2016 vs 2015 is \$8,000 less (un audited). Page 8h

**Other:**

Page 9 –Debt Fund Activity

Page 10-Sucession Expenses

Dec-16

	Dec-15	Jan-16	Feb-16	16-Mar	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estim	Estim
Cash on hand 1st of each month	\$ 4,079	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,192	\$ 2,375	\$ 2,628	\$ 2,437	\$ 2,319	\$ 2,321	\$ 2,447	\$ 2,312
<b>Cash Received</b>															
Customer Billing	229	23	322	246	30	382	188	47	436	189	51	390	280		
Miscellaneous	2					17	12			0.5	33		2		
Debt/Project Related		19													
Grant/Contributions		15	13			13		15	13			13			
Billing Services/O & M Services			27			44	7			35		35			
Relevy					248										
DOCC'S															
<b>Estimated Cash Receipts</b>															
Cash Receipts														25	372
Debt/Grant/Contrib Receipts								0							
Cash Balance before expenditures	\$ 4,310	\$ 4,138	\$ 4,312	\$ 4,207	\$ 4,222	\$ 4,405	\$ 4,414	\$ 4,254	\$ 2,824	\$ 2,853	\$ 2,521	\$ 2,757	\$ 2,603	\$ 2,472	\$ 2,684
Utility Vouchers	54	66	74	81	67	71	60	72	81	51	62	84	52		
Operating Vouchers	134	83	143	125	204	117	112	118	115	362	124	145	104		
Grant Vouchers			4												
Project Vouchers	41	39	130	57	2	10	50	23		3	16	207			
<b>Estimated Expenditures</b>															
Utilities														65	70
Operating														85	150
Projects														10	10
Cash Balance after expenditures	\$ 4,081	\$ 3,950	\$ 3,961	\$ 3,944	\$ 3,949	\$ 4,207	\$ 4,192	\$ 4,041	\$ 2,628	\$ 2,437	\$ 2,319	\$ 2,321	\$ 2,447	\$ 2,312	\$ 2,454
Reserve Projects in Progress Budget Bal + Equipment to Purcase	9061	9023	8767	8725	8723	8758	8705	8678	1365	1321	1305	1040	1042	1032	1022
DOCCS Receivable	5625	5625	5625	5625	5625	5625	5625	5625							
Unallocated Cash Balance	\$ 645	\$ 552	\$ 819	\$ 844	\$ 851	\$ 1,074	\$ 1,112	\$ 988	\$ 1,263	\$ 1,116	\$ 1,014	\$ 1,281	\$ 1,405	\$ 1,280	\$ 1,432

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Livingston County WSA

Balance Sheet

As of 12/31/2016

(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>
<b>CURRENT ASSETS</b>					
Operating Cash	2,447,740	2,248,535	199,204	2,064,785	382,955
Debt Reserve	674,358	630,990	43,368	593,626	80,732
Accounts Receivable <i>Loss Accrued 505,373</i>	886,910 <i>381,337</i>	849,984	36,925	818,290	68,619
Capital Contributions Receivable	34,050	32,560	1,490	31,135	2,915
Inventory	7,503	8,475	(972)	9,591	(2,088)
Prepaid Expenses	51,855	47,954	3,901	61,091	(9,236)
Funds held for Others	32,547	30,657	1,890	30,121	2,426
<b>Total CURRENT ASSETS</b>	<b>4,134,962</b>	<b>3,849,157</b>	<b>285,805</b>	<b>3,608,640</b>	<b>526,322</b>
<b>Total Current Assets</b>	<b>4,134,962</b>	<b>3,849,157</b>	<b>285,805</b>	<b>3,608,640</b>	<b>526,322</b>
<b>NON-CURRENT ASSETS</b>					
Restricted Cash	1,593,511	2,030,684	(437,174)	257,725	1,335,786
Capital Contrib Receivable, net current	395,266	429,316	(34,050)	461,876	(66,610)
Property & Equipment, Net Deprec	23,385,615	23,895,732	(510,117)	24,060,346	(674,732)
Work-In-Progress	936,098	375,922	560,176	864,488	71,611
<b>Total NON-CURRENT ASSETS</b>	<b>26,310,490</b>	<b>26,731,655</b>	<b>(421,165)</b>	<b>25,644,436</b>	<b>666,055</b>
<b>Total Non-Current Assets</b>	<b>26,310,490</b>	<b>26,731,655</b>	<b>(421,165)</b>	<b>25,644,436</b>	<b>666,055</b>
<b>TOTAL ASSETS</b>	<b>30,445,452</b>	<b>30,580,812</b>	<b>(135,359)</b>	<b>29,253,075</b>	<b>1,192,377</b>
<b>CURRENT LIABILITIES</b>					
Accounts Payable	100,996	105,889	(4,893)	162,682	(61,686)
Current Portion Loans Payable	146,725	146,725	0	144,417	2,308
Other Current Liabilities	1,566,133	1,964,615	(398,481)	172,199	1,393,934
Funds held for others	32,421	30,657	1,764	30,123	2,298
<b>Total CURRENT LIABILITIES</b>	<b>1,846,276</b>	<b>2,247,887</b>	<b>(401,611)</b>	<b>509,422</b>	<b>1,336,854</b>
<b>Total Current Liabilities</b>	<b>(1,846,276)</b>	<b>(2,247,887)</b>	<b>401,611</b>	<b>(509,422)</b>	<b>(1,336,854)</b>
<b>NON-CURRENT LIABILITIES</b>					
System Revenue Notes Payable	4,189,675	4,336,400	(146,725)	4,485,433	(295,758)
<b>Total NON-CURRENT LIABILITIES</b>	<b>4,189,675</b>	<b>4,336,400</b>	<b>(146,725)</b>	<b>4,485,433</b>	<b>(295,758)</b>
<b>Retained Earnings &amp; Net Position</b>					
Retained Earnings	(24,258,652)	(24,701,841)	443,189	(24,258,221)	(431)
Net Income	(150,850)	705,315	(856,165)	0	(150,850)
<b>Total Retained Earnings &amp; Net Position</b>	<b>(24,409,502)</b>	<b>(23,996,525)</b>	<b>(412,977)</b>	<b>(24,258,221)</b>	<b>(151,281)</b>
<b>TOTAL NET POSITION</b>	<b>30,445,452</b>	<b>30,580,812</b>	<b>(135,359)</b>	<b>29,253,075</b>	<b>1,192,377</b>

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DOCCS Bank Account

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
10/26/2016	Vouchers Paid				\$ 1,666,271.35
	Clark Paterson Lee		\$ 105,365.00		\$ 1,560,906.35
	Kruck & Campbell		\$ 1,300.00		\$ 1,559,606.35
10/31/2016	bank interest			\$ 42.01	\$ 1,559,648.36
11/8/2016	Voucher Paid				\$ 1,559,648.36
	Genesee & Wyoming Railroad		\$ 1,000.00		\$ 1,558,648.36
11/30/2016	Vouchers Paid				\$ 1,558,648.36
	NYS DEC		\$ 110.00		\$ 1,558,538.36
11/30/2016	bank interest			\$ 38.44	\$ 1,558,576.80

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12/13/2016 Voucher Paid				\$	1,558,576.80
	Philip Livingston (deposit)	\$	2,000.00	\$	1,556,576.80
12/21/2016 Voucher Paid				\$	1,556,576.80
	Blue Heron	\$	136,710.94	\$	1,419,865.86
	Kruck & Campbell	\$	4,120.00	\$	1,415,745.86
12/31/2016	bank interest			\$	37.36
				\$	1,415,783.22

## Capital Projects In Progress Report

12/31/2016

Project Code	Project Name	Expenditures To Date	Budget	Budget Balance	Service Area	Funding	Financing	Date Began
<b>DEBT &amp; REIMBURSABLE PROJECTS</b>								
31085	DOCCS Water Supply Project	459,787.85	7,500,000.00	7,040,212.15	33-WR	Prison Project w/b paying for this!		10/26/2011
<b>Total DOCCS Project</b>		<b>459,787.85</b>	<b>7,500,000.00</b>	<b>7,040,212.15</b>				
<b>GENERAL RESERVE PROJECTS</b>								
31040	Main Pump: motor, electrical, ventilation	107,047.89	389,160.82	282,112.93	32-SLV	Reserve		1/1/2012
1043-5	Scada System Upgrade	83,206.30	86,700.00	3,493.70	33-WR	Reserve		1/1/2015
1080-3	Collection System-Inflow & Infiltration repairs	257,626.65	295,325.00	37,698.35	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
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
<b>Total Reserve Projects</b>		<b>476,310.50</b>	<b>1,518,985.82</b>	<b>1,042,675.32</b>				
<b>Equipment(Fixed Assets)</b>								
<b>Total Equipment (Fixed Assets)</b>		-						
<b>TOTAL OF ALL PROJECTS (a/c#1600) &amp;</b>		<b>476,310.50</b>	<b>1,518,985.82</b>	<b>1,042,675.32</b>				
<b>016 Completed Projects/Purchased Equipment</b>								
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
31108	Early Warning System/Pump	71,834.61	130,000.00	58,165.39	33SL	REserve	Nov-16	
	Crossroad Commerce Park Sewer					Cnty Grant	Nov-16	
	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	



Livingston County WSA  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 12/1/2016 Through 12/31/2016  
(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
<b>OPERATING REVENUE</b>							
Retail Fees	2,547,336	2,431,413	115,923	4.77	2,500,453	46,883	2 %
Wholesale Fees	199,158	178,182	20,976	11.77	189,500	9,658	5 %
Permit Fees	69,251	65,325	3,926	6.01	39,000	30,251	78 %
O&M Services	150,328	131,261	19,067	14.53	150,229	99	0 %
Other Income	67,962	65,383	2,579	3.94	64,193	3,769	6 %
<b>Total OPERATING REVENUE</b>	<b>3,034,035</b>	<b>2,871,565</b>	<b>162,470</b>	<b>5.66</b>	<b>2,943,375</b>	<b>90,660</b>	<b>3 %</b>
<b>OPERATING EXPENSE</b>							
Wages	528,971	537,238	(8,267)	(1.54)	586,269	57,298	10 %
Overtime	25,994	23,096	2,898	12.55	28,408	2,414	8 %
Fringes	356,583	350,757	5,826	1.66	407,690	51,107	13 %
Professional Services	291,928	234,798	57,130	24.33	300,690	8,762	3 %
Utilities	277,535	275,556	1,979	0.72	298,541	21,006	7 %
Vehicle Expense	21,427	25,977	(4,550)	(17.51)	36,200	14,773	41 %
Equipment Expense	22,633	38,637	(16,004)	(41.42)	67,441	44,808	66 %
Building Expense	329,279	335,272	(5,993)	(1.79)	346,847	17,568	5 %
Purchased Water/Sewer	536,470	556,811	(20,341)	(3.65)	528,900	(7,570)	(1)%
Customer Installations	22,834	35,996	(13,162)	(36.56)	24,320	1,486	6 %
Permits, Inspections	6,074	11,544	(5,470)	(47.38)	16,755	10,681	64 %
Other Expenses	27,747	29,711	(1,964)	(6.61)	28,333	586	2 %
<b>Total OPERATING EXPENSE</b>	<b>2,447,477</b>	<b>2,455,394</b>	<b>(7,916)</b>	<b>(0.32)</b>	<b>2,670,394</b>	<b>222,917</b>	<b>8 %</b>
<b>GAIN/LOSS BEF DEPRECIATION</b>	<b>586,558</b>	<b>416,171</b>	<b>170,387</b>	<b>40.94</b>	<b>272,981</b>	<b>313,577</b>	<b>115 %</b>
<b>DEPRECIATION EXPENSE</b>							
	(977,477)	(954,862)	(22,615)	2.37	0	(977,477)	0 %
<b>NON-OPERATING REVENUE/EXPENSE</b>							
Non-Operating Income	315,132	302,276	12,856	4.25	284,440	30,692	11 %
Non-Operating Expense	(46,284)	(70,065)	23,781	(33.94)	(78,455)	32,171	(41)%
Grant Expense	(5,075)	(43,722)	38,647	(88.39)	0	(5,075)	0 %
<b>Total NON-OPERATING REVENUE/EXPEN...</b>	<b>263,773</b>	<b>188,489</b>	<b>75,284</b>	<b>39.94</b>	<b>205,985</b>	<b>57,788</b>	<b>28 %</b>
<b>NET GAIN/LOSS BEF CONTRIB</b>	<b>(127,146)</b>	<b>(350,202)</b>	<b>223,056</b>	<b>(63.69)</b>	<b>478,966</b>	<b>(606,112)</b>	<b>(127)%</b>
<b>CAPITAL CONTRIBUTIONS</b>							
Grant & Donation Revenue	15,000	44,470	(29,470)	(66.27)	0	15,000	0 %
Capital Contributions	525,123	43,605	481,518	1,104.27	0	525,123	0 %
<b>Total CAPITAL CONTRIBUTIONS</b>	<b>540,123</b>	<b>88,075</b>	<b>452,048</b>	<b>513.25</b>	<b>0</b>	<b>540,123</b>	<b>0 %</b>



# Debt Fund Activity

December 31, 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 Act
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
<b>Cash on hand as of 1st of each month</b>	\$ 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	62,890
Cash Received - Miscellaneous	61	280	44	45	47	51	46	48
Cash Received - Relevy		27,900				30,730		
<b>Cash Balance before expenditures</b>	\$ 652,944	\$ 710,125	\$ 725,507	\$ 640,082	\$ 692,650	\$ 757,369	\$ 775,178	\$ 682,384
Admin Fees Paid	\$ 3,625	\$ 1,000	\$ 6,387		\$ 3,037	\$ 1,000	\$ 6,187	
<b>Debt Payments (Principal &amp; Interest):</b>								
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	-	11,089
Transfer to Reserve to cover Debt related exp							11,400	
<b>Cash Balance after expenditures</b>	\$ 622,044	\$ 662,995	\$ 580,120	\$ 629,006	\$ 663,192	\$ 710,293	\$ 619,445	\$ 671,295
<b>NYS EFC-Grov Sta Water - DO 17369:</b>								
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	-
<b>Ending Balance</b>	<b>824,850</b>	<b>824,850</b>	<b>793,125</b>	<b>793,125</b>	<b>793,125</b>	<b>793,125</b>	<b>761,400</b>	<b>761,400</b>
<b>8/27/09-&gt;8/27/39 Sewer Bond (SL)</b>								
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	-
<b>Ending Balance</b>	<b>2,555,000</b>	<b>2,555,000</b>	<b>2,475,000</b>	<b>2,475,000</b>	<b>2,475,000</b>	<b>2,475,000</b>	<b>2,395,000</b>	<b>2,395,000</b>
<b>6/21/12-&gt;11/1/42 Sewer Bond (SL)</b>								
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	-	-
<b>Ending Balance</b>	<b>1,250,000</b>	<b>1,215,000</b>	<b>1,215,000</b>	<b>1,215,000</b>	<b>1,215,000</b>	<b>1,180,000</b>	<b>1,180,000</b>	<b>1,180,000</b>
<b>Total Debt Balance</b>	<b>\$ 4,629,850</b>	<b>\$ 4,594,850</b>	<b>\$ 4,483,125</b>	<b>\$ 4,483,125</b>	<b>\$ 4,483,125</b>	<b>\$ 4,448,125</b>	<b>\$ 4,336,400</b>	<b>\$ 4,336,400</b>
			EOY Balance	\$ 629,006			EOY Balance	\$ 671,295
	12 mos pmts =	\$ 223,481	1.05% =	\$ 234,655	12 mos pmts =	\$ 221,732	1.05% =	\$ 232,818
<i>Trustee Indenture requires 1.05% of annual payments on deposit</i>		Over required balance by	\$ 394,351		Over required balance by	\$ 438,476		

Succession Plan Bills

(10)

Date	Vendor	Amount
11/30/2016	Bond, Schoenек & King	\$ 6,925.65
12/21/2016	Chase (NY Water Env Assoc)	\$ 45.00
12/21/2016	Chase (Times Union)	\$ 366.60
12/21/2016	Chase (Times Union)	\$ 350.00
12/21/2016	Bond, Schoenек & King	\$ 1,298.00
12/21/2016	Democrat & Charonicle	\$ 3,073.00
12/21/2016	Genesee Valley Penny Saver	\$ 351.20
12/21/2016	Genesee Country Exp	\$ 178.00
12/21/2016	Syracuse Media	\$ 390.36
1/25/2017	Bond, Schoenек & King	\$ 702.00
1/25/2017	Buffalo News	\$ 1,239.00
1/25/2017	Genesee Express	\$ 88.00
1/25/2017	Genesee Valley Penny Saver	\$ 351.20
1/25/2017	Northern NY Newspapers	\$ 234.72
1/25/2017	D & C	\$ 3,073.00
1/25/2017	Syracuse Media	\$ 265.36

\$ 18,931.09

**Livingston County Water & Sewer Authority**

**Consolidated Budget**

Updated 1/23/17

		2017			Location
		Sewer	Water	Total	
Actual Reserve Balance 7/31/16				2,375,118	
Actual cash received 8/1/16-12/31/16				1,487,500	
Actual WIP & Capital Payments 8/1/16-12/31/16				(226,432)	
Actual Operating and Utilities Bills 8/1/16-12/31/16				(1,188,630)	
<b>Actual Reserve Fund Balance Jan. 1, 2017</b>				<b>\$ 2,447,556</b>	
<b>Budgeted Revenue &amp; Expenses</b>					
Revenue				\$ 2,997,288	
Expenses					
Salaries & Fringe	\$ 1,205,856				
Professional Services	\$ 323,690				
Utilities	\$ 298,541				
Equipment Expense	\$ 50,581				
Building Expense	\$ 350,552				
Purchased Water and Sewer	\$ 535,400				
Other Expense	\$ 46,869				
Vehicle Expense	\$ 24,200				
<b>Total Expenses</b>	<b>\$ 2,835,689</b>			<b>\$ 2,835,689</b>	
<b>Revenue Less Expenses</b>				<b>\$ 161,599</b>	
<b>Equipment Purchase</b>					
New Ford Truck		13,000	13,000	28,000	
Sale of 2011 Chevy 250		3,000	3,000	(6,000)	
2 Trucks: New Maint Worker, New Deputy		28,000	28,000	56,000	
<b>TOTAL EQUIPMENT PURCHASE</b>		<b>44,000</b>	<b>44,000</b>	<b>78,000</b>	
<b>Pro#</b>	<b>2017 Proposed Reserve Fund Repair Projects</b>	<b>Act 2016 WIP Bal</b>			
31080	Collection System Inflow/Infiltration	37,698	80,000	117,698	Lakeville Sewer Collection
31043	SCADA Improvements	3,494		3,494	All Areas
31104	Lake Forest MHP Water Main	98,960		98,960	Hemlock Water Distribution
31105	Slagle MHP Water System Upgrade	117,367		117,367	Hemlock Water Distribution
31103	DOCCS-Dacola Shores Connection	404,860	300,000	704,860	Hemlock Water Distribution
31040	Motor for #2 Main Pump	282,113		282,113	Lakeville Sewer Plant
31111	Tech Upgrades	8,183		8,183	Lakeville Sewer Plant
31112	Adams Rd & Clay St. Wet Wells	90,000		90,000	Lakeville Sewer Plant
31108	Wet Well Monitoring/Early Warning			-	Collection System
	Inline Gate Installation		30,400	30,400	Hemlock Water Syste,
	Automatic Flusher		12,400	12,400	South Avon
	Roof Replacement		57,700	57,700	Lakeville Sewer Plant
	Digester Cover Inspection and Rehab		49,900	49,900	Lakeville Sewer Plant
	DOCCS-Upsize Farms		605,325	605,325	
	Jet Mis digester Mixisng System-3rd Nozzle		65,000	65,000	Lakeville Sewer Plant
<b>TOTAL CAPITAL REPAIR</b>		<b>1,042,675</b>	<b>252,600</b>	<b>948,125</b>	<b>2,243,400</b>

**Miscellaneous Obligations**

Main Extension Agreement deposits		3,175
<b>TOTAL OUTSTANDING OBLIGATIONS w/o Debt</b>	- -	<b>3,175</b>
<b>Estimated Reserve Fund Balance</b>		<b>\$ 284,580</b>
<b>PLUS: estimated 2017 Reserve Allowance</b>		<b>-</b>
<b>PLUS: estimated 2016 Relevy received</b>		<b>200,000</b>
<b>Plus Nov &amp; Dec 2016 Billing</b>		<b>400,000</b>
<b>PLUS: Village of Geneseo Capital Pmts</b>		<b>52,800</b>
<b>Estimated Reserve Fund Balance EOY 2017</b>		<b>\$ 937,380</b>



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<b>PLUS: Village of Geneseo Capital Pmts</b>		<b>52,800</b>
<b>Estimated Reserve Fund Balance EOY 2017</b>		<b>\$ 937,380</b>

# OPERATIONS REPORT

<b>Water and Sewer Work Program 2017</b>	
Customer work orders	Staff completed 35 workorders.
UFPO	Staff completed 23 stakeouts.
PM Maintenance	All PM maintenance completed for the month.
Sampling and Testing	All sampling testing completed for the month.
SCADA/Controls work	An update on the Verizon bill - the data issue will be presented at the Board meeting.
Generator Battery replacement	Staff replaced the battery at 3W.
<b>Water Work Program</b>	
Water Main and Service repair	Staff repaired two water breaks.
New water connections	Staff completed one new water tap.
Hydrant and valve Maintenance	Staff repaired a hydrant valve on East Lake Rd.
Curb box repair	Staff replaced two curb stops and curb boxes, along with a new 4" valve at the old Hemlock School.
Chlorine pump	Staff replaced the chlorinator at the Sliker Hill Rd tank.
Meter reading	Staff finished reading meters that are read during the Estimation quarter.
<b>Sewer Work Program</b>	
New Sewer Inspection	Staff completed one sewer inspection.
Sewer Cleaning and televising	Staff has completed the cleaning and televising of West Lake Rd
Changing oil in pumps	Staff changed the oil in all West side stations and most outbound stations.
Batteries and Walchem maintenance	Staff replaced all batteries and performed maintenance on all West side stations.
Motor replacement	Staff replaced one motor at the 4E and 3E each.
Station Maintenance	Staff have been cleaning and painting water stations.
<b>Groveland Plant</b>	
Permit	We were required to obtain a Part 364 Sludge Hauling permit. Permit has been issued and two trucks have been numbered.
<b>Personnel</b>	
New Personnel	Interviews were held for the new water/wastewater position on Friday, January 13th. A decision will be made by the Board meeting.
<b>Asset Management System</b>	
Groveland Inventory	Staff have been checking data information on the Asset Management system with each station.  An inventory list along with a proposal to pay was submitted to the Town of Groveland. They have agreed to the proposal and the returning of the existing stock. Mark is in touch with Jim Love, Highway Superintendent, on returning the unused inventory - list is attached.

Cost per item	Total	Proposal to pay	Comments
\$251.00	\$502.00	\$251.00	50%
\$46.20	\$462.00	\$46.20	Still in stock - will purchase one and return the rest
\$27.81	\$695.25	\$27.81	Still in stock - will purchase on and return the rest
\$13.89	\$791.73	\$395.87	50%
\$15.60	\$1,170.00	\$0.00	Still in stock - Return due to lead content can only be scraped.
\$3.25	\$325.00	\$0.00	Still in stock - Return due to lead content can only be scraped.
\$7.23	\$72.30	\$36.15	50%
\$7.70	\$92.40	\$30.80	Still in stock - Return due to lead content can only be scraped.
\$5.83	\$46.64	\$23.32	50%
\$38.46	\$76.92	\$0.00	Still in stock - Return due to lead content can only be scraped.
\$174.08	\$174.08	\$174.08	Purchase
\$15.00	\$570.00	\$285.00	50%
\$134.00	\$804.00	\$402.00	50%
\$134.00	\$536.00	\$268.00	50%
\$5.84	\$93.44	\$46.72	50%
		\$1,986.95	

**CAPITAL PROJECTS REPORT - January outline**

<b>31085 – DOCCS WSP</b>	
1/25/2017	<p>On January 17th, a construction meeting was held. All of the 16" main has been installed on Big Tree Rd and the tie-in at Shelly Rd to the 12" main is completed. All the bores have been completed. Also on Big Tree Rd, during the bore for the connection at Shelly Rd, Blue Heron hit an old 8" main, which required a shut down. Between our staff and Blue Heron, the main was repaired and put back in service. Blue Heron has started to fill the 16" main on Big Tree in preparation of the testing, disinfection and sampling. After this is completed and sampling has passed, they will make the final connection at Woodruff Rd. They started the bores on Rt 15 and are hoping to complete by midweek of the 23rd. They will start installing main at that time. The second Pay Request will be submitted for approval at the Board meeting. Railroad permit insurance will be provided by NYMIR.</p>
<b>31080 Collection System - Inflow and Infiltration repairs</b>	
1/25/2017	<p>Skanex was on site 1/18/17 to do the repair on West Lake Rd. The Cured In Place Liner was installed and the repair is complete.</p>
<b>31112 Adams/ Clay St. PS upgrades</b>	
1/25/2017	<p>On 12/22/16, C. VanHorne, E. Weis, K. Ryan (Siewert Equipment), and M. Kosakowski met to discuss the plans to update the Adams Rd pump station. At this time, a couple different options were presented and Eric and Mark are looking at them to see which will be the best option for the Authority. Siewert Equipment has offered a free 90 day trial of an air-powered mixer for the wet well, to possibly reduce the rag and paper product issue that is occurring at this station. We will be having O'Briens Septic pump the wet well out the week of January 23rd, and then Siewert will come in and install the mixer.</p>
<b>Wastewater Treatment Plant upgrades</b>	
1/25/2017	<p>E. Wies , L. Moran, M. Kosakowski and C. VanHorne meet with the NYSDEC regarding the comments on the permit. The DEC could not extend the date as that would be a permit renewal, not a modification, and that would trigger more extensive analysis of the plant, namely, disinfection and likely a recalculation of the winter limits. Our second comment regarding the winter limits was accepted and there will be no change to our current limit. The third comment regarding increasing the flow from the lake in the winter to make the winter limits more acceptable will require the NYSDEC to undertake a major review of the dependable yield, so that was not pursued. This may be a point the LCWSA wants to pursue in the future.</p>