



Regular Meeting Minutes
Date: July 26, 2017

APPROVED
August 23, 2017

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

Excused Absent: none

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

Financial Report: R. Lewis reviewed the Financial Report with the Board, and noted that current revenues and expenses generally align with the approved budget, but it is anticipated that the "Overtime" budget may be exceeded, in particular because of recent overtime efforts in July 2017 that are not yet reflected in the financial report (6/1/2017 through 6/30/2017).

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

NYS Disability Benefits – The Board discussed the proposed resolution, and T. Anderson recommended a change in the effective date language from: "after 30 days of consecutive employment" to "effective immediately upon commencement of employment."

RESOLUTION 2017-14 VOLUNTARY DISABILITY BENEFITS COVERAGE TO LIVINGSTON COUNTY WATER & SEWER AUTHORITY EMPLOYEES

WHEREAS, New York State governmental entities, including the Livingston County Water & Sewer Authority (LCWSA), are not required by law to provide Disability Benefits Coverage to their employees; and

WHEREAS, under New York Workers Compensation Law (WCL) §212, an employer can voluntarily elect to provide for the payment of disability benefits to its employees; and

WHEREAS, employers who wish to provide voluntary coverage must complete an application for voluntary coverage and submit to the Workers' Compensation Board for approval; NOW THEREFORE BE IT

RESOLVED, that the LCWSA Board elects to provide Disability Benefits Coverage to all employees, effective immediately upon commencement of employment, and agrees that no contributions to the cost of providing benefits shall be required from employees; and BE IT FURTHER

RESOLVED, that the LCWSA Board authorizes the Chairman to sign form DB-135 (Employee Contribution NOT Required) for submission to the Workers' Compensation Board, and upon approval, authorizes the purchasing of a policy from an insurance company authorized to write Disability Benefits insurance in New York State.

Motion: T. Anderson moved and F. Miller seconded to approve amended resolution 2017-14 Voluntary Disability Benefits Coverage To Livingston County Water & Sewer Authority Employees. Carried unanimously.

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

1. (31104) Lake Forest Water Main Improvements & (31105) Slagle Park (Pine Tree) Water System Upgrades – These two capital projects were originally established in 2014. Clark Patterson Lee recently completed the design for water system upgrades at both mobile home parks, and these projects are now out to bid. LCWSA has been operating and maintaining the existing waterlines throughout both parks, since these facilities were turned over to LCWSA as part of the larger Town of Livonia public water system. These lines are generally undersized and are constructed of varying materials. The Board expressed concern about making improvements on private property, and that typically, a master meter would be installed at the property/right-of-way line and the property owner would be responsible for the infrastructure beyond this point. The consensus of the Board was to move forward with the bidding in order to obtain actual cost information for the proposed improvements. The Board also requested that M. Kosakowski, M. Baines, and J. Campbell research whether any written agreements exist that describe ownership, and operation & maintenance responsibilities for the existing water lines within the two mobile home parks.

Other Business

2017 Consolidation Funding Application (CFA), NYSDOS LGE Grant Program

Livingston County Comprehensive Water Supply Update – M. Baines noted that an application had been submitted by Livingston County (Lead Applicant) in 2016, and had been unsuccessful. The Livingston County Planning Department has requested that all project participants approve updated resolutions to be incorporated into the 2017 application, which is due at the end of July.

RESOLUTION NO. 2017 – 15 RESOLUTION SUPPORTING A NYS CONSOLIDATED FUNDING APPLICATION FOR THE LIVINGSTON COUNTY COMPREHENSIVE WATER SUPPLY STUDY UPDATE

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 the 2017 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 Supply Study Update Project is to identify opportunities to collaborate and work together on needed water infrastructure improvements that help maximize system and operational efficiencies, minimize costs and best serve the residents of Livingston County; and

WHEREAS, after much discussion, the Livingston County Water & Sewer Authority (LCWSA) has determined it is advantageous to join together with Livingston County 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 \$300,000 in total funding through the Consolidated Funding Application/Department of State LGE Grant on behalf of the LCWSA and other interested agencies; now, therefore, be it

RESOLVED, that the LCWSA 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 LCWSA 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 \$300,000 to the New York State Consolidated Funding Application of the Finger Lakes Regional Economic Development Council for the purpose of developing the Livingston County Comprehensive Water Supply Study Update Project, and it is further

RESOLVED, that the Secretary to the Board is hereby authorized and directed to forward a certified copy of this adopted resolution to the Livingston County Administrator.

Motion: F. Miller moved and T. Anderson seconded to approve resolution 2017-15 Resolution Supporting a NYS Consolidated Funding Application for the Livingston County Comprehensive Water Supply Study Update. Carried unanimously.

Intermunicipal Cooperation Agreement, LCWSA/Town of Avon re: Town of Avon Consolidated Water District – D. LeFeber excused himself from the discussion. M. Baines noted that the draft agreement had been presented at the June 28, 2017 Board Meeting, but there was an insufficient number of Board members present to approve the agreement. The Town has requested assistance from LCWSA with its water system. At this time, this includes:

- Performing physical inspections of approximately 550 water meters within the Town, to assist in resolving meter reading discrepancies that have been discovered by the Town; and
- Acting as interim “Water Operator in Responsible Charge” until such time as the Town retains a licensed water operator to operate the water system.

The Board reviewed the language contained in the draft agreement, and S. Beardsley recommended deleting the following sentence from Paragraph 3 (Personnel): “It is the specific intent of the parties to

this Agreement that in the spirit of municipal cooperation, the Authority shall make such charges as are necessary to reimburse the Authority for its actual costs to provide the assistance, rather than as a profit making venture.”

Motion: S. Beardsley moved and D. Kriewall seconded approving the Intermunicipal Cooperation Agreement as amended above. Ayes-6 Noes-0 Abstain-1. Carried.

Governance Committee Report – The Governance Committee, comprising D. LeFeber, F. Miller, and D. Kriewall met on Friday, July 21, 2018, for the purpose of discussing “the competencies and personal attributes required of Board members to assist the Livingston County Board of Supervisors in identifying qualified individuals” to fill the vacancy that will be left with D. Kriewall leaving the Board at the end of 2017. To encourage individuals to submit letters of interest, the Board consensus was to place an advertisement in the next available Livingston County News and the Genesee Valley Pennysaver.

Business Session

Minutes – regular minutes dated June 28, 2017

Motion: F. Miller moved and T. Anderson seconded to approve minutes dated June 28, 2017. Carried unanimously.

Bills: R. Lewis reviewed the monthly bills.

Motion: H. Stewart moved and S. Beardsley seconded to approve paying the bills for Operating Expenditures in an amount not to exceed \$134,865.89, DOCCS project expenses in an amount not to exceed \$4,360.00, and Regular projects in an amount not to exceed \$96.97. Carried unanimously.

Motion: T. Anderson moved and S. Beardsley seconded to approve paying the bills for Utilities in an amount not to exceed \$20,472.88, Commodity in an amount not to exceed \$36,100.38, and for miscellaneous expense in an amount not to exceed \$144,065.85. Carried unanimously.

Communications: none

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

OPERATIONS REPORT

Water and Sewer Work Program 2017	
Customer work orders	Staff completed 26 workorders - down 36 from last month
UFPO	Staff completed 56 UFPOs - down 19 from last month
PM Maintenance	All PM maintenance was completed.
Generator Maintenance	Colacino Industries replaced block heater on the generator at the Hemlock water pump station.
Electrical Maintenance	MW Controls was awarded the Electrical Maintenance for the lake stations.
Calibration	Cold Springs Environmental repaired and recalibrated the flow meter at the Lakeville Plant.
SCADA/Controls work	OTI is working on some communication issues we are having with the radios on the lake stations.
Water Work Program	
Water Main and Service repair	Staff repaired a service leak in the South Livonia water district.
Water inspections	Staff completed 2 water inspections.
Hydrant repair or replacement	Staff repaired a hydrant valve in the West Lake Rd water district.
Curb box repair	Staff replaced a curb box in the South Livonia water district.
Meter reading	Staff has been reading meters, finishing up with the Village meters this week.
Automatic Valve maintenance	Ross Valves will be coming in August to do the valve maintenance.
Water tank inspection	SolarBee was in to do the annual inspection of the mixing equipment at the Shelly Rd water tank. Mixer was found to be in good working condition.
Sewer Work Program	
Pump rehabilitation	Staff replaced the rotating elements in 5W and replaced a motor at the Groveland North Station.
Lakeville Plant	
Inspection	NYMIR came to inspect the Lakeville Plant and found the plant in good shape. They had no recommendations.
Shop/entrance chamber	Staff and YAWS rebuilt the rotating unit on the grit pump.

CAPITAL PROJECTS REPORT - July Outline

31085 – DOCCS WSP	
7/26/2017	The second amendment was sent to DOCCS for phases 2A, 2b, 3,4, and 5. CPL has received all the contracts back. They are reviewing all documents and will be receiving submittals. Michelle, CPL, Blue Heron, DOT and Mark will be doing a final walkthru on the first phase within the next week to finalize phase 2.
31104 - Lake Forest Water main Improvements	
7/26/2017	The plans have been approved and sent out for bids. Bids will be received on August 17th, and recommendations will be before the Board at the August meeting.
31105 - Slagle Park Water System Upgrades	
7/26/2017	The plans have been approved and sent out for bids. Bids will be received on August 17th, and recommendations will be before the Board at the August meeting.