

**Members Attending:** T. Anderson, S. Beardsley, P. Brooks, J. Deming, M. McKeown

**Excused:** E. Gott, T. Saunders

**Absent:**

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

**Call to Order** – With a quorum present, Chairman T. Anderson called the meeting to order at 8:00 am.

### Approval of Agenda

**Motion:** *S. Beardsley moved and P. Brooks seconded to approve the agenda as presented. Carried unanimously.*

**Approval of Minutes** – September 25, 2019 Regular Board Meeting  
October 9, 2019 Special Meeting/Budget Workshop

**Motion:** *P. Brooks moved and S. Beardsley seconded to approve regular board meeting minutes dated September 25, 2019. Carried unanimously.*

**Motion:** *J. Deming moved and M. McKeown seconded to approve special meeting minutes dated October 9, 2019.*

**Open Public Hearing (8:05 am)** – **Motion:** *J. Deming moved and S. Beardsley seconded to open the public hearing on the proposed 2020 Rate and Fee Schedule (copy on file with secretary). Carried unanimously.*

T. Anderson asked if anyone wished to speak at the public hearing. M. Baines summarized the proposed 2020 rates and fees:

#### Proposed 2020 Water & Sewer Rates

- No proposed rate increases

#### Proposed 2020 Water & Sewer Permit Costs

- Water Permits & Related Items
  - Water Meters (3/4” – increase from \$200 to \$210; 1” – increase from \$335 to \$355)
  - No changes in Residential & Commercial Permit Costs, or Near Side or Far Side Water Service Installations
- Sewer Permits
  - Residential Permit Costs (increase from \$185.00 to \$195.00)

#### Proposed 2020 Miscellaneous Fees

- Straight-time rate per hour (increase from \$47.00 to \$48.00)
- Overtime rate per hour (increase from \$70.00 to \$72.00)
- Pick-up truck use per hour (decrease from \$21.00 to \$23.00)
- Backhoe use per hour (increase from \$39.00 to \$44.00)
- Dump Truck use per hour (increase from \$49.00 to \$58.00)
- Truck & Trailer use per hour (increase from \$63.00 to \$75.00)

The Board left the public hearing open and continued with the agenda.

**Privilege of the Floor** – None.

**Financial report:** R. Lewis reviewed the Financial report with the Board (on file with Secretary). R. Lewis informed the Board that Bonadio & Co., LLP, would be onsite in early December 2019 to perform some preliminary fieldwork as part of the 2019 audit. R. Lewis circulated a year end projection of expenses for 2019 to the Board, for informational purposes.

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

Other item(s) discussed under the financial portion of the meeting:

**2020 Budget**

Copies of the updated draft 2020 Budget were circulated to and reviewed by the Board. R. Lewis and M. Baines noted that the only major revision that has been made since the October 9, 2019 Special Meeting/Budget Workshop, is an increase in Employee Wages/Fringes/Overtime to reflect the budgeting for a Chief WWTP Operator and Trainee.

R. Lewis and M. Baines also noted that a 2020 capital plan had not yet been developed, pending announcements in early December 2019 on the three (3) grant applications that were submitted this year for: Groveland Station WWTP UV Disinfection Project (NYSDEC WQIP), I/I Evaluation Study (DEC/EFC Wastewater Infrastructure Planning Grant Program), Countywide Water System Improvements (NYSEFC WIIA Program). As discussed at the October 9, 2019 meeting, it is recommended that a separate "Capital Improvement Program & Project Planning Workshop" be scheduled in January 2020.

**RESOLUTION NO. 2019-11 ADOPTING THE 2020 BUDGET**

WHEREAS, the Livingston County Water & Sewer Authority (LCWSA) Board has reviewed the proposed budget information attached hereto and found it to be satisfactory; NOW THEREFORE BE IT

RESOLVED, that the Board adopts the 2020 Budget and directs staff to file as required.

**Motion:** *S. Beardsley moved and M. McKeown seconded to approve Resolution No. 2019-11 Adopting the 2020 Budget. Carried unanimously.*

**2019 Water and Sewer Relevy**

R. Lewis noted that the list of properties has been assembled by LCWSA staff, and the total for unpaid LCWSA charges to be collected is \$237,400.96.

**RESOLUTION NO. 2019 - 12 AUTHORIZING THE TREASURER OF THE LIVINGSTON COUNTY WATER & SEWER AUTHORITY TO PREPARE AND TRANSMIT A LIST OF THOSE PROPERTIES WITH UNPAID WATER CHARGES AND UNPAID SEWER CHARGES TO LIVINGSTON COUNTY BOARD OF SUPERVISORS FOR LEVY ON 2020 TAX ROLLS**

WHEREAS, pursuant to Section 1199-yyyy of the Public Authorities Law, all rates, fees, and other charges billed directly by the Livingston County Water & Sewer Authority (LCWSA) to its users, shall be considered a lien upon real property, from the first date fixed for payment of such rates, fees, and other charges; and

WHEREAS, pursuant to Section 1199-yyyy(2) of the Public Authorities Law, the treasurer of LCWSA shall prepare and transmit a list of those properties with unpaid water charges and sewer charges, on or before November 1 of each year to the Livingston County Board of Supervisors; NOW THEREFORE BE IT

RESOLVED, that the Livingston County Water & Sewer Authority (LCWSA) Board authorizes the treasurer to submit the 2019 list of properties with unpaid water charges and unpaid sewer charges (attached hereto) to Livingston County Board of Supervisors for levy on the 2020 tax rolls.

***Motion: M. McKeown moved and P. Brooks seconded to approve Resolution No. 2019 – 12 Authorizing the Treasurer of the Livingston County Water & Sewer Authority to Prepare and Transmit a List of those Properties With Unpaid Water Charges and Unpaid Sewer Charges to Livingston County Board of Supervisors for Levy on 2020 Tax Rolls. Carried unanimously.***

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

***Motion: E. Gott moved and S. Beardsley seconded to approve paying Total Operating & Projects expenditures of \$120,351.92 as follows: Operating Expenditures in an amount not to exceed \$103,754.53; Project Expenditures in an amount not to exceed \$16,597.39. Carried unanimously.***

***Motion: J. Deming moved and P. Brooks seconded to approve paying the bills for Utilities & Miscellaneous expenditures in an amount not to exceed \$95,965.81, and the re-issuance of the check to Randsco Pipeline, Inc., for final payment on Contract No. 2A of the DOCCS project, out of LCWSA's new checking account, in the amount of \$134,567.80 (amount previously approved at June 26, 2019 Board Meeting). Carried unanimously.***

#### **Operations and Capital Report**

M. Kosakowski reviewed the Operations and Capital Reports with the Board (on file with Secretary).

#### **Other Business**

#### **Lakeville Wastewater Treatment Plant (SPDES NY0032328)**

- **Upgrades Project – Discussion re: Bio-Tower Electrical Consumption**  
As a follow-up to the discussion at the September 25, 2019 Board meeting regarding the recent significant increase in energy usage at the Lakeville WWTP, which is primarily attributable to the bio-tower pump station being put on-line, E. Wies circulated a memo (on file with Secretary) to the Board identifying various options for reducing short-term and long-term operational costs. It was noted that on October 7, 2019, the pump station was adjusted so only one (1) pump was running continuously versus two (2) pumps. In order to see what impact this may have on the electrical bills, it will be necessary to wait until early November, when bills for October will be sent out by National Grid. The Board recommended that LCWSA staff contact National Grid to see what options may be available to track energy usage at the WWTP in “real-time”, which would provide useful data in assessing the impacts of making various operational adjustments to the pump station.
- **Consent Order Update – Updates (Intermunicipal Agrmts, Revisions to SIU Permits, Commercial Property Inspections)**  
J. Campbell provided an update to the Board that the Town of Livonia had reviewed the proposed intermunicipal agreement, and there were some concerns regarding the proposed 30-year term currently stated in the agreement. The Town Board had indicated that it would be comfortable with a 10-year term. The Board had a lengthy discussion regarding the proposed term, as there were some concerns that the 10-year term is not reflective of the current long-term arrangement with the Town regarding operation and maintenance of the sanitary sewers located within the Town. The Conesus Lake County Sewer District sewers located along the lake within the Town are owned, operated and maintained by the Authority in perpetuity, and any other sewers that the Authority is operating within the Town are part of a long-term lease (far longer than just 10 years). The Board consensus was that the term should at a minimum match the expiration date on the longest sewer lease agreement that exists with the Town.

M. Kosakowski and M. Baines updated the Board that the existing Significant Industrial User (SIU) permits with Sweeteners Plus and ADM are being revised, based on the new limits identified in the Sewer Use Rules and Regulations for BOD, Suspended Solids, Phosphorus, etc., and these revised permits will need to be in place by November 25, 2019 (i.e. 8 weeks from adoption of the Sewer Use Rules and Regulations, per the Consent Order).

M. Kosakowski and M. Baines also updated the Board that as part of the prior 6-month progress report to the NYSDEC (that was submitted in August 2019), LCWSA had agreed to complete approximately 30 commercial property inspections, in an effort to identify illicit connections (roof drains, sump pumps, etc.) to the sanitary sewer system. These inspections are currently being scheduled.

#### **Village of Livonia Meadow Drive Water Improvements Project – DWSRF #18608**

E. Wies provided a brief update that the Village had recently received bids on the Water System Improvements Project and the Village will be awarding the project to Fineline Pipeline, Inc. This project involves the installation of approximately 2,280 linear feet of 8-inch and 16-inch water main along Shelly Road and Meadow Drive with a connection to the discharge side of the Shelly Road pumping station, which will address chronic issues with low water system pressure in these areas. M. Baines reminded the Board that cost sharing with the Village had been discussed previously, with LCWSA agreeing to contribute 23% of the project cost, which represents the cost to upsize the main from Big Tree Road to the Shelly Road pumping station from 8-inch to 16-inch, which would provide an enhanced benefit to LCWSA customers in the consolidated water district. M. Baines also noted that the Village was successful in obtaining a 60% grant through the WIIA Drinking Water Program, in the amount of \$180,000 (Project Cost: \$300,000). As the project will be going to construction shortly, it will be necessary to enter into an intermunicipal agreement with the Village to formalize the cost sharing arrangement. The Board previously authorized J. Campbell to develop this agreement at the June 27, 2018 Board Meeting, therefore no further action is needed.

E. Wies and M. Baines did note that this project also presents an opportunity to work with both the Village and Livonia Middle/High School in terms of the installation of a master meter and backflow preventer at their connection point on Shelly Road. The high school complex is currently served off Shelly Road, and has multiple meters, backflow preventers, and booster pumps in the various buildings. There is also a network of private water piping on the property with hydrants. Installation of a master meter and one backflow preventer will provide several benefits, as it will ensure that all flow will be metered, and will simplify the backflow preventer certification that is required annually. Given that construction on the water system improvement project will be starting shortly, it was recommended that the design on the necessary heated water equipment enclosure (including master meter and backflow preventer) be completed as soon as possible.

***Motion: P. Brooks moved and J. Deming seconded to authorize CPL to design the heated water equipment enclosure (including master meter and backflow preventer) to be located at the Livonia High School connection point on Shelly Road, and to bill LCWSA under the existing miscellaneous engineering services contract. Carried Unanimously.***

#### **Declaring Certain Equipment Surplus (Sensus Water Meters & Appurtenances)**

M. Kosakowski and M. Baines reminded the Board that in July 2018, Phase 1 of the water meter replacement program was awarded to Ti-Sales, Inc., the authorized supplier of Neptune Meters. With this transition, Sensus water meters are no longer being installed, and LCWSA still has a small inventory of Sensus water meters and appurtenances that will need to be disposed of. LCWSA staff has reached out to other municipalities and authorities who have standardized on Sensus meters, to see if there is an interest in purchasing the meters and appurtenances that are remaining in inventory.

The Board reviewed the following draft resolution:

**RESOLUTION NO. 2019 - 13 DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY – SENSUS WATER METERS AND APPURTENANCES**

WHEREAS, in accordance with Section 24 of the Livingston County Water & Sewer Authority (LCWSA)’s Purchasing and Disposition Policy (F20-000), the LCWSA Board hereby declares the following equipment as surplus:

Description	Qty
Sensus Astream ECR/DM Mtr Gal - 1 inch	8
Sensus Astream 6 TR/PL Mtr Gal - 3/4 inch	20
Sensus water meter - 1/2 inch	2
Sensus Astream water-proof meter - 1 inch	7
Sensus Astream water-proof meter - 3/4 inch	6
Sensus water meter-water proof - 3/4 inch	1
Sensus MXU Unit #510R - Radio Read	14
Sensus meter bottom caps - 3/4 inch	15
Sensus meter tailpieces - 3/4 inch	22

NOW, THEREFORE BE IT RESOLVED, that the LCWSA Board hereby authorizes the Director of Operations to dispose of the above equipment in accordance with the approved disposal methods identified in the policy.

*Motion: P. Brooks moved and M. McKeown seconded to approve Resolution No. 2019-13 Declaring Certain Equipment as Surplus Property – Sensus Water Meters and Appurtenances. Carried unanimously.*

**Communications**

M. Baines provided a brief reminder to the Board, that each Board member will need to complete the “Annual Board of Directors Evaluation Form” by end of year, so the results of the evaluation can be forwarded to the Authorities Budget Office (ABO) within 60 days after the start of the next fiscal year.

*Motion: S. Beardsley moved and J. Deming seconded to close the public hearing on the proposed 2020 Rate and Fee schedule. Carried unanimously.*

**RESOLUTION NO. 2019 – 14 ADOPTING THE 2020 RATE AND FEE SCHEDULE**

WHEREAS, notice of the public hearing regarding the proposed 2020 rate and fee schedule, was provided in accordance with Section 1199-yyyy of the Public Authorities Law; and

WHEREAS, the public hearing was held on October 23, 2019, to hear comments on the proposed 2020 rate and fee schedule attached hereto; NOW THEREFORE BE IT

RESOLVED, that the Livingston County Water & Sewer Authority (LCWSA) Board adopts the 2020 rate and fee schedule, with the following effective dates:

- 2020 Water and Sewer Rates – November 1, 2019 (Start date for 1st Quarter 2020 Billing Period)
- 2020 Water and Sewer Fees – January 1, 2020

*Motion: J. Deming moved and M. McKeown seconded to approve Resolution No. 2019-14 Adopting the 2020 Rate and Fee schedule. Carried unanimously.*

*Adjourn: Motion: S. Beardsley moved and P. Brooks seconded to adjourn the Board meeting at 9:40 am. Carried unanimously.*