

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

Excused Absent: F. Miller

Others attending: J. Campbell, C. VanHorne

Succession Planning: J. Campbell stated that he was working with J. Holahan of Bond, Schoeneck, & King on a scope of services for assistance for the replacement of the Executive Director. J. Campbell is working with J. Holahan on a lump sum and an hourly rate for discussion at the next Board meeting.

The Board reviewed the discussion document and made additions and modifications regarding the candidate profile and job requirements and typical duties (modified document on file with the Secretary). The Board discussed how best to manage the civil service component of selection of an Executive Director.

The consensus of the Board was to have J. Campbell, J. Holahan and N. Mazza meet to discuss the best approach, J. Campbell will coordinate that meeting. The consensus of the Board was for C. VanHorne to contact N. Mazza to determine how to work with Bonadio on the development of personnel services to accommodate the hiring of the new Executive Director.

Other Business: The Board directed C. VanHorne to prepare for an in-depth discussion of the DOCCS WSP project including Schedule, Funding and Disinfection by product issues. Also, the Board consensus was to direct C. VanHorne to move ahead with the pump station and tank site purchases with appropriate contingencies.

Adjourn: *Motion: S. Beardsley moved and P. Brooks seconded to adjourn the board meeting. Carried unanimously.*

Executive Director Position.

Background

The Livingston County Water & Sewer Authority ('Authority') is a public benefit corporation formed in 1995, created by legislation passed by the State of New York. Livingston County's Board of Supervisors appoint the volunteer members who comprise the Authority Board, who provide oversight of the operations & practices of the Authority. The N.Y.S. Authority Budget Office provides oversight of operations and practices. The Authority also is required to meet the requirements of Federal, State, and County water pollution control and safe drinking water laws.

LCWSA System Statistics

The LCWSA has approximately 4100 sewer units and 4000 water units representing approximately 4676 customers. The LCWSA owns and operates two sewage treatment plants, about 50 miles of sewer collection system, and 46 sewer pump stations with back up power. The LCWSA purchases water from several water treatment plants, the largest being the City of Rochester plant located on Hemlock Lake. The Water system consists of 65 miles of water distribution and transmission main, 11 water storage tanks, 11 operating valves, 5 re-chlorination stations and 6 water pump stations with back up power.

LCWSA Staff

The LCWSA has the following staff members:

1. Director of Operations
2. Assistant Director of Operations – New hire
3. Principal Account Clerk
4. Account Clerk (2)
5. Water Wastewater Maintenance person (4 plus new hire = 5)
6. Building Maintenance Person

LCWSA Mission - The LCWSA mission is to provide high quality, environmentally sound, efficient, reliable, and affordable water and sewer services to the people who live, work and visit Livingston County.

Ideal Candidate profile

| Description |
|---|
| An independent thinker who has a creative approach to problem solving and who can develop realistic achievable plans for implementing solutions to problems. He or she should be a visionary, with the ability to see the big picture and anticipate the future impact of current and developing decisions. |
| An effective delegator and mentor who can develop, motivate, and utilize the staff to achieve quality results. |
| An individual with a record of absolute honesty and integrity. Openness and candor are very important characteristics. |
| An individual with highly developed oral and written communications skills. Ability to communicate effectively with the Authority Board, its employees, its customers, and with involved regulatory agencies, both in the private and public venues. |
| An individual with working knowledge of the operations of a full service water and wastewater utility. |
| An individual with the understanding of Financial Management Practices(including water and sewer rate structures) and budget development as applicable to a public utility. |
| An individual with proven ability to establish and maintain effective working relationships with federal, state, regional, and local regulatory and non-regulatory agencies, community leaders and the general public. |
| An individual to represent the Authority with the local and regional news media. |

Education and Experience

| Description |
|---|
| Bachelor's Degree in Engineering, Public or Business Administration, or closely related field. |
| Administrative or management experience as the head, deputy or principal of a public Water and or wastewater utility. |
| Other combinations of training and/or experience that can demonstrate an appropriate level of knowledge of the skills and abilities to perform the duties of this position may be considered. |
| License with acceptable driving record. |

Typical Work Activities

| Description |
|--|
| Ensures that the Board of Directors and its officers are kept fully informed on the conditions, finances and operations of the Authority and on all important factors influencing them. |
| Work with the Board in formulating the basic policies, programs and projects that will further the objectives of the Authority. |
| Planning and administration of official meetings of the LCWSA |
| Conducts all communications with the LCWSA customers including newsletters, general mailings, public reports and on-line information. |
| Establishes and maintains a sound organizational structure. |
| Ensures that all LCWSA funds, physical assets, and other property are appropriately safeguarded and administered in a manner that meets accepted accounting standards. |
| Manages all union and non- union staff matters. Participates in union contract negotiations, and administers collective bargaining agreements, including grievance handling. |
| Identifies and implements measures to maintain and enhance the Authority's public image. |
| Maintains effective relationships with other public and private entities who have potential to impact, or be impacted by the established policies and objectives of the LCWSA Board and mission. |
| Coordinates with developers who seek to bring new business to the service area, and who need water and/or sewer services. |
| Manage and work directly with Engineering firms to develop and implement new water and waste water capital improvement projects. |
| Implement or enhance asset management process including a scheduled work program, and work order system. |
| Establishes and carries out annual capital improvement program. |
| Physical ability to climb towers and into underground pump stations, enter confined spaces, and walk rough terrain. |
| All candidates must be willing to submit to a background check. |

Benefit package

| Amount | Description |
|-----------------------------|---|
| \$80,000 – \$100,000 | Wages – Salary Commensurate with experience |
| 3 weeks | Vacation |
| 70% | Health care |
| 10 days per year | Sick time |
| 5 days per year | Personnel time |
| As needed | Work hours |
| Per state retirement system | Retirement |
| One year | Probationary period |
| | Deferred Compensation program |