

Annual Report for Livingston County Water and Sewer Authority  
Fiscal Year Ending:12/31/2013

Run Date: 05/20/2014  
Status: CERTIFIED

**Governance Information (Authority-Related)**

Question	Response	URL (if applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=549">http://www.co.livingston.state.ny.us/index.aspx?NID=549</a>
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=549">http://www.co.livingston.state.ny.us/index.aspx?NID=549</a>
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=549">http://www.co.livingston.state.ny.us/index.aspx?NID=549</a>
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=551">http://www.co.livingston.state.ny.us/index.aspx?NID=551</a>
8. Has the Authority's mission statement been revised and adopted during the reporting period?	Yes	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=551">http://www.co.livingston.state.ny.us/index.aspx?NID=551</a>

**Governance Information (Board-Related)**

Question	Response	URL
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=552">http://www.co.livingston.state.ny.us/index.aspx?NID=552</a>
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=553">http://www.co.livingston.state.ny.us/index.aspx?NID=553</a>
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=551">http://www.co.livingston.state.ny.us/index.aspx?NID=551</a>
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=552">http://www.co.livingston.state.ny.us/index.aspx?NID=552</a>
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10.Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11.Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12.Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13.Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14.Was a performance evaluation of the board completed?	Yes	N/A
15.Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16.Has the board adopted a conditional/additional compensation policy governing all employees?	No	

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<u>Board of Directors Listing</u>			
Name	Anderson, Timothy	Name	Hinds, Michael
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	12/31/2013	Term Start Date	12/31/2010
Term Expiration Date	12/31/2016	Term Expiration Date	12/31/2013
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

<u>Board of Directors Listing</u>			
Name	Brooks, Phil	Name	Stewart, Harold W
Chair of the Board	No	Chair of the Board	Yes
If yes, Chair Designated by.		If yes, Chair Designated by.	Elected by Board
Term Start Date	12/31/2012	Term Start Date	12/31/2011
Term Expiration Date	12/31/2015	Term Expiration Date	12/31/2014
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	No
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	No	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes	Does the Board member/designee also hold an elected or appointed municipal government position?	No

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<u>Board of Directors Listing</u>			
Name	Kriewall, Dale	Name	Beardsley, Steven
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	12/31/2011	Term Start Date	12/31/2011
Term Expiration Date	12/31/2014	Term Expiration Date	12/31/2014
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	No	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	No	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

<u>Board of Directors Listing</u>	
Name	Moore, Gary
Chair of the Board	No
If yes, Chair Designated by.	
Term Start Date	12/31/2012
Term Expiration Date	12/31/2015
Title	
Has the Board member appointed a designee?	
Designee Name	
Ex-officio	No
Nominated By	Local
Appointed By	Local
Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No

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### Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by State or local government
Bauer, Joseph J	water/wastewater maintenance person	Operational	water and sewer operations	CSEA	Local 826	FT	No	46,384.00	46,562	1,321	0	3,230	0	51,113	No	
Carroll, Steven	Sewage Treatment Plant Operator	Operational	water and sewer operations	CSEA	Local 826	FT	No	54,246.00	54,403.36	2,963.14	0	4,773.2	0	62,139.7	No	
D'Aprile, Thomas	Sewage Treatment Plant Operator	Operational	Water & Sewer Operations	CSEA	Local 826	FT	No	50,211.20	50,221.04	3,358.48	0	3,195	0	56,774.52	No	
Gascon, Matthew T	water/wastewater maintenance person	Operational	water and sewer operations	CSEA	Local 826	FT	No	49,004.80	49,193.24	4,709.06	0	3,420	0	57,322.3	No	
Kosakowski, Mark D	Water Treatment Plant Operator	Managerial	water and sewer operations	CSEA	Local 826	FT	No	56,326.40	57,636.39	3,838.59	0	3,718.2	0	65,193.18	No	
Kuch, Thomas G	Building Maintenance Person	Operational	Building Maintenance	CSEA	Local 826	FT	No	34,153.60	26,666.03	8.09	0	0	0	26,674.12	No	
Lewis, Rene P	Senior Account Clerk/Typist	Administrative and Clerical	Administration	CSEA	Local 826	FT	No	37,310.00	37,457.7	0	0	0	0	37,457.7	No	
Marsh, Todd M	Water/Wastewater Maintenance Person	Operational	water and sewer operations	CSEA	Local 826	FT	No	48,131.20	48,316.32	1,761.54	0	3,340	0	53,417.86	No	
Rewald, Carole V	Account Clerk Typist	Administrative and Clerical	Administration	CSEA	Local 826	FT	No	34,616.40	34,749.54	0	0	0	0	34,749.54	No	

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**Staff Listing**

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by State or local government
Stone, Richard	water/wastewater maintenance person	Operational	water and sewer operations	CSEA	Local 826	FT	No	49,004.80	50,135.65	3,843.23	0	4,822	0	58,800.88	No	
Travis, Judith A	Financial Manager	Managerial	Administration			FT	Yes	61,750.00	61,746.36	0	0	1,187.5	0	62,933.86	No	
VanHorne, Catherine	Executive Director	Executive	Administration			FT	Yes	80,500.00	80,503.31	0	0	0	0	80,503.31	No	



**Benefit Information**

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for No

**Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo- rtation	Housing Allow- ance	Spousal / Dependent Life Insurance	Tuition Assist- ance	Multi- Year Employ- ment	None of These Benefits	Other
Stewart, Harold W	Board of Directors							X						
Anderson, Timothy	Board of Directors							X						
Hinds, Michael	Board of Directors							X						
Moore, Gary	Board of Directors							X						
Brooks, Phil	Board of Directors							X						
Kriewall, Dale	Board of Directors							X						
Beardsley, Steven	Board of Directors							X						

**Staff**

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo- rtation	Housing Allow- ance	Spousal / Dependent Life Insurance	Tuition Assist- ance	Multi- Year Employ- ment	None of These Benefits	Other
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No Data has been entered by the Authority for this section in PARIS

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct? Yes  
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this No

Name of Subsidiary/Component Unit	Status	Requested Changes
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Subsidiary/Component Unit Creation

Name of Subsidiary/Component Unit	Establishment Date	Entity Purpose
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Subsidiary/Component Unit Termination

Name of Subsidiary/Component Unit	Termination Date	Termination Reason	Proof of Termination
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No Data has been entered by the Authority for this section in PARIS

Summary Financial Information

## SUMMARY STATEMENT OF NET ASSETS

<u>Assets</u>	
Current Assets	
Cash and cash equivalents	\$2,405,514
Investments	\$0
Receivables, net	\$853,528
Other assets	\$98,860
Total Current Assets	\$3,357,902
Noncurrent Assets	
Restricted cash and investments	\$259,471
Long-term receivables, net	\$493,011
Other assets	\$0
Capital Assets	
Land and other nondepreciable property	\$1,007,461
Buildings and equipment	\$7,487,278
Infrastructure	\$29,900,661
Accumulated depreciation	\$12,747,055
Net Capital Assets	\$25,648,345
Total Noncurrent Assets	\$26,400,827
Total Assets	\$29,758,729

Summary Financial Information

## SUMMARY STATEMENT OF NET ASSETS

Liabilities

## Current Liabilities

Accounts payable	\$126,553
Pension contribution payable	\$0
Other post-employment benefits	\$0
Accrued liabilities	\$156,498
Deferred revenues	\$0
Bonds and notes payable	\$144,417
Other long-term obligations due within one year	\$0
<b>Total Current Liabilities</b>	<b>\$427,468</b>

## Noncurrent Liabilities

Pension contribution payable	\$0
Other post-employment benefits	\$0
Bonds and notes payable	\$4,629,850
Long Term Leases	\$0
Other long-term obligations	\$0
<b>Total Noncurrent Liabilities</b>	<b>\$4,629,850</b>

**Total Liabilities** **\$5,057,318**

Net Asset (Deficit)

## Net Asset

Invested in capital assets, net of related debt	\$20,874,078
Restricted	\$11,052
Unrestricted	\$3,816,281
<b>Total Net Assets</b>	<b>\$24,701,411</b>

Summary Financial Information

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

Operating Revenues

Charges for services	\$2,977,487
Rental & financing income	\$0
Other operating revenues	\$10,550
<b>Total Operating Revenue</b>	<b>\$2,988,037</b>

Operating Expenses

Salaries and wages	\$641,503
Other employee benefits	\$341,810
Professional services contracts	\$149,272
Supplies and materials	\$1,148,061
Depreciation & amortization	\$1,055,852
Other operating expenses	\$54,208
<b>Total Operating Expenses</b>	<b>\$3,390,706</b>

Operating Income (Loss) **(\$402,669)**

Nonoperating Revenues

Investment earnings	\$28,375
State subsidies/grants	\$0
Federal subsidies/grants	\$0
Municipal subsidies/grants	\$0
Public authority subsidies	\$0
Other nonoperating revenues	\$0
<b>Total Nonoperating Revenue</b>	<b>\$28,375</b>

Summary Financial InformationSUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETSNonoperating Expenses

Interest and other financing charges	\$69,875
Subsidies to other public authorities	\$0
Grants and donations	\$0
Other nonoperating expenses	\$0
<b>Total Nonoperating Expenses</b>	<b>\$69,875</b>
Income (Loss) Before Contributions	(\$444,169)
Capital Contributions	\$0
Change in net assets	(\$444,169)
Net assets (deficit) beginning of year	\$25,145,580
Other net assets changes	\$0
<b>Net assets (deficit) at end of year</b>	<b>\$24,701,411</b>

Current Debt

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	Yes
2. If yes, has the Authority issued any debt during the reporting period?	No

New Debt Issuances List by Type of Debt and Program

No Data has been entered by the Authority for this section in PARIS

**Schedule of Authority Debt**

Type of Debt	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
<b>State Obligation</b>					
State Guaranteed					
State Supported					
State Contingent Obligation					
State Moral Obligation					
Other State Funded					
<b>Authority Obligation</b>					
General Obligation					
Revenue	0.00	4,915,992.00	0.00	141,725.00	4,774,267.00
Other Non-State Funded					
<b>Conduit</b>					
Conduit Debt					
Conduit Debt - Pilot Increment Financing					



Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

**Property Documents**

Question	Response	URL (if applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=549">http://www.co.livingston.state.ny.us/index.aspx?NID=549</a>
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	<a href="http://www.co.livingston.state.ny.us/index.aspx?NID=549">http://www.co.livingston.state.ny.us/index.aspx?NID=549</a>
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	

No Data has been entered by the Authority for this section in PARIS

Additional Comments: