



To: Board Members Date: December 6, 2019

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, December 12, 2019 @ 9:30 a.m.  
Board Room, 475 Norris Drive**

---

## AGENDA ITEMS:

1. There is an item to approve the MCWA Compensation Philosophy as revised. This item was tabled at the November 14, 2019 Board Meeting.

2. Personnel Items

There is a resolution on this Agenda to confirm one promotional appointment. Recommendation memorandum is enclosed for Board review:

- Promotional appointment of Jessica Pugsley to the title of Office Clerk II.

3. There are items on the Agenda authorizing agreements with NYSDOT for three of their projects. These projects include the relocation of water main, the adjustment of existing valve boxes, and any adjustments of other appurtenances to accommodate the NYSDOT's rehabilitation work. All work will be performed by the NYSDOT contractor at NYSDOT cost. The projects are:

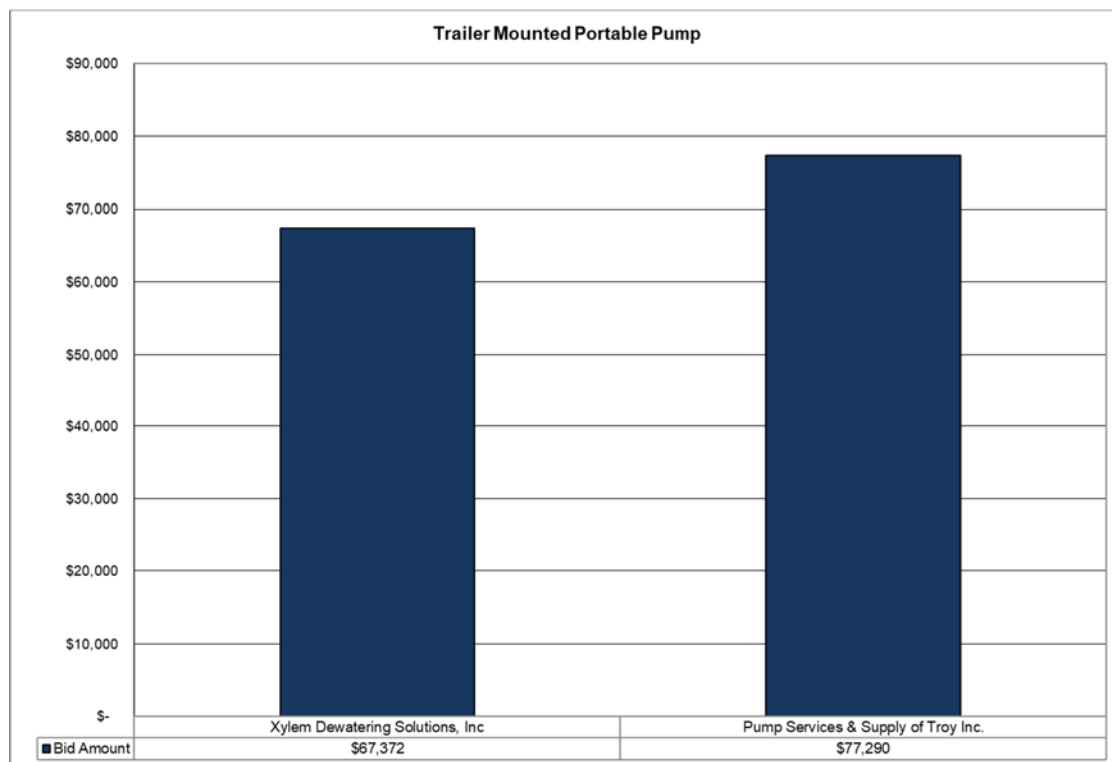
- NY Route 96 from Mitchell Road to Garnsey Road in the Towns of Perinton and Pittsford.
- Jefferson Road (NYS Route 252) from Lowenthal Road to Marketplace Drive in the Town of Henrietta.
- Empire Boulevard (NYS Route 941B) from Culver Road to Helendale Road in the Town of Irondequoit and City of Rochester.

4. There is an item on the Agenda to authorize the use of the Monroe County Contract for Rental of Traffic Control Devices. The equipment rented, as needed, under this contract will be used for maintenance and protection of traffic for work performed by the Engineering Operations Crew, vacuum excavation work performed for lead service investigations, and work performed by Operations. Comet Flasher, Inc., holds the current contract.

5. There is an item on the Agenda to award a contract for furnishing, delivering, and installing carbon monoxide detection alarm systems with mass notification equipment. This equipment will be installed at the East Side Operations Center (ESOC), ESOC Buildings & Grounds building, West Side Operations Center, Webster Water Treatment Plant, Lake Water Pump Station, and the Meter Shop. Technical Systems Group, Inc.

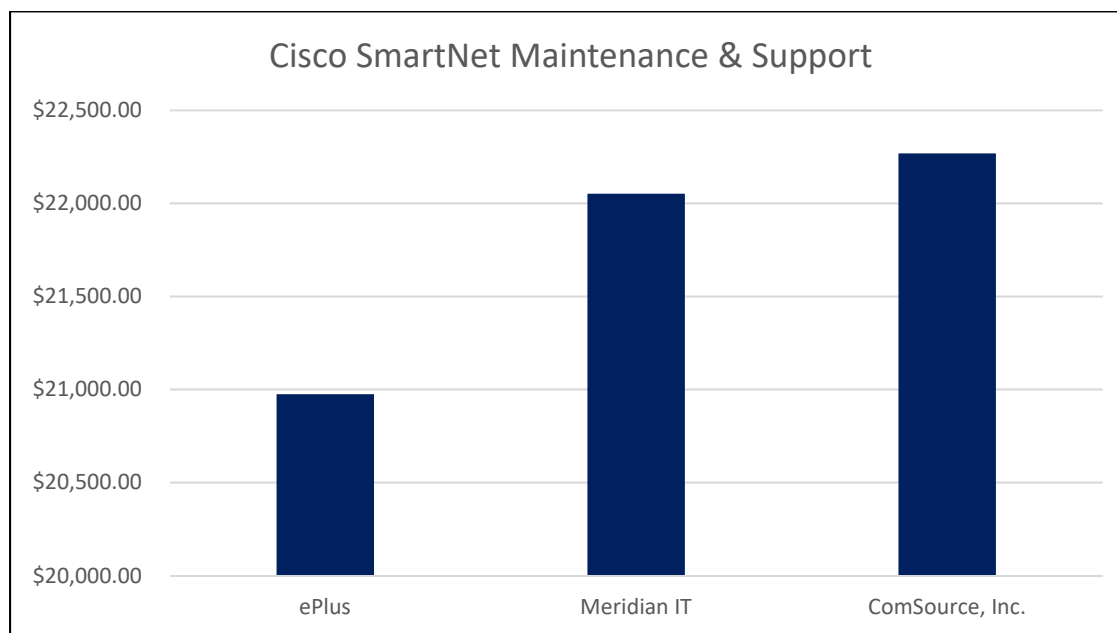
(TSG), is the Water Authority's Vendor of Record for the security system and performs the maintenance to the fire alarm and notification system. Some of the work required for this project will be self-performed by Water Authority staff. TSG's proposal includes pricing from New York State Contract #PT64310, Monroe County Prevailing Wage for labor, and other materials as needed. Our recommendation is to award the contract to Technical Systems Group, Inc.

6. There is an item on the Agenda to award a contract to furnish and deliver a trailer-mounted portable pump. The portable pump will support the water system hydraulically during an emergency. The majority of the pump system will be paid for by the Town of Byron Water District No. 7. There were three bids submitted. CDPW, Inc. failed to meet all of the bid requirements and were deemed non-responsive. Our recommendation is to award the contract to Xylem Dewatering Solutions, Inc., in the bid amount of \$67,372.



7. There is an item on the Agenda to authorize the purchase of various parts and/or supplies as needed for repair of Water Authority dump trucks and crew trucks throughout year 2020 from Kenworth Northeast Group, for an estimated total cost of \$40,000.
8. There is an item on the Agenda to authorize the purchase of various parts and/or supplies as needed for maintenance and repair of the Authority's John Deere backhoes and loaders throughout year 2020 from Five Star Equipment, Inc., for an estimated total cost of \$20,000.

9. There is an item on the Agenda to authorize the purchase of various parts and/or supplies as needed for maintenance and repair of the Authority's Caterpillar backhoes throughout year 2020 from Milton CAT, for an estimated total cost of \$30,000.
10. There is an item on the Agenda to authorize a unit price contract for the as-needed purchase of Valve Box Risers from low responsive, responsible bidder, T. Mina Supply East, Inc. in the bid amount of \$19,418.60. This contract is for an initial term of one year, renewable for up to four additional one-year terms upon mutual consent. The bid amount is based on estimated quantities, and the contract includes the option of a 5% increase in pricing per year of extension. Recommendation memorandum including bid tabulation is attached.
11. There is an item on the Agenda to authorize the purchase of a Cisco SmartNet Maintenance and Support Agreement for existing MCWA devices. There were three bids received, two of which were deemed non-responsive because the vendors failed to bid on all of the items. We recommend the contract be awarded to ComSource, Inc., in the bid amount of \$22,268.69.



12. There is an item on the Agenda to authorize the purchase of Dell Latitude Laptop Computers under NYS OGS Contract for an estimated cost of \$82,500 for year 2020. Microsoft has ceased support of the Windows 7 operating system, thus requiring equipment run on the Windows 10 operating system. A number of our laptops do not support Windows 10 and must be replaced.
13. There are items on the Agenda for business telephone service and internet service for the East Side Operations Center and Shoremont Water Treatment Plant. A Request for Proposals for Telecommunications Services and Internet Connectivity was sent out October 11, 2019. Recommendation memorandum is enclosed.

14. There is an item on the Agenda to award a unit price contract for Crane and Hoist services. This contract includes inspection, maintenance, and repair of crane and hoist systems, lifting equipment, and slings at various locations within the Authority's service area. The contract is for an initial one year term with the option to extend for up to four additional one-year terms upon mutual consent. There was one responsive, responsible bid submitted. Our recommendation is to award this contract to Han-Tek, Inc. in the bid amount of \$59,645.
15. There is an item on the Agenda to authorize the purchase of materials and services for implementation of upgrades to seven medium voltage (4160 volt) variable frequency drive (VFD) units, which operate the low lift pumping equipment at the Lake Water Pump Station and high lift pumping equipment at the Webster Water Treatment Plant. The upgrades will be performed by a field technician from the equipment manufacturer, ABB, Inc., for an estimated amount of \$85,000. The work will consist of upgrades to the equipment's proprietary software and firmware, and also to several hardware components. The upgrades are necessary to improve equipment performance and reliability.
16. There are two (2) items on the Agenda for authorization to enter into Professional Services Agreements with qualified Law Firms to provide Legal Services for the Authority:
  - Corporate, litigation & state regulatory services – Harter, Secrest & Emery LLP
  - Property & real estate matters – Boylan Code LLP

Please refer to the enclosed, detailed memorandums on these items.

## **AUDIT COMMITTEE REPORTING**

17. The Authority's Audit Committee met on December 5, 2019, and with their recommendation, there are resolutions for the following:
  - Approval of the purchase of Excess Workers' Compensation Insurance.
  - Approval of a consultant to provide Property and Liability Risk Management & Insurance Consulting Services.
  - Approval of Brokers of Record for General Insurance.
18. The Authority's standard procurement compliance resolution.

## **GOVERNANCE COMMITTEE REPORTING**

19. The Authority's Governance Committee met on December 5, 2019, and with their recommendation, there are resolutions for the following (policy documents are enclosed for full Board review):
  - Approval of the Authority's Purchasing & Procurement Guidelines, as revised and presented.
  - Re-adoption of the Procurement Disclosure Policy, as presented.
  - Re-adoption of the Professional Services Policy and Procedures, as presented.
  - Approval of the Internal Controls and Financial Accountability Policy, as revised and presented.
  - Approval of the Policy for Tracking and Disposal of Fixed Assets, as revised and presented.
  - Re-adoption of the Policy Regarding Time & Attendance for Executive staff, as presented.
  - Re-adoption of the Policy Regarding Compensation and Reimbursement for Executive Staff, as presented.
  - Re-adoption of Responsibilities of Members, as presented.
20. There is a resolution to ratify and confirm Water Rates effective January 1, 2020. The required Public Information Meeting on the rate changes took place on Wednesday, December 4, 2019.
21. There is an item to approve Board and Staff travel for training and MCWA mission-related seminars, conferences, and meeting during 2020.
22. There is an item to establish the MCWA Board Meeting Schedule for 2020. The proposed dates are scheduled for Thursdays of each month, with the exception of February, which is slated for Tuesday of that month.
23. There is an item on the Agenda to enter into a contract for I.T. Services with Just Solutions, Inc. for an initial period of three months, with one mutually-agreeable three month extension, to partner with MCWA in maintenance and support of our I.T. Department. See enclosed memorandum.

**EXECUTIVE SESSION** – There is an Executive Session requested pursuant to Section 105(l)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance histories and evaluations of the Executive Director and Executive Staff.

***There may be additional items placed on the Agenda not finalized for this mailing.***

**BOARD DISCUSSION/NOTIFICATION ITEMS:**

**Board Notification Item:**

- RFQ – 2020 Environmental Engineering Services

**In Board folders:**

- October Monthly Financial Reports
- Minutes of Public Information Meeting on 2020 Water Rates
- Routine Monthly Informational Updates

***There may be additional items presented for discussion and/or notification.***

NN/ka  
Enclosures

cc: Executive Staff



Monroe County Water Authority

# Memorandum

To: Raymond Benshoff

From: Karin Anderson

Subject: **Recommendation for Bid Award  
December 12, 2019 Board Meeting**

Date: 11/21/2019

File: WA 101918

Copies:

Bids were received on November 15, 2019, for **Valve Box Risers**. This is a one year unit price contract, based on estimated quantities, with the option to extend for up to four additional one-year terms upon mutual consent. The apparent low responsive, responsible bidder is **T. Mina Supply East, Inc.** in the bid amount of **\$19,418.60**.

We also received bids from: Blair Supply	\$17,140.00*
Core & Main	\$27,897.60

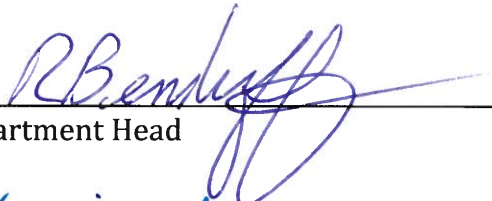
*\* Although Blair Supply's bid was lowest, their bid was based on a brand name product which did not conform to the specifications outlined in the Bid documents; therefore, this bid was deemed non-responsive.*

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka


Attachment: Bid tabulation

(Dis)Approved by

  
Department Head

11-21-19  
Date

(Dis)Approved by

  
Purchasing Manager

11/21/19  
Date

(Dis)Approved by

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

(Dis)Approved by

\_\_\_\_\_  
Recording Secretary/Board

\_\_\_\_\_  
Date

November 21, 2019

**Monroe County Water Authority  
MCWA 101918 – Valve Box Risers**

**No Bid**

			(1) T. MINA SUPPLY EAST, INC.	(2) F.W. WEBB	(3) BLAIR SUPPLY	(4) CORE & MAIN
Item No	Qty	Description				
1	300	5 1/4" X 1" Valve Box Riser	\$3,432.00	\$0	\$3,060.00	\$5,034.00
2	300	5 1/4" X 2" Valve Box Riser	\$4,413.00	\$0	\$4,380.00	\$6,471.00
3	200	5 1/4" X 3" Valve Box Riser	\$4,638.00	\$0	\$4,000.00	\$6,802.00
4	200	5 1/4" Valve Box Rite-Hite, 4-7/8" OD	\$6,368.00	\$0	\$4,800.00	\$8,806.00
5	20	5 1/4" Valve Box Rite-Hite, 5-1/4" OD	\$567.60	\$0	\$900.00	\$784.60
<b>BID TOTAL</b>			<b>\$19,418.60</b>	<b>\$0</b>	<b>\$17,140.00</b>	<b>\$27,897.60</b>
<b>Manufacturer</b>			<b>Bingham &amp; Taylor</b>	<b>N/A</b>	<b>Tyler/Bibby Trumbull</b>	<b>Bingham &amp; Taylor</b>





Monroe County Water Authority

Memorandum

To: Larry Magguilli

Date: 11/26/2019

From: Karin Anderson

File:

Subject: **Recommendation for Bid Award  
December 12, 2019 Board Meeting**

Copies:

Bids were received on October 29, 2019, for a **Cisco SmartNet Maintenance and Support Agreement** on our existing devices. This Agreement will be for an initial term of one year, renewable for up to four additional one-year terms upon mutual consent. There is also the option of a 5% increase in price per year of extension. The apparent low responsive, responsible bidder is **ComSource, Inc.** in the bid amount of **\$22,268.69**.

We also received bids from: ePlus	\$20,974.32*
Meridian IT	\$22,051.90*


*\* Although the other bids received were lower, the Vendors did not bid on all items; therefore, these bids were deemed non-responsive.*

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka

Attachment: Bid tabulation

(Dis)Approved by

  
\_\_\_\_\_  
Department Head

12-5-19  
\_\_\_\_\_  
Date

(Dis)Approved by

  
\_\_\_\_\_  
Purchasing Manager

11/26/19  
\_\_\_\_\_  
Date

(Dis)Approved by

\_\_\_\_\_  
Executive Director

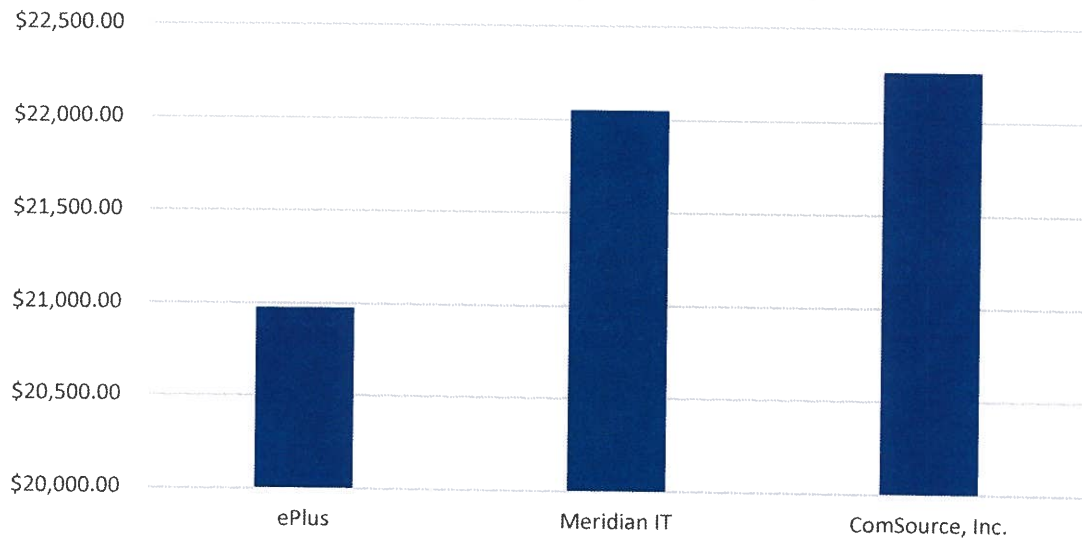
\_\_\_\_\_  
Date

(Dis)Approved by

\_\_\_\_\_  
Recording Secretary/Board

\_\_\_\_\_  
Date

### Cisco SmartNet Maintenance & Support





**To:** Larry Magguilli **Date:** 12/05/2019  
**From:** Thomas Uschold – IT **File:**  
**Subject:** Recommendation for Telephone & Internet **Copies:** D. Hendrickson  
December 12, 2019 Board Meeting

A Request for Proposals for Telecommunications and Internet Connectivity to serve the East Side Operations Center (ESOC) and Shoremont Water Treatment Plant (SWTP) was sent out October 11, 2019. Responses were received from three firms: Frontier Communications Corporation, Charter Communications Operating LLC, and Windstream Communications.

The Proposal from Windstream Communications was deemed non-responsive as it did not satisfy the requirements of the RFP.

The Authority's IT Department is recommending the selection of Frontier Communications Corporation to provide telephone service, voice and Fax at both the ESOC and SWTP locations. Telephone service will consist of approximately 19 analog telephone lines and 48 SIP trunk lines. (SIP trunk lines utilize internet connectivity with what is called Voice-Over IP, or VOIP.) Along with three existing toll-free lines and estimated long distance service, the cost per month for telephone service is approximately \$1,060 for an annual expense of \$12,720.

It is recommended that internet service for the ESOC be provided by Frontier Communications Corporation for an estimated \$800 per month, or \$9,600 annually. We also recommend that internet service for SWTP be provided by Charter Communications Operating, LLC (Spectrum) for an estimated \$792 per month, or \$9,504 annually. Utilizing a second, independent internet provider should supply robust service to the Authority and minimize the potential for a single point of failure.

The Webster Water Treatment Plant receives telephone and internet service directly from ESOC system via fiber optic cable.

Agreements with both providers shall be for an initial term of two years with the option to extend up to three additional one-year terms upon mutual consent.

/ka



# MEMORANDUM

TO: Nicholas A. Noce, Executive Director

*Diane*

Date: December 5, 2019

FROM: Diane Hendrickson, Personnel Director

SUBJECT: Excess Workers' Compensation Insurance

Per our discussion today at the Audit Committee meeting NCA Comp Inc., as Broker of Record, submitted a proposal for Excess Workers' Compensation Insurance indicating their recommendation for Star Insurance (currently known as State National) to provide the insurance for the period of January 1, 2020 through December 31, 2020 in the estimated amount of \$67,323.



# Memorandum

**To:** Scott Nasca, Chairman  
MCWA Board Members

**Date:** December 5, 2019

**From:** Amy A. Molinari, Director of Finance and Business Services

**Subject:** Property and Liability Risk Management  
and Insurance Consulting Services

**Copies:** N. Noce

A Request for Qualifications (RFQ) was posted on November 5, 2019 for Property and Liability Risk Management and Insurance Consulting Services. Proposals of qualifications were requested from the following firms:

- Arthur J. Gallagher & Co.
- Commercial Insurance Consultants Incorporated
- Lawley Insurance

The Monroe County Water Authority received one proposal from Arthur J. Gallagher & Co.

After review of the proposal received, the selection committee determined that Arthur J. Gallagher & Co. has the qualifications to perform the services listed in the RFQ. Therefore, it is recommended to the Audit Committee to accept the proposal received for Property and Liability Risk Management and insurance Consulting Services for a term of two (2) years with the option of two (2) additional 2-year renewal terms for an annual estimated amount of \$30,000 and to forward to the full board for its approval.

Should you have any questions or comments, feel free to contact me.



# Memorandum

**To:** Scott Nasca, Chairman  
MCWA Board Members

**Date:** December 5, 2019

**From:** Amy A. Molinari, Director of Finance and Business Services

**Subject:** Broker of Record for General Insurance

**Copies:** N. Noce

A Request for Qualifications (RFQ) was posted on November 5, 2019 for Broker of Record for General Insurance. Proposals of qualifications were requested from the following firms:

- Brown & Brown of New York, Inc.
- Rose & Kiernan, Inc.
- Willis Towers Watson

The Monroe County Water Authority received three proposals from the following firms:

- Alliant Insurance Services, Inc.
- Brown & Brown of New York, Inc.
- M&T Insurance Agency, Inc.

After review and scoring of the proposals received, the selection committee determined that all firms have the qualifications to perform the services listed in the RFQ. Therefore, it is recommended to the Audit Committee to accept all three proposals received to establish a stable of three firms for services pertaining to Broker of Record for General Insurance for a term of three (3) years with the option of two (2) additional 1-year renewal terms and to forward to the full Board for its approval.

Should you have any questions or comments, feel free to contact me.

**MONROE COUNTY WATER AUTHORITY  
PROCUREMENT DISCLOSURE POLICY  
(READOPTED DECEMBER ~~2018~~ 2019)**

**PURPOSE**

As a public benefit corporation, the Monroe County Water Authority (the “Authority”) must conduct its operations in a manner that best serves the interests of its customers and the general public. The Authority expects all Members, officers and employees to comply and cause the Authority to comply with all laws and regulations governing business transactions. In 2005, the State Legislature adopted State Finance Law §§ 139-j and 139-k (the “Statutes”) to reform the procurement process for all governmental entities, including the Authority.

This Procurement Disclosure Policy is intended to conform the Authority’s procurement process to the requirements of the Statutes.

**ARTICLE 1  
DEFINITIONS**

As used herein, the following terms shall have the meanings set forth below:

**1. Article of Procurement**

A commodity, service, technology, public work, construction, revenue contract, the purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of a Governmental Procurement.

**2. Contacts**

Any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the Governmental Procurement.

**3. Governmental Entity**

(a) Any department, board, bureau, commission, division, office, council, committee or officer of the state, whether permanent or temporary; (b) each house of the state legislature; (c) the unified court system; (d) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (e) any public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (f) a municipal agency, as that term is defined in paragraph (ii) of subdivision (s) of section one-c of the legislative law; or (g) a subsidiary or affiliate of such a public authority.

**4. Governmental Procurement**

(a) the preparation or terms of the specifications, bid documents, request for proposals, or evaluation criteria for a Procurement Contract, (b) solicitation for a Procurement Contract, (c) evaluation of a Procurement Contract, (d) award, approval, denial or disapproval of a Procurement Contract, or (e) approval or denial of an assignment, amendment (other than

amendments that are authorized and payable under the terms of the Procurement Contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a Procurement Contract, or any other material change in the Procurement Contract resulting in a financial benefit to the Offerer.

**5. Impermissible Contacts**

Contacts made by an Offerer shall be considered impermissible if the Offerer fails to satisfy the requirements of Article 4 and Article 5 hereof.

**6. Offerer**

The individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a Governmental Entity about a Governmental Procurement during the Restricted Period of such Governmental Procurement.

**7. Permissible Contacts**

Contacts made by an Offerer shall be considered permissible if the Offerer satisfies the requirements of Article 4 and Article 5 hereof.

**8. Procurement Contract**

Any contract or other agreement for an Article of Procurement involving an estimated annualized expenditure in excess of Fifteen Thousand Dollars (\$15,000). Grants, article eleven-B state finance law contracts (i.e., any contract providing for a payment under a program appropriation to a not-for-profit corporation), intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders and eminent domain transactions shall not be deemed Procurement Contracts.

**9. Procurement Officer**

This term shall have the meaning set forth in Article 3 hereof.

**10. Procurement Record**

This term shall have the meaning set forth in Article 6 hereof.

**11. Proposal**

Any bid, quotation, offer or response to a Governmental Entity's solicitation of submissions relating to a procurement.

**12. Restricted Period**

The period of time commencing with the earliest posting on the Authority's website or in a newspaper of general circulation of written notice, advertisement or solicitation of a proposal or bid, or any other method for soliciting a response from offerers intending to result in a procurement contract and ending with the final contract award and approval by the appropriate entity.



**13. Solicitation Materials**

This term shall have the meaning set forth in paragraph (a) of Article 4 hereof.

**ARTICLE 2  
ETHICS OFFICER**

On an annual basis, the Members of the Authority shall appoint a Chairperson of the Ethics Board established in the Authority's Code of Ethics Policy. The appointed Chairperson shall be the Authority's "Ethics Officer" for purposes of this Policy.

**ARTICLE 3  
PROCUREMENT OFFICERS  
(AUTHORIZED AUTHORITY CONTACT PERSONS)**

The Members of the Authority hereby delegate to the Executive Director the power to select a "Procurement Officer" for each and every Governmental Procurement (collectively, the "Procurement Officers"). The Executive Director may either select the Procurement Officer at the time the Governmental Procurement commences or select a Procurement Officer in advance for each type or category of Governmental Procurement. Such Procurement Officer(s) shall be the designated "contact" person for Offerers during the Restricted Period surrounding each Governmental Procurement.

**ARTICLE 4  
CONTACTS BY OFFERERS**

All Contacts between an Offerer and the Authority during the Restricted Period for each Governmental Procurement shall be made through the applicable Procurement Officer, unless one of the following exceptions applies:

- (a) The submission of written proposals in response to a request for proposals, invitation for bids or any other method of soliciting a response from Offerers intending to result in a Procurement Contract (collectively, "Solicitation Materials");
- (b) The submission of written questions to a designated contact set forth in any Solicitation Materials, when all written questions and responses are to be disseminated to all Offerers who have expressed interest in the Solicitation Materials;
- (c) Participation in a conference provided for in any Solicitation Materials;
- (d) Complaints made in writing to the Executive Director by an Offerer regarding the failure of the applicable Procurement Officer to respond in a timely manner to authorized Offerer Contacts, provided that such written complaints become part of the Procurement Record;
- (e) Offerers who have been tentatively awarded a contract and are communicating with the Authority for the sole purpose of negotiating the contract, so long as the Contact occurs after the Offerer has received notice of the tentative award;

- (f) Contact between designated Authority staff and an Offerer in which the Offerer requests the review of a procurement award;
- (g) Contacts by Offerers in protests, appeals or other review proceedings before the Authority seeking a final administrative determination, or in a subsequent judicial proceeding;
- (h) Complaints of alleged improper conduct in a Governmental Procurement to the Attorney General, Inspector General, District Attorney, or court of competent jurisdiction; or
- (i) Written complaints to the State Comptroller's Office during the process of contract approval, when the State Comptroller's approval is required by law, provided that such written complaints become part of the Procurement Record; and
- (j) Complaints of improper conduct in a Governmental Procurement conducted by a municipal agency or local legislative body to the State Comptroller's Office.

The Statutes and this Policy permit communications between Offerers and the Authority prior to the Restricted Period in the form of a request for information ("RFI") by the Authority and the response thereto by the Offerer. The RFI must be used as a means to collect information upon which to base a decision by the Authority to proceed with a Governmental Procurement and not as a tool employed to award a Procurement Contract.

## **ARTICLE 5 OTHER PROHIBITED OFFERER ACTIVITIES**

In addition to utilizing the designated Procurement Officer for all Contacts with the Authority, the following additional rules shall apply to all Offerers:

- (a) Offerers shall not attempt to influence the Authority's Governmental Procurement in a manner that would result in a violation of any State ethics/conflict of interest statute or the Authority's Code of Ethics or Conflict of Interest Policies; and
- (b) Offerers are prohibited from contacting any member, officer or employee of a governmental entity other than the Authority<sup>1</sup>, during the Restricted Period of a Governmental Procurement, regarding the Authority's pending procurement.

## **ARTICLE 6 PROCUREMENT RECORD**

For each Governmental Procurement of the Authority, the applicable Procurement Officer shall maintain a procurement record (the "Procurement Record"), including all written materials pertaining to the specific Governmental Procurement. Upon any Contact in the Restricted Period, the Procurement Officer shall obtain the name, address, telephone number, place of principal employment and occupation of the person or organization making the Contact and inquire and record whether the person or organization making such contact was the Offerer or was retained, employed or designated by or on behalf of the Offerer to appear before or

---

<sup>1</sup> This prohibition is not applicable to Contacts between an Offerer and a member of the state legislature or legislative staff about a governmental entity other than the State Legislature, or a member of the state legislature or legislative staff contacting a governmental entity about a Governmental Procurement being conducted by a governmental entity other than the state legislature, provided that the member of the state legislature or legislative staff is acting in their official capacity.

contact the Authority about the Governmental Procurement. The Procurement Record shall include all recorded Contacts described in the prior sentence, whether such Contacts are Permissible Contacts or Impermissible Contacts. The Procurement Record shall not include Contacts with certain public officials as described in the footnote to item (b) of Article 5 hereof. In addition, the Procurement Record shall not include communications that a reasonable person would infer are not intended to influence a Governmental Procurement. The Authority shall keep a written or electronic copy of the Procurement Record for a period of six years from the end of the Restricted Period for each Governmental Procurement.

## **ARTICLE 7**

### **REQUIRED DISCLOSURE**

In general, all Solicitation Materials shall incorporate a summary of the policy and prohibitions of the Statutes as well as include copies of rules, regulations and the Authority's guidelines and procedures regarding Permissible Contacts during a Governmental Procurement. The following provisions offer specific methods for satisfying such requirements.

1. In all Authority Solicitation Materials, the following statement shall appear:

*Pursuant to State Finance Law §§139-j and 139-k, this solicitation [or other applicable identifier, i.e. "Invitation for Bid" or "Request for Proposal," etc.] includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and an Offerer during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest posting on the Authority's website or in a newspaper of general circulation of written notice of intent to solicit offers through final award and approval of the Procurement Contract by the Authority and, if applicable, the Office of the State Comptroller [the Authority may delete the reference to Comptroller approval when not applicable] ("restricted period"), to other than the Authority's Procurement Officer unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The Authority's Procurement Officer(s) for this Governmental Procurement, as of the date hereof, is identified on the first page of this solicitation [or wherever in the bid documents it is identified]. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period, the Offerer/bidder is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officer.*

2. In all Authority Procurement Contracts, the following provision shall appear:

*The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with State Finance Law §139-k (5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offerer in accordance with the written notice terms of this contract.”*

3. In each response to any Solicitation Materials, the Offerer shall complete the following in a timely and accurate fashion:

(a) “Offerer Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j(3) and 139-j (6)(b)” in the manner discussed in Appendix “A” hereto;

(b) “ Offerer Certification of Compliance with State Finance Law § 139-k (5)” in the manner discussed in Appendix “B” hereto; and

(c) “Offerer Disclosure of Prior Non-Responsibility Determinations” in the form provided as Appendix “B” hereto.

The failure of an Offerer to comply with such disclosure requirements will subject the Offerer to the sanctions described in Article 10 hereof, as well as any other penalties permitted by law.

## **ARTICLE 8**

### **REQUIREMENTS OF THE AUTHORITY PRIOR TO AWARDING PROCUREMENT CONTRACTS**

Prior to conducting an award of a Procurement Contract, the Members of the Authority shall:

1. Make a final determination of responsibility of the proposed awardee in accordance with the Authority’s existing procedures;

2. Make a final determination of responsibility of the proposed awardee that measures compliance with the State Finance law provisions regarding (i) Permissible Contacts and (ii) disclosure of all information required in any Solicitation Materials (including, but not limited to, prior findings of non-responsibility by a Governmental Entity); and

3. Make a final determination that the procurement process for such proposed award was free from any conduct prohibited under the Public Officers Law as well as the applicable provisions of the Authority’s Code of Ethics and/or Conflict of Interest Policies.

## **ARTICLE 9**

### **ALLEGED VIOLATION; PROCEDURE**

1. Any Member, officer or employee of the Authority who becomes aware that an Offerer has violated this Policy or the Statutes shall:

(a) Immediately notify the Ethics Officer, who shall immediately investigate the alleged violation(s) and report to the Authority’s Governance Committee.

(b) If, after commencing the investigation, the Ethics Officer finds that there is sufficient cause to believe the alleged violation has occurred, s/he shall give the alleged violating Offerer reasonable notice (in the form of a certified letter, return receipt requested) informing him/her of the allegations and providing him/her with an opportunity to be heard regarding the allegations.

(c) If, following the opportunity to be heard, the Ethics Officer determines that the Offerer has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, Officers or employees of the Authority, the Offerer shall be subject to sanctions described in Article 10 hereof.

2. The Ethics Officer shall report to the ethics officer of another Governmental Entity any violation of the statutes by an Offerer or by such other Governmental Entity's employees. The Ethics Officer shall be the person designated to receive similar communications coming from another Governmental Entity.

## **ARTICLE 10 SANCTIONS**

1. Upon a finding by the Ethics Officer, after consult with the Governance Committee, that an Offerer has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, officers or employees of the Authority, the Offerer shall be subject to the following sanctions, as well as any other penalty permitted by law:

(a) The Offerer shall be deemed "non-responsible" and such Offerer (along with its subsidiaries and any other related or successor entity) shall not be awarded the Procurement Contract, unless the Authority finds that the following special circumstances exist:

- (i) The award to the offending Offerer is necessary to protect public property or public health or safety; and
- (ii) The offending Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

(b) In addition, the Ethics Officer shall notify the State Office of General Services of the finding of non-responsibility<sup>2</sup>.

2. Upon a finding that a Member, officer or employee of the Authority has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, officers or employees of the Authority, the Ethics Officer shall immediately notify the Executive Director of the Authority or the Chair of the Board of the Authority. The offending Member, officer or employee shall be subject to the sanctions described in the Authority's Code of Ethics Policy.

---

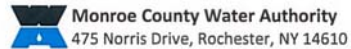
<sup>2</sup> A second finding of non-responsibility under the Statutes within four (4) years will render the Offerer (along with its subsidiaries and any other related or successor entities) ineligible to submit a proposal on or be awarded any Procurement Contract for four (4) years from the date of the second final determination of non-responsibility, unless the special circumstances outlined in Section (a) of this Article 10 exist.

**DISTRIBUTION OF THIS POLICY**

This Policy shall be distributed annually to the Authority's Members and officers. It shall also be distributed annually to those employees that have the ability to affect any Procurement. It shall also be distributed to each new Member, officer and applicable employee as soon as practicable following commencement of such position.

## APPENDIX A

### OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT PURSUANT TO STATE FINANCE LAW §139-J(6)(b)



#### STATE FINANCE LAW §§139-J & 139-K

Pursuant to State Finance Law §§139-j and 139-k, this Invitation to Bid includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and a Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest posting on the Authority's website or in a newspaper of general circulation of written notice of intent to solicit offers through final award and approval of the Procurement Contract by the Authority other than to the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified below. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and, in the event of two findings within a four-year period, the Bidder/Offerer shall be debarred from obtaining governmental procurement contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Procurement Officers for this Bid are:

- Name of Officer \_\_\_\_\_ (585) 442-2001 x --- \_\_\_\_\_ Email Address
- Name of Officer \_\_\_\_\_ (585) 442-2001 x --- \_\_\_\_\_ Email Address
- Name of Officer \_\_\_\_\_ (585) 442-2001 x --- \_\_\_\_\_ Email Address
- Name of Officer \_\_\_\_\_ (585) 442-2001 x --- \_\_\_\_\_ Email Address
- Name of Officer \_\_\_\_\_ (585) 442-2001 x --- \_\_\_\_\_ Email Address

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law §139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offerer in accordance with the written notice terms of this contract.

**OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT  
PURSUANT TO STATE FINANCE LAW §139-j(3) AND §139-j(6)(b)**

**BACKGROUND**

State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of an agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

**INSTRUCTIONS**

The Monroe County Water Authority must obtain the required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. It is recommended that this affirmation be obtained as early as possible in the procurement process, such as when the contractor submits its proposal or bid.

**AFFIRMATION OF UNDERSTANDING & AGREEMENT**

Offerer affirms that he/she understands and agrees to comply with the procedures of the Monroe County Water Authority relative to permissible Contacts as required by State Finance Law §139-j(3) and §139-j(6)(b).

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Offerer or Authorized Representative

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Please Print

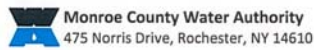
Bidder's Name \_\_\_\_\_

Bidder's Address \_\_\_\_\_

\_\_\_\_\_



**APPENDIX B**  
**BIDDER/OFFERER DISCLOSURE OF**  
**PRIOR NON-RESPONSIBILITY DETERMINATION & AFFIRMATION/CERTIFICATION**  
**IN ACCORDANCE WITH NYS FINANCE LAW 139-J AND 139-K**



**BIDDER/OFFERER DISCLOSURE**

**BIDDER/OFFERER DISCLOSURE**  
**OF**  
**PRIOR NON-RESPONSIBILITY DETERMINATION & AFFIRMATION/CERTIFICATION**  
**IN ACCORDANCE WITH NYS FINANCE LAW 139-J AND 139-K**

**BACKGROUND**

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the procuring Governmental Entity with respect to State Finance Law §139-k is complete, true, and accurate.

**INSTRUCTIONS**

The Monroe County Water Authority must obtain the required certification that the information is complete, true, and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offerer must agree to the certification and provide it to the procuring Governmental Entity.

Name of Individual or Entity Seeking to Enter into the Procurement Contract: \_\_\_\_\_

Address \_\_\_\_\_

Name & Title of Person Submitting this Form: \_\_\_\_\_

CONTRACT PROCUREMENT NUMBER: \_\_\_\_\_ Date: \_\_\_\_\_

1. In the previous four years, has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract?

☐ No ☐ Yes

If yes, answer the next questions.

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law 139-j?

☐ No ☐ Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

☐ No ☐ Yes

## BIDDER/OFFERER DISCLOSURE

4. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

☐ No    ☐ Yes

6. If yes, provide details below:

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that he/she understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law 139-j(3) and 139-j(6)(2) and certifies that all information provided to the Water Authority with respect to State Finance Law 139-j and 139-k is complete, true, and accurate.

By: \_\_\_\_\_  
(Signature of Person Certifying)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

## BIDDER/OFFERER DISCLOSURE

Bidder/Offerer Name: \_\_\_\_\_  
(Company Name)

Bidder/Offerer Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

MCWA PROCUREMENT NO. \_\_\_\_\_

### MCWA PROCUREMENT COMPLIANCE FORM

In 2006, New York State adopted extensive changes to the Procurement Laws. Monroe County Water Authority (the "Authority") adopted a Procurement Disclosure Policy in order to comply with the new rules. In particular, Article 8, Section 3 requires that the Authority make a final determination that the procurement process for each proposed award was free from any conduct prohibited under the Public Officers Law as well as the applicable provisions of the Authority's Code of Ethics and/or Conflict of Interest Policies. The Members must make this determination for each procurement. In order to provide sufficient information for the Members to make such determination, the following attestation shall be made by the staff of the Authority:

The procurement process involving \_\_\_\_\_  
product or service  
that commenced in \_\_\_\_\_  
month and year did not involve conduct

prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy and the Authority's Code of Ethics and/or Conflicts of Interest Policies. This attestation is made by the Procurement Officer(s) (as such term is defined in the Authority's Procurement Disclosure Policy) and is limited to such person's personal knowledge.

In the event that an impermissible contact has occurred after date of signature on this form, it will be immediately reported to the Executive Director.

By: \_\_\_\_\_  
(Signature of Person Certifying)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_



# **MONROE COUNTY WATER AUTHORITY**

## **Current Rate Schedule**

**Effective January 1, 2020**

## XI. RATES, FEES AND OTHER CHARGES FOR WATER SERVICE

Rates for sale of water to all customers of the Authority excluding water sold to the City of Rochester and others pursuant to special contracts.

### 11.1 BILLING

All billing of charges for water and water services is in arrears. All charges for service connections are payable in advance.

### 11.2 RETAIL SERVICE METERED RATES

#### A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge per Day</u>
Up to $\frac{3}{4}$ "	\$ 0.23
1"	0.40
1½"	0.65
2"	1.05
3"	3.08
4"	3.76
6"	7.52
8"	9.78
10"	21.35

#### B. Commodity Charge (per 1000 gallons)

The charge for all water consumption.

- (1) **Residential Class** includes all residential, small commercial and community service establishments in Monroe County. \$ 3.38
- (2) **Non-Residential Class** includes large commercial, industrial, municipal and all other direct retail customers in Monroe County.
  - (a) First 125,000 gallons 3.38
  - (b) Each additional 1,000 gallons 2.40
- (3) **Out-of-County Landfill Class** within the Town of Bergen or the Village of Bergen, Genesee County. 3.38
- (4) **Out-of-County Class** includes residential, small commercial and community service establishments located outside of Monroe County, except any area covered under existing agreements, or where water is purchased by MCWA from a third party.
  - (11.2B(1) x 110%) 3.72
- (5) **Western Genesee County Class** includes all customers in Genesee County served by water purchased by MCWA from a third party. 5.02
- (6) **Town of Richmond Class** includes all customers in the Town of Richmond. 5.22

### 11.3 WHOLESALE SERVICE METERED RATES – Billed Monthly

#### A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge per Day</u>
Up to $\frac{3}{4}$ "	0.23
1"	0.40
1 $\frac{1}{2}$ "	0.65
2"	1.05
3"	3.08
4"	3.76
6"	7.52
8"	9.78
10"	21.35

#### B. Commodity Charge (per 1000 gallons)

The charge for all water consumption.

- (1) **Wholesale Class** includes all towns, villages, or water districts within Monroe County, that have contracts with the Authority to purchase their total water supply from the Authority.

2.30

- (2) **Wholesale Out-of-County Class** includes all towns or villages, outside Monroe County, with water districts that have contracts with the Authority to purchase their total water supply from the Authority, except where water is purchased by MCWA from a third party.

(11.3B(1) x 110%)

2.52

- (3) **Wholesale Western Genesee County Class** includes service to towns and villages in Genesee County that have contracts with the Authority to purchase their entire water supply from the Authority and where such water supply is purchased by the Authority from a third party.

3.87

- (4) **Wholesale Town of Canadice**, includes service to the Town of Canadice that has contracted with the Authority to purchase their entire water supply from the Authority and where such water supply is purchased by the Authority from a third party.

4.02

#### C. Backwash Non-Potable Water Supply Rate (per 1000 gallons)

Backwash Non-Potable Water Supply Class includes service connections to the backwash return line discharging from the Webster Water Treatment Plant. At cost for any required Service Status Changes as per 11.8.B.

### 11.4 SUPPLEMENTAL SUPPLY RATES

The rate for all water sold as a supplemental supply to a water district or other municipality with its principal supply elsewhere or as the entire supply to water district or municipality that does not have a contract with the Authority to purchase its total supply from the Authority.

A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge Per Month</u>
4" or Less	\$112.80
6"	225.60
8"	293.40
10"	640.50

B. Commodity Charge per 1000 gallons in Monroe County \$ 3.38

C. Commodity Charge per 1000 gallons outside of Monroe County

Out-Of-County (as described in 11.2B(4)) 3.72

Western Genesee County Service Area (as described in 11.2B(5)) 5.02

D. Large Commercial Customer

Commodity charge per 1000 gallons when the Authority must purchase the supply from another purveyor without benefit of a Contract.

At Cost

## 11.5 FIRE PROTECTION RATES

A. Private Fire Protection

(1) Private hydrants, fire sprinkler systems, and service lines sized for fire protection.

<u>Service Size</u>	<u>Charge Per Quarter</u>
1" to 2"	\$ 27.50
3"	50.00
4"	55.00
6"	100.00
8"	160.00
10"	220.00
12"	300.00
16"	400.00

(2) There is no charge for metered sprinkler systems in residential (3 units or less) homes with service size less than three inches.

(3) There is no charge to fire departments for privately-owned hydrants used expressly for training, at preapproved locations, or in the conduct of fire-fighting operations.

B. Public Fire Protection

There is no charge to fire districts for fire protection furnished through hydrants located on a street in the public right-of-way, or on an easement granted to the Authority, or for training events if conducted at preapproved hydrant locations with advanced notification to the Authority.

C. Additional Public Hydrants

The annual maintenance fee for Additional Public Hydrants installed under Article VII.

\$ 200.00



## 11.6 ACCOUNT CHARGE

An account charge shall be paid by each applicant for a water service account.

New Account	\$ 25.00
Account Transfer	15.00

## 11.7 SERVICE CONNECTION CHARGE

- A. No charge is made for local facilities which exist in a public right-of-way or in an easement of the Authority that is contiguous with the property of an applicant for water service. Within certain leased water districts, the applicant may be liable to the water district for charges to connect to its local facilities leased to the Authority.

Where local facilities do not exist contiguous to the applicant's property, such applicant must arrange for an extension of mains (Article VI) at the expense of the applicant.

- B. A service connection charge shall be paid by each new applicant for each new service and meter installation on an existing water main prior to approval of the application. The service connection charge includes the installation of a 1-inch water service within the public right-of-way or easement, a 5/8-inch by 3/4-inch meter, and the creation of a new account.

Service Connection Charge	\$ 2,700.00 <sup>(1) (2)</sup>
---------------------------	--------------------------------

<sup>(1)</sup>In the event that multiple services are installed in the same excavation, a partial refund is available for a two-year period from the date of payment. 25% of the cost for each additional service (this does not include the first service which is not eligible for any refund) will be refunded if the service is activated within the two-year period..

<sup>(2)</sup>New water services greater than 1-inch in diameter or new water meters larger than 5/8-inch by 3/4-inch will be charged at cost.

- C. Services installed as part of a new Water District extension or formation or a Developers Main Extension shall be installed under the Main Extension Agreement with the Town or the Developer.

- D. Meter Tile Installations

(1) At the Time of Service Application/Installation	\$ 200.00
(2) Existing Service	At Cost

- E. Access Easement/Well Separation \$ 700.00

For customers maintaining a well supply on premises.

- F. County Clerk Filing Fees At Cost

## 11.8 FIELD SERVICE CHARGES

### Type of Service

- A. Meter Test - Customer's Request

Up to 1" Size	\$ 50.00
1½" & 2" Size	75.00
Over 2" Size	At Cost

- B. Service Status Change - Customer's Request

(1) Shut Off and/or Meter Removal	\$ 40.00
-----------------------------------	----------

(2) Turn On and/or Meter Set	40.00
C. Shut Off and/or Turn On – Customer’s Request - After Hours Between the hours of 4:00 p.m. and 7:00 a.m. Monday through Sunday	
(1) Shut Off	\$80.00
(2) Turn On	80.00
D. Meter	
(1) 5/8" x 3/4"	\$215.00
(2) 1" & Over	At Cost
E. Well Separation Inspection Fee	\$ 80.00
F. Special Service - by application only	
(1) Temporary Service - A complete one-inch water service installed to supply water for a short period.	
Temporary Service Installation -	\$ 2,460.00
Temporary Service Abandonment -	At Cost
Deposit -	500.00
Water Service Metered Rates -	Per Section 11.2A & B
(2) Hydrant Supply - Irrigation or Construction - Water supply from an authorized hydrant with meter and backflow prevention installed and removed by MCWA only.	
Deposit -	\$500.00
Equipment Use Fee -	150.00
Relocation Fee -	\$80.00
Water Service Metered Rates -	Per Section 11.2A & B
Hydrant Supply – Municipal Use - Water supply from authorized hydrants with meter and backflow prevention installed by the permitted municipality for use with their mobile equipment. Not intended for permanent installation.	
Equipment Use Fee -	\$350.00
(3) Tanker Supply - A supply drawn from specific authorized locations for use in filling water transport vehicles.	
Seasonal Permit:	First Vehicle - \$100.00 Each Additional Vehicle - 50.00 Wrench Deposit - \$100.00
G. Unauthorized Use or Operation Fee	
First Occurrence -	\$500.00 + Costs Incurred
Each Additional Occurrence -	\$1,000.00 + Costs Incurred
Any unauthorized use or operation of the Authority’s water supply system.	
H. Private hydrant and/or Water Main Maintenance Agreement	
(1) Set Up Fee	\$200.00
(2) Private Hydrant Inspections - Inspection service performed twice a year per hydrant.	
(a) Up to two hydrants	\$60.00/yr.
(b) Each additional hydrant	45.00/yr.

Repairs and replacements at owner's cost.

- I. Service Discontinuance Fee \$80.00

Water service discontinued due to noncompliance of the Authority's Rules.

- J. New Fire Flow Test – At Customer's Request \$250.00

- K. Backflow Prevention Device Test

The Water Authority may test a backflow prevention device to avoid the discontinuance of water service for noncompliance with Health Department regulations. No plumbing or repair work is to be completed.

<u>Device Size</u>	<u>Charge Per Device</u>
Less than 4"	\$160.00
4" & 6"	185.00
8" & Larger	225.00

## 11.9 DELINQUENCY CHARGES

- A. Late Payment

Accounts become delinquent twenty (20) calendar days after a billing date.

10% of  
current bill

- B. Non-Negotiable Payment

To defray the costs incurred for handling, a charge will be added to any account when payment on that account is returned by the banking system as a non-negotiable check or electronic payment.

\$20.00

- C. Service Discontinuance

Any water service account which carries an unpaid balance sixty (60) calendar days past the due date is subject to discontinuance of service and the following additional charge at the time of restoration:

\$80.00

## 11.10 LABORATORY SERVICES

Authority served Water District distribution monitoring samples mandated by the NYS Department of Health may be tested and reported for bacteriological quality under letter Agreement with the Authority at the following fee schedule:

- A. Water sample testing fee \$ 55.00  
per sample

- B. Charge for water samples picked up by MCWA at central location in Township.  
\$20.00  
per stop

Other tests as requested or required At Cost

The Authority furnishes all sample containers and expendable supplies. Billing is quarterly.



## MONROE COUNTY WATER AUTHORITY BOARD OF DIRECTORS

### 2020 BOARD MEETINGS

JANUARY	THURSDAY	09	9:30 A.M. – REGULAR MEETING
FEBRUARY	TUESDAY	04	9:30 A.M. – REGULAR MEETING
MARCH	THURSDAY	12	9:30 A.M. – REGULAR MEETING
APRIL	THURSDAY	02	9:30 A.M. – REGULAR & ANNUAL MEETINGS
MAY	THURSDAY	14	9:30 A.M. – REGULAR MEETING
JUNE	THURSDAY	11	9:30 A.M. – REGULAR MEETING
JULY	THURSDAY	09	9:30 A.M. – REGULAR MEETING
AUGUST	THURSDAY	13	9:30 A.M. – REGULAR MEETING
SEPTEMBER	THURSDAY	03	9:30 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	08	9:30 A.M. – REGULAR MEETING
NOVEMBER	THURSDAY	12	9:30 A.M. – REGULAR MEETING
DECEMBER	THURSDAY	10	9:30 A.M. – REGULAR MEETING