

# MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting  
Thursday, December 3, 2020  
8:30 a.m.

## ATTENDEES:

### Committee:

Wendy Bleier-Mervis, Chairperson  
Allen S. Bernstein  
Sheryal A. Volpe

### Staff:

Nicholas Noce  
Larry Magguilli  
Diane Hendrickson  
Amy Molinari

### Other:

Andrew Dean, Esq., HS&E

The meeting of the Governance Committee was called to order by Chairperson Bleier-Mervis at 8:30 a.m.

## 1. REVIEW & APPROVE REVISED PURCHASING & PROCUREMENT GUIDELINES

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Purchasing & Procurement Guidelines. He stated that most of the revisions were minor "housekeeping" changes. However, it is proposed adding language to the Guidelines pertaining to *Best Value Competitive Bidding*, whereby goods and services would be procured and awarded that best optimize quality, cost and efficiency among responsive and responsible bidders and not necessarily awarded based on the lowest price bid. He indicated that if a bid were to be awarded based upon Best Value, it would be clearly stated in the bid documents. After some discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Bernstein, seconded by Mrs. Volpe, and passed unanimously to approve the Purchasing & Procurement Guidelines, as revised and presented, and to forward to the full Board for its approval.

## 2. REVIEW & RE-ADOPT PROCUREMENT DISCLOSURE POLICY

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Procurement Disclosure Policy, and recommended no revisions. After some discussion, the Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Bernstein, and passed unanimously to re-adopt the Procurement Disclosure Policy, as presented, and to forward to the full Board for approval.

## 3. REVIEW & RE-ADOPT PROFESSIONAL SERVICES POLICY AND PROCEDURES

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Professional Services Policy and Procedures and recommended no revisions. After some discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Bernstein, seconded by Mrs. Volpe, and passed unanimously to re-adopt the Professional Services Policy and Procedures, as presented, and to forward to the full Board for approval.

4. REVIEW & RE-ADOPT INTERNAL CONTROLS AND FINANCIAL ACCOUNTABILITY POLICY

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Internal Controls and Financial Accountability policy and recommended no revisions. After some discussion the Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Bernstein, and passed unanimously to re-adopt the Internal Controls and Financial Accountability policy, as presented, and to forward to the full Board for its approval.

5. REVIEW & RE-ADOPT THE POLICY FOR TRACKING AND DISPOSAL OF FIXED ASSETS

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Policy for Tracking and Disposal of Fixed Assets and recommended no revisions. After some discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Bernstein, seconded by Mrs. Volpe, and passed unanimously to re-adopt the Policy for Tracking and Disposal of Fixed Assets, as presented, and to forward to the full Board for its approval.

6. REVIEW AND APPROVE THE RESPONSIBILITIES OF MEMBERS

Mr. Noce informed the Committee that Executive Staff performed their annual review of the Responsibilities of Members, and they recommended the addition of a few words for clarification purposes. After some discussion, the Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Bernstein, and passed unanimously to approve the Responsibilities of Members, as revised and presented, and to forward to the full Board.

7. CONFIRM THE NEXT GOVERNANCE COMMITTEE MEETING

The Governance Committee scheduled its next meeting for Monday, March 8, 2021 at 9:00 a.m.

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There being no further business to come before the Committee, motion was made by Mr. Bernstein, seconded by Mrs. Volpe, and approved unanimously, to adjourn the meeting at 8:40 a.m.

  
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Karin Anderson, Management Assistant