

MINUTES***DRAFT – Subject to and Pending Monroe County Water Authority Board approval.*****MONROE COUNTY WATER AUTHORITY
REGULAR MEETING****THURSDAY, November 9, 2023 @ 9:00 a.m.****ESOC Board Room****General Offices, 475 Norris Drive, Rochester, New York**

9:00 a.m. The Chairman called this Regular Meeting to order.

Roll Call of the membership of the Board and determination that a quorum was present.**Members Present (7):** S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison**Staff present:** N. Noce, Executive Director; L. Magguilli, Deputy Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; S. Trotta, Director of Operations; K. Sharp, Communications**General Counsel present:** Megan Dorittie – Harter, Secrest & EmeryPackets containing detailed information on Agenda items were distributed in advance of the meeting date to each Member, Executive Staff, and Counsel for their prior review.**Pledge of Allegiance** – Lead by Chairman Nasca**#23-197** Approve minutes of the Authority's Regular Meeting held on Thursday, October 12, 2023.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #23-197 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#23-198 Approve list of disbursements on check registers dated October 4, October 11, October 18, and October 25, 2023, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-198 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#23-199 Accept Purchase Order List of materials and supplies for the period September 30 through October 30, 2023 in the amount of \$369,544.05.

On a motion made by Mr. Rulison, seconded Mr. Fero, the foregoing resolution #23-199 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce notified the Board that their folders contain a notice of a RFP for engineering contract administration and inspection services. Mr. Noce directed the Board members' attention to proposed Board meeting dates for 2024. A resolution to establish the schedule will appear on the December Board meeting agenda.

#23-200

RESOLUTION #23-200
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO STEPHEN W. CONNELL UPON HIS RETIREMENT

*WHEREAS, Stephen W. Connell, a longtime employee of the Water Authority,
has retired as of October 6, 2023; and*

*WHEREAS, Stephen W. Connell is a highly skilled and knowledgeable 21+ year
veteran of the Water Authority; and*

*WHEREAS, Stephen W. Connell will be remembered for his dedicated service
by his fellow employees and management of the Water Authority.*

**NOW, THEREFORE, BE IT RESOLVED, MCWA extends its appreciation
and best wishes for a happy, fulfilling retirement; and**

**BE IT FURTHER RESOLVED, the Recording Secretary of the Board is
hereby requested to forward a copy of this Resolution to
Stephen W. Connell, MCWA Retiree.**

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-200 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-201 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Casey Bauch to the title of Laborer, effective November 13, 2023 at an hourly rate of \$21.32.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #23-201 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-202 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Daniel Rimmer to the title of Water Treatment Plant Operator – Type A Plant, effective November 27, 2023 at an hourly rate of \$31.95.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #23-202 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-203 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Jacob Sherman to the title of Maintenance Mechanic III, effective November 13, 2023 at an hourly rate of \$25.15.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #23-203 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-204 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Anthony Cangialosi to the title of Instrument and Control Systems Specialist, effective November 13, 2023 at an annual salary of \$76,315.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #23-204 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-205. Mr. Trotta sought authorization from the Board for a blanket purchase order for the as-needed purchase of parts, supplies and repairs for the maintenance and repair of the Authority's Kenworth dump trucks and crew trucks. He noted that Kenworth Northeast is the only authorized dealer for New York State.

#23-205 Authorize a Blanket Purchase Order from **Kenworth Northeast** for an estimated amount of \$75,000 for the purchase of **various parts, supplies and repairs**, as needed for the maintenance and repair of the Authority's Kenworth dump trucks and crew trucks throughout 2024. Kenworth Northeast is the authorized dealer for New York State.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #23-205 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-206. Mr. LaManna addressed the Board the Board for authorization of a blanket purchase order for the as-needed purchase of electrical materials and equipment for maintenance and repairs of the Authority's equipment and facilities. He stated that Graybar Electrical Supply is a local firm.

#23-206 Authorize a Blanket Purchase Order for the purchase of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Graybar Electrical Supply** for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2024.

On a motion made by Mr. Rulison seconded by Mrs. Van Vechten, the foregoing resolution #23-206 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-207. Mr. LaManna requested Board authorization for a blanket purchase order for the as-needed purchase of electrical supplies and equipment utilized for maintenance and repair of the Authority's equipment and facilities. He noted that Kovalsky-Carr Electrical Supply Company, Inc. is a local vendor.

#23-207 Authorize a Blanket Purchase Order for the purchase of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Kovalsky-Carr Electrical Supply Company, Inc.**, for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2024.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #23-207 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-208. Mr. LaManna briefed the Board for authorization of a blanket purchase order for the as-needed purchase of electrical materials and equipment for the maintenance and repair of the Authority's equipment and facilities. He noted that Rexel USA, Inc. is a local firm.

#23-208 Authorize a Blanket Purchase Order for the purchase of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Rexel USA, Inc. LLC** for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2024.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-208 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-209, Mr. LaManna sought Board authorization of a blanket purchase order for the purchase of industrial and commercial supplies and equipment from W.W. Grainger, Inc. for items not included on the New York State Contract.

#23-209 Authorize a Blanket Purchase Order for the purchase of **Industrial and Commercial Supplies and Equipment** not included on New York State Contract, to be ordered as needed from **W.W. Grainger, Inc.**, for an estimated total cost of \$25,000 for a one-year term beginning December 10, 2023 through December 9, 2024.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #23-209 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-210, Mr. LaManna requested authorization from the Board for a blanket purchase order for the as-needed purchase of emergency generator repair parts, services and diagnostic software for the Authority's Cummins-Onan generators. The Authority operates and maintains these generators at various booster pumping stations and other locations to maintain system operations during power outages.

#23-210 Authorize a Blanket Purchase Order with **Cummins Inc. Sales and Service** for the purchase of **emergency generator repair parts, services, and diagnostic software for the Authority's Cummins-Onan generators**, to be ordered as needed, for an estimated total cost up to \$25,000 for the term January 1 through December 31, 2024.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-210 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-211, Mr. LaManna addressed the Board for authorization of a commodity purchase order for the as-needed purchase of repair parts, services and diagnostic software for the Authority's Caterpillar, Inc. emergency electric power generator equipment from Milton-CAT. The Authority operates and maintains multiple CAT portable and fixed emergency generators at its treatment plants and booster pumping stations to maintain system operations during power outages.

#23-211 Authorize a Commodity Purchase Order with **Milton-CAT** for the purchase of **repair parts, services, and diagnostic software for the Authority's Caterpillar, Inc. emergency electric power generator equipment** at the quoted unit prices, on an as-needed basis, for an estimated total cost of \$25,000 for the term November 13, 2023 through September 30, 2024.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #22-197 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-212, Mr. LaManna sought Board authorization in the as-needed purchase of Allen-Bradley Programmable Logic Controllers (PLCs) and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling and displays primarily for utilization in continued PLC upgrades at the Authority's Shoremont Water Treatment Plant.

#23-212 Authorize the purchase of **Allen-Bradley® Programmable Logic Controllers and ancillary equipment** such as network interface cards, power supplies, input/output cards, cabling and displays on an as-needed basis from **Rexel USA, Inc.** through December 31, 2024 for an estimated total up to \$175,000.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-212 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-213, Mr. LaManna briefed the Board for authorization in a new three-year software licensing and support agreement with Q-Mation for software that is utilized by the Authority's supervisory control and data acquisition (SCADA) system. He stated that Q-Mation is the sole local authorized dealer of this type of software.

#23-213 Authorize the purchase of a **new software licensing and support agreement with Q-Mation (dba Wonderware North)** for the Authority's SCADA system Wonderware® and ThinManager® software for an estimated total cost up to \$120,000 for the three year period beginning December 30, 2023 through December 29, 2026.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-213 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

FINANCE COMMITTEE REPORT – Presented by Mr. Bernstein, Committee Chairperson

Mr. Bernstein briefed the Board on the Finance Committee meeting held November 2, 2023, at which time the first item before the Committee was the review of the proposed 2024 Water Rates Schedule. He reported that the Director of Finance, Amy Molinari, gave a detailed presentation of the proposed rates and responded to questions posed by Committee members. Following Ms. Molinari's review and some discussion, the Committee unanimously agreed to recommend approval of the 2024 Water Rates, as presented, by the full Board at their November Regular meeting.

Mr. Bernstein continued his reporting by stating that the item on the agenda was the re-adoption of the Debt Management Policy. He said that Ms. Molinari stated that the annual review of this policy had been performed, and it was determined no changes are recommended at this time. Following some discussion, the Committee unanimously agreed to recommend re-adoption of the Debt Management Policy by the full Board at the November Regular meeting.

Mr. Bernstein reported that the Finance Committee scheduled its meetings for 2024 on October 2nd and November 7th, both to commence at 8:00 a.m., and concluded his reporting by stating that minutes of the Finance Committee's November 2nd meeting will be posted on MCWA's website.

For Items #23-214 and #23-215, Ms. Molinari presented an overview of the proposed changes to the MCWA 2024 Water Rates Schedule, provided notification of the upcoming Public Information Meeting pertaining to the 2024 Water Rates, and welcomed any further questions from the Board members.

#23-214 Approve an amendment to the **Authority's Rules for the Sale of Water and the Collection of Rents and Charges** effective January 1, 2024 in the form attached hereto and made a part of the minutes hereof, subject to compliance with the requirements of Subdivision 1 of Section 1096-a of the Public Authorities Law, with a copy of said amendment to be duly certified by the Recording Secretary of the Authority and filed with the President of the Monroe County Legislature and thereafter published twice in the Democrat and Chronicle, twice in the Daily Record, and twice in the Batavia Daily News; and filed in the Monroe County Clerk's office.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #23-214 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, M. Van Vechten, J. Rulison); NAYS: 0

#23-215 WHEREAS, the Monroe County Water Authority has adopted a water rate schedule effective January 1, 2024, which amends its present water rate schedule; and

WHEREAS, Section 1096-a of the Public Authorities Law provides for (1) notification of such water rate schedule change to the President of the Monroe County Legislature and (2) a public information meeting.

NOW, THEREFORE, IT IS RESOLVED: That the Authority publish an announcement of a Public Information Meeting to be held on November 29, 2023 at 3:00 p.m. in the offices of the Authority, 475 Norris Drive, Rochester, New York; and

IT IS FURTHER RESOLVED: That the Authority will conduct the Public Information Meeting in order to inform the public of the need and the design of the water rates schedule changes; and

IT IS FURTHER RESOLVED: That a copy of this Resolution be certified by the Recording Secretary of the Authority and delivered to the President of the Monroe County Legislature.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-215 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-216, Ms. Molinari stated that there were no changes to the Debt Management Policy.

#23-216 Upon recommendation of the Monroe County Water Authority's Finance Committee, the Board hereby re-adopts the **Debt Management Policy**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #23-216 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Items #23-217 and #23-218, Ms. Molinari addressed the Board regarding the Authority's 3rd Quarter Investment and Financial Reports for the period ending September 30, 2023. Ms. Molinari discussed each report, copies of which were also enclosed in Board members' packets and distributed in advance of the meeting date for their prior review.

#23-217 Approve the Authority's **3rd Quarter Investment Report** for the period ending September 30, 2023, as presented.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-217 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-218 Approve the Authority's **3rd Quarter Financial Report** for the period ending September 30, 2023, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #23-218 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #23-219, Mr. Magguilli sought Board authorization to utilize the New York State Contract for the purchase of two new Dell servers and associated equipment. He stated these servers will replace aging servers used for the Oracle database.

#23-219 Authorize the use of New York State OGS Contract, Group #73600, Award #22802, Lot 2, Contract #PM20820, for the purchase of two new **Dell servers**, and associated equipment with a five-year warranty from **Derive Tech, LLC** for an estimated amount of \$26,375.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-219 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. VanVechten, J. Rulison); NAYS: 0

#23-220 The Members of the Authority expressly make the following determination for all awards of Procurement Contracts made during this meeting: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee complied with the State Finance Law provisions regarding Permissible Contacts (as defined in the Authority's Procurement Disclosure Policy); (iii) the proposed awardee has (or will prior to the final award being effective) complied with the State Finance Law provisions that require disclosure of all information required to be in the Authority's Solicitation Materials (as such term is defined in the Authority's Procurement Disclosure Policy); and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy, and the Authority's Code of Ethics and Conflict of Interest Policies.

On a motion made by Mr. Rulison seconded by Mr. Bernstein the foregoing resolution #23-220 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#23-ES 9:20 a.m. Chairman Nasca requested a motion to enter Executive Session pursuant to Section 105(l)(e) of the New York Public Officers Law in order to discuss the employment of a particular employee (s). Moved by Mr. Fero, seconded by Mr. Rulison, and put to a roll call vote, the Board Members unanimously agreed to enter Executive Session. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

9:35 a.m. Motion to conclude Executive Session: Moved by Mr. Rulison, seconded by Mr. Fero, and put to a roll call vote, the Board unanimously agreed to conclude Executive Session. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0.

Resolution ES#23-221 was then added to the agenda

ES #23-221 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Title Change of Michael Irving to the title of Maintenance Mechanic III, effective November 8, 2023 at an hourly rate of \$34.66.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution ES #23-221 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

In Board folders for review:

- Proposed Recipients of RFQ/P for Contract Administration and Inspection Services
- Proposed 2024 Board meeting dates.
- Routine monthly informational updates

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:40 a.m.

Diane L. Hendrickson, Recording Secretary

Scott D. Nasca, Chairman