

MINUTES***DRAFT – Subject to and Pending Monroe County Water Authority Board approval.***

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, December 14, 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 & Emery

Packets 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

#23-222 Approve minutes of the Authority's Regular Meeting held on Thursday, November 9, 2023.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-222 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#23-223 Approve list of disbursements on check registers dated November 8, November 15, November 22, and November 29, 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 #23-223 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#23-224 Accept Purchase Order List of materials and supplies for the period October 31 through December 1, 2023 in the amount of \$233,760.63.

On a motion made by Mr. Rulison, seconded Mr. Bernstein, the foregoing resolution #23-224 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce informed the Board that the Authority will be soliciting an RFP/Q for improvements to the Lee Road Booster Pump Station, as well as an RFP/Q for telecommunications and internet connectivity.

Mr. Noce shared the commendable actions of an MCWA employee who went above and beyond to potentially save a life. He told the Board that Gregg Ippolito, the Authority's Manager of Meter and Security Services, was driving back to the Meter Shop from the MCWA general offices when he noticed a young man in distress on the outside fence of a pedestrian bridge over Route 490. Mr. Ippolito called 911 and proceeded to exit his vehicle to assist the young man, who was on the verge of ending his life. Mr. Ippolito de-escalated the situation and worked with others to protect the young man until authorities arrived and lowered him to safety. Mr. Noce praised Mr. Ippolito's actions for potentially saving the young man's life.

#23-225

RESOLUTION #23-225
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO CHERYL M. CORSON UPON HER RETIREMENT

WHEREAS, Cheryl M. Corson, a longtime employee of the Water Authority, has retired as of November 29, 2023; and

WHEREAS, Cheryl M. Corson is a highly skilled and knowledgeable 27+ year veteran of the Water Authority; and

WHEREAS, Cheryl M. Corson will be remembered for her dedicated service by her 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

Cheryl M. Corson, MCWA Retiree.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-225 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

#23-226 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Shawn David to the title of Laborer, effective January 2, 2024 at an hourly rate of \$20.46.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-226 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 #23-227, Mr. Trotta requested Board authorization for the as-needed purchase of Repair clamps to be utilized in the repair and maintenance of water mains throughout the Authority's distribution system. He stated that the Authority has worked with this vendor in the past and they have proven reliable.

#23-227 Authorize a unit price contract for **Repair Clamps** for the repair and maintenance of water mains throughout the Authority's distribution system, to be ordered as needed from the low responsive, responsible bidder, **T. Mina Supply East, Inc.**, in the bid amount of \$82,169.24. This is a one year contract with the option to renew for up to four additional one year terms upon mutual consent. Bid amount is based on estimated quantities.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #23-227 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 #23-228. Mr. Trotta sought authorization from the Board in the purchase of a new Bobcat Compact Track Loader and attachments utilizing the New York State contract. He noted that this will replace a 2015 Bobcat utilized by the Buildings and Grounds group and the purchase is part of the 2024 vehicle replacement program.

#23-228 Authorize the purchase of one (1) **New 2024 T66 T4 Bobcat Compact Track Loader** with attachments from **DJM Equipment Inc.** in the amount of \$84,219.85, Utilizing NYS OGS Contract, Group 40625-Heavy Equipment, Award#PGB-22792.

On a motion made by Mr. Fero seconded by Mrs. Mason, the foregoing resolution #23-228 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 #23-229. Mr. LaManna addressed the Board for authorization in awarding a contract for automatic transfer switches for the Victor Booster Pumping Stations. These will replace obsolete switches at three booster pumping stations. Mr. LaManna noted this was a rebid due to the fact that no bids were received the first time.

#23-229 Authorize the award of the Victor BPSs – **Automatic Transfer Switches** Rebid contract to the low responsive, responsible bidder, **Southworth-Milton, Inc.** d/b/a Milton CAT for the bid amount of \$60,605.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #23-229 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 #23-230. Mr. LaManna requested authorization from the Board to enter into professional services agreements with qualified firms for electrical and mechanical engineering services. He recapped the results and recommended five consultants for work to be performed on an as-needed basis.

#23-230 Authorize the Executive Director to enter into professional services agreement with the following firms for **Electrical and Mechanical Engineering Services: Arcadis of New York, Inc.; C&S Engineers, Inc.; Erdman, Anthony and Associates, Inc.; LaBella Associates, DPC; and Pathfinder Engineers and Architects, LLP.**

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-230 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 #23-231. Mr. LaManna briefed the Board for authorization in the as-needed purchase of various process instrumentation and radio communication equipment for use in water quality monitoring and control throughout the Authority's treatment and distribution systems. Mr. LaManna noted this is a local vendor and sole authorized dealer of this type of equipment.

#23-231 Authorize a Blanket Purchase Order for the purchase of **various process instrumentation and radio communication equipment** to be ordered as needed from **Ritec Enterprises, 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 Mr. Fero, the foregoing resolution #23-231 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 #23-232, Mr. Savage sought Board authorization to award a unit price contract for the 2024 service and water main contract utilized to install water services, water mains and appurtenances throughout the Water Authority's service area. He explained the scope of the contract to be used on an as-needed basis to assist MCWA with various scheduled and emergency repairs and replacements. Mr. Savage responded to a question posed by a Board member.

#23-232 Authorize the award of a unit price contract for the **2024 Service and Water Main Contract** to the low responsive, responsible bidder, **Villager Construction, Inc.** in the bid amount of \$7,102,189, with the option to extend for four additional one-year terms.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-232 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 #23-233, Mr. Savage requested Board authorization to award a unit price contract for the Paul Road Water Main Replacement Project in the Town of Chili. He outlined the bid results and recommended Randsco Pipeline as the low responsive, responsible bidder. Mr. Savage noted the Authority has successfully worked with this vendor in the past.

#23-233 Authorize the award of a unit price contract for the **Paul Road Water Main Replacement** project, to the low responsive, responsible bidder, **Randsco Pipeline, Inc.** in the bid amount of \$2,720,740.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #23-233 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 #23-234, Mr. Savage addressed the Board for authorization in entering into professional services agreements with seven structural engineering firms. He stated these firms will be used, as needed, to assist with structural analysis and evaluation of various system components.

#23-234 Authorize the Executive Director to enter into Professional Services Agreements with the following firms for **Structural Engineering Services: Jensen BRV Engineering PLC, LaBella Associates, Larsen Engineers, Wendel Companies, Barton & Loguidice, Wiss, Janney, Elster Associates, Inc. and Arcadis of NY, Inc.**

On a motion made by Mrs. Van Vechten seconded by Mrs. Mason, the foregoing resolution #23-234 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 #23-235, Ms. Molinari requested authorization from the Board to approve the proposal for Lenel software upgrade and support systems from Technical Systems Group. She stated that one proposal was received for an initial term of three years with the option of two additional one-year renewals.

#23-235 Approve the proposal as submitted by **Technical Systems Group (TSG) for Lenel Software Upgrade and Support (SUSP), Value Add Reseller of Record and Lenel Systems Service Calls** for an initial term of three years with the option of two one-year renewal terms upon mutual consent. The cost for the annual SUSP agreement and non-SUSP related service calls will be the following: 2024 \$50,331; 2025: \$52,703; 2026: \$54,051; 2027: \$58,116; 2028: \$61,028. All other services requested in the RFP/Q will be charged on an as needed basis at the hourly rate per the Proposer's Cost Proposal.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #23-235 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 #23-236, Ms. Molinari sought Board authorization in the as-needed purchase of office supplies from W. B. Mason utilizing the City of Rochester contract.

#23-236 Authorize the purchase of **Office Supplies** to be ordered as needed from **W.B. Mason Co., Inc.** for an estimated amount of \$30,000 utilizing the City of Rochester Contract #137789/510140, through the contract period ending December 31, 2024.

On a motion made by Mr. Rulison, seconded by Mrs. Mason, the foregoing resolution #23-236 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

For Item #23-237, Ms. Molinari notified the Board that requirements have been met with respect to changes to the water rates and charges schedule, effective January 1, 2024. She reported that the Public Information Meeting was held November 29, 2023 and no one from the public attended.

#23-237 RESOLVED: That the Authority hereby ratifies and confirms in every respect the change in the **Authority's Rules for the Sale of Water and the Collection of Rents and Charges**, as presented to this meeting and made a part of the minutes hereof, which change is effective January 1, 2024 and is subject of a Resolution of the Authority adopted at its November 9, 2023 meeting; and the Authority hereby finds and determines that the requirements of Section 1096-a of the Public Authorities Law in connection therewith have been accomplished.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #23-237 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 #23-238, Mr. Magguilli sought Board authorization to utilize the New York State OGS Contract for the purchase of a one-year Cisco Smartnet maintenance and support agreement. He stated this agreement covers critical network support for the Authority's business and SCADA networks. He also noted that these devices will now be renewed co-terminus, which reduces administrative overhead.

#23-238 Authorize the use of New York State OGS Contract, Group #73600, Award #22802, Lot 1, Contract #PM20800, for the purchase of a one-year **Cisco Smartnet Maintenance and Support Agreement** from **Aspire Technology Partners** for an estimated total cost of \$50,200.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-238 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 #23-239, Mr. Magguilli requested authorization from the Board to amend Resolution #23-219 for the purchase of two new Dell servers and associated equipment. He stated that after further review, the awardee did not meet the required specifications. Therefore, Mr. Magguilli requests approval to award the purchase to the lowest responsive, Responsible bidder, Dell Technologies.

#23-239 Amend Resolution #23-219 for the purchase of **two (2) new Dell Servers**, and associated equipment with a five-year warranty from the lowest responsive, responsible bidder, **Dell Technologies** for an estimated amount of \$27,020.

On a motion made by Mr. Rulison, seconded by Mrs. Mason, the foregoing resolution #23-239 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

#23-240 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. Bernstein seconded by Mr. Fero the foregoing resolution #23-240 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

GOVERNANCE COMMITTEE REPORT – Presented by Mrs. Sheryal A. Volpe, Chairperson

Mrs. Volpe gave a briefing on the Governance Committee meeting held Thursday, December 7, 2023, at which all of the items on the agenda were Water Authority policies needing review and approval or re-adoption.

Mrs. Volpe stated that Mr. Noce gave a brief description of the following policies, which were previously reviewed by executive staff and recommended for re-adoption without revisions: Code of Ethics Policy, Conflicts of Interest Policy, Software Code of Ethics Policy, Whistleblower Policy, and Disposal Guidelines. She reported that the committee members voted unanimously to re-adopt these policies, as presented, and to forward to the full Board for re-adoption.

Mrs. Volpe stated that Ms. Molinari presented the committee with recommended revisions to the Purchasing and Procurement Guidelines, which include an improved purchasing process that streamlines required PARIS reporting, as well as proposed updates to emergency purchase orders that would improve communication to the Board. Mr. Volpe reported that the committee members voted to adopt the revised Purchasing and Procurement Guidelines, and to forward to the full Board for its approval.

Mrs. Volpe concluded her reporting by stating that the next Governance Committee scheduled its 2024 meeting dates for February 22, 2024 at 8:30 a.m. and November 7, 2024 at 8:30 a.m. and that minutes of the December 7th meeting are posted on the website.

For Items #23-241 to #23-245, Mr. Noce noted that no revisions were made and the Governance Committee recommends straight re-adoptions of these policies.

#23-241 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Code of Ethics Policy**, as presented.

On a motion made by Mrs. Volpe, seconded by Mr. Fero, the foregoing resolution #23-241 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

#23-242 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Conflicts of Interest Policy**, as presented.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #23-242 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

#23-243 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Software Code of Ethics Policy**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #23-243 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

#23-244 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Whistleblower Policy**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #23-244 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

#23-245 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Disposal Guidelines**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #23-245 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 #23-246, Ms. Molinari outlined recommended revisions to the Purchasing and Procurement Guidelines, including an improved purchasing process that streamlines required PARIS reporting, as well as proposed updates to emergency purchase orders that would improve communication to the Board.

#23-246 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby adopts the revised **Purchasing and Procurement Guidelines**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #23-246 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 #23-247, Mr. Noce requested authorization from the Board to approve travel for Board members and staff to attend mission-related seminars, conferences and meetings during 2024.

#23-247 Approve **travel for selected Board Members and Staff to attend** AWWA National Convention and AWWA Conferences, NY Section – AWWA Meetings, GFOA Annual Conference, NYS-WA Meeting, NYS Department of State Educational Unit training programs, NPERLA, AMWA, and other **mission-related training seminars, conferences, and meetings during 2024**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #23-247 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

#23-248 BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2024** be as follows (*subject to change*):

JANUARY	THURSDAY	11	9:00 A.M. – REGULAR MEETING
FEBRUARY	THURSDAY	08	9:00 A.M. – REGULAR MEETING
MARCH	THURSDAY	07	9:00 A.M. – REGULAR MEETING
APRIL	THURSDAY	04	9:00 A.M. – REGULAR & ANNUAL MEETING
MAY	THURSDAY	09	9:00 A.M. – REGULAR MEETING
JUNE	THURSDAY	13	9:00 A.M. – REGULAR MEETING
JULY	THURSDAY	11	9:00 A.M. – REGULAR MEETING
AUGUST	THURSDAY	08	9:00 A.M. – REGULAR MEETING
SEPTEMBER	THURSDAY	12	9:00 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	10	9:00 A.M. – REGULAR MEETING
NOVEMBER	THURSDAY	14	9:00 A.M. – REGULAR MEETING
DECEMBER	THURSDAY	12	9:00 A.M. – REGULAR MEETING

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #23-248 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

AUDIT COMMITTEE REPORT – Presented by Mr. Joseph R. Rulison, Chairperson

Mr. Rulison gave a briefing on the Audit Committee Meeting held December 11, 2023 at 8:00 a.m. at which the first item on the agenda was a review of the 2023 audit plan. He stated that Mr. Noce presented an overview of the services, timetable, and plan for the EFPR Group, Inc.'s audit of the Authority's financial statements for the year ending December 31, 2023. This presentation was for informational purposes only and did not require any action by the Committee.

Mr. Rulison continued his reporting by stating the next item on the agenda was review and approval of Excess Workers' Compensation Insurance. He stated that Ms. Hendrickson addressed this item with the Committee, indicating that NCAComp, Inc., the Authority's Broker of Record for this insurance, presented the Authority with a proposal for Excess Workers' Compensation Insurance through Midwest Employers Casualty Company. She reviewed this firm with the Committee and stated the firm submitted an option for a two-year rate. After some discussion, and based on the NCAComp, Inc., recommendation, the Audit Committee unanimously approved the purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company, as proposed, for the period of January 1, 2024 through December 31, 2025, in the estimated amount of \$101,836 for 2024 and a 2% increase for 2025 and to forward this item to the full Board for approval.

Mr. Rulison concluded his report by stating that the Audit Committee scheduled its 2024 meeting dates for February 29, May 2, June 6 and November 27, all commencing at 8:00 a.m., and that minutes of the December 11th meeting are posted on the MCWA website.

For Item #23-249, Ms. Hendrickson addressed the Board for authorization in the purchase of Excess Workers' Compensation Insurance. She stated that NCAComp, Inc., the Authority's Broker of Record for this insurance, presented the Authority with a proposal for Excess Workers' Compensation Insurance through Midwest Employers Casualty Company.

#23-249 Authorize the Executive Director to enter into an agreement for the **purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company**, as brokered through NCAComp, Inc. in accordance with the terms of such firm's written proposal, for the period of January 1, 2024 through December 31, 2025, in the estimated amount of \$101,836 for 2024 with a 2% increase for 2025.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #23-249 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

COMPENSATION COMMITTEE REPORT – Presented by Mr. Matthew J. Fero, Chairperson

Mr. Fero gave a briefing on the Compensation Committee meeting held on Monday December 11, 2023 at 8:30 a.m. He stated that the Committee met in Executive Session in order to discuss the Performance Appraisal of the Executive Director. No formal action was taken.

After returning to open session, the next item on the agenda was a review by Mr. Steven DePerrior, from the Burke Group, of the recommended MCWA Compensation Guidelines. Mr. Fero stated that after some discussion, the Committee unanimously voted to approve the Compensation Guidelines, as presented, and to forward to the full Board for its approval.

Mr. Fero concluded his reporting by stating that the next Compensation Committee meeting will be scheduled as needed and that the minutes of the December 11th meeting are posted on the MCWA website.

#23-ES 9:35 a.m. – Chairman Nasca requested a motion to enter Executive Session pursuant to Section 105(1)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance history and performance evaluations of the Executive Director and Department Directors and Officers.

Moved by Mr. Fero, seconded by Mr. Rulison, and put to a roll call vote, the Board 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

9:55 a.m. – Motion to conclude Executive Session: Moved by Mr. Rulison, seconded by Mr. Fero, 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

Chairman Nasca called this Regular Meeting back in open session with no formal action taken.

For Item #23-250, Mr. Noce briefed the Board on proposed modification to the Compensation Guidelines, developed in accordance with the Burke Group. He responded to a question proposed by a Board member. Ms. Hendrickson also outlined proposed updates to management employees' dental benefits.

#23-250 Upon recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby adopts the **Compensation Guidelines**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #23-250 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 Lee Road BPS Improvements
- Proposed Recipients of RFP for Telecommunications & Internet Connectivity
- Minutes of November 29, 2023 Public Information Meeting
- Routine monthly informational updates

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There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 10:05 a.m.

Diane L. Hendrickson, Recording Secretary

Scott D. Nasca, Chairman