

## MINUTES

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

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING  
THURSDAY, December 12, 2024 @ 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 (6):** S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten

**Absent (1): M. Fero**

**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

**#24-235** Approve minutes of the Authority's Regular Meeting held on Thursday, November 14, 2024.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Volpe, the foregoing resolution #24-235 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

**#24-236** Approve list of disbursements on check registers dated November 6, November 13, November 20, and November 27, 2024, which were forwarded to the Authority Members for their review.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-236 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

**#24-237** Accept Purchase Order List of materials and supplies for the period November 4 through December 1, 2024 in the amount of \$11,168,678.23.

On a motion made by Mrs. Van Vechten, seconded by Mr. Young, the foregoing resolution #24-237 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0

## **COMMUNICATIONS/NOTIFICATIONS**

Mr. Noce outlined the contents of Board folders, including October financials, minutes from the public information meeting regarding proposed rate changes, a draft of the updated

Prohibited Contractor's List, to be voted on in January, 2025, and the employee newsletter and employee separation memo.

**For Item #24-238.** Mr. Trotta sought Board authorization to purchase a new crew truck to replace a 2010 truck utilized by the distribution maintenance crews. He noted a 14% increase in price since the last crew truck was purchased in 2022. Mr. Trotta stated this purchase is part of the 2025 vehicle replacement program and responded to a follow-up question posed by a Board member.

**#24-238** Authorize the purchase of one (1) New **2026 Five Person, Four Door Crew Cab Truck with Knapheide Service Body** from the low responsive, responsible bidder, **Regional Truck and Trailer** in the bid amount of \$216,537.03

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-238 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-239.** Mr. Trotta addressed the Board for authorization to purchase eight new pickup trucks to be utilized by the Operations, Meter Services and Production departments. He reported that nine bids were sent out and only one was received in response. Mr. Trotta responded to a follow-up question posed by a Board member.

**#24-239** Authorize the purchase of eight **(8) New 2025 Ford Maverick XL Super Crew AWD Compact Pickup Trucks** from the low responsive, responsible bidder, **Van Bortel Ford, Inc.** in the bid amount of \$231,960.

On a motion made by Mrs. Mason, seconded by Mr. Young, the foregoing resolution #24-239 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-240.** Mr. Trotta requested Board authorization to utilize the Monroe County Contract with Smitty's Transmission for the repair and rebuilding of transmissions and torque converters, as needed for the maintenance and repair of the Authority's vehicles for an estimated amount of \$35,000, through contract period ending September 30, 2025. This may be extended providing this Monroe County Contract award remains in effect.

**#24-240** Authorize the use of Monroe County Contract #903-20 with **Smitty's Transmission** for the **repair and rebuilding of transmissions and torque converters**, as needed for the maintenance and repair of the Authority's vehicles for an estimated amount of \$35,000. Through contract period ending September 30, 2025. This may be extended providing this Monroe County Contract award remains in effect.

On a motion made by Mrs. Volpe, seconded by Mrs. Van Vechten, the foregoing resolution #24-240 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-241.** Mr. Trotta sought authorization from the Board for a blanket purchase order to purchase various parts, supplies and repairs, as needed, for the Authority's Kenworth dump trucks and crew trucks. He noted that Kenworth Northeast is the only authorized dealer for New York State.

**#24-241** Authorize a Blanket Purchase Order from **Kenworth Northeast** for the purchase of **various parts, supplies and repairs**, as needed for the maintenance of the Authority's Kenworth dump trucks and crew trucks throughout 2025. Estimated annual amount of \$75,000. Kenworth Northeast is the only authorized dealer for New York State.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-241 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-242.** Mr. Trotta briefed the Board for authorization to utilize the New York State Contract to purchase ultra-low sulfur diesel fuel. He stated NOCO has been a reliable vendor for many years, delivering diesel fuel to the East Side Operations Center's one thousand gallon tank three times per week. Mr. Trotta responded to a follow-up question from a Board member regarding fuel prices.

**#24-242** Authorize the use of New York State Contract, Group #05602, Award #23343, Contract #PC70537 for the purchase of **Ultra Low Sulfur Diesel Fuel** for Authority vehicles and equipment from awarded vendor **NOCO Energy Corp.** for an annual estimated amount of \$300,000. Contract period good through August 20, 2026. This may be extended providing this New York State Contract remains in effect.

On a motion made by Mrs. Volpe, seconded by Mrs. Van Vechten, the foregoing resolution #24-242 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-243.** Mr. LaManna requested authorization from the Board for a blanket purchase order for the as-needed purchase of various electrical materials and equipment from Cooper Electric. Mr. LaManna noted the Authority has purchased from Cooper intermittently in the past, so a blanket purchase order would be efficient and effective.

**#24-243** 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 **Cooper Electric** for an estimated total cost up to \$25,000 for the term January 1 through December 31, 2025.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Volpe, the foregoing resolution #24-243 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-244.** Mr. LaManna sought Board authorization for the as-needed purchase of industrial and commercial supplies and equipment from W.W. Grainger, Inc. utilizing a blanket purchase order. Mr. LaManna explained this would cover items not available through the New York State Contract.

**#24-244** 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 January 1 through December 31, 2025.

On a motion made by Mrs. Van Vechten seconded by Mrs. Volpe, the foregoing resolution #24-244 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-245.** Mr. LaManna requested the Board authorization for the as-needed purchase order for the as-needed purchase of various process instrumentation and radio communication equipment. He noted this will primarily cover radio communication equipment that is utilized in the Authority's Supervisory Control and Data Acquisition (SCADA) communication network for monitoring and controlling water treatment plants and other remote facilities. He noted the Authority has utilized this vendor for many years and they have proven reliable.

- #24-245** 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, 2025.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Volpe, the foregoing resolution #24-245 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-246.** Mr. LaManna addressed the Board for authorization to purchase Allen Bradley Programmable Logic Controllers (PLCs) and ancillary equipment, as needed, from Rexel USA, Inc. He explained the Authority has been standardized on PLCs for many years and is continuing the process of upgrading PLCs at its treatment plants and booster pumping stations. Mr. LaManna responded to follow-up question posed by Board members.

- #24-246** 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, 2025 for an estimated total up to \$150,000.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-246 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-247.** Mr. LaManna sought Board authorization to enter into an agreement with Frontier Communications of America, Inc. to provide an Ethernet based private network for Supervisory Control and Data Acquisition (SCADA) communications. He stated Frontier has been providing private networks for the Authority's remote SCADA locations since 2014 and has maintained the same unit price per facility throughout. Mr. LaManna noted Verizon will be acquiring Frontier.

- #24-247** Authorize the Executive Director to enter into an agreement with **Frontier Communications of America, Inc.** to provide a dedicated metro **Ethernet based private network for supervisory control and data acquisition communications** for a three year term beginning January 1, 2025 for an estimated annual cost up to \$84,000.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-247 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-248.** Mr. Savage requested Board authorization for payments to Stolt Realty, Inc. for granting permanent easements on three parcels in the Town of Penfield needed to install a new water main. He explained that the Board approved the pursuit of eminent domain if necessary during its meeting last month, but the property owner has since voluntarily granted the easements.

- #24-248** Authorize the Monroe County Water Authority to make a payment in the amount of \$23,375 to **Stolt Realty, Inc.** for **permanent easements** at #1616, #1618 and #1620 Penfield Road in the town of Penfield.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-248 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-249.** Mr. Savage briefed the Board for authorization to issue payment to the McDonald's Corporation to grant permanent easements on three parcels located on Spencerport Road in the Town of Gates. This is necessary to replace an existing water main with a high break frequency.

- #24-249** Authorize the Monroe County Water Authority to make a payment in the amount of \$15,000 to the McDonald's Corporation for **three permanent easements** at the properties located at 29, 31, and 35 Spencerport Road in the town of Gates.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-249 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-250**, Ms. Molinari requested authorization from the Board for the as-needed purchase of office supplies from W.B. Mason Co., Inc. utilizing the City of Rochester Contract.

- #24-250** 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, 2025.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-250 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-251**, Ms. Molinari notified the Board that requirements have been met with respect to changes to the water rates and charges schedule, effective January 1, 2025. She reported that the Public Information Meeting was held December 4, 2024 and one member from the public attended.

- #24-251** 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, 2025 and is subject of a Resolution of the Authority adopted at its December 4, 2024 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 Mrs. Volpe, the foregoing resolution #24-251 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-252**, Mr. Magguilli sought authorization from the Board to utilize the New York State Contract to purchase a one-year Cisco Smartnet Maintenance and Support Agreement from Aspire Technology Partners. He explained this agreement covers critical network support for the Authority's business and SCADA networks.

- #24-252** Authorize the use of New York State OGS Contract, Group #73600, Award #22802, Lot 2, 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 \$66,000.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-252 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-253**, Mr. Magguilli addressed the Board for authorization to utilize the New York State Contract to purchase Rubrik Software Licenses, Support and Implementation. He Explained, the Authority is switching its backup data process and this will cover the software for the new system.

- #24-253** Authorize the use of the New York State OGS Contract, Group #73600, Award #22802, Lot 3 and 4. Contract #PM69732, for the purchase of **Rubrik Software Licenses, Support, and Implementation** from **Insight Public Sector** for an estimated annual cost of \$116,022.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-253 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-254**, Mr. Magguilli requested Board authorization to utilize the New York State Contract to purchase Rubrik servers for the new data backup system. This covers the physical components for the new system. Mr. Magguilli responded to a follow-up question posed by a Board member.

- #24-254** Authorize the use of New York State OGS Contract, Group #73600, Award #22876, Lot 2, Contract #PD67647, for the purchase of **Rubrik Servers** from **SHI International Corp.** for an estimated one-time cost of \$45,673.

On a motion made by Mrs. Volpe, seconded by Mrs. Mason, the foregoing resolution #24-254 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-255**, Chairman Nasca outlined the 2025 Board meeting schedule and noted he would like to amend the schedule to reflect a date change for the August meeting to August 7, 2025.

- #24-255** BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2025** be as follows (*subject to change*):

<b>JANUARY</b>	<b>THURSDAY</b>	<b>09</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>FEBRUARY</b>	<b>THURSDAY</b>	<b>13</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>MARCH</b>	<b>THURSDAY</b>	<b>20</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>APRIL</b>	<b>THURSDAY</b>	<b>10</b>	<b>9:00 A.M. – REGULAR &amp; ANNUAL MEETING</b>
<b>MAY</b>	<b>THURSDAY</b>	<b>08</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>JUNE</b>	<b>THURSDAY</b>	<b>12</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>JULY</b>	<b>THURSDAY</b>	<b>10</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>AUGUST</b>	<b>THURSDAY</b>	<b>07</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>SEPTEMBER</b>	<b>THURSDAY</b>	<b>11</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>OCTOBER</b>	<b>THURSDAY</b>	<b>09</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>NOVEMBER</b>	<b>THURSDAY</b>	<b>13</b>	<b>9:00 A.M. – REGULAR MEETING</b>
<b>DECEMBER</b>	<b>THURSDAY</b>	<b>11</b>	<b>9:00 A.M. – REGULAR MEETING</b>

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-255 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**For Item #24-256**, Mr. Noce requested authorization from the Board to approve travel for Board members and staff to attend mission-related seminars, conferences and meeting during 2025.

- #24-256** 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 2025.** The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-256 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

### **AUDIT COMMITTEE REPORT**

Mrs. Van Vechten gave a briefing on the Audit Committee Meeting, held November 27, 2024 at 8:00 a.m. at which the first item on the agenda was a review of the 2024 audit plan. She stated Mr. Thomas Smith from EFPR Group, Inc. presented an overview of the services, timetable, and plan for the EFPR Group, Inc.' audit of the Authority's financial statements for the year ending December 31, 2024. This presentation was for informational purposes only and did not require any action by the Committee.

Mrs. Van Vechten continued her reporting by stating the next item on the agenda was review and approval of Life and Long Term Disability Insurances. She stated that Ms. Hendrickson addressed this item with the Committee, indicating Brown & Brown, the Authority's Broker of Record for these insurances, presented the Authority with a proposal for Life and Long Term Disability through MetLife. She reviewed these insurances with the Committee. The Company submitted a quote for a one-year renewal at the same rates as in previous years. After some discussion, and based on the Brown & Brown recommendation, the Audit Committee unanimously approved the purchase of Life and Long-Term Disability Insurance through MetLife, as proposed, for the period of January 1, 2025 through December 31, 2025, in the estimated amount of \$38,000 and to forward this item to the full Board for its approval.

Mrs. Van Vechten concluded her report by stating the Audit Committee scheduled its 2025 meeting dates for March 6, May 6, June 5, and December 4, 2025, all commencing at 8:00 a.m., and minutes of the November 27<sup>th</sup> meeting are posted on the MCWA website.

**For Item #24-257,** Ms. Hendrickson addressed the Board for authorization to purchase MCWA Group Life, Accidental & Dismemberment, and Long-Term Disability Insurances with MetLife Insurance Company, as brokered through Brown & Brown, Inc. She stated MetLife is maintaining the same rates as in previous years and they have been a reliable vendor.

**#24-257** Authorize the Executive Director or his designee to enter into agreement for the purchase of MCWA **Group Life, Accidental & Dismemberment and Long Term Disability Insurances** with **Met Life Insurance Company**, as brokered through Brown & Brown, Inc., as proposed, estimated at \$38,000; based on present MCWA census.

On a motion made by Mrs. Mason, seconded by Mrs. Van Vechten, the foregoing resolution #24-257 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**#24-258** 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 Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-258 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, S. Mason, D. Young, T. Barbeto, M. Van Vechten); NAYS: 0

**In Board folders for review:**

- October Financials
- Updated Prohibited Contractors List for January 2025 Approval
- Minutes of December 4, 2024 Public Information Meeting
- Employee Newsletter
- 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 9:35 a.m.

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Diane L. Hendrickson, Recording Secretary

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Scott D. Nasca, Chairman