

**Monroe County Water Authority** 

Memorandum

То:	Board Members	Date:	December 5, 2024
From:	Nicholas Noce, Executive Director		
Subject:	Regular Board Meeting – Wednesday, Dece Board Room, 475 Norris Drive	mber 12	, 2024 @ 9:00 a.m.

## **AGENDA ITEMS:**

- 1. There is an item on the agenda to purchase one new 2026 Five Person, Four Door Crew Cab Truck
- 2. There is an item on the agenda for the purchase of eight new 2025 Ford Maverick XL Super Crew AWD Compact Pickup Trucks.
- 3. There is an item on the agenda authorize the use of Monroe County Contract with Smitty's Transmission for the repair and rebuilding of transmissions and torque converters.
- 4. There is an item on the agenda to authorize a Blanket Purchase Order from Kenworth Northeast for the purchase of various parts, supplies and repairs for the Authority's Kenworth dump trucks and crew trucks.
- 5. There is an item on the agenda to authorize the use of New York State Contract for the purchase of Ultra Low Sulfur Diesel Fuel.
- 6. There is an item on the agenda to authorize a blanket order for the purchase of various electrical materials and equipment from Cooper Electric. The electrical materials and equipment are utilized for maintenance and repair of the Authority's equipment and facilities.
- 7. There is an item on the agenda to authorize a blanket purchase order for the purchase of materials and supplies from W.W. Grainger, Inc. for items not available through the New York State Contract. The blanket purchase order will be for an estimated total cost of \$25,000 for a one-year term beginning January 1 through December 31, 2025.
- 8. There is an item on the agenda to authorize a blanket order for the purchase of various process instrumentation and radio communication equipment from Ritec Enterprises, Inc. (Ritec). Process instrumentation is utilized for water quality monitoring and control throughout the Authority's treatment and distribution system. Radio communication equipment is utilized in the Authority's Supervisory Control and Data Acquisition (SCADA)

communication network for monitoring and control of water treatment plants, storage sites, booster pumping stations, and other remote facilities.

The Authority standardized on Analytical Technology, Inc. (ATI) online amperometric chlorine residual monitoring equipment in December 2022, and standardized on General Electric Industrial Communications LLC MDS (GE MDS) radio equipment in August 2020. Ritec, located in Rochester New York, is the sole authorized dealer in the Authority's service area for ATI and GE MDS equipment.

9. There is an item on the agenda to purchase Allen-Bradley® Programmable Logic Controllers (PLCs) and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling, and displays from Rexel USA, Inc. (previously known as Horizon Solutions, LLC). Allen-Bradley® is a brand of Rockwell Automation.

Allen-Bradley® PLCs and ancillary equipment are uniformly incorporated into the Authority's Supervisory Control and Data Acquisition (SCADA) system. The Authority standardized on Allen-Bradley® PLCs in October 2014, which was approved by the Board under Resolution #14-188. The standardization was reconfirmed in accordance with the MCWA Purchasing Guidelines, most recently in November 2024. This equipment will be located at the water treatment plants and at many remote facilities in the distribution system including storage facilities and pump stations.

The proposed purchase is for an estimated total cost up to \$150,000 for the term ending December 31, 2025. This amount includes the anticipated purchase of new PLCs to continue replacement and upgrade of PLCs located at remote facilities and treatment plants in 2025 by Authority maintenance personnel.

Rexel USA, Inc. located in Rochester New York is the sole authorized dealer in this region of New York State.

10. There is an item on the agenda to authorize the Executive Director to enter into an agreement with Frontier Communications of America, Inc. (Frontier) to provide a dedicated metro Ethernet based private network (PN) for the Authority's Supervisory Control and Data acquisition (SCADA) communication network at multiple facilities.

The Authority owns and operates water supply facilities including booster pumping stations, water storage facilities, water treatment plants (WTPs), and valve control vaults distributed throughout its service area. Operators located at the Authority's Shoremont WTP in the Town of Greece use a telecommunications system network to monitor and control equipment at its remote facilities through its SCADA system. The telecommunications system is critical in the operation of the Authority's system, including monitoring, reporting, and storing of water quality data. The SCADA PN is a critical component of the telecommunications system.

Frontier has provided this SCADA PN to the Authority since 2014. The Authority originally standardized on Frontier for this SCADA PN in November 2018. The standardization was most recently confirmed in January 2022. The new agreement is for a three year term beginning January 1, 2025 at an estimated annual cost of up to \$84,000, which includes 27 Authority facilities. Frontier has maintained the same unit price per facility since 2014.

- 11. There is an item on the agenda to approve payments to Stolt Realty Inc., for granting permanent easements on three parcels located at 1616, 1618 and 1620 Penfield Road in the Town of Penfield. The permanent easements are needed to install a new water main to replace the existing water main with a high break frequency. Based on an appraisal of the properties done for the Authority by GAR Appraisal LLC, the total compensation for the permanent easements is \$23,375.
- 12. There is an item on the agenda to approve payment to McDonald's Corporation for granting permanent easements on three parcels located at 29, 31, and 35 Spencerport Road in the Town of Gates. The three easements are needed to install a new water main to replace the existing water main with a high break frequency. Based on an appraisal of the properties done for the Authority by GAR Appraisal LLC, the total compensation for the permanent easements is \$15,000.00.
- 13. There is an item on the Agenda to authorize the purchase of Office Supplies from W.B. Mason in the amount of \$30,000 utilizing the City of Rochester Contract through the contract period ending December 31, 2025.
- 14. There is an item on the Agenda to ratify and confirm MCWA Water Rates effective January 1, 2025. The required Public Information Meeting on the rate changes will have taken place on Wednesday, December 4, 2024 at 3:00 p.m.
- 15. There is an item on the Agenda to authorize the use of NYS OGS Contract for the purchase of a one-year Cisco Smartnet Maintenance and Support Agreement from Aspire Technology. See enclosed memorandum from Justin Moore.
- 16. There is an item on the Agenda to authorize the use of the New York State Contract for the purchase of Rubrik Software Licenses, Support and Implementation.

- 17. There is an item on the Agenda to establish the MCWA Board Meeting Schedule for 2025.
- 18. There is a resolution to approve Board and Staff travel for training and MCWA mission-related seminars, conferences, and meetings during 2025.

## AUDIT COMMITTEE REPORTING

19. Authorization for the Executive Director to enter into an Agreement for the purchase of MCWA Group Life and Long Term Disability Insurances for applicable employees with Met Life Insurance Company as brokered through MCWA's Broker of Record, Brown & Brown Insurance.

Please refer to the enclosed corresponding documentation for this item.

20. The Authority's Standard Procurement Compliance Resolution.

- <u>In Board Folders for Review</u>:
  - Routine Monthly Informational Reports and/or Updates
  - Minutes from Public Information Meeting

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

NN/dlh Enclosures

cc: Executive Staff



 MONROE
 COUNTY
 WATER
 AUTHORITY

 P.O. Box 10999
 • 475 Norris Drive
 • Rochester, N.Y. 14610-0999

 Phone: (585) 442-2000 Fax (585) 442-0220

Subject:	Recommendation for Bid Award	Copies	5:
From:	Laurel Neff	File:	WA 112415
То:	Steve Trotta	Date:	11/26/2024

Bids were received on November 21, 2024 for **One (1)** New 2026 Five Man, Four Door Crew **Cab Truck with Body.** The apparent low responsive responsible bidder was Regional Truck and Trailer with a bid of \$216,537.03.

No other bids were received. Bid packages were sent to Conway Beam, Tracey Road Equipment, Kenworth Northeast, Prime Vendor, STS Trailer, and Nassau Trading Inc.

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

/ln

(Dis)Approved by **Department Head** (Dis)Approved by chasing (Dis)Approved by **Executive Director** 

11-26.27

Date

Date

Date

(Dis)Approved by \_\_\_\_\_

**Executive Assistant/Board** 

Date



MONROE COUNTY WATER AUTHORITY P.O. Box 10999 • 475 Norris Drive • Rochester, N.Y. 14610-0999 Phone: (585) 442-2000 Fax (585) 442-0220

Subject:	Recommendation for Bid Award	Copies	:
From:	Laurel Neff	File:	WA 112414
То:	Steve Trotta	Date:	11/26/2024

Bids were received on November 20, 2024 for **Eight (8) New Compact Pickup Trucks.** The apparent low responsive responsible bidder was Van Bortel Ford, Inc. with a bid of \$231,960.00.

No other bids were received. Bid packages were sent to Van Bortel Chevrolet, Robert Green Truck, Joe Basil Chevrolet, Jim Barnard Chevrolet, West Herr Dodge, Cortese Ford, Bob Johnson Greece, and Prime Vendor, Inc.

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

/In

(Dis)Approved by Department Head (Dis)Approved by urchasing (Dis)Approved b **Executive Director** 

Date

Date

Date

(Dis)Approved by \_\_\_\_\_ Executive Assistant/Board

Date

**Monroe County Water Authority** 

# Memorandum

To:	Larry Magguilli, Deputy Executive Director	Date:	11/26/2024
From:	JMM Justin Moore, Manager of Information Technology	File:	
Subject:	Cisco Smartnet renewal with Aspire Technology December 12, 2024 Board Meeting	Copies:	

Information Technology is requesting authorization to renew the Cisco Smartnet support contract for all network infrastructure at MCWA. This renewal includes 24x7 manufacturer support for critical network equipment for both the Business and SCADA networks. Furthermore, all of these devices are renewed co-terminus, eliminating the need for multiple renewals on network equipment throughout the year, effectively reducing administrative overhead.

We received three valid quotes in response to our solicitation of vendors via the New York State Office of General Services Information Technology Umbrella Contract Group 73600, Award 22802, Lot 2 (Contract Number PM20800). Our recommendation is to award this contract to the low responsive quote from Aspire Technology Partners at an estimated one-year cost of \$66,000.00

/dh

Monroe County Water Authority



Memorandum

То:	Larry Magguilli, Deputy Executive Director	Date:	11/26/2024
From:	Justin Moore, Manager of Information Technology	File:	
Subject:	Rubrik Software and Hardware Purchase Awards December 12, 2024 Board Meeting	Copies:	

Information Technology is requesting authorization to purchase a new Rubrik backup system, including both new software licenses and hardware. Furthermore, Rubrik will replace the current legacy end of life Veeam backup system. The new Rubrik system will securely backup critical MCWA data to both on prem DR servers and air gapped cloud storage. This is a significant improvement from the current single on prem backup server with tape backup. Lastly, the new software has data threat analytics to continuously monitor risks to MCWA data, including ransomware, data destruction, and IOCs, further strengthening cyber protections at MCWA.

For the Software purchase, we received two valid quotes out of twelve eligible vendors in response to our solicitation of vendors via the New York State Office of General Services Information Technology Umbrella Contract Group 73600, Award 22802, Lot 3 and 4 (Contract Number PM69732). Our recommendation is to award this contract to the low responsive quote from Insight Public Sector at an estimated one-year cost of \$116,022.00.

For the Hardware purchase, we received two valid quotes out of five eligible vendors in response to our solicitation of vendors via the New York State Office of General Services Information Technology Umbrella Contract Group 73600, Award 22876, Lot 2 (Contract Number PD67647). Our recommendation is to award this contract to the low responsive quote from SHI International Corp at an estimated one-time cost of \$45,673.00.

/dh

Metropolitan Life Insurance Company 4150 N Mulberry Drive, Suite 300 Kansas City, MO 64116





October 16, 2024

Attn: Benefits Administrator MONROE COUNTY WATER AUTHORITY 475 NORRIS DR ROCHESTER, NY 14610

## Subject: Renewal Rate Analysis For MONROE COUNTY WATER AUTHORITY - Group # 05399738

#### Dear Benefits Administrator:

We would like to take this opportunity to thank you for your continued business. Each year Metropolitan Life Insurance Company conducts an evaluation of your company's composition — analyzing industry trends, age, gender, salary and where applicable, utilization patterns — to determine your group renewal rates.

After careful review, we have prepared the group renewal rates for your Basic Life, Basic AD&D, Dependent Basic Life and LTD coverages.

#### **Renewal Effective Date:**

Billing statements as of January 1, 2025 will reflect the renewal rates listed in the Renewal Rates section. Any additional group coverages not specifically mentioned in this letter that are active at the time of the renewal will have their rates continued through the coming year.

#### **Complementary Employee Paid Benefits:**

MetLife offers a range of products and services designed, priced and administered to help satisfy all types of benefit plan objectives and the diverse needs of employees. Providing access to valuable employee-paid benefits is a smart, easy and cost effective way to enhance overall satisfaction with your company's benefit package and help attract and retain employees.

**MetLaw MetLife s Legal Services plan**, helps employees navigate important moments in their life by providing convenient, full-service access to local attorneys at a competitive monthly rate. Employees can meet with attorneys face-to-face or over the phone on an unlimited number of personal matters such as buying a home or creating a will. Our network contains nearly 14,000 attorneys who meet established criteria and have an overall average of 25 years of experience.

**MetLife s Accident, Cancer, Critical Illness and Hospital Indemnity insurance** can help employees address their diverse protection needs. These types of employee-paid benefits provide additional protection to help bridge the financial gap between what existing medical insurance may cover and additional expenses associated with a covered accident, cancer treatment, critical illness or hospital stay. As a result, your employees can focus on recovery rather than finances.

#### Add More Value to Your Benefits Plan

Optimize your benefits investment by adding a MetLife group Dental plan to your benefits program. Our unmatched product suite, exceptional service and results driven enrollment programs can help you build a benefits program that's right for you and your employees.

If you have any questions, please contact your Broker or MetLife Sales Representative.

We look forward to continuing to provide quality benefit solutions to you and your employees. Sincerely,

MetLife Renewal Underwriting

- CC: JASON MULL
- New York Sales Office CC:

### Renewal Rates effective January 1, 2025

\*Specific group coverages not listed below will be renewed at current rates



<u>Coverage</u>	Current Rate(s)	<u>Renewal</u> <u>Rate(s)</u>	Volume/Lives	Renewal Annual Premium	% Change
Basic Life	\$0.144/\$1,000	\$0.144/\$1,000	\$15,674,000.00	\$27,084.67	0.0%
Rates are quar	anteed from January 1	. 2025 - Decembe	r 31, 2025 (12 mon	ths)	

<u>Coverage</u>	Current Rate(s)	<u>Renewal</u> <u>Rate(s)</u>	Volume/Lives	Renewal Annual Premium	<u>% Change</u>
Basic AD&D	\$0.020/\$1,000	\$0.020/\$1,000	\$15,434,000.00	\$3,704.16	0.0%

<u>Coverage</u>	<u>Current</u> Rate(s)	<u>Renewal</u> <u>Rate(s)</u>	Volume/Lives	Renewal Annual Premium	% Change
Dependent Basic Life	\$0.956/EE per month	\$0.956/EE per month	156	\$1,789.63	0.0%
		, 2025 - December	31 2025 (12 mon	the)	

Coverage	<u>Current</u> <u>Rate(s)</u>	<u>Renewal</u> <u>Rate(s)</u>	Covered Payroll	Renewal Annual Premium	% Change
LTD	\$0.134/\$100 of covered payroll	\$0.134/\$100 of covered payroll	\$280,000.00	\$4,502.40	0.0%



Like most group insurance policies and benefit programs, insurance policies and benefit programs offered by Metropolitan Life Insurance Company and its affiliates contain certain exclusions, exceptions, waiting periods, reductions of benefits, limitations and terms for keeping them in force. Please contact MetLife for complete details.

If you are a customer with employees working in the State of Connecticut, please review the ""CT Employee Terminations" topic found in MetLife's Administration Manual. Choose the appropriate coverage section (Reporting Changes and Terminations tab, then click Connecticut Insured Terminations). <u>https://www.metlifeadminmanual.com/sm-administration-manual/</u>

#### Request to Notify Alaska Residents of Impending Coverage and/or Premium Changes

Under Alaska Statute 21.36.225, covered individuals residing in Alaska must be notified of impending coverage and/or premium changes, as applicable. If you have employees residing in Alaska who are covered under MetLife's Disability, Dental, Vision or Accidental Death and Dismemberment policies, we ask that you provide them with written notice at least 45 days in advance of the effective date of the renewal, notifying them that coverage and/or premiums may change. Once renewal details are finalized, a second notice must be provided setting forth the details of the coverage premium change. If you would like wording for these notices, please contact your MetLife service team.

Some services in connection with the coverage may be performed by our affiliate, MetLife Services and Solutions, LLC. These service arrangements in no way alter Metropolitan Life Insurance Company's obligations. Coverage will continue to be administered in accordance with Metropolitan Life Insurance Company's policies and procedures.

METLIFE'S ACCIDENT INSURANCE IS A LIMITED BENEFIT GROUP INSURANCE POLICY. The policy is not intended to be a substitute for medical coverage. The policy or its provisions may vary or be unavailable in some states. There is a preexisting condition exclusion for hospital sickness benefits, if applicable. There are benefit reductions that begin at age 65. And, like most group accident and health insurance policies, polices offered by MetLife may include waiting periods and contain certain exclusions, limitations and terms for keeping them in force. For complete details of coverage and availability, please refer to the group policy form GPNP12-AX or contact MetLife. Benefits are underwritten by Metropolitan Life Insurance Company, New York, New York. In certain states, availability of MetLife's Group Accident Insurance is pending regulatory approval.

The MetLife Cancer Insurance plan is based on the MetLife Critical Illness Issue-age Insurance (CII) policy. MetLife Cancer Insurance includes only the Covered Conditions of Full Benefit Cancer and Partial Benefit Cancer.

METLIFE CRITICAL ILLNESS INSURANCE (CII) IS A LIMITED BENEFIT GROUP INSURANCE POLICY. Like most group accident and health insurance policies, MetLife's CII policies contain certain exclusions, limitations and terms for keeping them in force. Product features and availability vary by state. There is a preexisting condition exclusion. There is a Benefit Suspension Period between Recurrences. MetLife offers CII on both an attained age and an issue age basis. MetLife's Issue Age CII product is guaranteed renewable, but is subject to benefit reductions that begin at age 65. Rates are based on 5-year age bands and will increase when a Covered Person reaches a new age band. Rates are subject to change. MetLife reserves the right to raise premium rates for Issue Age CII on a class-wide basis. A more detailed description of the benefits, limitations, and exclusions applicable to both Attained Age and Issue Age CII can be found in the applicable Disclosure Statement or Outline of Coverage/Disclosure Document available at time of enrollment. Please contact MetLife for more information. Benefits are underwritten by Metropolitan Life Insurance Company, New York, New York. In certain states, availability of MetLife's Issue Age CII product is pending regulatory approval.

MetLife's Critical Illness Insurance is not intended to be a substitute for Medical Coverage providing benefits for medical treatment, including hospital, surgical and medical expenses. MetLife's Critical Illness Insurance does not provide reimbursement for such expenses.



METLIFE'S HOSPITAL INDEMNITY INSURANCE IS A LIMITED BENEFIT GROUP INSURANCE POLICY. The policy is not intended to be a substitute for medical coverage. The policy or its provisions may vary or be unavailable in some states. There is a preexisting condition exclusion for hospital sickness benefits. There are benefit reductions that begin at age 65. Like most group accident and health insurance policies, polices offered by MetLife may include waiting periods and contain certain exclusions, limitations and terms for keeping them in force. For complete details of coverage and availability, please refer to the group policy form GPNP12-AX or GPNP12-HI or contact MetLife. Benefits are underwritten by Metropolitan Life Insurance Company, New York, New York. In certain states, availability of MetLife's Group Hospital Indemnity Insurance is pending regulatory approval.

Hospital does not include certain facilities such as nursing homes, convalescent care or extended care facilities. See MetLife's Disclosure Statement or Outline of Coverage/Disclosure Document for full details.

Group legal plans and Family Matters are provided by Hyatt Legal Plans, Inc., a MetLife company, Cleveland, OH. In certain states, group legal plans and Family Matters are provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company, Warwick, RI. Payroll deduction required. Like most group benefit programs, benefit programs offered by MetLife and its affiliates contain certain exclusions, exceptions, reductions, limitations, waiting periods, and terms for keeping them in force. For costs and complete details of the coverage, call or write the company.



#### **U.S. Business Intermediary and Producer Compensation Notice**

Metropolitan Life Insurance Company, Metropolitan Tower Life Insurance Company, MetLife Consumer Services, Inc. and Metropolitan General Insurance Company (collectively herein called MetLife), enters into arrangements concerning the sale, servicing and/or renewal of MetLife group insurance and certain other group-related insurance and non-insurance products (Products) with brokers, agents, consultants, third party administrators, general agents, associations, and other parties that may participate in the sale, servicing and/or renewal of such products (each an Intermediary) MetLife may pay your Intermediary compensation, which may include, among other things, base compensation, supplemental compensation and/or a service fee. MetLife may pay compensation for the sale, servicing and/or renewal of products, or remit compensation to an Intermediary on your behalf. Your Intermediary may also be owned by, controlled by or affiliated with another person or party, which may also be an Intermediary and who may also perform marketing and/or administration services in connection with your products and be paid compensation by MetLife.

Base compensation, which may vary from case to case and may change if you renew your products with MetLife, may be payable to your Intermediary as a percentage of premium or a fixed dollar amount. MetLife may also pay your Intermediary compensation that is based upon your Intermediary placing and/or retaining a certain volume of business (number of products sold or dollar value of premium) with MetLife. In addition, supplemental compensation may be payable to your Intermediary for eligible Products. Under MetLife scurrent supplemental compensation plan (SCP), the amount payable as supplemental compensation may range from 0% to 9% of premium or fees. The supplemental compensation percentage may be based on one or more of: (1) the number of products sold through your Intermediary during a one-year period, (2) the amount of eligible new or renewal premium or fees with respect to products sold through your Intermediary during a one-year period; (3) the persistency percentage of products inforce through your Intermediary during a one-year period; (5) eligible new or renewal premium or fees growth during a one-year period; (6) a flat amount, fixed percentage or sliding scale of the premium or fees for products as set by MetLife. The supplemental compensation percentage will be set by MetLife based on the achievement of the outlined qualification criteria and it may not be changed until the following SCP plan year. As such, the supplemental compensation percentage may vary from year to year, but will not exceed 9% under the current supplemental compensation plan.

The cost of supplemental compensation is not directly charged to the price of our products except as an allocation of overhead expense, which is applied to all eligible group insurance products, whether or not supplemental compensation is paid in relation to a particular sale or renewal. As a result, your rates will not differ by whether or not your Intermediary receives supplemental compensation. If your Intermediary collects the premium or fees from you in relation to your products, your Intermediary may earn a return on such amounts. Additionally, MetLife may have a variety of other relationships with your Intermediary or its affiliates, or with other parties, that involve the payment of compensation and benefits that may or may not be related to your relationship with MetLife (e.g., insurance and employee benefits exchanges, enrollment firms and platforms, sales contests, consulting agreements, participation in an insurer panel, or reinsurance arrangements).

More information about the eligibility criteria, limitations, payment calculations and other terms and conditions under MetLife's base compensation and supplemental compensation plans can be found on MetLife's Website at www.metlife.com/business-and-brokers/broker-resources/broker-compensation. Questions regarding Intermediary compensation can be directed to ask4met@metlifeservice.com, or if you would like to speak to someone about Intermediary compensation to your representative. Compensation paid to your representative is for participating in the sale, servicing, and/or renewal of products, and the compensation paid may vary based on a number of factors including the type of product(s) and volume of business sold. If you are the person or entity to be charged under an insurance policy or annuity contract, you may request additional information about the compensation your representative expects to receive as a result of the sale or concerning compensation for any alternative quotes presented, by contacting your representative or calling (866) 796-1800.

#### Non-U.S. Coverage

When providing you with information concerning an eligible group insurance policy issued or proposed to your affiliate or subsidiary outside the United States by a MetLife affiliate or by other locally licensed insurers that are members of the MAXIS Global Benefits Network (MAXIS GBN), New York insurance law requires the person providing the information to be licensed as an insurance broker. In this capacity, the information provided to you will only be on behalf of such insurers and not on behalf of MetLife or any other insurer that is not a member of MAXIS GBN. Please note that while MetLife is a member of MAXISGBN and is licensed to transact insurance business in New York, the other MAXIS GBN member insurers are not licensed or authorized to do business in New York. The group insurance policies they issue are for coverage outside the United States and are governed by the laws of the country they were issued in. These policies have not been approved by the New York State Guaranty Fund.