



To: Board Members

Date: September 3, 2026

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, September 10, 2026 @ 9:00 a.m. General Offices, Board Room, 475 Norris Dr. Rochester, NY 14610**

AGENDA ITEMS:

1. Personnel Items

- There is an item on the Agenda marking the retirement of Richard Bryant. We appreciate his years of dedicated service to the Authority and wish him a happy and fulfilling retirement.
- Appointment of Cameron Herrick to the title of Skilled Laborer in the Facilities, Fleet and Operations Department. Mr. Herrick has worked five years for Ironwood Heavy Equipment. See enclosed memorandum from Larry Magguilli.
- Appointment of Kimberleigh Martin to the title of Management Assistant in the Facilities, Fleet and Operations and Information Technology Departments. Ms. Martin has worked for the Authority for over five years and the title is more in line with her duties.
- Off-Cycle Salary Adjustment for Michael Sullivan in the Facilities, Fleet and Operations Department in order to establish internal salary equity. See enclosed memorandum from Larry Magguilli.
- Appointment of Anthony Cangialosi to the title of Instrumentation and Control Systems Specialist in the Production/Transmission Department. Mr. Cangialosi has previously worked for the Authority for six years. See enclosed memorandum from Chris LaManna.
- Provisional Appointment of Earl Sanford, Jr. to the title of Assistant Instrumentation and Control Systems Specialist in the Production/Transmission Department. Mr. Sanford has most recently been working at Vestis in an instrumentation role. See enclosed memorandum from Chris LaManna.
- Appointment of James Gorman to the title of Utility Worker in the Finance and Business Services Department. Mr. Gorman will be working in the Meter Services group. See enclosed memorandum from Gregg Ippolito.
- Appointment of Kaitlyn Herman to the title of Office Clerk IV in the Finance and Business Services Department. Ms. Herman will be working in the Customer Service group. See enclosed memo from Amy Molinari.

1. Personnel Items cont'd.

- Appointment of Jennifer Doohan to the title of Office Clerk IV in the Finance and Business Services Department. Ms. Doohan has recently been working as a clerk for the Rochester City School District. She will be working in the Customer Service group. See enclosed memorandum from Amy Molinari.

2. There is an item on the agenda to authorize the purchase of Main Repair Materials.

3. There is an item on the agenda to authorize the purchase of Four 54" MJ Restraint Glands with Accessories.

4. There is item in the agenda to authorize the use of the Erie County Contract for as-needed asphalt materials.

5. We issued a Request for Qualifications and Proposal (RFQ/P) for continued support services related to cellular antenna leases on Water Authority properties to firms specializing in the negotiation of these specific installations. A key requirement of the RFQ/P was that this effort be done on a success fee basis – whereby they get a fraction of the increase in new revenues generated, hence they only get paid if we get higher payments.

After review of the qualifications submitted, the selection committee recommends award to Bench Strength Partners, Inc. (BSP) as the most qualified firm for these services. The professional services agreement will be for a term of five years.

6. In April 2026, the Board was notified that an Emergency Purchase Order (P.O.) was issued to Villager Construction to make a repair to the 36-inch Prestressed Concrete Cylinder Pipe (PCCP) on the west bank of the Genesee River, where it crosses between Maplewood Drive in the City of Rochester and Long Acre Road in the Town of Irondequoit. Emergency P.O.'s were also issued to F.W. Webb Company and Thompson Pipe for materials needed to make the repair

The repair for the leak was extremely difficult and took a little longer than anticipated due to unforeseen site conditions and the overall complexity of the repair. The length of the repair extended further east than estimated prior to excavation, and was significantly closer to the Genesee River, requiring additional shoring and additional stone to stabilize the heavily saturated excavation prior to making the repair. Groundwater levels were influenced by the river water within the excavation, which required the use of continuous pumping to maintain a sanitary trench. The east tie-in connection was located within a steel caisson which

restricted access, requiring additional equipment, and removal of an existing fence to safely excavate within. As the site is located on property owned by RED-Rochester (Kodak), additional precautions were necessary to comply with the permits obtained to complete this repair due to potentially contaminated soils.

7. There is an item on the agenda to authorize to enter Professional Services Agreement for Acturial Services.

8. There is an item on the agenda to authorize the Executive Director to enter into a Professional Services Agreement for Annual Drug and Alcohol Testing.

GOVERNANCE COMMITTEE REPORT

9. There is an item on the agenda to amend the By-Laws.

10. There is an item on the agenda to approve the revised Travel and Expense Reimbursement Policy.

11. The Authority's Standard Procurement Compliance Resolution.

There may be additional items placed on the Agenda not finalized for this mailing.

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:
 - Notification of Emergency Purchase Order for asphalt cold patch
 - 2027 Preliminary Budget
 - July Financials
 - Notification of RFP for Banking Services
 - Notification of RFP for Lenel Software Upgrade and Support (SUSP)

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

NN/dlh

Enclosures

cc: Executive Staff



Memorandum

To: Nicholas Noce, Executive Director

Date: September 1, 2026

From: Larry M. Magguilli, Deputy Executive Director

Subject: Recommendation to Hire

Copies: D. Hendrickson

I would like to recommend the appointment of Cameron Herrick to the position of Skilled Laborer in the Facilities, Fleet and Operations Department.

Cameron was interviewed by Steve Kromer, Mike Sullivan, and myself and was found to be very well suited for this position. Cameron has been employed by Ironwood Heavy Equipment.

The position will be at an hourly rate of \$26.51.

Mr. Herrick's appointment will be effective September 21, 2026.

(Dis)Approved:

Deputy Executive Director

Date

(Dis)Approved:

Nicholas Noce

Executive Director

9/3/26

Date

Board Resolution: _____



Memorandum

To: Nicholas A. Noce, Executive Director

Date: September 1, 2026

From: Larry M. Magguilli, Deputy Executive Director

Subject: Recommendation for Promotion

Copies: D. Hendrickson

I would like to recommend the appointment of Kimberleigh Martin to the position of Management Assistant.

Kim has been working in the Operations and Information Technology departments for over five years and has been doing a great job. This job title is more appropriate to the duties she performs at the Authority. Ms. Martin's appointment is in accordance with the New York State Hiring for Emergency Limited Placement Statewide (NY HELPS) program, which waives the requirement to complete a Civil Service Exam for this title.

Kim's appointment will be effective September 14, 2026 at annual salary of \$79,435.

(Dis)Approved:

Deputy Executive Director

Date

(Dis)Approved:

Nicholas A. Noce

Executive Director

9/3/26

Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Nicholas A. Noce, Executive Director

Date: September 1, 2026

From: Larry M. Magguilli, Deputy Executive Director

Subject: Recommendation for Off-Cycle
Salary Adjustment

Copies: D. Hendrickson

I would like to recommend a off-cycle salary adjustment for Michael Sullivan to coincide with the recommendation from our independent compensation consultant, Burke Capital.

This off-cycle salary adjustment would establish internal equity within the Facilities, Fleet and Operations Department. Internally, Mr. Sullivan's title will be Senior Distribution Manager.

Michael Sullivan is a valued employee of the Authority and I see him meeting and exceeding my expectations in his new role over the next few years.

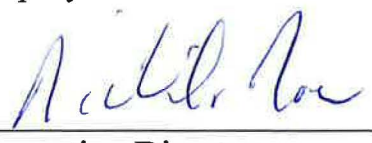
Mike's adjustment will be effective September 14, 2026 at an annual salary of \$143,894.

(Dis)Approved:

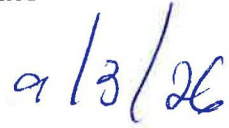
Deputy Executive Director

Date

(Dis)Approved:



Executive Director



Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Nicholas Noce

From: Chris J. LaManna, P.E. *CHL*

Subject: Recommendation for Appointment
Instrument and Control Systems Specialist
Anthony Cangialosi

Date: September 2, 2026

File: Personnel

Copies: D.Hendrickson
L.Magguilli
E.Young

I recommend the appointment of Anthony Cangialosi to the position of Instrument and Control Systems Specialist in the Production and Transmission Department. The Department has a need for this position in our SCADA group. Mr. Cangialosi has the qualifications and experience necessary to meet the requirements of this position. He was previously with the Authority from April 2019 to July 2025 and held the same position in the Department.

If approved at the September 10, 2026 Board meeting, Mr. Cangialosi's appointment to the Instrument and Control Systems Specialist position will be effective Monday September 28, 2026 at an annual salary of \$96,117.00.

Approved:

Christopher J. LaManna

Director of Production and Transmission

9/2/26

Date

(Dis)Approved:

Nicholas Noce

Executive Director

9/2/26

Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Nicholas Noce

Date: September 2, 2026

From: Chris J. LaManna, P.E. *CSL*

File: Personnel

Subject: Recommendation for Appointment
Assistant Instrument and Control System Specialist
Earl Sanford

Copies: D.Hendrickson
L.Magguilli
E.Young

I recommend the provisional appointment of Earl Sanford to the position of Assistant Instrument and Control Systems Specialist in the Production and Transmission Department. The Department has a need for this position in our SCADA group. Mr. Sanford has the qualifications and experience necessary to meet the requirements of this position. One additional external candidate was interviewed and Mr. Sanford was determined to be the most qualified for this position.

Mr. Sanford's appointment will be provisional until he completes the Civil Service Exam for this title the next time it is offered by Monroe County, and is determined to be reachable for appointment.

If approved at the September 10, 2026 Board meeting, Mr. Sanford's provisional appointment to the Assistant Instrument and Control Systems Specialist position will be effective Monday October 12, 2026 at an annual salary of \$85,925.00.

Approved:

Christopher J. LaManna

Director of Production and Transmission

9/2/26

Date

/ (Dis)Approved:

Nicholas Noce

Executive Director

9/3/26

Date

Board Resolution: _____



Memorandum

To: Amy Molinari, Director of Finance & Business Services

Date: September 1, 2026

From: Gregg Ippolito, Manager of Security and Meter Services

Subject: Recommendation to Hire

Copies: D. Hendrickson

I would like to recommend the appointment of James Gorman to the position of Utility Worker in the Finance/Business Services Department working in the Meter Services Department.

After a thorough review of Mr. Gorman's application, resume, and interview performance we are confident that he possesses the necessary skills and disposition to succeed in this role.

The position will be at an hourly rate of \$28.03

Mr. Gorman's appointment will be effective September 14, 2026.

(Dis)Approved:  9/1/26
Director Date

(Dis)Approved:  9/1/26
Executive Director Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Amy Molinari, Director of Finance & Business Services Date: September 1, 2026

From: Christina Bojko- Manager of Customer Services

Subject: Recommendation to Hire Copies: D. Hendrickson

I recommend the appointment of Kaitlyn Herman to the position of Office Clerk IV in the Finance/Business Services Department, Customer Service Unit.

Kaitlyn has prior Customer Service and Clerical experience working directly with the public at her current place of employment. She has additional certifications which further demonstrate her abilities in this field. Kaitlyn has positive energy and an upbeat personality, and she interviewed well with Amy Molinari, Christina Bojko, and Megan Pieper. She has the skills necessary to perform the duties of this position.

I recommend she be appointed to the position of Office Clerk IV at an hourly rate of \$23.46 per hour effective September 14, 2026

(Dis)Approved:	<u></u>	<u>9/1/26</u>
	Director of Finance & Business Services	Date
 (Dis)Approved:	<u></u>	<u>9/1/26</u>
	Executive Director	Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Amy Molinari, Director of Finance & Business Services Date: August 31, 2026
From: Christina Bojko- Manager of Customer Services
Subject: Recommendation to Hire Copies: D. Hendrickson

I recommend the appointment of Jennifer Doohan to the position of Office Clerk IV in the Finance/Business Services Department, Customer Service Unit.

Jennifer has several years of clerical experience, working various positions within the Rochester City School District. These roles required Customer Service and telephone skills for interacting with parents and staff. In addition, Jennifer holds an Associates of Science Degree in Business. Jennifer interviewed well with Amy Molinari, Christina Bojko, and Megan Pieper. She has the skills necessary to perform the duties of this position.

I recommend she be appointed to the position of Office Clerk IV at an hourly rate of \$23.46 per hour effective September 28, 2026.

(Dis)Approved:

Amy C. Molinari
Director of Finance & Business Services

9/1/26
Date

(Dis)Approved:

Richard A. ...
Executive Director

9/2/26
Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Nicholas Noce

Date: 08/28/2026

From: Laurie Neff

File: WA 082609

Subject: **Recommendation for Bid Award
September 10, 2026 Board Meeting**

Copies:

Bids were received on August 25, 2026, for a one-time order of **Main Repair Materials**. The apparent low responsive, responsible bidder is **Ferguson Enterprises, LLC** in the amount of **\$119,368.12**.

We also received bids from: T. Mina Supply \$123,867.84

F.W. Webb Company \$120,127.42

Core & Main LP \$120,702.00

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

/In

Attachment: Bid tabulation

(Dis)Approved by

A. L. L. L. L.
Department Head

8/31/26
Date

(Dis)Approved by

Laurie Neff
Purchasing Manager

8/31/24
Date

(Dis)Approved by

N. L. L. L. L.
Executive Director

8/31/26
Date

(Dis)Approved by

Executive Assistant/Board

Date

August 25, 2026

**Monroe County Water Authority
MCWA 082609 – Main Repair Materials**

Req 10740

			(1) T. Mina Supply East, LLC	(2) F.W. Webb Company	(3) Ferguson Enterprises, LLC	(4) Core and Main LP
Item No.	Qty	Description				
1	2	30" MJ L/P SLV C153 USA	\$11,696.20	\$11,574.00	\$11,271.32	\$11,396.00
2	2	36" MJ L/P SLV C153 USA	\$16,106.06	\$15,937.00	\$15,520.98	\$15,694.00
3	2	48" MJ L/P SLV C153 USA	\$38,932.58	\$38,528.00	\$37,518.28	\$37,938.00
4	2	54" MJ L/P SLV C153 USA	\$57,133.00	\$56,540.00	\$55,057.54	\$55,674.00
TOTAL			\$123,867.84	*\$120,127.42	\$119,368.12	\$120,702.00

*F.W. Webb Total price includes a 2% discount for payment in 10 days.



Monroe County Water Authority

Memorandum

To: Nicholas Noce

Date: 08/31/2026

From: Laurie Neff

File: WA 082610

Subject: **Recommendation for Bid Award
September 10, 2026 Board Meeting**

Copies:

Bids were received on August 31, 2026, for a one-time order of **Four (4) 54" MJ Restraint Glands with Accessories**. The apparent low responsive, responsible bidder is **E.J. Prescott** in the amount of **\$37,751.40**.

We also received bids from: T. Mina Supply \$42,072.32

Ferguson Enterprises, LLC \$39,574.40

Core & Main LP \$44,276.00

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

/In

Attachment: Bid tabulation

☒ (Dis)Approved by

Nicholas Noce
Department Head

8/31/26
Date

☒ (Dis)Approved by

Laurie Neff
Purchasing Manager

8/31/26
Date

☒ (Dis)Approved by

Nicholas Noce
Executive Director

8/31/26
Date

(Dis)Approved by

Executive Assistant/Board

Date

Monroe County Water Authority
MCWA 082610 – 54” MJ Restraint Glands

Req 10755

			(1)	(2)	(3)	(4)
Item No.	Qty	Description	T. Mina Supply East, LLC	E.J. Prescott	Ferguson Enterprises, LLC	Core and Main LP
1	4	54” MJ Restraint Glands USA with Accessories	\$42,072.32	\$37,751.40	\$39,574.40	\$44,276.00



Memorandum

To: Scott Nasca, Chairman
MCWA Board Members

Date: September 2, 2026

From: Amy A. Molinari, Director of Finance and Business Services

Subject: Actuarial Services RFP

Copies: N. Noce

A Request for Proposal (RFP) was posted on August 10, 2026 for Actuarial Services. Along with the RFP being posted on the Monroe County Water Authority's website, proposals were requested from the following financial institutions:

- Athena Actuarial Services
- BPAS Actuarial & Pension Services
- Burke Group
- Harper Danesh, LLC
- Jefferson Solutions, Inc.
- NYHart

The Monroe County Water Authority received seven proposals from the following financial institutions:

- CBIZ
- Conrad Siegel
- Foster & Foster
- Jefferson Solutions, Inc.
- NYHart
- Risk & Regulatory Consulting
- USI

On September 2, 2026, members of the RFP Selection Committee met to review and score the proposals received. At the conclusion of the meeting, Jefferson Solutions, Inc. received the highest score from the selection committee. Therefore, it is recommended to the Board to accept the proposal received from Jefferson Solutions for actuarial services for a term of three years with the option of two additional 1-year renewal terms.

Should you have any questions or comments, feel free to contact me.

Title Page

REQUEST FOR PROPOSAL TITLE: Request for Proposal Actuarial Services

PROPOSED SERVICES: GASB Statement No. 75 Compliant Actuarial Valuation for Post-Employment Benefits Other than Pensions

REQUESTING ORGANIZATION:



Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610

FISCAL PERIODS COVERED IN THIS PROPOSAL:

Fiscal Years Ending December 31, 2026 through 2028, with the option to renew for two 1-year terms upon mutual agreement.

SUBMITTING ORGANIZATION:



ADDRESS: 14 Brittany Oaks, Clifton Park NY 12065

CONTACT PERSON: Raymond R. Cerrone, CPA, Principal, EMT-1

EMAIL: Ray.Cerrone@JEFSI.Com

TELEPHONE NUMBER: 518-461-7805

QUOTE SUBMISSION DUE DATE/TIME: Monday, August 31, 2026 by 12:00 PM EDT

Table of Contents

Cover Letter	1
Executive Summary	2
Experience and Qualifications	4
The Jefferson Solutions Team	8
References	13
Scope of Services	15
Proposed Fee	19
Office Location	20
Appendix A – Data Requirements from the Authority	21
Required Forms.....	22

Cover Letter

August 31, 2026

Amy A. Molinari
Director of Finance & Business Services
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610
E-mail: Amy.Molinari@mcwa.com



RE: Request for Proposal Actuarial Services

Dear Ms. Molinari:

Jefferson Solutions, Inc. is pleased to present this proposal to the Monroe County Water Authority (hereto after referred to as the Authority) for its: "Request for Proposal Actuarial Services" to provide for actuarial consulting services prepare an actuarial valuation and provide associated services which will place the Authority in compliance with Government Accounting Standards Board (GASB) Statement No. 75 for fiscal years ending December 31, 2026 through 2028, with the option to renew for two 1-year terms upon mutual agreement.

Based upon a thorough review of your RFP requirements, we believe Authority will benefit immensely from Jefferson Solutions' expertise, proven processes, innovative technology, and most of all, team of accomplished professionals. The benefits of selecting us as your partner include:

1. **Peace of mind.** Jefferson is a trusted advisor with proven experience in GASB 74 and 75 valuations. For close to two decades, Jefferson has built a prominent practice helping government agencies assess and plan their financials.
2. **A first-class user experience.** Whatever your challenge, we strive to be easy to work with. Our combination of seasoned, knowledgeable consultants and industry-leading technology streamlines our process so you can stay focused on your core business.
3. **Efficient, accurate delivery of services.** This is our core business. We are specialists in OPEB Actuarial Valuation and Reporting Services delivering on time valuations to schools, BOCES and private entities.

We acknowledge receipt of all RFP documents including all Attachments, Appendices, and Addendums issued to date (to include Addendum 1; issued August 21, 2026). We have carefully read the Request for Proposal, asked clarifying questions through your Q&A process, and prepared this quote in accordance with our best, honed pricing. We agree to be bound by the statements and representations made in this proposal and to any agreement resulting from this proposal. If awarded the project, we further agree to sign a contract with the Authority as required.

All quoted fees will remain valid for 90 days from the proposal opening date.

Best regards,

A handwritten signature in blue ink that reads 'Raymond R. Cerrone'.

Raymond R. Cerrone, CPA
CEO, Principal
Jefferson Solutions, Inc.

Email: Ray.Cerrone@JEFSI.com

Phone: 518-461-7805

Executive Summary

Our executive summary is designed to direct the Authority to the relevant information required and presented in this proposal.

Why Monroe County Water Authority Should Select Jefferson Solutions:

- Current provider since 2021.
- Lowest implementation risk.
- Roll-Forward option unavailable from competitors.
- Hundreds of governmental clients.
- More than 1,000 GASB valuations completed.
- Dedicated credentialed actuarial team.
- Direct access to senior leadership.
- Competitive pricing structure.
- Proven track record with water authorities.
- On-time delivery commitment.

About Jefferson Solutions, Inc.: Personnel affiliated with Jefferson Solutions, Inc. have performed GASB compliant OPEB and defined pension benefit valuations for more than 200 municipal entities, providing over 1,000 valuations for our clients on a continuous basis since 2009.

Incumbent Advantage: Jefferson Solutions, Inc. has successfully served the Monroe County Water Authority since 2021 and possesses an established understanding of the Authority's plan provisions, participant demographics, assumptions, reporting requirements, and financial statement needs. As the incumbent provider, we are uniquely positioned to offer a Roll-Forward valuation in the first year of the engagement cycle. This approach leverages our existing knowledge of the plan, reduces implementation effort, streamlines the valuation process, and provides meaningful cost savings to the Authority while maintaining full GASB compliance. Because of our incumbent status, Jefferson Solutions, Inc. is the only firm able to offer this option.

Jefferson Solutions, Inc. has a simple philosophy. GASB compliance does not need to be complicated, problematic, or expensive; it just needs to be efficient and on-time.

Business Structure and Contact Information: Jefferson Solutions, Inc. (also known as JEFSI) is wholly owned a 'C' Corporation incorporated in New York State primarily providing OPEB Actuarial Valuation and Reporting Services to both municipal government and private entities since 2004. Our headquarters office is located in Clifton Park, NY (Saratoga County). We currently have six team members including three credentialed actuaries. JEFSI provides Actuarial Consulting and Reporting Services for clients nationwide. This project will be managed by our headquarter office.

Information on key staff can be found in 'The Jefferson Solutions Team' section of this proposal on page 8.

As the single point of contact for the Monroe County Water Authority, should the MCWA need to reach our firm to contractually obligate the organization, to negotiate the contract on behalf of the organization, to be contacted for clarification, for prompt contract administration upon award of the contract; contact person during the period of evaluation; or to provide any notices with respect to this contract, it should use the following contact information: **Company Name: Jefferson Solutions, Inc.; 14 Brittany Oaks; Clifton Park, New York 12065; Raymond R. Cerrone, CEO, Principal; Phone: 518-461-7805; Email: ray.cerrone@jefsi.com.**

Executive Summary

Risk Reduction: Jefferson Solutions, Inc. offers the Authority a unique combination of continuity, experience, and risk reduction. As the incumbent provider, we have an established understanding of the Authority's benefit structure, reporting requirements, and historical valuation assumptions. Selecting Jefferson Solutions minimizes implementation risk, supports efficient project execution, and promotes consistent and reliable valuation results. Key advantages include:

- Existing knowledge of the Authority's benefit structure.
- Proven experience delivering prior reports for the Authority.
- Established census reconciliation process.
- Multiple levels of automated validation and quality assurance.
- Independent actuarial review by credentialed actuaries.
- No transition risk associated with onboarding a new vendor.

Experience and Qualifications

Jefferson Solutions, Inc. (also known as JEFISI) is wholly owned a 'C' Corporation incorporated in New York State primarily providing OPEB Actuarial Valuation and Reporting Services to both municipal government and private entities since 2004. Our headquarters office is located in Clifton Park, NY (Saratoga County). We currently have six team members including three credentialed actuaries. JEFISI provides Actuarial Consulting and Reporting Services for clients nationwide. Our normal hours of operation are Monday – Friday from 8 AM to 7 PM but we are always willing to extend our availability to meet our client's needs.

Jefferson Solutions, Inc. has a simple philosophy. GASB 45 and GASB 75 compliance does not need to be complicated, problematic, or expensive; it just needs to be efficient.

The firm is owned and operated by Raymond R. Cerrone. Mr. Cerrone is a CPA that has extensive experience working with governmental organizations. Mr. Cerrone has worked in public accounting for a national accounting firm and has been responsible for the audits of organizations reporting under GASB and Yellow Book standards. Mr. Cerrone is innovative. He is recognized nationally as a leader with GASB 45 and GASB 75 compliance and reporting. He has spoken on OPEB compliance for ASBO International and for the Government Financial Officers Association.

Personnel affiliated with Jefferson Solutions, Inc. have performed GASB compliant OPEB and defined pension benefit valuations for more than 200 municipal entities, providing over 1,000 valuations for our clients on a continuous basis since 2009. Jefferson Solutions, Inc. works with both government entities and private companies of all sizes. Our largest engagement was with General Electric. At that time, GE had more than 200,000 active and retired employees. Our actuaries have over 80 years of experience with preparing hundreds of pension actuarial reports required under Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) requirements. These reports were prepared for organizations with thousands of participants and include reports covering complex plan changes, benefit curtailments, settlements, and complicated plan amendments.

By the Numbers

30+

Years of total experience our team brings to this engagement

200+

GASB compliant OPEB and defined pension benefit valuations for municipal entities

1,000+

Total valuations provided for our clients on a continuous basis since 2009

200,000

Number of active and retired employees covered in our largest engagement

20

States across the US

17+

Years as a company providing actuarial services

Experience and Qualifications

Jefferson Solutions' Quality Standards and Independence

- Our firm (its principals and employees) has never been the subject of any professional disciplinary action.
- Jefferson Solutions, Inc. has no (and never have had) lawsuits or litigation or actions resulting from: (A) Any public project undertaken by the Jefferson Solutions, Inc. or by its subcontractors where litigation is still pending or has occurred; or (B) Any type of project where claims or settlements were paid by the consultant or its insurers.
- Jefferson Solutions, Inc. has never had any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation.
- Jefferson Solutions, Inc. is independent of the Authority and does not have any conflicts of interest or previous relationships with the Authority and/or its employees relative to the conducting the proposed services.

Jefferson Solutions, Inc Distinguishes Itself from the Competition

Company Philosophy

Jefferson Solutions, Inc. has a simple philosophy. GASB compliance does not need to be complicated, problematic, or expensive; it just needs to be efficient and on-time. We focus on delivering convenient and cost effective GASB valuation and reporting services. This is a result of implementing Six Sigma Project Management within every aspect of the company. Our success is evident by our continually growing national presence for over 17 years. We take pride that our operations are lean yet scalable and maximize efficiency. We deliver like a national TPA or large consulting firm without the burden of excessive office locations, overhead expenses, or non-essential staff.

Customer Service

Our project leader, Raymond R. Cerrone, spent many years working in Government. He takes a personalized, hands-on approach because he has walked in your shoes. He understands the: time demands of the job, common lack of support staff, disruptions of ad-hoc requests, and the pressure for the valuation to be right and on-time. We also understand that COVID is still a major operational challenge in some areas. Our customers are always surprised that our projects are completed in a pleasant manner with the least interruption to their normal routines. This happens because we patiently work with our clients to ensure they understand the data ask the first time and know how to get the information with the least amount of effort.

Unlike large consulting firms where clients may interact with multiple layers of staff, the Monroe County Water Authority receives direct access to senior project leadership, including Raymond Cerrone and credentialed actuaries with decades of public-sector experience. This structure promotes responsiveness, accountability, and faster resolution of questions while maintaining highly competitive pricing.

We also work with each entity to make sure they get the information in the format they need. We understand Financial Statements are not the only place where results are reported. Therefore, we start each project asking management how and where their organization reports their results in order to ensure their unique needs are met.

Finally, our reports include simple descriptions explaining how results were calculated with thorough documentation of underlying assumptions and benefits. We ask ourselves "Would

Experience and Qualifications

another actuary be able to read the report and reproduce our results without having to call us once?" Our report goal is readability and transparency. This demystifies the OPEB calculation and allows the Authority to be 100% confident that results accurately reflect incurred benefits and are in accord with Actuarial standards.

Technology

In keeping with our focused philosophy, we use precisely the right tool for the right job without needing to tout expensive, little used or irrelevant software. All repeatable tasks have been automated with either industry-leading software solutions or custom-built Jefferson Proprietary Solutions. In whole, each element integrates together so that we maximize your total value with the most efficient and comprehensive delivery system.

Meta-Process

1. **Meta-technology:** We employ Salesforce as our project CRM software to manage the entire, well defined, client process from start to finish. It tracks the current project stage, upcoming tasks, who is assigned, and expected delivery so that each phase is completed without backlogs or delays. We have configured Salesforce so that any team member can seamlessly pick up and support any client at any stage during times of seasonal high-demand and in advance of those unexpected life-events.

Actuarial Accuracy

2. **Actuarial Software and Integrated Systems:** Jefferson Solution uses the national-standard and industry-leading ProVal® pension and OPEB valuation software (WinTech/Winklevoss Technologies, LLC) to ensure accurate results with the latest regulatory updates. However, we differentiate ourselves with our proprietary Input-Output ProVal® software integration.

- a. **Input:** Our automated data intake step, developed over 17 years, validates the census for any errors and creates an automated audit trail of corrections.
- b. **Programming and Coding:** While assumptions, benefits, and eligibility are unique to each client, we developed proprietary nomenclature which standardizes the coding process, enables efficient programming of any plan designs, allows any one team member to pick up where another one left off, and standardizes our review process. This ensures reproducible, accurate results. Plan changes and scenario tests are completed with quick updates of easily located and identified fields.
- c. **Output:** Although ProVal® exports generic CSV files, we built a specially designed spreadsheet which imports summary and detailed results, performs any additional calculations, automatically prepares results for transfer into the final report, and applies another layer of checks and validation. At this stage, information is automatically assembled and calculated in preparation for the next automated transfer into the report.

Reports

3. **Reporting:** We start with a proprietary, configurable template that facilitates quick customization to each client-specific narrative while preserving essential automation. Automated links import and refresh results from our spreadsheet to the report with one simple key stroke. Values are never manually cut and pasted thereby avoiding error prone mistakes. At this stage, our process includes yet another level of automated checks which compare final report values to ProVal® results ensuring line-of-sight validation from calculation to presentation.

The **benefits** to the Authority are: a straight-forward process; simple customer experience; secure information collection and transfer; elimination of potential data, calculation, and transfer errors; use of a reproducible, auditable process which any team member pick up at any stage; quick

Experience and Qualifications

modifications; on-time delivery; proactively eliminates delays; automated, multiple validations; and quality assurance. We maximize efficiency and value by utilizing our expertise exactly at stages where and when its needed.

Experience

The Jefferson Solution's team has extensive experience with pension plan and OPEB actuarial valuation projects. We have performed thousands of GASB-compliant actuarial valuations for numerous municipalities, government agencies, and private entities throughout the United States. And when those occasional, unique circumstances arise beyond our core business, we tap our extensive network, built over decades, to supplement our team with experts in those specialized areas. Our overriding goal is to ensure that your organization's expectations and needs are met or exceeded.

Footnotes

While often overlooked, our reports include word-for-word footnotes developed from Mr. Cerrone's CPA and auditing experience. These greatly simplify office staff tasks by allowing easy cutting and pasting into the Authority's Financial Statements.

The Jefferson Solutions Team

The Jefferson Solutions Team

Our team knows how to navigate the OPEB valuation process efficiently because we understand government labor contracts and regulations from the inside out.

Staffing Approach

The Jefferson Solutions team members that will be assigned to this project have extensive experience with pension plan and OPEB actuarial valuation projects. Our staff have been involved in performing hundreds of GASB-compliant actuarial valuations for numerous municipalities, government agencies, and private entities throughout the United States.

As a firm, we encourage all of our staff to become members of professional organizations. Professional organizations require continuing education credits in order to maintain accreditation, ensuring that their members are up to date on relevant issues and also helps bring greater depth to our customers. Our actuaries are members of the Society of Actuaries (FSA) and also Members of the American Academy of Actuaries (MAAA). Our Certified Public Accountants are members of the New York State Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

Professional Organization	Description
 SOCIETY OF ACTUARIES®	Fellow of the Society of Actuaries (FSA). This is the highest designation awarded by the Society of Actuaries.
 JBEA	Enrolled Actuary (EA). This is a designation regulated by the Joint Board for the Enrollment of Actuaries under the Employee Retirement Income Security Act of 1974.
 AMERICAN ACADEMY OF ACTUARIES	Member of the American Academy of Actuaries (MAAA). The MAAA designation denotes professionalism and credibility.
 CPA	Certified Public Accountants (CPA). Our Certified Public Accountants are members of the New York State Society of Certified Public Accountants and the American Institute of Certified Public Accountants
 CONFERENCE OF CONSULTING ACTUARIES	Fellow of the Conference of Consulting Actuaries (FCA). Sets and maintains standards

Jefferson Solutions, Inc. intends to complete the engagement with the City using our current in-house staff. Additional subject matter experts (joint consultants and/or sub-consultants) would only be engaged to provide specialized expertise and replacement of assigned project team members would be done only as necessary and only with explicit written approval from the City.

Jefferson Solutions has thoroughly reviewed the City's RFP and is positioned to fully address your requirements. We will ensure reports for the City are carefully coordinated, accurate and delivered on time with minimal disruption to the City's daily routines.

Project Manager Raymond Cerrone will be supplemented by a multi-disciplinary team of industry veterans. Our firm's supervising actuary is Alexander Kirimov, ASA, EA, MAAA. Mr. Cerrone is the only member of our firm's staff authorized to enter a contract on behalf of the company.

The Jefferson Solutions Team

Below is Our Firm's Project Organization Chart



Project Management: Manages all engagements to ensure that the client receives timely OPEB reports. (Raymond R. Cerrone, CPA)

Actuarial Support: Develops computations involving actuarial data and assumptions. (Alexander E. Kirimov, FCA, ASA, EA, MAAA).

Administration: Ensures that projects are administered according to contractual specifications.

Review: Ensures that computations are accurate and that results are prepared according to applicable standards. (Rafi Herzfeld, FSA, MAAA, IAR)

Reporting: Ensures that all reporting requirements needed by our clients are available in our studies and are easily understood.

Jefferson Solutions, Inc. intends to complete the engagement with the City using our current in-house staff. Additional subject matter experts (joint consultants and/or sub-consultants) would only be engaged to provide specialized expertise and replacement of assigned project team members would be done only as necessary and only with explicit written approval from the City.

The Jefferson Solutions Team

Team Member Introductions

Our team structure is designed for efficient delivery and optimal accuracy.



Raymond R. Cerrone, CPA
Project Manager
20+ Years of Experience
Responsibilities

Manages all engagements to ensure that the client receives timely OPEB reports.

Summary of Experience

Ray Cerrone has over 20 years of diversified experience. He is a CPA with extensive experience in healthcare, health insurance benefit design, and governmental accounting and auditing. Ray was lead analyst for the General Electric OPEB calculation and has performed countless GASB 45/75 valuations for municipal entities. He worked for a national firm and in the governmental and education sectors. He brings a conspicuous dedication to quality and controllership. Ray is a graduate of the University of Texas-Austin.



Alexander Kirimov, ASA, EA, MAAA, Lead Actuary
20+ Years of Experience
Responsibilities

Develops assumptions, reviews data, and results, signs off on reports.

Summary of Experience

Alexander began his career in the actuarial profession in 1991 and has worked with plans of all sizes throughout his career. In addition to broad experience with pension and post-retirement medical valuations for the public sector he has extensive experience with mergers and acquisitions as well as design and management of special non-recurring projects. Alex holds a master's degree in Physics and a bachelor's degree in Mathematics from St. Petersburg State University in Russia. He is a Fellow of the Conference of Consulting Actuaries, Member of American Academy of Actuaries, Enrolled Actuary as well as an Associate in the Society of Actuaries.



Randolph (Rafi) Herzfeld, FSA, MAAA, Actuarial Review
17 Years of Experience
Responsibilities

Develops assumptions, reviews data, ensures reports meet standards, signs off on reports, manages client relations.

Summary of Experience

Randolph (Rafi) Herzfeld has been a Fellow of the Society of Actuaries since 2006 and holds a master's degrees in actuarial science. He has over 20 years of actuarial experience, having worked with health insurance company regulatory filings, FAS 106 valuations, and health-related actuarial services in both the private and government sectors. Prior to Jefferson Solutions, he worked for Optum, Health Management Corporation (Wellpoint), Evolent Health (Valence), Health Care Service Corporation (BCBS), and Towers Perrin. Rafi is also a member of the American Academy of Actuaries.

Completed 574 GASB 75 Valuations In the Past 5 Years

The Jefferson Solutions Team

Raymond Cerrone: Key Qualifications

- OPEB and Pension accounting expert
- Contract negotiations regarding OPEB.
- Actuarial Software Development.
- Certified in Six Sigma Project Management.
- SFAS 106 experience.
- Trained in organizational controllership.
- Member of the NYSSCPA and AICPA.
- Governmental accounting and auditing expertise.

Alex Kirimov: Key Qualifications

- Lead consultant and signing actuary for medium and large size clients sponsoring multiple defined benefit plans.
- Significant experience with design and valuation of qualified and non-qualified plans.
- Significant experience with post-retirement medical valuations.
- Strong knowledge and understanding of actuarial funding methods and IRS funding rules.
- Union negotiations including cost/benefit analysis for pension and post-retirement medical benefit plans.
- Extensive public sector pension plans experience.
- Experience in total retirement programs redesign and design of early retirement windows.
- Strong technical pension and project management background.

Rafi Herzfeld: Key Qualifications

- Fellow of the Society of Actuaries.
- Member of American Academy of Actuaries.
- Experience with postretirement actuarial calculations.
- Extensive experience as an actuary for health insurers, including savings analysis, predictive modeling, and data mining.

The Jefferson Solutions Team

Other Team Members



Oren Dragon
Actuarial Review
7 Years of Experience

Responsibilities

Develops assumptions, reviews data and results.

Oren Dragon: Key Qualifications

- Enrolled Actuary (EA)
- Member of the Society of Pension Actuaries



Benjamin Wolff
Actuarial Assistant
7 Years of Experience

Responsibilities

Provides actuarial and client support across all aspects of our projects

Benjamin Wolff: Key Qualifications

- Passed 4 Actuary exams
- Qualified for Validation by Educational Experience in Economics, Accounting and Finance, and Mathematical Statistics.
- Currently pursuing for Associate of the Society of Actuaries (ASA).



Michael Gaylord
Technical Support and Admin
8 Years of Experience

Responsibilities

Manages Jefferson Solutions' RFP procurement process, supports IT as needed, provides administrative support

Gaylord: Key Qualifications

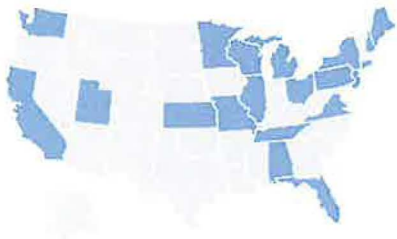
Multiple technical industry certifications

References

Jefferson Solutions, Inc. Client Summary:

School Districts/BOCES	168
Towns	43
Housing Authorities.....	34
Cities & Counties	35
Villages & Others	12
Total.....	292

Our client states across the US



The Authority should feel free to contact the references below. Additional references can be provided upon request.

Reference 1:

Client Name:	Monroe County Water Authority
Address:	Director of Finance & Business Services
Contact Person:	Amy A. Molinari
Phone:	(716) 442-2000
Email:	amy.molinari@mcwa.com
Description of Work:	OPEB Valuation and Reporting Services GASB 75

Reference 2:

Client Name:	Saratoga County Water Authority
Address:	5 Lake Ave # 1, Saratoga Springs, NY 12866
Contact Person:	Stephanie Bryans
Phone:	(518) 761-2058
Email:	sbryans@saratogacountywaterauthority.com
Description of Work:	GASB 74/75 OPEB Actuarial Valuation Services

Reference 3:

Client Name:	Binghamton-Johnson City Joint Sewage Treatment Facility
Address:	4480 Vestal Rd, Vestal, NY 13850
Contact Person:	Charles Robinson
Phone:	607-729-2975 ext.13
Email:	cwrobinson@cityofbinghamton.gov
Description of Work:	OPEB Valuation and Reporting Services GASB 75

References

Reference 4:

Client Name: Merrimack Village District Water Works
Address: 2 Greens Pond Rd, Merrimack, NH 03054
Contact Person: Kristen Maher
Phone: (603) 424-9241;110
Email: kmaher@mvdwaternh.gov
Description of Work: OPEB Valuation and Reporting Services GASB 75

Reference 5:

Client Name: Key Largo Wastewater Treatment District
Address: 8085 Overseas Highway, Marathon, FL 33050
Contact Person: Jennifer Johnson
Phone: (305) 743-6586
Email: jjohnson@keyscpa.com
Description of Work: OPEB Valuation and Reporting Services GASB 75

Please consider the following with respect to our references:

- Jefferson Solutions, Inc. has been providing this service to the Authority since 2021. We encourage you to speak with Amy Molinari to discuss her satisfaction with our service.
- We have made an attempt to provide the Authority with engagements that are similar in complexity and scope. If the above references need to be supplemented, please allow us an opportunity to provide additional information.
- We encourage the Authority to ask our references any questions without limitation. Please discuss satisfaction, convenience and fees.
- Personnel changes: Sometimes the staff members listed as references above change jobs and forget to let us know. If you are unable to reach any of the above, please ask for a replacement reference.

Scope of Services

Jefferson Solutions, Inc. has reviewed the authority's proposal and scope of work. Based on this review Jefferson Solutions, Inc. is proposing to perform a valuation in accordance with GASB 75. We will issue reports annually that will allow the authority to account for its OPEB obligation. Our report will be robust in content, and it will include suggested footnotes for use in preparing the Comprehensive Annual Report.

Jefferson Solutions, Inc. will issue reports for the following periods:

- December 31, 2026 Roll-Forward Valuation
- December 31, 2027 Full Valuation
- December 31, 2028 Roll-Forward Valuation

Optional Periods

- December 31, 2029 Full Valuation
- December 31, 2030 Roll-Forward Valuation

Why the Authority's Risk is Lower with Jefferson Solutions

- Existing knowledge of the Authority's benefit structure.
- Proven experience delivering prior reports.
- Established census reconciliation process.
- Multiple levels of automated validation.
- Independent actuarial review.
- No transition risk associated with a new vendor.

The above reports will contain information on the following:

Actuarial Opinion: The firm's opinion on the actuarial results presented. All reports are certified by an actuary that has the highest credentials (EA, FSA, MAAA).

Executive Summary: A brief summary and presentation of key results.

Summary of Plan Provisions: Written descriptions of the retirement benefits provided by the Authority.

Principal Results: Presentation of Total OPEB liability and OPEB expense. The OPEB liability is presented for actives and retirees separately. This section also includes the detail of items included in OPEB Expense.

Actuarially Determined Contribution: Jefferson Solutions, Inc.'s report includes a presentation of the actuarially determined contribution for each year presented.

Projected Benefit Payments: The report shows the projected OPEB payments on a pay-as-you-go basis for a minimum of ten years

Deferred Charges: Deferred charges are summarized in the body of the report and in the suggested footnotes. The actuarial report includes an analysis of deferred charges from prior periods with the addition of current year gains / losses. These combined deferred charges are presented in a consolidated format showing the current year amortization to be included in the annual OPEB expense.

Demographic Summary: Relevant statistics about the population are summarized in the actuarial study. Separate demographics are presented for actives and retirees.

Footnotes: The report prepared by Jefferson Solutions, Inc. will include the footnotes required in accordance with GASB 74 and 75 for each member entity.

Scope of Services

Assumptions and Methodology: Descriptions of all relevant assumptions used in the actuarial study.

Glossary of Terminology: Explanations of words that are used in the preparation of OPEB reports.

Required Supplemental Information: Schedule of Changes in the Total OPEB Liability and related ratios.

1. **Implicit Subsidy:** Jefferson Solutions, Inc. will prepare a report that determines the implicit subsidy. The report will also include an illustration depicting an example of how the implicit OPEB functions in the benefit formula.
2. **Changes to Accounting Regulations:** Should GASB changes its requirements or position on reporting for OPEB, Jefferson Solutions, Inc. will explain the impact of these changes to the Authority and value the OPEB in accordance with the standards in effect at each reporting date.
3. **Meetings:** Jefferson Solutions, Inc. will meet with the Authority to discuss the project status and to present the results of the study. Meetings can be accomplished in person or virtually. Jefferson Solutions, Inc. also agrees to work with auditors in connection with the OPEB reports and to assist in resolving any matters that may arise during the audit of the OPEB valuations.
4. **Draft Report:** During the engagement, Jefferson Solutions, Inc. agrees to prepare a draft report for the Authority. This draft report can be used as a framework for discussing the preliminary results. Jefferson Solutions, Inc. will work with the Authority to make any required modifications to the draft, if any. Final reports will be issued once the Authority has approved the draft and signed the required representation documents.
5. **Project Status Updates:** During this engagement, Jefferson Solutions, Inc. will be available to discuss project status, the reports that have been issued and to provide general guidance on OPEB related matters. Jefferson Solutions, Inc. is also available to discuss alternative plan designs.

Project Approach:

Jefferson Solutions, Inc. follows a method we call the A.B.C.'s of Pension and OPEB Reporting which serve as our building blocks for each report.

(A) Assumptions:

We review assumptions from the prior report and assess their appropriateness for the current year. Assumptions for the Authority OPEB valuation should be consistent with those used in any pension valuation. Key assumptions are the return on investments, medical cost trends, election or participation rates, terminations, retirements, and mortality. For rate of return on investments, we follow the GASB standards in conjunction with a review of asset performance. For medical cost trend, we use recommended short-term rates in conjunction with a model approved by the Society of Actuaries (like what was previously used by the Authority). The remaining assumptions, such as election and participation rates, are developed from actual experience where appropriate. Before finalizing, we discuss and reach agreement on all assumptions with the direction of the Authority.

(B) Benefits:

Understanding benefits is a critical component to arrive at correct results. We review prior year reports and confirm any plan design changes. We confirm the latest Pre/Post-65-Commercial/Medicare claim costs and premiums. We develop appropriate age/gender adjustments per Actuarial Standard ASOP 6. We confirm contribution percentages and eligibility, paying particular attention to special cohorts or grandfathered groups. As necessary, we incorporate all changes into the valuations. All benefits are completely and carefully described in the report.

Scope of Services

(C) **Census (participant demographic information):**

We analyze the census and compare it with the prior year's census to check for inconsistencies and to ensure that it is complete. Any anomalies will be discussed with the Authority for clarification or resolution. Upon issuing draft reports, we include complete census reconciliations that explains how each person was valued. Since the results are only as good as the underlying data, we will work closely with the Authority to ensure a complete and accurate census.

Project Plan

The project plan outlined below has been used by Jefferson Solutions, Inc. for more almost two decades. This approach has proven successful, produces accurate results, and completes on-time with minimal impact to entities' staff. Our steps for a successful valuation include

Review Prior Year Reports: The Jefferson Solutions team (JEFSI) will review prior year reports to refine the methodology for the engagement and determine the exact census data that will be required from the Authority.

Planning Call and Administration:

Jefferson Solutions, Inc. will schedule calls with each member entity throughout the engagement to introduce the firm's project team and plan the engagement, review project steps and timeline, discuss draft reports, and answer any questions. We will also present and explain the templates to be used for data collection. Jefferson Solutions, Inc. will present the formal results when final reports are issued. Meeting frequency and timing can be arranged at the convenience of each member entity.

Review of Census: JEFSI will review the census data (provided by the Authority) and ensure that it is suited for use in the actuarial study. Any data discrepancies identified will be communicated to the Authority for correction (if any). Please note that we do not audit any data provided by the Authority.

Develop Actuarial Models: JEFSI will work with the Authority to develop actuarial models used in the calculation of the GASB 75 report. This helps to ensure that we fully understand the benefits and that the Authority agrees with the approach to our calculations. JEFSI will use these models to generate preliminary valuation results for the OPEB plan.

Draft Report: Preliminary reports and census reconciliation are sent to the Authority for review and comment.

Report Finalization: Modifications (as needed) will be made to preliminary reports and finalized.

Final Report Delivery: JEFSI will deliver the final report to the MCWA no later than December 31st of each contracted reporting year.

Scope of Services

Project Timeline

Jefferson Solutions, Inc. is suggesting the following schedule.

Task	Authority / Jefferson Solutions, Inc.	Estimated Dates
Review prior year OPEB report and Financial Statements, Plan documents, and accounting requirements. Assess the need to address impact of changes to benefit provisions.	Jefferson Solutions, Inc.	Completed Task
Summarize and confirm understanding of assumptions and benefits with the Authority.	JEFSI / Authority	Completed Task
Review of accounting requirements and assumptions for the MCWA.	JEFSI makes inquiries to MCWA regarding its needs with respect to reporting on OPEB for the MCWA. Needs of the MCWA will be incorporated into the final report.	Completed Task
Make Request for any Additional Information needed to the Authority	Jefferson Solutions, Inc.	October 16 th
Authority to provide requested information. Jefferson Solutions, Inc. to review for completeness and commence work.	JEFSI / Authority	November 4 th
Produce first draft and census reconciliation.	Jefferson Solutions, Inc.	December 4 th
Review draft with the Authority.	JEFSI / Authority	December 11 th
Update final report based upon discussion of draft with the Authority.	Jefferson Solutions, Inc.	December 18 th
Actuarial Valuation for FYE 12/31/2026 completed and to the Authority.	Jefferson Solutions, Inc.	No later than December 31, 2026

Proposed Fee

Period	Service	Option 1 Using Roll-Forward In Initial Year*	Option 2 Starting with a Full Valuation
12/31/2026	GASB 75 Report (Initial Period)*	\$3,175	\$5,150
12/31/2027	GASB 75 Report (Full Valuation / Roll-Forward)	\$5,150	\$3,475
12/31/2028	GASB 75 Report (Full Valuation / Roll-Forward)	\$3,475	\$5,575
Optional Periods			
12/31/2029	GASB 75 Report (Full Valuation / Roll-Forward)	\$5,575	\$3,775
12/31/1900	GASB 75 Report (Full Valuation / Roll-Forward)	\$3,775	\$5,975

*Given Jefferson Solutions, Inc.'s role as the incumbent vendor, we recommend utilizing a Roll-Forward valuation in the first year of the engagement cycle. This approach streamlines the valuation process, reduces costs, and leverages our existing knowledge of the plan. As the current provider, Jefferson Solutions, Inc. is the only firm able to offer this option.

By utilizing Jefferson Solutions' Roll-Forward approach in the initial year, the Authority can realize immediate cost savings while receiving a GASB-compliant valuation prepared by the same firm that performed the prior valuation. This approach reduces first-year fees by approximately 38% compared to beginning with a full valuation while maintaining continuity and consistency in reporting.

Submitted by: Jefferson Solutions, Inc.

Signature:



Title: CEO

Date: August 26, 2026

Office Location

Jefferson Solutions, Inc. (also known as JEFSI) is wholly owned a 'C' Corporation incorporated in New York State primarily providing OPEB Actuarial Valuation and Reporting Services to both municipal government and private entities since 2004. Our headquarters office is located in Clifton Park, NY (Saratoga County). We currently have six team members including three credentialed actuaries. JEFSI provides Actuarial Consulting and Reporting Services for clients nationwide. This engagement will be managed by our headquarters office. Our normal hours of operation are Monday – Friday from 8 AM to 7 PM but we are always willing to extend our availability to meet our client's needs.

As the single point of contact for the Monroe County Water Authority, should the MCWA need to reach our firm to contractually obligate the organization, to negotiate the contract on behalf of the organization, to be contacted for clarification, for prompt contract administration upon award of the contract; contact person during the period of evaluation; or to provide any notices with respect to this contract, it should use the following contact information: **Company Name: Jefferson Solutions, Inc.; 14 Brittany Oaks; Clifton Park, New York 12065; Raymond R. Cerrone, CEO, Principal; Phone: 518-461-7805; Email: ray.cerrone@jefsi.com.**

Appendix A – Data Requirements from the Authority

At the beginning of the project, Jefferson Solutions, Inc. will provide a simple and easy-to-use template with a secure method for uploading the follow information:

1. Detailed, complete, and accurate census file containing, at a minimum, each covered participant along with the following information (we require one record per employee / retiree):

Most of our existing clients use Microsoft Excel for providing the census data.

(PDF Format is not acceptable for census information)

- a. Employee / Retiree Name (or other means for identifying the record).
 - b. Employee Number
 - c. Entity ID
 - d. Gender
 - e. Dates of Birth (participant and spouse as applicable)
 - f. Date of Hire
 - g. Pension System Enrollment Date
 - h. Date of Retirement
 - i. Date of Termination (as applicable)
 - j. Date of Death (as applicable)
 - k. Employee Status (Active / Retired / Survivor / Disabled etc.)
 - l. Employee Group (Instructional, Non-Instructional, Police, Fire, General)
 - m. Covered Payroll (the total wages paid to employees covered by the plan)
 - n. Percent contributed (inactive census only - if applicable)
 - o. Census information should be as of the first day of the fiscal period.
2. The above census information used for the prior OPEB valuation in a spreadsheet format.
 3. Actual total contributions from retirees for the fiscal year, if available, and if there are any.
 4. Per Capita Cost Information. Premiums or rates per person adjusted for the pre 65 and post 65 populations as covered by the plan for the current fiscal year and subsequent period.
 6. Financial statements for the preceding year end reconciled to the Prior Year OPEB report (including all deferred OPEB charges).
 7. NOTE: All Information above to be complete, accurate and delivered electronically to JEFISI by November 5th of each year. These due dates are critical to ensuring that the final report is delivered according to the requested timeline.

Required Forms

Jefferson Solutions, Inc.'s proposal includes the following completed forms:

- ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM 1
- BIDDER/OFFEROR DISCLOSURE
- OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT



MONROE COUNTY WATER AUTHORITY

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

August 21, 2026

**ADDENDUM NO. 1
TO THE
REQUEST FOR PROPOSAL
FOR
ACTUARIAL SERVICES**

This contains the above-referenced Addendum.

You must acknowledge receipt of this Addendum by signing below and submitting this sheet to the Authority with the proposal by **August 31, 2026 by 12:00 p.m. EDT.**

ACKNOWLEDGEMENT OF RECEIPT:



Signature

Raymond R. Cerrone, CPA, CEO, Principle

Name and Title *(Please Print)*

Jefferson Solutions, Inc.

Company Name *(Please Print)*

Required Forms

BIDDER/OFFEROR DISCLOSURE

**Request for Proposal
Actuarial Services**

**BIDDER/OFFEROR DISCLOSURE
OF
PRIOR NON-RESPONSIBILITY DETERMINATION & AFFIRMATION/CERTIFICATION
IN ACCORDANCE WITH NYS FINANCE LAW 139-J AND 139-K**

BACKGROUND

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the procuring Governmental Entity with respect to State Finance Law §139-k is complete, true, and accurate.

INSTRUCTIONS

The Monroe County Water Authority must obtain the required certification that the information is complete, true, and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offerer must agree to the certification and provide it to the procuring Governmental Entity.

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Jefferson Solutions, Inc.

Address 14 Briitany Oaks; Clifton Park, New York 12065

Name & Title of Person Submitting this Form: Raymond R. Cerrone, CPA, CEO, Principle

CONTRACT PROCUREMENT NUMBER: 170413-01 Date: 8/26/2026

1. In the previous four years, has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract?

☒ No ☐ Yes

If yes, answer the next questions.

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law 139-j?

☐ No ☐ Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

☐ No ☐ Yes

Required Forms

BIDDER/OFFEROR DISCLOSURE (Continued)

**Request for Proposal
Actuarial Services**

4. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

☒ No ☐ Yes

6. If yes, provide details below:

Governmental Entity: _____

Date of Termination or Withholding: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary.)

Required Forms

BIDDER/OFFEROR DISCLOSURE (Continued)

Request for Proposal Actuarial Services

By signing below, Bidder/Offeror affirms that he/she understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law 139-j(3) and 139-j(6)(2) and certifies that all information provided to the Water Authority with respect to State Finance Law 139-j and 139-k is complete, true, and accurate.

By: 
(Signature of Person Certifying)

Date: 8/26/2026

Print Name: Raymond R. Cerrone

Print Title: CPA, CEO, Principle

Bidder/Offerer Name: Jefferson Solutions, Inc.
(Company Name)

Bidder/Offerer Address: 14 Brittany Oaks, Clifton Park, New York 12065

Phone: 518-461-7805

Email: Ray.Cerrone@JEFSI.com

Required Forms

Request for Proposal Actuarial Services

OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT PURSUANT TO STATE FINANCE LAW §139-j(3) AND §139-j(6)(2)

BACKGROUND

State Finance Law §139-j(6)(2) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of and agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

INSTRUCTIONS

The Monroe County Water Authority must obtain the required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. It is recommended that this affirmation be obtained as early as possible in the procurement process, such as when the contractor submits its proposal or bid.

AFFIRMATION OF UNDERSTANDING & AGREEMENT

Offerer affirms that he/she understands and agrees to comply with the procedures of the Monroe County Water Authority relative to permissible Contacts as required by State Finance Law §139-j(3) and §139-j(6)(2).

By:  Date: 8/26/2026
Signature of Offerer or Authorized Representative

Name: Raymond R. Cerrone Title: CPA, CEO, Principle
Please Print

Contractor's Name Jefferson Solutions, Inc.

Contractor's Address 14 Brittany Oaks; Clifton Park, New York 12065

Occupational Safety On Site
1600 Lyell Avenue Suite C
Rochester, NY 14606
Office: (585) 723-3891
Fax: (585) 225-0172

Proposal: Annual On-Site Drug/Alcohol Testing

Monroe County Water Authority (MCWA)

Submitted by:



Jessica Rabun

Occupational Safety On Site

Director of Operations & Compliance
1600 Lyell Avenue, Suite C
Rochester, NY 14606
Office: (585) 723-3891
Email: jrabun@occsafetyonsite.com

August 26, 2026

Monroe County Water Authority
Attn: Diane Hendrickson, Procurement Officer
475 Norris Drive
Rochester, New York 14610

Dear Ms. Hendrickson,

Occupational Safety On Site (OSOS) respectfully submits this Statement of Qualifications and Proposal to continue providing the Monroe County Water Authority's annual on-site drug and alcohol testing services.

As MCWA's current provider for this work, OSOS offers the Authority an important advantage: proven continuity. Our team already understands the annual testing program, both MCWA service locations, the need to keep employees moving through the process efficiently, and the confidentiality and documentation standards expected by MCWA. Renewal preserves that working knowledge while maintaining one accountable local partner from scheduling through final reporting.

OSOS is a Rochester-based occupational health provider with more than 30 years of experience serving employers throughout the region. We provide trained collection personnel and qualified breath alcohol technicians, all equipment and forms required for on-site service, laboratory and Medical Review Officer coordination, confidential reporting, local fixed-site follow-up, and 24-hour support for time-sensitive testing.

Our proposed program responds directly to the current RFQ/RFP: annual non-DOT testing for approximately 220 employees at the Eastside Operations Center and/or Shoremont Treatment Plant, separate random CDL testing in accordance with MCWA policy, split-specimen and chain-of-custody controls, confirmatory testing and MRO review, and prompt confidential reporting to the designated policy administrator.

MCWA has already seen our responsiveness, attention to detail, and ability to work with its staff. We welcome the opportunity to continue that relationship for the three-year contract term and any mutually agreed extensions.

Respectfully submitted,



Jessica Rabun
Director of Operations & Compliance
Occupational Safety On Site (OSOS)
Phone: (585) 723-3891
Email: jrabun@occsafetyonsite.com

Section 1: Company Information

Occupational Safety On Site is a Rochester, New York-based occupational health provider with more than 30 years of experience supporting local employers. OSOS provides mobile and clinic-based testing services designed to help organizations maintain safe, compliant, and well-documented programs while minimizing employee downtime.

Legal Name of Firm: CMG Upstate, LLC, dba Occupational Safety On Site

Street and Mailing Address: 1600 Lyell Avenue, Suite C, Rochester, New York 14606

Telephone Number: (585) 723-3891

Authorized Representative: Jessica Rabun, Director of Operations & Compliance

OSOS is the current provider of the annual on-site drug and alcohol testing services described in this RFQ/RFP. Our direct experience with MCWA's program is the clearest evidence of our ability to perform the renewed scope reliably and to work effectively with MCWA staff.

Section 2: Value-Added Services / Benefits

OSOS provides MCWA with the following service advantages:

- **Established MCWA Service Continuity:** A team already familiar with MCWA's annual program, facilities, coordination needs, and service expectations.
- **Local Access and Responsive Support:** A Rochester-based mobile team, a fixed collection site within 30 minutes of MCWA facilities, and 24-hour coordination for urgent testing.
- **One Accountable Partner:** Central coordination for on-site collections, alcohol testing, laboratory processing, MRO review, missed tests, retests, and confidential reporting.
- **DOT and Non-DOT Process Separation:** Distinct forms, procedures, testing requirements, and reporting controls for annual non-DOT testing and random CDL testing.
- **Minimal Operational Disruption:** Flexible scheduling, event staffing matched to volume, and an organized collection flow designed to return employees to work promptly.

Section 3: Project Team

OSOS proposes the same local, responsive service model MCWA knows today. Staffing will be matched to the testing schedule and anticipated employee volume, with Jessica Rabun serving as the Authority's primary point of accountability.

Project Team and Qualifications

Role	Assigned Staff	Qualifications / Responsibility
Project Lead	Jessica Rabun, Director of Operations & Compliance	MCWA coordination, scheduling oversight, quality assurance, escalation, and contract continuity.
Collection Team and Clinic/Operations Support	Five medical technicians / collectors: Crystal Colt, Jonathan Guerin, Tessalee Guerin, Jamie Mack, Jessica Rabun, Lorenzo Robinson	Trained DOT urine specimen collectors and qualified breath alcohol technicians regularly engaged in occupational testing. Fixed-site follow-up, records, confidential transmission, supply control, and after-hours coordination.
Medical Review	In-house licensed physician MRO Name: Dr. Karl Auerbach	Medical review by a licensed physician with appropriate controlled-substance testing knowledge and training; verified results released to authorized recipients.
Laboratory / Courier	Clinical Reference Laboratory (CRL) and FedEx	Split-specimen processing, secure chain of custody, confirmatory testing, and documented specimen receipt.

Training & Competencies

- DOT-qualified collectors for urine specimen collection, donor identification, form completion, split-specimen sealing, packaging, and chain-of-custody controls.
- DOT-qualified collectors for breath alcohol testing performed using the appropriate DOT or non-DOT procedure.
- Privacy, confidentiality, secure records, and release of results only to MCWA's authorized policy administrator.
- Coordination of laboratory confirmation, physician MRO review, fixed-site follow-up, and urgent testing.

Section 4: References

MCWA's direct experience with OSOS is the closest comparison for the requested work. However, the following clients can also speak to OSOS's occupational health service delivery, including urine drug screening:

Reference 1

Company Name: First Student, Inc.

Address: 1555 Lyell Avenue, Rochester, New York 14606

Contact: Trisha Torres

Phone / Email: (585) 647-9360 | trisha.torres@firststudentinc.com

Relevant Services: Urine drug screening for DOT and non-DOT drug screenings.

Reference 2

Company Name: Ontario Bus, Inc.

Address: 1410 Lexington Ave, Rochester, New York 14606

Contact: Maria Bongiorno

Phone: (585) 993-4252 (ext. 313)

Relevant Services: Urine drug screening and related occupational health testing, both at office and onsite.

Section 5: Collection and Testing Plan

OSOS will continue coordinating the annual testing program with MCWA's designated policy administrator. Before each event, we will confirm the required collection technicians, site, testing window, expected volume, required testing authority, private testing space, authorized result recipients, and any separately selected CDL drivers.

A. Annual On-Site Service

- Provide all collection personnel, breath alcohol testing personnel, equipment, forms, kits, seals, packaging materials, and routine supplies required at the Eastside Operations Center and/or Shoremont Treatment Plant.
- Verify employee identity and the correct test order; perform testing in a private, controlled area; and reconcile completed, pending, and missed tests with the authorized MCWA contact.
- Use a minimum non-DOT 4-drug panel for amphetamines, cocaine, opiates, and phencyclidine (PCP), together with the alcohol testing requested by MCWA.

B. Split Specimens, Chain of Custody, and Laboratory Testing

- Divide each acceptable urine specimen into primary and split portions, seal the specimens in the employee's presence, complete the proper chain-of-custody documentation, and prepare the shipment for secure transport.
- Use couriers or transport personnel trained in chain-of-custody and proper specimen receipt procedures.
- Send acceptable specimens to a laboratory accredited by the New York State Department of Health and certified by the College of American Pathologists; include current supporting credentials with the final response.
- Confirm initial positive results using gas chromatography/mass spectrometry (GC/MS) techniques as required by the RFQ/RFP.

C. Medical Review and Confidential Reporting

- Route applicable results to a licensed physician MRO with the knowledge and training necessary to interpret and evaluate controlled-substance test results.
- Report verified positive results to the MCWA policy administrator immediately after MRO confirmation.
- Transmit all results only to authorized recipients by confidential fax, secure electronic transmission, or another method approved by MCWA.

D. Separate Random CDL Testing

- Perform random CDL drug and alcohol testing separately from the annual non-DOT program, in accordance with MCWA's CDL policy and applicable DOT requirements.
- Use the required federal forms, procedures, personnel qualifications, testing panels, equipment, and reporting controls. Testing may be completed at the OSOS fixed collection site when directed by MCWA.

E. Fixed-Site and Time-Sensitive Support

- Schedule missed employees, permitted recollections, and retests at OSOS's Rochester clinic, located within 30 minutes of MCWA facilities.
- Provide 24-hour coordination for post-accident and reasonable suspicion testing, together with return-to-duty and follow-up testing when requested.

F. Compliance and Quality Control

- Comply with applicable medical standards and federal, state, and local laws, codes, and regulations relating to drug and alcohol testing.
- Maintain privacy, confidentiality, secure records, trained personnel, equipment controls, and a clear escalation path through Jessica Rabun.

Section 6: Cost Proposal

The following pricing format responds to every cost item identified in the RFQ/RFP. Routine collection supplies, documentation, confidential result reporting, and MRO review should be included in the stated rates unless specifically noted otherwise.

A. Annual On-Site Drug/Alcohol Testing

Charge per site for personnel: *waived*

Alcohol testing: \$25.00 per employee x 220 = \$5,000.00 estimated annual cost

Non-DOT 4-panel drug screening with MRO: \$50.00 per employee x 220 = \$11,000.00 estimated annual cost

Estimated annual on-site total: \$16,000.00

B. Random CDL Testing (Separate from Annual Testing)

DOT urine drug test, including laboratory and MRO: \$50.00 per test

DOT breath alcohol test: \$50.00 per test

Random CDL site / call-out charge, if applicable: *waived*

C. Mileage, Fuel, Maintenance, and Administration

Listed MCWA sites: *waived*

Other mileage / vehicle administration terms: *waived*

D. Cancellation Policy

Advance notice required to avoid a charge: 24 hours / 1 business day

Late-cancellation charge: \$500.00

E. Testing Capacity and On-Site Minimum

Expected throughput: 12 employees per hour per combined drug/alcohol station

Additional stations available: Yes – ideally 1 additional station available for a total of 2 collection technicians.

Minimum to provide on-site service: 15 collections per technician.

F. Missed Employees and Retests

Employees not present during the on-site event and employees requiring a permitted retest may be scheduled at the OSOS fixed collection site.

Fixed-site non-DOT 4-panel drug test: \$50.00 per test

Fixed-site non-DOT alcohol test: \$25.00 per test

Section 6: Cost Proposal (Continued)

G. Hair Specimen Test After a Dilute Drug Screen

Hair specimen testing: \$90.00 per test

Collection / administration charge, if separate: *N/A*

H. Post-Accident, Reasonable Suspicion, Return-to-Duty, and Follow-Up

Post-accident CDL drug test: \$50.00 per test

Post-accident CDL alcohol test: \$25.00 per test

Reasonable suspicion drug test: \$50.00 per test

Reasonable suspicion alcohol test: \$25.00 per test

DOT return-to-duty / follow-up drug test with direct observation: \$70.00 per test

After-hours emergency call-out, if applicable: \$150.00 per event, plus testing fees

I. Pricing Assumptions

- The annual estimate is based on approximately 220 drug screens and 220 alcohol tests.
- MCWA will provide the selected employee list, testing instructions, an on-site contact, and a private and accessible testing area.
- The final annual total will reflect the confirmed number of service dates, site mobilizations, personnel, and tests requested by MCWA.
- Services outside the listed scope or employer-requested custom testing will require written approval before performance.

J. Contract and Payment Terms

Payment terms: Net 30 days from invoice

OSOS understands that MCWA anticipates a three-year contract with up to two additional one-year extensions by mutual agreement. Any renewal-year pricing adjustment will be governed by the completed terms above and the resulting contract.

Section 7: Procurement Disclosure Form

(See attached)

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J
AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

CMG Upstate, LLC, dba Occupational Safety On Site

Address: 1600 Lyell Avenue Suite C

Rochester, NY 14606

Name and Title of Person Submitting this Form: Jessica Rabun, Director of Operations & Compliance

Contract Procurement Number: (by MCWA)

Date: 08/26/2020

1. Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Circle one):

Yes

No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?

(Circle one):

Yes

No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

(Circle one):

Yes

No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Circle one):

Yes

No

6. If yes, provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA Water Authority's Procurement Disclosure Policy, Code of Ethics Policy and Conflict of Interest Policy as required by State Finance Law § 139-j(3) and § 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law § 139-k and § 139-j is complete, true and accurate.

By: [Signature]
Date: 08/26/2026
(Signature of Person Certifying)

Print Name: Jessica Rabun
Print Title: Director of Operations & Compliance
Bidder/Offerer Name: CMG Upstate, LLC, dba Occupational Safety On Site
(Company Name)
Bidder/Offerer Address: 1600 Lyell Avenue Suite C Rochester, NY 14606
Bidder/Offerer Phone Number: (585) 723-3891

**AMENDED AND RESTATED
BY-LAWS OF THE MONROE COUNTY WATER AUTHORITY**

(Section 1096, paragraph 10 of the Public Authorities Law provides that the Monroe County Water Authority shall have the power to make by-laws for the management and regulation of its affairs, and, subject to agreements with its bondholders, to make rules for the sale of water and the collection of rents and charges therefor. A copy of such By-Laws and rules, and all amendments thereto, duly certified by the Secretary of the Authority, shall be filed in the office of the Clerk of the County and thereafter published once in two newspapers having a general circulation in the County.)

**ARTICLE I
The Authority**

1. Name of Authority. The name of the Authority is the Monroe County Water Authority (the "Authority").
2. Purposes. The Authority is a public benefit corporation, created by and having the powers and functions set forth in the Monroe County Water Authority Act of the Public Authorities Law, as amended (the "Act").
3. Fiscal Year. The fiscal year of the Authority shall coincide with the calendar year. The Authority's fiscal year may be changed by resolution adopted at a regular or special meeting of the Authority.

**ARTICLE II
Meetings**

1. Annual Meeting. The annual meeting of the members of the Authority (the "Members") for the election of officers and the transaction of such other business as may properly come before it shall be held at the principal offices of the Authority, 475 Norris Drive, Rochester, New York, or at such other place, and at such time and on such date during the month of April in each year as directed by the Chairperson of the Authority.
2. Regular Meetings. Regular meetings of the Members shall be held at least once in each and every calendar month at a date, time and place directed by the Chairperson of the Authority.

3. Special Meetings. All special meetings may be held at any time or place within the County of Monroe on twenty-four (24) hours' notice to each Member, or upon shorter notice by written waiver of notice of such meeting signed by each Member. Such notice may be oral, by facsimile, electronically mailed, personally delivered or written.

Special meetings may be called by the Chairperson, or in his or her absence, by the Vice-Chairperson. Special meetings also may be called by any two Members.

4. Regular and Special Meetings. Any regular and special meetings shall be open for the consideration of any matter properly brought to the attention of the Authority.

5. Waiver. Notice of a meeting need not be given to any Member who submits a signed waiver whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him or her.

6. Quorum. Four Members shall constitute a quorum at any meeting duly called and held. No action shall be taken except pursuant to the favorable vote of at least four Members. A majority of the Members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

ARTICLE III

Members of the Authority

1. Term of Office. The term of office for Members shall be as fixed by Section 1095 of the Public Authorities Law (enacted into law as Chapter 804 of the Laws of 1950 as amended by Chapter 116 of the Laws of 1951, and as further amended by Chapter 938 of the Laws of 1977, and as may be further amended from time to time), and they shall have the duties and powers as set forth therein.

2. Members of the Authority:

- (i) Power and General Duties. The Members shall oversee the management of the affairs of the Authority by its Executive Director and other employed officers. The Members shall establish, monitor and update from time to time such policies as they deem necessary or desirable and appropriate to promote honest and ethical conduct by the Authority's officers, employees, and to maintain and enhance the public's confidence in the Authority. To that end, the Members shall periodically review and update the Authority's code of ethics and policies regarding conflicts of interest; policies regarding the procurement or disposition of real and personal property, or interest therein, by the Authority; and policies regarding the purchase of goods and services, including service contracts. All of such policies shall be consistent with the Act, other applicable law or these By-Laws.
- (ii) Fiduciary Duty. The Members shall perform each of their duties in good faith and with that degree of diligence, care and skill that an ordinarily

prudent person in like position would use under similar circumstances, and apply independent judgment in the best interest of the Authority, its mission and the public.

- (iii) Acknowledgement. Each Member shall execute an acknowledgement, in the form prescribed by the New York State Authorities Budget Office.
- (iv) Oath of Office. Within thirty (30) days after beginning their appointments, each Member shall take an oath of office as required by Section 10 of the New York Public Officers Law.

3. Governance Committee. The Authority shall appoint and constitute a standing governance committee comprised of at least three (3) independent Members who possess the necessary skills to understand the duties and functions of the Governance Committee. At least annually, the Chairperson of the Authority shall appoint the members and select the chair of the Governance Committee. The Chairperson of the Authority shall be a member ex officio of the Governance Committee and shall have the right, but not the duty, to vote on all propositions before such committee. The responsibilities of the Governance Committee shall include:

- (i) developing and recommending to the Members a set of corporate governance principles applicable to the Authority, reviewing corporate governance trends and obligations, especially as they pertain to public authorities and reporting on same periodically, reviewing the Authority's corporate governance guidelines periodically, and recommending to the Members such changes to the Authority's corporate governance guidelines as the Governance Committee from time to time deems necessary or desirable and appropriate;
- (ii) reviewing annually with the Members the appropriate skills, characteristics and experiences required of Members in the context of the then current composition of the Authority and, as applicable, advising the County Legislature on the skills and experience required of potential Members; and
- (iii) examining ethical and conflict of interest issues, performing Member self-evaluations, and recommending to the Members, as necessary, revisions to these By-Laws.

4. Audit Committee. The Authority shall appoint and constitute a standing audit committee comprised of at least three (3) independent Members who possess the necessary skills to understand the duties and functions of the Audit Committee and shall be familiar with corporate financial and accounting practices. At least annually, the Chairperson of the Authority shall appoint the members and select the chair of the Audit Committee. The Chairperson of the Authority shall be a member ex officio of the Audit Committee and shall have the right, but not the duty, to vote on all propositions before such committee. The responsibilities of the Audit Committee shall include:

- (i) reviewing and approving the Authority's financial statements;
- (ii) overseeing the Authority's internal controls and compliance systems;
- (iii) appointing, compensating and overseeing outside auditors retained by the Authority. Unless otherwise approved by the Members, such outside auditors shall not provide non-audit services to the Authority;
- (iv) resolving disagreements with respect to, and overseeing compliance with, accounting policies and principles;
- (v) reviewing management reports on internal controls and attestation of such reports by the Authority's outside auditors; and
- (vi) investigating compliance with the Authority's policies and/or referring instances of non-compliance to the appropriate offices for investigation.

5. Finance Committee. The Authority shall appoint and constitute a standing finance committee comprised of at least three (3) independent Members who possess the necessary skills to understand the duties and functions of the Finance Committee. At least annually, the Chairperson of the Authority shall appoint the Members and select the chair of the Finance Committee. The Chairperson of the Authority shall be a member ex officio of the Finance Committee and shall have the right, but not the duty, to vote on all propositions before such committee. The responsibilities of the Finance Committee shall include, without limitation:

- (i) reviewing proposals for the issuance of debt by the Authority;
- (ii) preparing and submitting to the Authorities Budget Office ("ABO") a statement of intent to guide the Authority's issuance and overall amount of bonds, notes, or other debt obligations that the Authority may issue by a deadline fixed by the ABO; and
- (iii) issuing recommendations regarding the issuance of debt by the Authority.

6. Compensation Committee. The Authority shall appoint and constitute a standing compensation committee comprised of at least three (3) independent Members who possess the necessary skills to understand the duties and functions of the Compensation Committee. At least annually, the Chairperson of the Authority shall appoint the Members and select the chair of the Compensation Committee. The Chairperson shall be a member ex officio of the Compensation Committee and shall have the right, but not the duty, to vote on all propositions before such committee. The responsibilities of the Compensation Finance Committee shall include, without limitation:

- (i) appointing, compensating and overseeing an independent compensation consultant retained by the Authority;
- (ii) working with the independent compensation consultant to create,

implement, and regularly update a written compensation philosophy; and

- (iii) from time to time, reviewing and implementing procedures regarding the performance and compensation of Executive Staff of the Authority (as defined in Article IV, Section 6 of these By-Laws), including preparing a written annual performance review of the Executive Director, reviewing the annual performance reviews of other Executive Staff prepared by the Executive Director, and recommending annual salary increases based, in part, on the Authority's written compensation philosophy and the written annual performance reviews described in this item (iii).

7. Other Standing Committees. The Chairperson may, from time to time, appoint other standing committees for general or specific purposes, each consisting of at least two Members. The Chairperson shall be a member of each such committee by virtue of his office. Such standing committees will be charged with duties and responsibilities described by the Chairperson and shall report to the Authority at its regular meetings.

8. Members Compensation. Pursuant to Section 1095 of the New York Public Authorities Law, the Members shall receive such compensation as is fixed from time to time by the Monroe County legislature for the performance of their regular duties, as defined by resolution of the Members, which shall include the attendance of regular meetings of the Authority provided for in Article I of the By-Laws.

ARTICLE IV Officers of the Authority

1. The officers of the Authority shall be a Chairperson, Vice Chairperson and Treasurer, who shall be Members, and a Secretary who need not be a Member of the Authority. The Chairperson shall be elected annually by the Members at their annual meeting in accordance with Section 1095 of the Public Officers Law. The Vice Chairperson and Treasurer of the Authority shall be elected annually by the Members at their annual meeting or, in the case of a vacancy, at any regular meeting of the Members. The Secretary and any other officer shall be appointed by, and shall serve at the pleasure of, the Authority, subject to the rights of such persons under the Civil Service Law.

2. Chairperson. The Chairperson shall preside at all meetings of the Members. He or she shall sign in the name of the Authority all notes, bonds or other evidences of indebtedness when so authorized by resolution of the Authority, and shall perform such other duties as may be assigned to him or her from time to time by the Authority.

3. Vice Chairperson. The Vice-Chairperson shall, in the absence or incapacity of the Chairperson, perform the duties of that officer.

4. Treasurer. The Treasurer shall have the care and custody of all funds and securities of the Authority from whatever source derived and shall deposit the same forthwith in the name of the Authority in such bank or banks in the State of New York as the Authority shall designate. The moneys in such accounts shall be paid out on check of the Treasurer, the

Executive Director or the Director of Finance and Business Services, on requisition by the Authority, or on requisition of such other person or persons as the Authority may authorize to make such requisitions. Funds not immediately required by the Authority shall be invested in accordance with the Authority's investment policy and applicable law.

5. Secretary. The Secretary shall keep the minutes of the meetings of the Authority; shall attend to the serving of notices of all meetings, regular or special; shall affix the seal to all papers or documents as may require it; shall attend to such correspondence as may be assigned to him or her; and shall perform all the duties as the Authority may designate. The Authority may designate an Acting Secretary who, in the absence or incapacity of the Secretary, shall perform the duties of that officer.

6. Other Officers and Employees. From time to time, the Authority shall appoint and assign the duties and qualifications of one or more of an Executive Director, a Deputy Executive Director, a Director of Finance and Business Services, an Executive Engineer, a Personnel Manager, a Director of Production/Water Supply, a Director of Operations, a Director of Facilities and Fleet Maintenance, a Civil Engineer - Water Distribution, a Director of Information Technology, and an Assistant to the Executive Director (collectively, and together with the Secretary, the "Executive Staff"), subject to the applicable terms of the Civil Service Law of the State of New York. The Authority may appoint, and at its pleasure remove, such other officers and employees as it may require for the performance of its duties, fix and determine their qualification, duties and compensation, subject to the provisions of the Civil Service Law of the State of New York.

7. Contracts; Authority to Execute. The Members may, by resolution, authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances; but, unless so authorized by the Members by resolution, or expressly authorized by these By-Laws, no officer, agent or employee shall have any power or authority to (i) bind the Authority by any contract or engagement other than in the ordinary course of the Authority's business or (ii) pledge the Authority's credit or to render it liable financially in any amount for any purpose, except for the payment of a debt or obligation not in excess of:

- (i) for all contracts, or orders, for work, materials or supplies performed or furnished in connection with construction, the sum of \$5,000.00; and
- (ii) for all other purposes, the sum of \$20,000.000.

The foregoing limitations shall not apply to the payment of the Authority's obligations under, in connection with or pursuant to any contract or engagement that has been properly authorized in accordance with these By-Laws.

8. Defense and Indemnification of Members, Officers and Employees. The Authority shall defend, indemnify and save harmless its employees (as "employee" is defined in Section 18 (1)(b) of the Public Officers Law of the State of New York) to the full extent authorized or permitted by Section 18 of the Public Officers Law (being Chapter 277 of the Laws

of 1981) or by any other applicable law. Said Section 18 of the Public Officers law is incorporated by reference herein as if fully set forth in this Section 8. The Authority makes the agreements required by Section 2(b) of said Section 18 of the Public Officers Law and is authorized to provide insurance as permitted by Section 8 of said Section 18 of the Public Officers Law.

ARTICLE V

Amendments

1. These By-Laws may be repealed or amended by the Monroe County Water Authority at any duly called regular or special meeting of the Authority, provided, however, that any motion to repeal or amend these By-Laws shall not be adopted until the same has laid on the table until the next succeeding regular meeting.

ARTICLE VI
Seal

1. The seal of the Water Authority shall be circular in form and shall bear the name of the Monroe County Water Authority, State of New York and 1951. Thus:

I, **DIANE HENDRICKSON**, duly appointed and qualified Secretary of the Monroe County Water Authority do hereby CERTIFY that the foregoing is a true, correct and complete copy of the By-Laws of said Monroe County Water Authority, as amended ___, **2026**.

WITNESSETH, my hand and seal this __th day of ___, **2026**.

Diane Hendrickson
Secretary to the Authority

MONROE COUNTY WATER AUTHORITY TRAVEL AND EXPENSE REIMBURSEMENT POLICY

ARTICLE 1 PURPOSE

To reimburse an employee's business travel and meeting attendance expenses. This applies to all employees.

ARTICLE 2 POLICY

Requests for travel and overnight stays must be preapproved for reimbursement. For travel that does not include stays, see 'Local Seminar Travel and Expense Reimbursement' policy.

Only the actual necessary expenses essential to the ordinary comforts of a traveler in the performance of their official duties will be reimbursed with the exception of meals, as referenced below.

All air travel shall be reimbursed at coach fare rates. If other than coach fare is necessary, prior approval is required from the Executive Director.

The corporate credit card can be used to secure travel arrangements such as car rental, hotel reservations, etc.

Only expenses essential to the conduct of business will be reimbursed. Some non-reimbursable items include travel insurance, unauthorized travelers and miscellaneous transportation expenses (e.g. to and from restaurants).

Submitting fraudulent receipts or falsifying your expense report will result in loss of your reimbursement privileges, termination or other disciplinary action as determined appropriate by the Executive Director.

The Executive Director may approve exceptions to this policy for emergency situations or extenuating circumstances.

Travel Authorization Form

1. Complete **Estimate of Expenses** section of Form. **Submit ten (10) business days prior to travel, absent extenuating circumstances.**
2. Obtain approval from immediate Supervisor, Department Head and Executive Director (Executive Director's approval is only required for travel over \$500).

3. Reimbursement may be requested prior to traveling for out-of-pocket expenses paid by cash or personal credit card upon completion and approval of the Form.
4. Complete within fifteen (15) days of your return the **Actual Expenses** section of the Form and submit it to your supervisor for review and approval.

Note: Parking violations are not reimbursable expenses. Traffic citations and other moving violations are not reimbursable expenses.

Transportation

Mileage is never reimbursed for an employee to travel to the primary work site (the location where an employee is assigned to report for work on each day or call-out) either during the normal work week or on overtime. Reimbursement is available with the following:

- If available, MCWA pool vehicles should ALWAYS be considered when use of a vehicle is required.
- Personally owned vehicle (upon Department Head approval) traveling to other locations required by the Employer for business purposes shall be reimbursed for mileage at the established rate.
- Parking charges and tolls are reimbursed when either the employee:
 - Attaches the applicable receipt or,
 - Attests to the receipt's misplacement or,
 - Attests to the location of the street parking meter (when a receipt is unavailable).
- Rental Car reimbursement requires:
 - Executive Director's approval *prior* to any travel.
 - Expenses recorded in the Actual Expenses section.
 - Verbal authorization from the Executive Director if an unexpected need arises during the course of travel.
 - Rental cars should be returned to original rental location in order to avoid costly drop-off charges.
 - Additional collision insurance offered by the rental company should be purchased with the rental.
- Airfare and Baggage Fees
 - Every effort should be made to obtain the lowest airfare for coach flights.
 - Standard minimum baggage fees for up to two bags within weight limits will be reimbursable.

- Electronic tickets carry a dollar value. Therefore, all canceled trips must be reported immediately.
- Cancellations must be made prior to departure day in time to avoid unnecessary costs.
- Taxi/Shuttle/Public Transportation/**Uber/ Lyft**
 - Employees should evaluate their individual circumstances and select the safest, most economical mode of transportation when traveling to and from all destinations.
 - Business-related taxi/shuttle and public transportation expense reimbursement request (with purpose) must be accompanied by a receipt.

Meals

Current federal per diem rates determine meal and incidental expenses. Actual expenses for meals and incidental expenses are not reimbursable. Business meals which meet the Food Expenditure and Reimbursement Policy criteria may be reimbursed per policy.

Any missed meals may be reimbursed.

Per diem rate is the federal per diem and is divided into breakfast, lunch, and dinner payments in prorated payments for partial days travel. Further reductions in the per diem (based upon the above segmentation) are made for meals included as an integral part of the cost of any seminar, or hotel cost, or paid for by others. The per diem rates include gratuities. See Finance/Business Services Department for current breakdown of federal per diem rates.

Overnight travel only (first and last day only):

Time Schedule Meal Rate

Leave before 7:30 a.m. – Breakfast per Diem

Travel through 1:00 p.m. – Lunch

Return after 5:30 p.m. – Dinner

Lodging

Every attempt should be made to stay in the hotel hosting the conference or meeting and pay conference room rate.

Actual lodging cost (based on receipts) is reimbursed and limited to a single occupancy rate for a standard room. All accommodations in route or at a meeting location must be essential to the conduct of business and not at the convenience of the employee. (The Executive Director approves all exceptions in advance.)

The traveling employee should carry:

- Their employee identification badge to help secure special government rates.

- The Tax Exemption Certificate and present it during hotel check-in. This sales and occupancy tax exemption applies to all hotels in New York State.

Registration

The employee is encouraged to pursue discounted prepayment, group, or association member rates when registering for a meeting. A check from Accounts Payable or the corporate credit card can be used for prepayment.

Miscellaneous Charges

Receipts for other business purposes, to be considered for reimbursement, should be attached to the Travel Authorization Form.

Travel Advances

In case of financial hardship, an advance for out-of-state travel may be granted by the Executive Director. However, advances should be rare and only used in extreme circumstances. The request should be made in writing with ample time to approve and advance a check.

Family Member/Spouse/Guest Travel

When a family member/spouse/guest joins an employee on official travel, the employee will be responsible to pay all travel costs, including airfare and meals of the family member/spouse/guest.