

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
WEDNESDAY, December 9, 2021 @ 9:30 a.m.
Main Conference Room
General Offices, 475 Norris Drive, Rochester, New York**

9:30 a.m. The Chairman called this Regular Meeting to order.

Roll Call of the membership of the Board and determination that a quorum was present.

Members Present (5): S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison

Absent: M. Fero, A. Bernstein

Staff present: N. Noce, Executive Director; L. Magguilli, Assistant to the Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; S. Trotta, Director of Operations; Kerry Sharp, Communication Aide

General Counsel present: John Jennings – Harter, Secrest & Emery

Packets containing detailed information on Agenda items were distributed in advance of the meeting date to each Member, Executive Staff, and Counsel for their prior review.

Pledge of Allegiance – Lead by Chairman Nasca

#21-232 Approve minutes of the Authority's Regular Meeting held on November 10, 2021.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-232 was put to a voice vote and unanimously carried. AYES: 5; NAYS: 0

#21-233 Approve list of disbursements on check registers dated November 3, November 10, November 17, and November 23, 2021, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-233 was put to a voice vote and unanimously carried. AYES: 5; NAYS: 0

#21-234 Accept Purchase Order List of materials and supplies for the period October 30 through November 29, 2021 in the amount of \$297,904.27.

On a motion made by Mr. Hurlbut, seconded Mr. Rulison, the foregoing resolution #21-234 was put to a voice vote and unanimously carried. AYES: 5; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce informed the Board that the Authority held a Public Information Meeting on December 1st regarding proposed water rate changes. No members of the public attended the meeting.

Mr. Noce noted that Authority financials, claims report and employee separation memos were included in the Board's folders.

- #21-235** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Michael Mulé to the position of Laborer effective December 13, 2021, at Salary Schedule 4, Group 1.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-235 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

- #21-236** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Jacob Sherman to the position of Laborer effective December 27, 2021, at Salary Schedule 4, Group 1.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #21-236 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

- #21-237** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Jordan Vacca to the position of Laborer effective January 3, 2022, at Salary Schedule 4, Group 1.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Volpe, the foregoing resolution #21-237 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-238, Mr. Trotta sought Board authorization for the purchase of various parts and supplies, as needed from Five Star Equipment for maintenance and repair of John Deere backhoes and loaders. He stated that Five Star Equipment is the sole source for John Deere parts in Monroe County.

- #21-238** Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's John Deere backhoes and loaders throughout 2022, from **Five Star Equipment** for an estimated annual amount of \$20,000. Five Star Equipment is the sole source for John Deere parts for Monroe County.

On a motion made by Mr. Rulison seconded by Mr. Hurlbut, the foregoing resolution #21-238 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-239, Mr. Trotta sought Board authorization in the purchase of various parts and supplies, as needed for maintenance and repair of the Authority's Caterpillar backhoes and loaders. He stated that Milton Cat is the authorized Caterpillar dealer for Upstate and Western New York.

- #21-239** Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's Caterpillar backhoes and loaders throughout 2022 from **Milton Cat** for an estimated annual amount of \$30,000. Milton Cat is the authorized Caterpillar dealer for upstate and Western New York.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #21-239 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-240, Mr. Trotta addressed the Board for the purchase of various parts and supplies, as needed from Kenworth Group for maintenance and repair of Kenworth dump trucks and crew trucks. Mr. Trotta responded to a question posed by a Board member.

#21-240 Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's dump trucks and crew trucks throughout 2022 from **Kenworth Group** for an estimated annual amount of \$65,000. Kenworth Group is the authorized dealer for upstate New York.

On a motion made by Mr. Hurlbut, seconded by Mrs. Van Vechten, the foregoing resolution #21-240 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-241, Mr. Trotta sought Board authorization in awarding a unit price contract for water main repair clamps. Mr. Trotta stated that T. Mina Supply East, Inc. has been a reliable vendor for many years.

#21-241 Authorize a unit price contract for **Repair Clamps**, purchased as needed from low responsive, responsible bidder, **T. Mina Supply East, Inc.** in the bid amount of \$62,398.57 for an initial one year term, renewable for up to four additional one-year terms upon mutual consent. The bid amount is based upon estimated quantities.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut the foregoing resolution #21-241 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-242, Mr. Trotta addressed the Board authorization in awarding a unit price contract for tapping sleeves. He stated that T. Mina Supply East, Inc. was the low responsive, responsible bidder.

#21-242 Authorize a unit price contract for **Tapping Sleeves**, from low responsive, responsible bidder, **T. Mina Supply East, Inc.** in the bid amount of \$42,543.27 for an initial one-year term, renewable for up to four additional one-year terms upon mutual consent. The bid amount is based upon estimated quantities.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison the foregoing resolution #21-242 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Items #21-243 and #21-244, Mr. LaManna requested Board authorization for the as-needed purchase of electrical materials and equipment utilized for maintenance and repair of Authority equipment and facilities. Mr. LaManna stated that the vendors are local.

#21-243 Authorize a Blanket Purchase Order for the purchase of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Graybar Electrical Supply** for an estimated total cost up to \$50,000 for the term January 1, 2022 through December 31, 2022.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #21-243 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

#21-244 Authorize a Blanket Purchase Order for the procurement of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Kovalsky-Carr Electrical Supply Company, Inc.**, for an estimated total cost up to \$50,000 for the term January 1, 2022 through December 31, 2022.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #21-244 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-245 Mr. LaManna briefed the Board for authorization in the the purchase of Allen-Bradley programmable logic controllers (PLC's) and ancillary equipment uniformly incorporated in the Authority's Supervisory Control and Data Acquisition (SCADA) system. Mr. LaManna informed the Board that the vendor's corporate headquarters are located in Rochester and the Horizon Solutions, LLC is the sole authorized dealer of PLC's in this region of the state.

#21-245 Authorize the purchase of **Allen-Bradley® Programmable Logic Controllers** and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling and displays from **Horizon Solutions, LLC** through December 31, 2022 for an estimated total up to \$80,000.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #21-245 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-246 Mr. LaManna requested Board authorization for the purchase of various electrical materials and equipment utilized for maintenance and repair of the Authority's equipment and facilities, not including the aforementioned Allen-Bradley® Programmable Logic Controllers (PLC's)

#21-246 Authorize a Blanket Purchase Order for the purchase of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Horizon Solutions, LLC** for an estimated total cost up to \$50,000 for the term January 1, 2022 through December 31, 2022.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-246 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-247 Mr. LaManna addressed the Board for authorization for the purchase of emergency generator repair parts, services and diagnostic software for use on emergency generators located at various MCWA booster pumping stations and other locations.

#21-247 Authorize a Blanket Purchase Order for the purchase of **emergency generator repair parts, services, and diagnostic software** for the Authority's Cummins-Onan generators, to be ordered as needed from **Cummins Inc. Sales and Service** for an estimated total cost up to \$25,000 for the term January 1 through December 31, 2022.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-247 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-248 Mr. LaManna requested Board authorization in standardizing Rotork electric actuators for use on the Authority's treatment process, transmission and distribution systems' valves located throughout the Authority's service area. Mr. LaManna explained the importance of actuators and informed the Board that of the 185 actuators in use by the Authority, 177 are currently Rotork. He stated that the standardization of these products would ensure a seamless transition during upcoming capital projects.

#21-248 WHEREAS, the Monroe County Water Authority (the "Authority") has studied whether it should now standardize on Rotork ("Rotork") electric actuators in order to maintain the efficiency, compatibility, and reliability of the valve operation on the Authority's treatment process, transmission, and distribution systems primarily located at the Authority's Shoremont, Webster, and Corfu Water Treatment Plants;

and at booster pumping stations, storage tanks, reservoirs, and control valve vaults, and

WHEREAS, the Production and Transmission Department staff has found this equipment to be significantly more robust, durable, and reliable than other manufacturers' equipment, and

WHEREAS, the Authority currently has other compatible equipment that will result in smaller parts inventory, and

WHEREAS, the operations and maintenance staff are trained in the installation, configuration, operation, and maintenance of this equipment, and

WHEREAS, upon the recommendation of the Authority's Production and Transmission Department, the Authority has determined that Rotork electric actuators are the most efficient and economic equipment currently available for the Authority's treatment process, transmission, and distribution systems valves.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of electric actuators and for the reasons stated above, all purchases or procurements by the Authority of electric actuators, specifically for the Authority's treatment process, transmission, and distribution systems valves located at the Shoremont, Webster, and Corfu Water Treatment Plants; booster pumping stations, storage tanks, reservoirs, and control valve vaults, and any ancillary equipment must be Rotork.
2. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

On a motion made by Mr. Rulison, seconded by Mr. Van Hurlbut, the foregoing resolution #21-248 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-249 Mr. Savage briefed the Board for authorization of an agreement with the New York State Department of Transportation permitting their contractor to adjust valve boxes and relocate water mains as needed to complete road repaving on Route 104 in the Towns of Webster and Ontario. Mr. Savage stated that the work would be completed at no cost to the Authority.

#21-249 WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of **NY-104 from Basket Road to Furnace Road, Pavement Rehabilitation, Towns of Webster and Ontario, Monroe and Wayne Counties, P.I.N. 4104.85**, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project, **1 water valve box elevation, and verification of location or relocation of approximately 1 water main**, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans and Utility Special Note relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and/or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans and Utility Special Notes, relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the **Monroe County Water Authority** approves of the adjustment to water line valve boxes and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the **Monroe County Water Authority** will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that the **Executive Director** has the authority to sign, with the concurrence of the **Monroe County Water Authority Board of Directors**, any and all documentation that may become necessary as a result of this project as it relates to the **Monroe County Water Authority**, and

BE IT FURTHER RESOLVED: That the **Monroe County Water Authority** is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #21-249 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-250 Mr. Savage sought authorization from the Board to award a contract for a water main replacement project in the Town of Henrietta. He summarized the project, stating it will involve the installation of approximately 4,200 feet of water main on River Meadow Drive and Hazel Street. Mr. Savage stated that we have successfully worked with this vendor in the past and they have proven reliable.

#21-250 Authorize the award of a unit price contract for the River Meadow Drive and Hazel Street Water Main Replacement Project contract to the low responsive, responsible bidder, Randsco Pipeline, Inc. in the bid amount of \$771,675.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #21-250 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-251 Mr. Magguilli requested Board authorization to utilize the New York State OGS Contract for the purchase of a one-year Cisco Smartnet maintenance and support agreement. He stated Aspire Technology Partners was the low responsive, responsible bidder.

#21-251 Authorize the use of **New York State OGS Contract, Group #73600, Award #22802, Lot 1, Contract #PM20800**, for the purchase of a one-year **Cisco Smartnet Maintenance and Support Agreement** from **Aspire Technology Partners** for an estimated total cost of \$35,775.00.

On a motion made by Mrs. Volpe, seconded by Mr. Hurlbut, the foregoing resolution #21-251 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-252 Mr. Magguilli addressed the Board for authorization in the as-needed use of New York State Information Technology Umbrella Contract for procurement of various laptop and desktop computers and related equipment and supplies. He stated this is part of the yearly renewal and replacement for existing equipment, as well as the likely purchase of new equipment.

#21-252 Authorize the as-needed use of **New York State OGS Contract, Group #73600, Award #22802 – Information Technology Umbrella Contract**, and **NYS OGS Aggregate Hardware Buy 20-01, PM20820** for the procurement of various Laptop and Desktop computers and other related equipment and supplies throughout year 2022 for an estimated total cost of \$250,000.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-252 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-253 Ms. Molinari requested Board authorization in the purchase of office supplies as needed from W.B. Mason Co., Inc. She stated that it is a continuation of the City of Rochester contract extending through November 30, 2022.

#21-253 Authorize the purchase of **Office Supplies** to be ordered as needed from **W.B. Mason Co., Inc.** for an estimated amount of \$30,000 utilizing the City of Rochester Contract #504270/133520, through the contract period ending November 30, 2022.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, the foregoing resolution #21-253 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-254 Ms. Molinari notified the Board that requirements have been met with respect to changes to the water rates and charges schedule, effective January 1, 2022. She reported that the Public Information Meeting was held December 1, 2021 and that no one from the public attended.

#21-254 **RESOLVED:** That the Authority **hereby ratifies and confirms in every respect the change in the Authority's Rules for the Sale of Water and the Collection of Rents and Charges**, as presented to this meeting and made a part of the minutes hereof, which change is **effective January 1, 2022** and is subject of a Resolution of the Authority adopted at its November 10, 2021 meeting; and the Authority hereby finds and determines that the requirements of Section 1096-a of the Public Authorities Law in connection therewith have been accomplished.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-254 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-255 Ms. Molinari sought authorization from the Board to purchase office furniture for it Norris Drive property utilizing the New York State Contract Group, which extends through December 1, 2023.

#21-255 Authorize the purchase of **Office Furniture**, to be ordered as needed, utilizing **New York State Contract Group #20915, Award #23109, Contract #PC68432**, from **Intivity**, for an estimated total cost of \$20,000 through the contract period ending December 1, 2023.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, the foregoing resolution #21-255 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-256 Mr. Noce addressed the Board for authorization in entering into an agreement for security consulting services. Mr. Noce provided an overview of the scope of work, including the assessment of the Authority's video, access control, and perimeter and intrusion control, along with the recommendation for any improvements.

#21-256 Authorize the Executive Director to enter into an Agreement with **LYNSTAAR ENGINEERING, P.C.** to provide **Security Consulting Services** on behalf of the Monroe County Water Authority. The scope of work will include evaluating the Authority's current security system including video, access control, perimeter and intrusion control and making recommendation for any improvements. The estimated cost for these services is \$150,000,

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #21-256 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

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

Mr. Rulison gave a briefing on the Audit Committee Meeting held December 3, 2020. He said Mr. Douglas Zimmerman and Mr. Thomas Smith of EFPR Group started the meeting by presenting a scope of services, timetable, and detailed plan for conducting their audit of the Authority's financial statements for the year ending December 31, 2021. This presentation was for informational purposes only and did not require any further action by the Committee.

Mr. Rulison continued his reporting by stating that the next item on the agenda was review and approval of Excess Workers' Compensation Insurance. He said Ms. Hendrickson addressed this item with the committee, indicating that NCAComp., Inc., the Authority's Broker of Record for this insurance, presented the Authority with the proposal for Excess Workers' Compensation Insurance through Midwest Employers Casualty Company. She reviewed this firm with the committee and stated the firm submitted an option for a two-year rate. After some discussion, and based on NCAComp's recommendation, the Audit Committee unanimously approved the purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company, as proposed for the period of January 1, 2022 through December 31, 2023, in the annual estimated amount of \$99,842 and to forward this item to the full Board for approval.

Mr. Rulison stated the next item before the committee was the review and approval of the 457b Deferred Compensation Plan. He reported that Ms. Hendrickson informed the committee that nine proposals were received. She explained that the selection committee reviewed and evaluated each, and Empower Retirement scored the highest. After some discussion, the Audit Committee unanimously approved the selection of Empower Retirement to administer the Authority's 457b Deferred Compensation Plan beginning January 1, 2022 through December 31, 2026.

Mr. Rulison concluded his report by stating that the next Audit Committee meeting is scheduled for Tuesday, March 1, 2022 at 8:00 a.m. and that minutes of the December 2nd meeting are posted on the MCWA website.

For Item #21-257 Ms. Hendrickson requested Board Authorization to enter into an agreement for the purchase of Excess Workers' Compensation Insurance. She recapped the bid results and responded to a question posed by a Board member.

#21-257 Authorize the Executive Director to enter into an agreement for the **purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company**, as brokered through NCAComp, Inc. in accordance with the terms of such firm's written proposal, for the period of January 1, 2022 through December 31, 2023, in the estimated amount of \$99,842/year.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-257 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-258 Ms. Hendrickson addressed the Board for authorization in entering into a five-year agreement for the employees' 457b Deferred Compensation Plan with Empower Retirement and Great West Trust Company, LLC. She reported that nine responses to the RFP were received, all of which were reviewed and analyzed by the selection committee. Ms. Hendrickson answered a follow-up question posed by a Board member.

#21-258 **WHEREAS**, the Monroe County Water Authority did establish a Deferred Compensation Plan for employees, and

WHEREAS, the Deferred Compensation Selection Committee did accept and review proposals for the administration of the Deferred Compensation Plan for a five-year contract period as stipulated in Section 9003 of Subtitle II, Title 9 NYCRR, and

WHEREAS, the Deferred Compensation Selection Committee does recommend the award of such contract to **Empower Retirement** as Administrative Services Agency and Financial Organization pursuant to section 9003 of Subtitle II, Title 9 NYCRR; at such compensation set forth in their proposal dated October 22, 2021, and

WHEREAS, the Deferred Compensation Selection Committee does recommend that Great West Trust Company, LLC act as trustee;

NOW, THEREFORE, BE IT

RESOLVED, that the Chairperson of the Monroe County Water Authority Deferred Compensation Plan hereby is directed to execute all necessary documents to contract with Empower Retirement and Great West Trust Company for administrative, financial, and trustee services for the Monroe County Water Authority Deferred Compensation Plan for the period January 1, 2022, or as soon thereafter as possible, through December 31, 2026.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #21-258 was put to a roll call vote and unanimously carried. AYES: 4 (S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0 ABSTAIN: 1 (S. Nasca)

#21-259 The Members of the Authority expressly make the following determination for all awards of Procurement Contracts made during this meeting: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee complied with the State Finance Law provisions regarding Permissible Contacts (as defined in the Authority's Procurement Disclosure Policy); (iii) the proposed awardee has (or will prior to the final award being effective) complied with the State Finance Law provisions that require disclosure of all information required to be in the Authority's Solicitation Materials (as such term is defined in the Authority's Procurement Disclosure Policy); and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy, and the Authority's Code of Ethics and Conflict of Interest Policies.

On a motion made by Mr. Rulison seconded by Mrs. Van Volpe, the foregoing resolution #21-259 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

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

Mrs. Volpe gave a briefing on the Governance Committee meeting held Thursday, December 2, 2021, at which all of the items on the agenda were Water Authority policies needing review and approval or re-adoption.

Mrs. Volpe stated that Mr. Noce gave a brief description of the following policies, which were previously reviewed by executive staff and recommended for re-adoption without revisions: Internal Controls and Financial Accountability Policy, Policy for Tracking and Disposal of Fixed Assets, Responsibilities of Members, and Professional services Policy and Procedures. She reported that the committee members voted unanimously to re-adopt these policies, as presented, and to forward to the full Board for re-adoption.

Mrs. Volpe concluded her reporting by stating that the next Governance Committee meeting is scheduled for Tuesday, March 1, 2022 at 8:30 a.m. and that minutes of the December 2nd meeting are posted on the website.

#21-260 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Internal Controls and Financial Accountability Policy**, as presented.

On a motion made by Mr. Hurlbut, seconded by Mrs. Van Vechten, the foregoing resolution #21-257 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

- #21-261** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy for Tracking and Disposal of Fixed Assets**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-261 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

- #21-262** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby approves the **Responsibilities of Members**, as revised and presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #21-262 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

- #21-263** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Professional Services Policy and Procedures**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #21-263 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-264 Mr. Noce sought authorization from the Board to approve travel for Board members and staff to attend mission-related seminars, conferences and meetings during 2022. Mr. Noce stated that physical travel is not encouraged due to COVID-19, unless trainings/meetings are required or deemed necessary.

- #21-264** Approve **travel for selected Board Members and Staff to attend AWWA National Convention and AWWA Conferences, NY Section – AWWA Meetings, GFOA Annual Conference, NYS-WA Meeting, NYS Department of State Educational Unit training programs, NPERLA, AMWA, and other mission-related training seminars, conferences, and meetings during 2022.** The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #21-264 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

For Item #21-265 After some discussion, the Board revised the Board meeting schedule to reflect a new start time of 9:00 a.m. for Board meetings, effective, January 2022.

- #21-265** BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2022** be as follows:

JANUARY	THURSDAY	13	9:00 A.M. – REGULAR MEETING
FEBRUARY	THURSDAY	10	9:00 A.M. – REGULAR MEETING
MARCH	THURSDAY	10	9:00 A.M. – REGULAR MEETING
APRIL	THURSDAY	14	9:00 A.M. – REGULAR & ANNUAL MEETING
MAY	THURSDAY	12	9:00 A.M. – REGULAR MEETING
JUNE	THURSDAY	09	9:00 A.M. – REGULAR MEETING
JULY	THURSDAY	14	9:00 A.M. – REGULAR MEETING
AUGUST	THURSDAY	11	9:00 A.M. – REGULAR MEETING

SEPTEMBER	THURSDAY	08	9:00 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	13	9:00 A.M. – REGULAR MEETING
NOVEMBER	THURSDAY	10	9:00 A.M. – REGULAR MEETING
DECEMBER	WEDNESDAY	07	9:00 A.M. – REGULAR MEETING

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #21-265 was put to a roll call vote and unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

COMPENSATION COMMITTEE REPORT – Presented by Mr. Robert Hurlbut

Mr. Hurlbut gave a briefing on the Compensation Committee meeting held on December 2, 2021. He stated that the committee met in Executive Session in order to discuss the Performance Appraisal of the Executive Director. Mr. Noce briefly discussed the Performance Appraisals of the Executive Staff. No formal action was taken.

After returning to open session, the next item on the agenda was a review by Mr. Noce and Ms. Hendrickson of the recommended modifications to the MCWA Compensation Philosophy. Mr. Hurlbut stated that after some discussion, the committee unanimously approved forwarding the recommendations to the full Board for their review and approval.

Mr. Hurlbut concluded his reporting by stating that the next Compensation Committee meeting is scheduled for Thursday, October 6, 2022 a.m. and that the minutes of the December 2nd meeting are posted on the MCWA website.

EXECUTIVE SESSION

#21-ES 10:00 a.m. – Chairman Nasca requested a motion to enter Executive Session pursuant to Section 105(l)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance history and performance evaluations of the Executive Director and Department Directors and Officers.

Moved by Mr. Rulison, seconded by Mrs. Van Vechten, and put to a roll call vote, the Board unanimously agreed to enter Executive Session. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

10:35 a.m. – Motion to conclude Executive Session: Moved by Mr. Rulison, seconded by Mrs. Van Vechten, the Board upon voice vote unanimously agreed to conclude Executive Session.

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

For Item #266 Mr. Noce briefed the Board about the modifications to the Compensation Philosophy and pointed out that many of the modifications were housekeeping and recommendations in concurrence with the Burke Group.

#21-266 WHEREAS, the Monroe County Water Authority's Compensation Committee has recommended that the Board approve the MCWA Compensation Philosophy, as revised; and

WHEREAS, the Board has reviewed the MCWA Compensation Philosophy, as revised, and as recommended by the Compensation Committee; and

WHEREAS, pursuant to the MCWA By-Laws, the Board has completed its annual review of Senior Staff and the Executive Director, and recommendations submitted to the Board regarding compensation of Senior Staff and the Executive Director for 2022.

NOW, THEREFORE, BE IT RESOLVED: That upon the recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby approves the MCWA Compensation Philosophy, as revised.

AND, THEREFORE, BE IT FURTHER RESOLVED: That the Board hereby approves and adopts the recommendations submitted to the Board regarding compensation of the Authority's Senior Management Staff for 2022.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, and duly put to a roll call vote, The foregoing resolution #21-266 unanimously carried. AYES: 5 (S. Nasca, S. Volpe, R. Hurlbut, M. Van Vechten, J. Rulison); NAYS: 0

In Board folders for review:

- Minutes of December 2, 2021 Public Information Meeting
- Routine monthly informational updates

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There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 10:38 a.m.

Diane L. Hendrickson, Recording Secretary

Scott D. Nasca, Chairman



MONROE COUNTY WATER AUTHORITY

Current Rate Schedule

Effective January 1, 2022

XI. RATES, FEES AND OTHER CHARGES FOR WATER SERVICE

Rates for sale of water to all customers of the Authority excluding water sold to the City of Rochester and others pursuant to special contracts.

11.1 BILLING

All billing of charges for water and water services is in arrears. All charges for service connections are payable in advance.

11.2 RETAIL SERVICE METERED RATES

A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge per Day</u>
Up to ¾"	\$ 0.25
1"	0.61
1½"	1.21
2"	1.93
3"	3.86
4"	6.03
6"	12.05
8"	19.28
10"	50.60

B. Commodity Charge (per 1000 gallons)

The charge for all water consumption.

- (1) **Residential Class** includes all residential, small commercial and community service establishments in Monroe County. \$ 3.58
- (2) **Non-Residential Class** includes large commercial, industrial, municipal and all other direct retail customers in Monroe County.
 - (a) First 125,000 gallons 3.58
 - (b) Each additional 1,000 gallons 2.55
- (3) **Out-of-County Landfill Class** within the Town of Bergen or the Village of Bergen, Genesee County. 3.58
- (4) **Out-of-County Class** includes residential, small commercial and community service establishments located outside of Monroe County, except any area covered under existing agreements, or where water is purchased by MCWA from a third party.
 - (11.2B(1) x 110%) 3.93
- (5) **Western Genesee County Class** includes all customers in Genesee County served by water purchased by MCWA from a third party. 6.26
- (6) **Town of Richmond Class** includes all customers in the Town of Richmond. 5.50

11.3 WHOLESALE SERVICE METERED RATES – Billed Monthly

A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge per Day</u>
Up to ¾"	0.25
1"	0.61
1½"	1.21
2"	1.93
3"	3.86
4"	6.03
6"	12.05
8"	19.28
10"	50.60

B. Commodity Charge (per 1000 gallons)

The charge for all water consumption.

- (1) **Wholesale Class** includes all towns, villages, or water districts within Monroe County, that have contracts with the Authority to purchase their total water supply from the Authority.

2.25

- (2) **Wholesale Out-of-County Class** includes all towns or villages, outside Monroe County, with water districts that have contracts with the Authority to purchase their total water supply from the Authority, except where water is purchased by MCWA from a third party.

(11.3B(1) x 110%)

2.47

- (3) **Wholesale Western Genesee County Class** includes service to towns and villages in Genesee County that have contracts with the Authority to purchase their entire water supply from the Authority and where such water supply is purchased by the Authority from a third party.

4.66

- (4) **Wholesale Town of Canadice**, includes service to the Town of Canadice that has contracted with the Authority to purchase their entire water supply from the Authority and where such water supply is purchased by the Authority from a third party.

4.04

11.4 SUPPLEMENTAL SUPPLY RATES

The rate for all water sold as a supplemental supply to a water district or other municipality with its principal supply elsewhere or as the entire supply to water district or municipality that does not have a contract with the Authority to purchase its total supply from the Authority.

A. Base Charge

The charge for each connection is dependent upon meter size.

<u>Meter Size</u>	<u>Charge Per Month</u>
4" or Less	\$ 180.90
6"	361.50
8"	577.50
10"	1,518.00

- B. Commodity Charge per 1000 gallons in Monroe County \$ 3.58
- C. Commodity Charge per 1000 gallons outside of Monroe County
- Out-Of-County (as described in 11.2B(4)) 3.93
- Western Genesee County Service Area (as described in 11.2B(5)) 6.26
- D. Large Commercial Customer
- Commodity charge per 1000 gallons when the Authority must purchase the supply from another purveyor without benefit of a Contract.

At Cost

11.5 FIRE PROTECTION RATES

A. Private Fire Protection

- (1) Private hydrants, fire sprinkler systems, and service lines sized for fire protection.

<u>Service Size</u>	<u>Charge Per Quarter</u>
1" to 2"	\$ 27.61
3"	50.19
4"	55.21
6"	100.39
8"	160.62
10"	220.86
12"	301.17
16"	401.56

- (2) There is no charge for metered sprinkler systems in residential (3 units or less) homes with service size less than three inches.
- (3) There is no charge to fire departments for privately-owned hydrants used expressly for training, at preapproved locations, or in the conduct of fire-fighting operations.

B. Public Fire Protection

There is no charge to fire districts for fire protection furnished through hydrants located on a street in the public right-of-way, or on an easement granted to the Authority, or for training events if conducted at preapproved hydrant locations with advanced notification to the Authority.

C. Additional Public Hydrants

The annual maintenance fee for Additional Public Hydrants installed under Article VII.

\$200.00

11.6 ACCOUNT CHARGE

An account charge shall be paid by each applicant for a water service account.

New Account	\$ 25.00
Account Transfer	15.00

11.7 SERVICE CONNECTION CHARGE

- A. No charge is made for local facilities which exist in a public right-of-way or in an easement of the Authority that is contiguous with the property of an applicant for water service. Within certain leased water districts, the applicant may be liable to the water district for charges to connect to its local facilities leased to the Authority.

Where local facilities do not exist contiguous to the applicant's property, such applicant must arrange for an extension of mains (Article VI) at the expense of the applicant.

- B. A service connection charge shall be paid by each new applicant for each new service and meter installation on an existing water main prior to approval of the application. The service connection charge includes the installation of a 1-inch water service within the public right-of-way or easement, a 5/8-inch by 3/4-inch meter, and the creation of a new account.

Service Connection Charge	\$ 2,900 ^{(1) (2)}
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⁽¹⁾In the event that multiple services are installed in the same excavation, a partial refund is available for a two-year period from the date of payment. 25% of the cost for each additional service (this does not include the first service which is not eligible for any refund) will be refunded if the service is activated within the two-year period..

⁽²⁾New water services greater than 1-inch in diameter or new water meters larger than 5/8-inch by 3/4-inch will be charged at cost.

- C. Services installed as part of a new Water District extension or formation or a Developers Main Extension shall be installed under the Main Extension Agreement with the Town or the Developer.

D. Meter Tile Installations

(1) At the Time of Service Application/Installation	\$ 200.00
(2) Existing Service	At Cost

E. Access Easement/Well Separation \$ 850.00

For customers maintaining a well supply on premises.

F. County Clerk Filing Fees At Cost

11.8 FIELD SERVICE CHARGES

Type of Service

A. Meter Test - Customer's Request

Up to 1" Size	\$ 50.00
1½" & 2" Size	75.00
Over 2" Size	At Cost

B. Service Status Change - Customer's Request

(1) Shut Off and/or Meter Removal	\$ 40.00
(2) Turn On and/or Meter Set	40.00

C. Shut Off and/or Turn On – Customer's Request - After Hours
Between the hours of 4:00 p.m. and 7:00 a.m. Monday through Sunday

(1) Shut Off	\$80.00
(2) Turn On	80.00

D. Meter

- | | |
|-----------------|----------|
| (1) 5/8" x 3/4" | \$215.00 |
| (2) 1" & Over | At Cost |

E. Well Separation Inspection Fee \$ 80.00

F. Special Service - by application only

- (1) Temporary Service - A complete one-inch water service installed to supply water for a short period.

Temporary Service Installation - \$ 2,660

Temporary Service Abandonment - At Cost

Deposit - 500.00

Water Service Metered Rates - Per Section 11.2A & B

- (2) Hydrant Supply - Irrigation or Construction - Water supply from an authorized hydrant with meter and backflow prevention installed and removed by MCWA only.

Deposit - \$500.00

Equipment Use Fee - 150.00

Relocation Fee - \$80.00

Water Service Metered Rates - Per Section 11.2A & B

Hydrant Supply – Municipal Use - Water supply from authorized hydrants with meter and backflow prevention installed by the permitted municipality for use with their mobile equipment. Not intended for permanent installation.

Equipment Use Fee - \$350.00

- (3) Tanker Supply - A supply drawn from specific authorized locations for use in filling water transport vehicles.

Seasonal Permit: First Vehicle - \$100.00
Each Additional Vehicle - 50.00
Wrench Deposit - \$100.00

G. Unauthorized Use or Operation Fee

First Occurrence - \$500.00 + Costs Incurred
Each Additional Occurrence - \$1,000.00 + Costs Incurred

Any unauthorized use or operation of the Authority's water supply system.

H. Private hydrant and/or Water Main Maintenance Agreement

- (1) Set Up Fee \$200.00

- (2) Private Hydrant Inspections - Inspection service performed twice a year per hydrant.

(a) Up to two hydrants \$60.00/yr.

(b) Each additional hydrant 45.00/yr.

Repairs and replacements at owner's cost.

I. Service Discontinuance Fee \$80.00

Water service discontinued due to noncompliance of the Authority's Rules.

J. New Fire Flow Test – At Customer's Request \$250.00

K. Backflow Prevention Device Test

The Water Authority may test a backflow prevention device to avoid the discontinuance of water service for noncompliance with Health Department regulations. No plumbing or repair work is to be completed.

<u>Device Size</u>	<u>Charge Per Device</u>
Less than 4"	\$160.00
4" & 6"	200.00
8" & Larger	300.00

11.9 DELINQUENCY CHARGES

A. Late Payment

Accounts become delinquent twenty (20) calendar days after a billing date. 10% of current bill

B. Non-Negotiable Payment

To defray the costs incurred for handling, a charge will be added to any account when payment on that account is returned by the banking system as a non-negotiable check or electronic payment.

\$20.00

C. Service Discontinuance

Any water service account which carries an unpaid balance sixty (60) calendar days past the due date is subject to discontinuance of service and the following additional charge at the time of restoration:

\$80.00

11.10 LABORATORY SERVICES

Authority served Water District distribution monitoring samples mandated by the NYS Department of Health may be tested and reported for bacteriological quality under Letter Agreement with the Authority at the following fee schedule:

A. Water sample testing fee \$ 55.00
per sample

B. Charge for water samples picked up by MCWA at central location in Township.
\$ 25.00
per stop

Other tests as requested or required At Cost

The Authority furnishes all sample containers and expendable supplies. Billing is quarterly.