

MINUTES

MONROE COUNTY WATER AUTHORITY REGULAR MEETING THURSDAY, June 9, 2022 @ 9:00 a.m. AV Conference Room General Offices, 475 Norris Drive, Rochester, New York

9:00 a.m. The Chairman called this Regular Meeting to order.

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

Members Present (7): S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison

Staff present: N. Noce, Executive Director; D. Hendrickson, Director of Human Resources; L. Magguilli, Assistant to the Executive Director; A. Molinari, Director of Finance & Business Services; S. Savage, Director of Engineering; C. LaManna, Director of Production & Transmission; S. Trotta, Director of Operations; K. Sharp, Communications Aide, C. King, Senior Production Engineer

General Counsel present: Andrew Dean, Esq. – Harter, Secrest & Emery

Monroe County Legislative Liaison present: Hon. Frank X. Allkofer

Other Attendee: Douglas Zimmerman, EFPR Group

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

#22-095 Approve minutes of the Authority's Regular Meeting held on May 12, 2022.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #22-095 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#22-096 Approve list of disbursements on check registers dated May 4, May 11, May 18, and May 25, 2022, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-096 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#22-097 Accept Purchase Order List of materials and supplies for the period May 3, 2022 through May 31, 2022 in the amount of \$1,089,297.97.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #22-097 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce congratulated Board Chairman Nasca on being named a 2022 Financial Leader by the Rochester Business journal.

Mr. Noce informed Board members that their folders contain financial reports through April, along with the 2021 Annual Water Quality Report, which is also available for viewing on the website.

Mr. Noce shared two recent correspondences he received commending the Water Authority for its dedicated employees and extraordinary service. One note was from MRB Group regarding the

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

Authority's work on a project in the Town of Bergen and the other was from a ratepayer following work performed at his property by the Operations Department.

#22-098 Board Member Bernstein offered the following resolution
and Board Vice-Chairman Fero moved for its adoption:

**RESOLUTION #22-098
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO KENNETH D. MATTHEWS UPON HIS RETIREMENT**

*WHEREAS, Kenneth D. Matthews, a longtime employee of the Water Authority,
has retired as of May 10, 2022; and*

*WHEREAS, Kenneth D. Matthew is a highly skilled and knowledgeable 19 year
veteran of the Water Authority; and*

*WHEREAS, Kenneth D. Matthews will be remembered for his dedicated service
by his fellow employees and management of the Water Authority.*

*NOW, THEREFORE, BE IT RESOLVED, MCWA extends its appreciation
and best wishes for a happy, fulfilling retirement; and*

*BE IT FURTHER RESOLVED, the Recording Secretary of the Board is
hereby requested to forward a copy of this Resolution to
Kenneth D. Matthews, MCWA Retiree.*

~ This resolution adopted unanimously. ~

#22-099 Board Treasurer Rulison offered the following resolution
and Board Member Van Vechten moved for its adoption:

**RESOLUTION #22-099
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO JOSEPH J. PLACIOUS UPON HIS RETIREMENT**

*WHEREAS, Joseph J. Placious, a longtime employee of the Water Authority,
has retired as of May 31, 2022; and*

*WHEREAS, Joseph J. Placious is a highly skilled and knowledgeable 25 year
veteran of the Water Authority; and*

*WHEREAS, Joseph J. Placious will be remembered for his dedicated service
by his fellow employees and management of the Water Authority.*

*NOW, THEREFORE, BE IT RESOLVED, MCWA extends its appreciation
and best wishes for a happy, fulfilling retirement; and*

*BE IT FURTHER RESOLVED, the Recording Secretary of the Board is
hereby requested to forward a copy of this Resolution to
Joseph J. Placious, MCWA Retiree.*

~ This resolution adopted unanimously. ~

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

- #22-100** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Michael Sullivan to the title of Supervisor of Distribution, effective June 13, 2022 at an annual salary of \$88,254.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #22-100 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-101** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Daniel Austin to the title of Skilled Laborer, effective June 13, 2022 at an hourly rate of \$22.67.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #22-101 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-102** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Anthony Cangialosi to the title of Assistant Instrument and Control Systems Specialist, effective June 13, 2022 at an annual salary of \$58,635.

On a motion made by Mr. Fero, seconded by Mr. Rulison, the foregoing resolution #22-102 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-103** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Matthew Henning to the title of Assistant Supervisor of Electrical, Instrumentation and Control, effective June 13, 2022 at an annual salary of \$73,819.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #22-103 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-104** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Kevin Rieger to the title of Skilled Laborer, effective June 13, 2022 at an hourly rate of \$20.46.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #22-104 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Items #22-105, Mr. Trotta addressed the Board for authorization to purchase three new Chevrolet Silverado pickup trucks utilizing the New York State Office of General Services Vehicle Marketplace. These are replacements for older trucks in the Water Authority's fleet.

- #22-105** Authorize the purchase of **Three (3) New Chevrolet Silverado 3500 HD WT Double Cab 4WD with Knapheide Steel Service Body** through the New York State Office of General Services Vehicle Marketplace, Group No.

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

40440, Award No. 23166, Mini Bid No. 9987 from the low responsive, responsible bidder, **Jim Barnard Chevrolet** in the amount of \$170,487.87

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-105 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-106, Mr. LaManna requested Board authorization to award a unit price contract for a 24" isolation valve to be used to replace a deficient valve at the Shoremont Water Treatment Plant. Mr. LaManna stated that the Authority has successfully done business with this vendor in the past.

#22-106 Authorize the award of the **SWTP Backwash PRV 24" Isolation Valve** unit price contract to the low responsive, responsible bidder, **Upstate Valve and Control Inc.** for the bid amount of \$37,400.00.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #22-106 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-107, Mr. Savage briefed the Board for authorization in awarding a contract for a 30" butterfly valve to be installed on a transmission main from the Shoremont Water Treatment Plant to the Mt. Read Pump Station. Mr. Savage summarized the bid results and stated this is the third valve replacement in the valve replacement program.

#22-107 Authorize the award of a unit price contract for the **2022 30" Butterfly Valve** to the low responsive, responsible bidder, **Upstate Valve and Control, Inc.** in the bid amount of \$12,250.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #22-107 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-108, Mr. Savage sought authorization from the Board in awarding a unit price contract for security fence installation and repairs. Mr. Savage outlined the scope of the project, which he stated will be completed at various locations in the MCWA service area. Mr. Savage noted that we have successfully worked with this vendor in the past.

#22-108 Authorize the award of a unit price contract for the **2022 Site Security Fence Installation and Repairs** contract to the low responsive, responsible bidder, **New York State Fence, Inc.** in the bid amount of \$62,450.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #22-108 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

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

Mrs. Volpe gave a briefing on the Governance Committee meeting held June 2, 2022 at 8:30 a.m., reporting that all items on the Agenda for that meeting were policies needing re-adoption. She reported that Mr. Noce gave a brief description and intent of each policy, indicated that they had been reviewed by Executive Staff, and that no revisions were necessary. The following policies were recommended for re-adoption, as presented: Policy Regarding Service Awards Program; Food Expenditure and Reimbursement Policy; Policy Regarding Acquisition and Assignment of Mobile Communications Devices; Whistleblower Policy; Travel and Expense Reimbursement Policy; Policy Regarding Time and Attendance for Executive Staff; Policy Regarding Compensation and Reimbursement for Executive Staff; Policy Regarding Time and Attendance for Management Employees; and Policy Regarding Compensation

MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022

and Reimbursement for Management Employees. Mrs. Volpe said the Governance Committee voted unanimously to re-adopt each policy, as presented, and forward to the full Board for re-adoption.

Mrs. Volpe concluded her reporting by mentioning the next scheduled meeting of the Governance Committee is Thursday, October 6, 2022 at 8:30 a.m. and that minutes of the June 2nd meeting can be viewed on the MCWA website.

- #22-109** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Service Awards Program**, as presented.

On a motion made by Mr. Fero, seconded by Mrs. Mason, the foregoing resolution #22-109 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-110** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Food Expenditure and Reimbursement Policy**, as presented.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-110 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-111** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Acquisition and Assignment of Mobile Communications Devices**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #22-111 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-112** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Travel & Expense Reimbursement Policy**, as presented.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #22-112 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-113** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Time and Attendance for Executive Staff**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #22-113 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-114** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Compensation and Reimbursement for Executive Staff**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-114 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

- #22-115** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Time and Attendance for Management Employees**, as presented.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #22-115 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-116** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Compensation and Reimbursement for Management Employees**, as presented.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-116 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

- #22-117** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Whistleblower Policy**, as presented.

On a motion made by Mrs. Van Vechten, seconded by Mr. Rulison, the foregoing resolution #22-117 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-118, Ms. Molinari addressed the Board for authorization in awarding a contract for the Authority's rate consultant. Ms. Molinari recapped the RFP/Q responses, noting that Amawalk Consulting Group received the highest overall score from the selection committee.

- #22-118** Based upon a Request for Proposals/Qualifications to rate consultant firms, along with a review of responses, the Authority hereby designates **Amawalk Consulting Group LLC** to act as the **Authority's Rate Consultant** for a term of three years, with the option of two additional 1-year renewal terms. Year 1 of the term will be at the following rates: Edward Markus: \$258/hour; Shan Lin: \$204/hour; Staff Consultants: \$135/hour, and will increase 2.0% each subsequent year.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #22-118 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-119, Ms. Molinari introduced Douglas Zimmerman of EFPR Group, who gave an overview of the Independent Auditor's Report on the Financial Statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority. Mr. Zimmerman stated that it was a clean audit and commended Authority staff for excellent recordkeeping and the cooperation they provided during the Audit. He answered a follow-up question posed by a Board member.

- #22-119** The Board hereby accepts the **Independent Auditor's Report** on the financial statements for the **Deferred Compensation Plan for the Employees** of the Monroe County Water Authority for year ending December 31, 2021.

On a motion made by Mrs. Van Vechten seconded by Mr. Fero, the foregoing resolution #22-119 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

For Item #22-120, Ms. Molinari sought Board approval in the revised Accounting Policies and Procedures Manual, incorporating two updates to the organizational charts.

#22-120 The Board hereby approves the **Accounting Policies and Procedures Manual**, as revised and presented.

On a motion made by Mr. Rulison seconded by Mr. Fero, the foregoing resolution #22-120 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #22-121, Ms. Molinari stated that the Board previously granted authorization for M & T Insurance Agency to obtain quotations for Excess Liability Insurance per resolution #22-091.

#22-121 Approve the proposal as submitted by **M & T Insurance Agency, Inc.** for renewals of **Excess Liability Insurance Coverage** policies for an estimated cost of \$225,000. The term for insurance coverage is July 1, 2022 through June 30, 2023.

On a motion made by Mr. Bernstein seconded by Mr. Fero, the foregoing resolution #22-121 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#22-122 The Members of the Authority expressly make the following determination for all awards of Procurement Contracts made during this meeting: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee complied with the State Finance Law provisions regarding Permissible Contacts (as defined in the Authority's Procurement Disclosure Policy); (iii) the proposed awardee has (or will prior to the final award being effective) complied with the State Finance Law provisions that require disclosure of all information required to be in the Authority's Solicitation Materials (as such term is defined in the Authority's Procurement Disclosure Policy); and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy, and the Authority's Code of Ethics and Conflict of Interest Policies.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #22-122 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

ENERGY UPDATE – PRESENTED BY CHRIS KING, SENIOR PRODUCTION ENGINEER

Mr. King gave the Board a detailed presentation on energy used by the Monroe County Water Authority. Mr. King noted that energy accounts for 42% of the Production Department operating budget, the department's greatest single expenditure. He explained that energy is comprised of both natural gas and electricity, though electricity makes up 97 %. Mr. King informed the Board that energy primarily goes towards pumping water to the distribution system. He outlined the breakdown of electricity fees and reviewed the Monroe County Energy Program, as well as sources of energy savings and revenue. Mr. King responded to a follow-up question posed by a Board member.

* * *

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING – June 9, 2022**

In Board folders for review:

- Routine monthly informational updates
- 2021 Annual Water Quality Report
- Monroe County Directory

* * *

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:45 a.m.



Diane L. Hendrickson, Recording Secretary



Scott D. Nasca, Chairman