

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
WEDNESDAY, December 7, 2022 @ 9:00 a.m.
Board Room
General Offices, 475 Norris Drive, Rochester, New York**

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

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

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

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: Megan Dorritie – 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

#22-211 Approve minutes of the Authority's Regular Meeting held on November 10, 2022.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #22-211 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#22-212 Approve list of disbursements on check registers dated November 2, November 9, November 16, and November 22, 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 #22-212 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#22-213 Accept Purchase Order List of materials and supplies for the period November 1 through November 28, 2022 in the amount of \$2,894,023.24.

On a motion made by Mrs. Van Vechten, seconded Mr. Bernstein, the foregoing resolution #22-213 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce informed the Board that the Authority will be soliciting an RFP/Q for construction engineering services.

Mr. Noce directed the Board to their folders for a memo from Director of Finance and Business Services, Amy Molinari, regarding a customer's refund request.

Mr. Noce shared an article published in the Rochester Business Journal featuring three+one, a Pittsford-based company led and co-founded by Board Treasurer, Joseph Rulison. Mr. Noce commended Mr. Rulison for his excellent work and complimentary article.

#22-214 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Evan Conolly to the position of Laborer effective December 19, 2022, at an hourly rate of \$19.54.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-214 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

#22-215 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Stephanie Leary to the position of Dispatcher effective January 2, 2022, at an hourly rate of \$31.36.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #22-215 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

#22-216 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Geraldine Moretter to the position of Micro Computer Maintenance Technician effective January 2, 2023, at annual salary of \$57,900.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-216 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

#22-217 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Wendover Neefus IV to the position of Junior Project Engineer, effective December 12, 2022, at annual salary of \$85,810.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #22-217 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 #22-218, Mr. Trotta requested authorization from the Board for 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.

#22-218 Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's Caterpillar backhoes and loaders throughout 2023 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 #22-218 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 #22-219, Mr. Trotta sought Board authorization of a Blanket Purchase Order for the purchase of various parts and supplies, as needed from Kenworth Northeast Group for maintenance and repair of Kenworth dump trucks and crew trucks. Mr. Trotta stated Kenworth Northeast Group is the authorized dealer for New York State.

#22-219 Authorize a Blanket Purchase Order the purchase of **various parts and supplies**,

as needed for maintenance and repair of the Authority's dump trucks and crew trucks throughout 2023 from **Kenworth Northeast Group** for an estimated annual amount of \$75,000. Kenworth Northeast Group is the authorized dealer for upstate New York.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-219 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 #22-220, Mr. LaManna requested Board authorization for the as needed purchase of **Advanced Scientific Equipment and Instruments** from **Hach Company**. He noted that the Authority has purchased much of its water quality equipment and supplies from Hach in the past.

#22-220 Authorize the purchase of **Advanced Scientific Equipment and Instruments**, to be ordered as needed, under the terms of New York State Office of General Services Group #38700, Award #22962, Contract PC67243 from **Hach Company** for an estimated amount up to \$100,000 for the contract period through November 13, 2022 through November 12, 2023.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason the foregoing resolution #22-220 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 #22-221, Mr. LaManna briefed the Board for authorization in the purchase of Allen-Bradley programmable logic controllers (PLCs) and ancillary equipment uniformly incorporated in the Authority's Supervisory Control and Data Acquisition (SCADA) system. Mr. LaManna informed the Board that the vendor, Rexel USA, Inc., recently acquired Horizon Solutions, LLC, who the Authority has done business with for many years. He stated that the vendor's corporate headquarters are located in Rochester and that Rexel USA, Inc. is the sole authorized dealer of PLCs in this region of New York State.

#22-221 Authorize the purchase of **Allen-Bradley® Programmable Logic Controllers** and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling and displays on an as-needed basis from **Rexel USA, Inc.** January 1 through December 31, 2023 for an estimated total up to \$75,000.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #22-221 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 #22-222, Mr. LaManna addressed the Board for authorization of the as-needed purchase of industrial and commercial supplies and equipment from W. W. Grainger, Inc. He stated that this purchase order will cover all items not included on the New York State Contract.

#22-222 Authorize a Blanket Purchase Order for the purchase of **Industrial and Commercial Supplies and Equipment** not included on New York State Contract, to be ordered as needed from **W.W. Grainger, Inc.**, for an estimated total cost of \$25,000 for a one-year term beginning December 10, 2022 through December 9, 2023.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #22-222 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 #22-223, Mr. LaManna requested Board authorization for the as-needed purchase of electrical materials and equipment from **Kovalsky-Carr Electrical Supply Company, Inc.**, utilized for maintenance and repair of Authority equipment and facilities. Mr. LaManna noted that the vendor is local.

#22-223 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 **Kovalsky-Carr Electrical Supply Company, Inc.**, for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2023.

On a motion made by Fero, seconded by Mr. Rulison, the foregoing resolution #22-223 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 #22-224, Mr. LaManna briefed the Board for authorization in the purchase of emergency generator repair parts, services and diagnostic software for use on Cummins emergency generators located at various MCWA booster-pumping stations and other locations. He stated these generators maintain system operations during power outages.

#22-224 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, 2023.

On a motion made by Mrs. Volpe, seconded by Mr. Bernstein, the foregoing resolution #22-224 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 #22-225, Mr. LaManna sought Board authorization for mechanical maintenance services to supplement the Authority's mechanical maintenance staff, as needed, at various locations within the Authority's service area. He re-capped the bid results and noted the Authority has successfully worked with the vendor in the past.

#22-225 Authorize the award of the **Mechanical Maintenance Services** unit price contract to the low responsive, responsible bidder, **Crosby-Brownlie, Inc.** for the bid amount of \$131,997.00, January 1 through December 31, 2023, with the option to extend the contract for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #22-225 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 #22-226, Mr. LaManna requested Board authorization for electrical maintenance services to supplement the Authority's electrical maintenance staff, as needed, at various locations within the Authority's service area. He re-capped the bid results and stated the Authority has contracted with this vendor successfully in the past.

#22-226 Authorize the award of the **Electrical Maintenance Services** unit price contract to the low responsive, responsible bidder, **Connors-Haas, Inc.** for the bid amount of \$82,810.19, January 1 through December 31, 2023, with the option to extend the contract for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-226 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 #22-227 and #22-228, Mr. LaManna briefed the Board for authorization in the as-needed purchase of various electrical materials and equipment for maintenance and repair of the Authority's equipment and facilities. Mr. LaManna stated that the vendors are local.

#22-227 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 **Rexel USA, Inc. LLC** for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2023.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-227 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

#22-228 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 through December 31, 2023.

On a motion made by Mr. Bernstein, seconded by Mrs. Mason, the foregoing resolution #22-228 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 #22-229, Mr. LaManna addressed the Board for authorization in standardizing Analytical Technology, Inc. (ATI) online amperometric chlorine residual monitoring equipment for use at the Authority's treatment plants, booster pumping stations, storage tanks, reservoirs, and other system facilities. Mr. LaManna explained the importance of this equipment in providing real-time chlorine residual monitoring data to system operators. He noted the Authority currently has 73 online amperometric chlorine residual monitors in operation at its water treatment plants. Mr. LaManna concluded that standardization of these units is the most cost-efficient, durable and reliable solution.

#22-229 WHEREAS, the Monroe County Water Authority (the "Authority") has studied whether it should now standardize on Analytical Technology, Inc. (ATI) online amperometric chlorine residual monitoring equipment in order to maintain the efficiency, compatibility, and reliability of real time continuous monitoring of the chlorine residual in 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 other distribution system facilities, and

WHEREAS, the Production and Transmission Department staff has found this equipment to be significantly more robust, durable, reliable, and cost effective 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, calibration, operation, and maintenance of this equipment, and

WHEREAS, upon the recommendation of the Authority's Production and Transmission Department, the Authority has determined that ATI online amperometric chlorine residual monitoring equipment is the most efficient and economic equipment currently available for the Authority's treatment process, transmission, and distribution systems.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of online amperometric chlorine residual monitoring equipment and for the reasons stated above, all purchases or procurements by the Authority of online amperometric chlorine residual monitoring equipment, specifically for use in the Authority's treatment process, transmission, and distribution systems, and any ancillary equipment must be ATI.
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. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #22-229 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 #22-230, Mr. Savage sought Board authorization to enter into a professional services agreement with real estate appraisal firm GAR Associates, LLC. Mr. Savage outlined the RFQ results and noted this firm has the appropriate qualifications to perform these services for the Authority.

#22-230 Authorize the Executive Director to execute a Professional Service Agreement for **Real Estate Appraisals** with **GAR Associates LLC** for a term of one year, with the ability to extend up to four additional one year terms upon mutual written consent.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #22-230 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 #22-231, Mr. Savage briefed the Board for authorization in awarding a contract for annual geotechnical investigation and material testing services. He summarized the contract, stating it involves testing and other groundwork prior to water main repair work on design projects throughout the Authority's service area. Mr. Savage stated the Authority has successfully worked with this vendor in the past.

#22-231 Authorize the award of a unit price contract for the **2023 Annual Geotechnical Investigation and Material Testing Services Contract** to the low, responsive responsible bidder, **CME Associates, Inc.** for the bid amount of \$261,961 which may be renewed for two subsequent one-year terms at the mutual, written consent of the Authority and the contractor.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #22-231 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 #22-232 and #22-233, Mr. Magguilli requested authorization from the Board to enter into professional service agreements for legal services for the Authority. Mr. Magguilli re-capped the RFQ results and noted these law firms are qualified to advise and represent the Authority on legal services, as needed.

#22-232 WHEREAS, The Monroe County Water Authority (the "Authority") desires to retain qualified and competent attorneys to advise and represent the Authority on corporate, litigation, state and federal regulatory matters and other legal services as needed: and
WHEREAS, The "Authority" solicited Requests for Qualifications ("RFQ") from numerous firms regarding legal services on October 11, 2022.
WHEREAS, four firms responded to the RFQ; and
WHEREAS, and Evaluation Committee comprised of various Authority personnel reviewed all proposals and determined that Harter Secrest & Emery LLC (the "Vendor") offers the best qualifications and capabilities to perform the Services.

NOW, THEREFORE BE IT RESOLVED:

RESOLVED, that the Executive Director of the Authority is hereby authorized to enter into a Professional Services Agreement for corporate, litigation, state and federal regulatory matters and other legal services as needed with Harter Secrest & Emery LLC, with principal offices at 1600 Bausch & Lomb Place, Rochester, NY 14604-2711, all in accordance with their proposal dated October 21, 2022.

Fees for legal services were specified in a separate cost proposal. This agreement has an initial term of one year beginning January 1, 2023.

FURTHER RESOLVED, that the Executive Director is authorized, upon written mutual consent, to extend the agreement for four additional one year renewals but with a rate increase not to exceed four percent from the previous year.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #22-232 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison) NAYS: 0

#22-233 WHEREAS, The Monroe County Water Authority (the “Authority”) desires to retain qualified and competent attorneys to advise and represent the Authority on property and real estate matters and other legal services as needed; and

WHEREAS, The “Authority” solicited Requests for Qualifications (“RFQ”) from numerous firms regarding legal services on October 11, 2022.

WHEREAS, four firms responded to the RFQ; and

WHEREAS, and Evaluation Committee comprised of various Authority personnel reviewed all proposals and determined that Phillips Lytle LLP (the “Vendor”) offers the best qualifications and capabilities to perform the Services.

NOW, THEREFORE BE IT RESOLVED:

RESOLVED, that the Executive Director of the Authority is hereby authorized to enter into a Professional Services Agreement for corporate, litigation, state and federal regulatory matters and other legal services as needed with Phillips Lytle LLP, with principal offices at 28 East Main St, Suite 1400, Rochester, NY 14614, all in accordance with their proposal dated October 24, 2022. Fees for legal services were specified in a separate cost proposal. This agreement has an initial term of one year beginning January 1, 2023.

FURTHER RESOLVED, that the Executive Director is authorized to extend the agreement, upon written mutual consent, for four additional one-year renewals but with a rate increase not to exceed four percent from the previous year.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-233 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 #22-234, Mr. Magguilli sought 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 this agreement covers critical network support for the Authority’s business and SCADA networks.

#22-234 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 \$44,575.00.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-234 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 #22-235, Ms. Sharp addressed the Board for authorization to enter into a professional services agreement for the design and production of the Authority’s annual report. Ms. Sharp recapped the RFP results and stated the Authority has successfully worked with this vendor in the past.

#22-235 Authorize the Executive Director to enter into a Professional Services Agreement for **Design and Production Services** with **Metrix Marketing, Inc.** to provide for creation and production of the Water Authority's Annual Report. The initial term of the agreement is two (2) years at the estimated cost of \$24,930 annually, with the option to extend the agreement up to two (2) additional years.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-235 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 #22-236, Ms. Molinari requested Board authorization for the purchase of office Supplies, as needed, from W. B. Mason utilizing the county contract. She noted that this Contract will extend through the end of the year, at which time a new recommendation will be brought before the Board.

#22-236 Authorize the purchase of Office Supplies to be ordered, as needed, from W.B. Mason Co., Inc. for an estimated amount of \$3,000 utilizing the County Contract BP #1202-19 (4700007558) through period ending December 31, 2022.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-236 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 #22-237, Ms. Molinari notified the Board that requirements have been met with respect to changes to the water rates and charges schedule, effective January 1, 2023. She reported that the Public Information Meeting was held November 30, 2022 and no one from the public attended.

#22-237 **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, 2023 and is subject of a Resolution of the Authority adopted at its November 10, 2022 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 #22-237 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

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

Mr. Rulison gave a briefing on the Audit Committee Meeting held December 1, 2022. He said Mr. Douglas Zimmerman 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, 2022. 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 Life and Long Term Disability Insurance. He said Ms. Hendrickson addressed this item with the committee, indicating that Brown and Brown, the Authority's Broker of Record for this insurance, presented the Authority with the proposal for Life and Long Term Disability Insurance through Met Life Insurance 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 Brown and Brown's recommendation, the Audit Committee unanimously approved the purchase of Life and Long Term Disability Insurance through Met Life Insurance Company, as proposed for the period of January 1, 2023 through December 31, 2024, in the annual estimated amount of \$34,000 and to forward this item to the full Board for approval.

Mr. Rulison concluded his report by stating that the next Audit Committee meeting is scheduled for Tuesday, March 2, 2023 at 8:00 a.m. and that minutes of the December 1st meeting are posted on the MCWA website.

For Item #22-238, Ms. Hendrickson requested Board Authorization to enter into an agreement for the purchase of group life, accidental and dismemberment, and long-term disability insurances. She reported that four responses to the RFP were received by Brown and Brown, all of which were reviewed and analyzed.

#22-238 Authorize the Executive Director to enter into an agreement for the purchase of **MCWA Group Life, Accidental & Dismemberment and Long Term Disability Insurances with Met Life Insurance Company**, as brokered through Brown & Brown, Inc.; for applicable employees at a two-year guaranteed rate, as proposed, estimated at \$34,000; based on present MCWA census.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-238 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

#22-239 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 Vechten, the foregoing resolution #22-239 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. Sheryal A. Volpe, Chairperson

Mrs. Volpe gave a briefing on the Governance Committee meeting held Thursday, December 1, 2022, 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, Responsibilities of Members, and Professional services Policy and Procedures, and Procurement Disclosure Policy. 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 stated that Mr. Noce also presented the committee with minor housekeeping revisions to the Tracking and Disposal of Fixed Assets, which the committee members voted unanimously to adopt, as presented, and to forward to the full Board for its approval.

Mrs. Volpe concluded her reporting by stating that the next Governance Committee meeting is scheduled for Thursday, March 2, 2023 at 8:30 a.m. and that minutes of the December 1st meeting are posted on the website.

#22-240 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. Rulison, seconded by Mr. Fero, the foregoing resolution #22-240 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

#22-241 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby adopts the revised **Policy for Tracking and Disposal of Fixed Assets**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #22-241 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

#22-242 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 Mrs. Mason, the foregoing resolution #22-242 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

#22-243 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 Mrs. Volpe, seconded by Mrs. Mason, the foregoing resolution #22-243 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

#22-244 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Procurement Disclosure Policy**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #22-244 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 #22-245 Mr. Noce requested authorization from the Board to approve travel for Board members and staff to attend mission-related seminars, conferences and meetings during 2023.

#22-245 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 2023**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-245 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

#22-246 BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2023** be as follows:

<u>JANUARY</u>	<u>THURSDAY</u>	<u>12</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>FEBRUARY</u>	<u>THURSDAY</u>	<u>09</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>MARCH</u>	<u>THURSDAY</u>	<u>16</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>APRIL</u>	<u>THURSDAY</u>	<u>13</u>	<u>9:00 A.M. – REGULAR & ANNUAL MEETING</u>
<u>MAY</u>	<u>THURSDAY</u>	<u>11</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>JUNE</u>	<u>THURSDAY</u>	<u>08</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>JULY</u>	<u>THURSDAY</u>	<u>13</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>AUGUST</u>	<u>THURSDAY</u>	<u>10</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>SEPTEMBER</u>	<u>THURSDAY</u>	<u>14</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>OCTOBER</u>	<u>THURSDAY</u>	<u>12</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>NOVEMBER</u>	<u>THURSDAY</u>	<u>09</u>	<u>9:00 A.M. – REGULAR MEETING</u>
<u>DECEMBER</u>	<u>THURSDAY</u>	<u>14</u>	<u>9:00 A.M. – REGULAR MEETING</u>

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #22-246 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

COMPENSATION COMMITTEE REPORT – Presented by Mr. Matthew J. Fero

Mr. Fero gave a briefing on the Compensation Committee meeting held on December 1, 2022. He stated that the committee met in Executive Session in order to discuss the Performance Appraisal of the Executive Director. No formal action was taken.

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

Mr. Fero stated that the committee returned to Executive Session to review the Performance Appraisal with the Executive Director. Mr. Noce briefly discussed the Performance Appraisals of the Executive Staff, as well.

Mr. Fero concluded his reporting by stating that the next Compensation meeting is scheduled for Thursday, March 2, 2023 at 9:00 a.m. and the minutes of the December 1st meeting are posted on the MCWA website.

#22-247 Upon recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby adopts the **Compensation Guidelines**, as presented.

On a motion made by Mr. Rulison, seconded by Mrs. Mason, the foregoing resolution #22-247 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

EXECUTIVE SESSION

#22-ES 9:33 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. Fero, seconded by Mr. Bernstein, and put to a roll call vote, the Board unanimously agreed to enter Executive Session. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison) NAYS: 0

10:10 a.m. – Motion to conclude Executive Session: Moved by Mr. Fero, seconded by Mrs. Mason, the Board upon voice vote unanimously agreed to conclude Executive Session. No formal action was taken.

10:11 a.m. – Chairman Nasca requested a motion to Enter Executive Session pursuant to Section 105(1)(f) of the New York Public Officers Law in order to discuss Collective Bargaining negotiations.

Moved by Mr. Rulison, seconded by Mr. Fero, and put to a roll call vote, the Board unanimously agreed to enter Executive Session. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison) NAYS: 0

10:24 a.m. – Motion to conclude Executive Session: Moved by Mr. Rulison, seconded by Mr. Fero, the Board upon voice vote unanimously agreed to conclude Executive Session. No formal action was taken.

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

In Board folders for review:

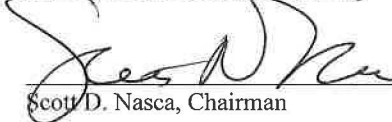
- Minutes of November 30, 2022 Public Information Meeting
- Recipients of RFP/Q's for Consultants to Provide Various Structural Engineering Services
- Routine monthly informational updates

* * *

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 10:25 a.m.



Diane L. Hendrickson, Recording Secretary



Scott D. Nasca, Chairman