



To: Board Members

Date: June 4, 2026

From: Nicholas Noce, Executive Director

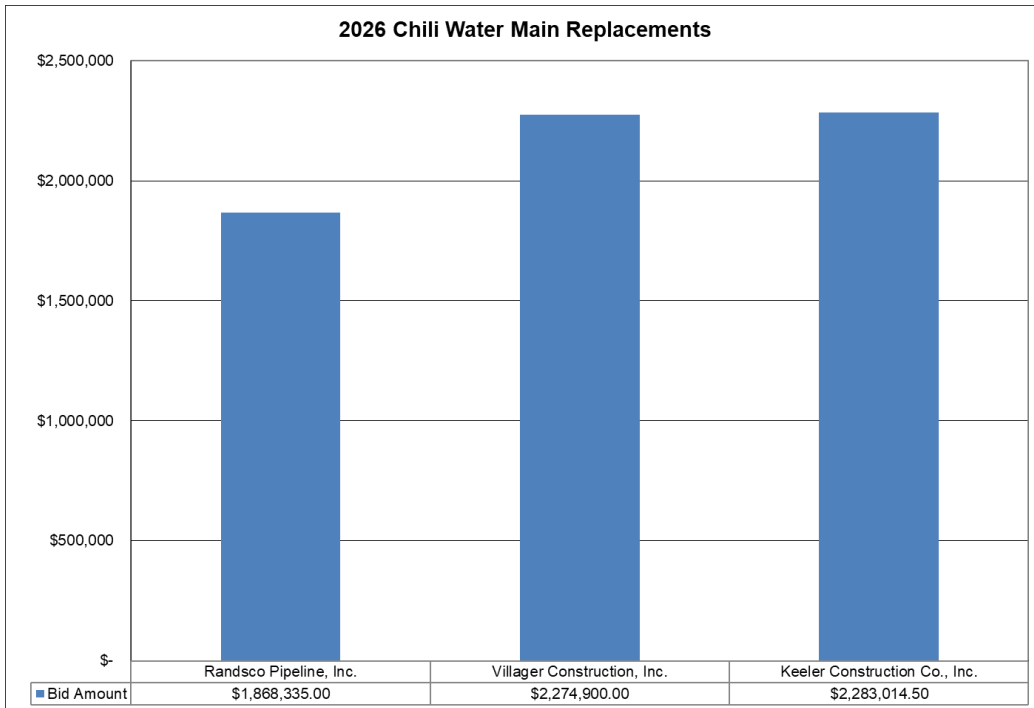
Subject: **Regular Board Meeting – Thursday, June 11, 2026 @ 9:00 a.m.
Shoremont Water Treatment Plant, 4799 Dewey Avenue**

AGENDA ITEMS:

1. Personnel Items

- There is an item on the Agenda marking the retirements of Richard Liberi and Brad Smith. We appreciate their many years of dedicated service to the Authority and wish them a happy and fulfilling retirement.
- Appointment of Zachary Maier to the title of Electrical & Instrumentation Mechanic II in the Production/Transmission Department. Mr. Maier was most recently working as a lineman/foreman for Mastec. See enclosed memorandum from Christopher LaManna.
- Promotional Appointment of Christopher Lotta to the title of Heavy Motor Equipment Operator in the Facilities, Fleet and Operations Department. Mr. Lotta most recently has been working in the building and grounds area. See enclosed memorandum from Stephen Trotta.
- Promotional Appointment of Jacob Clemens to the title of Utility Worker in the Production/Transmission Department. Mr. Clemens has been working in the building and grounds area. Mr. Clemens will be training to become a Water Treatment Plant Operator. See enclosed memorandum from Christopher LaManna.
- Provisional Promotional Appointment of Brendan Mulcahy to the title of Junior Project Engineer – Water Distribution in the Engineering Department. Mr. Mulcahy has been working as an Engineering Technician in Engineering. See enclosed memorandum from Stephen Savage.
- Provisional Promotional Appointment of Chelsea Parkes to the title of Junior Project Engineer – Water Distribution in the Engineering Department. Ms. Parkes has been working as an Engineering Technician in the Engineering Department. See enclosed memorandum from Stephen Savage.
- Appointment of Jennifer Serio to the title of Accountant in the Finance and Business Services Department. Ms. Serio has most recently been working for Monroe BOCES as a purchasing clerk. See enclosed memorandum from Amy Molinari.
- Appointment of Anna Tando to the title of Office Clerk IV in Customer Service. Ms. Tando has most recently been working in the health care field. See enclosed memo from Amy Molinari.

2. There is an item on the agenda to award a contract for the 2026 Chili Water Main Replacements project in the town of Chili. The project involves the installation of approximately 2,115 linear feet of 6-inch ductile iron water main along Laredo Drive, 2,040 linear feet of 6-inch ductile iron water main along Sequoia Drive and 1,700 linear feet of 6-inch ductile iron water main along Mercedes Drive. There were three bids submitted. Our recommendation is to award this work to Randsco Pipeline Inc. in the bid amount of \$1,868,335.



3. There is an item on the agenda to authorize the execution of a contract with New England Water Distribution Services, LLC to survey approximately 1800 miles or pipe each year for two years. Additionally it will allow for the exact location of active leaks on a “as needed” basis. This will help the Authority in locating leaks in the system to mitigate water loss. The services performed will require frequent and extensive reporting and allow the Authority to survey the entire system in two years. Once complete, the award allows for an additional four year extension to survey 25% of the system annually. We received three responses, one which was disqualified for incomplete package. The remaining two were from Core and Main and New England Water Distribution Services, LLC. A committee composed of Larry Magguilli, Steve Trotta, and Nick Noce reviewed and evaluated the proposals. It is recommended to award the bid to New England Water Distribution Services, LLC for the approximate cost of \$175,550 per year plus exact leak location services as needed of \$325.00 per hour.
4. There is an item on the agenda to authorize the renewal of the Authority Excess Liability insurance as submitted by Arthur J. Gallagher.

5. There is an item on the agenda to authorize a contract for **DSL/Low Bandwidth Internet and Cable services** with **Time Warner Cable Northeast, LLC d/b/a Spectrum**.
6. Approval of membership renewal to Greater Rochester Enterprise (GRE).

AUDIT COMMITTEE REPORTING

7. There is an item on the agenda for the Board to accept the Independent Auditor's Report on the **financial statements for the Deferred Compensation Plan** for the Employees of the Monroe County Water Authority.
8. There is an item on the agenda to approve the **Accounting Policies and Procedures Manual**, as revised and presented.
9. The Authority's standard procurement compliance resolution.

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

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:
 - Notification of RFP/Q for CSX RR Pipe Bridge Rehabilitation Analysis and Design

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

NN/dlh

Enclosures

cc: Executive Staff



Memorandum

To: Nicholas A. Noce, Executive Director

Date: June 2, 2026

From: Stephen T. Trotta, Director of Operations

Subject: Recommendation for Promotion

Copies: D. Hendrickson

I would like to recommend the promotion of Christopher Lotta to the position of Heavy Motor Equipment Operator in the Facilities, Fleet and Operations Department.

Chris has been working for the Authority for nineteen years and most recently he has been working in building and grounds, and occasionally driving a ten wheel dump truck for the distribution crews. Chris has been doing a great job for the Authority and has the necessary skills for this position.

Chris' appointment will be effective June 15, 2026 at an hourly rate of \$44.55.

(Dis)Approved:

Director

Date

6-3-26

(Dis)Approved:

Executive Director

Date

6/3/26

Board Resolution: _____



Memorandum

To: Nicholas Noce

Date: June 3, 2026

From: Christopher J. LaManna, P.E. ^{CLW}

File: Personnel

Subject: Recommendation for Promotional Appointment
Utility Worker/Water Treatment Plant Operator Trainee
Jacob Clemens

Copies: D. Hendrickson
L. Magguilli
B. Gambell

I recommend the promotional appointment of Jacob Clemens to the position of Utility Worker/Water Treatment Plant Operator Trainee in the Production and Transmission Department. The Department has a need for this position due to an upcoming transfer of current Water Treatment Plant Operator to a different position in another department. Three additional external candidates were interviewed and Mr. Clemens was selected as the best fit for this position. If approved at the June 11, 2026 Board meeting, Mr. Clemens' appointment to this position will be effective June 15, 2026 at an hourly rate of \$29.29.

Approved:

Christopher J. LaManna
Director of Production and Transmission

6/3/26
Date

(Dis)Approved:

Nicholas Noce
Executive Director

6/3/26
Date

Board Resolution: _____



Memorandum

To: Nicholas Noce

Date: June 3, 2026

From: Chris J. LaManna, P.E.

File: Personnel

Subject: Recommendation for Appointment
Electrical and Instrumentation Mechanic II
Zachary Maier

Copies: D.Hendrickson
L.Magguilli
E.Young
M.Henning

I recommend the appointment of Zachary Maier to the position of Electrical and Instrumentation Mechanic II in the Production and Transmission Department. The Department has a need for this position in the Electrical Maintenance group based at the Shoremont Water Treatment Plant. Two external candidates were interviewed and Mr. Maier was selected as the best fit for this position. Mr. Maier has the required experience and capabilities necessary to meet the requirements of the position. Mr. Maier's appointment is in accordance with the New York State Hiring for Emergency Limited Placement Statewide (NY HELPS) Program, which waives the requirement to complete a Civil Service Exam for this title.

If approved at the June 3, 2026 Board meeting, Mr. Maier's appointment to the Electrical and Instrumentation Mechanic II position will be effective Monday, June 15, 2026 at an hourly rate of \$34.15.

Approved:

Chris J. LaManna
Director of Production and Transmission

6/3/26
Date

(Dis)Approved:

Nicholas Noce
Executive Director

6/3/26
Date

Board Resolution: _____



Memorandum

To: Nicholas Noce, Executive Director

Date: June 3, 2026

From: Stephen M. Savage, PE *AMS*
Director of Engineering

Subject: Recommendation for provisional promotion
Junior Engineer

Copies: D. Hendrickson
T. Piascik, P.E.

I respectfully request you obtain the Board's approval to promote Brendan Mulcahy from the title of Engineering Technician to Junior Engineer to be effective Monday, June 15, 2026.

Mr. Mulcahy has been with the Water Authority in the Engineering Department's New Services section since he was hired in 2022. Brendan holds a Bachelor's degree in Civil Engineering from the University of Buffalo. He has done an excellent job and is an asset to the Engineering Department. It is my recommendation that he be provisionally promoted at this time.

The compensation will be \$83,512.

(Dis)Approved: *Stephen M. Savage* 6/4/26
Director of Engineering Date

(Dis)Approved: _____
Deputy Executive Director Date

(Dis)Approved: *N. Noce* 6/4/26
Executive Director Date

Board Resolution: _____



Memorandum

To: Nicholas Noce, Executive Director

Date: June 3, 2026

From: Stephen M. Savage, PE
Director of Engineering *SM*

Subject: Recommendation for provisional promotion
Junior Engineer

Copies: D. Hendrickson
T. Piascik, P.E.
T. Stevens, P.E.

I respectfully request you obtain the Board's approval to promote Chelsea Parkes from the title of Engineering Technician to Junior Engineer in the Engineering Department to be effective Monday, June 15, 2026.

Ms. Parkes has been with the Water Authority in the Engineering Department's New Services section since she was hired in January 2020. Chelsea graduated from Rochester Institute of Technology with a Bachelor's degree in Civil Engineering Technology. She also completed three co-op terms with the Water Authority performing construction inspection prior to joining us full time. She has done an excellent job and is an asset to the Engineering Department. It is my recommendation that she be provisionally promoted at this time.

The compensation will be \$90,854.

(Dis)Approved: *Stephen M Savage* 6/4/26
Director of Engineering Date

(Dis)Approved: _____
Deputy Executive Director Date

(Dis)Approved: *Nic Noce* 6/4/26
Executive Director Date

Board Resolution: _____



Memorandum

To: Nicholas Noce, Executive Director

Date: June 4, 2026

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

Handwritten signature of Amy A. Molinari in blue ink.

Subject: Recommendation to Hire
Accountant

Copies: D. Hendrickson

I would like to recommend the appointment of Jennifer Serio to the position of Accountant in the Finance and Business Services Department.

Jennifer has over 25 years of experience as an accountant. This position will be performing duties relating to accounts payable, which she has experience in while working for her current employer at Monroe One BOCES. She interviewed very well and has the skills necessary to perform the duties of this position.

I recommend she be appointed to Accountant at an annual salary of \$89,357 effective June 15, 2026.

(Dis)Approved:

Handwritten signature of Nicholas Noce in blue ink.

Executive Director

Handwritten date 6/4/26 in blue ink.

Date

Board Resolution: _____



Memorandum

To: Nicholas Noce, Executive Director
 Laurel Neff, Purchasing

From: Stephen M. Savage, P.E., Director of Engineering

Subject: June 11, 2026 Board Meeting - Agenda Item
 2026 Chili Water Main Replacements
 Town of Chili

Date: May 29, 2026

File: 25-020, #3

Copies: D. Hendrickson
 T. Stevens, P.E.
 A. Ashley

Attached are the results of the bid opening on May 28, 2026 for the above project. The project involves the installation of approximately 2,115 linear feet of 6-inch ductile iron water main along Laredo Drive, 2,040 linear feet of 6-inch ductile iron water main along Sequoia Drive and 1,700 linear feet of 6-inch ductile iron water main along Mercedes Drive in the town of Chili. Three contractors submitted bids ranging from \$1,868,335 to \$2,286,014.50; the Engineer's estimate was \$1,636,725. A bid tabulation sheet is attached.

Randsco Pipeline Inc. submitted the lowest responsive bid of \$1,868,335. Staff has conducted a thorough review of the bid package including experience; financial status, references, and other related items as required, indicating that Randsco Pipeline Inc. is capable of completing the work.

Based on the staff review of Randsco Pipeline Inc. qualifications, it is my recommendation that the Board authorize the Executive Director to award this contract to the lowest responsive, responsible bidder; Randsco Pipeline Inc. for the amount of \$1,868,335.

(Dis) Approved by: Laurel Neff 6/4/24
 Purchasing Date

(Dis) Approved by: Nicholas Noce 6/4/26
 Executive Director Date

Attachments: Bid Tabulation Sheet

2026 Chili Water Main Replacements

I certify that this tabulation is a true representation of bids received on May 28, 2026 at 10:00 a.m. for this contract.

Eng. No. 25-020
 Bid Opening: May 28, 2026 at 10:00 a.m.

Autumn Ashley

Date: 05/28/2026

Item No.	Description	Estimated Quantity	Unit	Engineers Estimate		Randsco Pipeline, Inc. 740 Quaker Road Macedon, N.Y. 14502 randscopipeline@yahoo.com (585) 746-4467		Villager Construction, Inc. 425 Old Macedon Ctr Rd Fairport, N.Y. 14450 tlawless@villagerci.com (585) 223-7697		Keeler Construction Co., Inc. 13519 West Lee Road Albion, N.Y. 14411 Mkeeler@Keelerconstruction.com (585) 589-4481	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1.0	6" Ductile Iron Water Main	5,476	LF	\$ 120.00	\$ 657,120.00	\$ 130.00	\$ 711,880.00	\$ 182.00	\$ 996,832.00	\$ 140.00	\$ 766,840.00
2.0	Horizontal Directional Drilling with 6" Restrained Joint Ductile Iron Water Main	345	LF	\$ 230.00	\$ 79,350.00	\$ 150.00	\$ 51,750.00	\$ 295.00	\$ 101,775.00	\$ 300.00	\$ 103,500.00
3.0	6" Tie-in Connection and Abandonment	4	EA	\$ 7,000.00	\$ 28,000.00	\$ 10,000.00	\$ 40,000.00	\$ 12,725.00	\$ 50,900.00	\$ 10,400.00	\$ 41,600.00
4.0	Enhanced Polyethylene Encasement	5,870	LF	\$ 3.00	\$ 17,610.00	\$ 5.00	\$ 29,350.00	\$ 1.60	\$ 10,566.00	\$ 4.00	\$ 23,480.00
5.1	12"x6" Tapping Sleeve and Valve	1	EA	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 11,737.00	\$ 11,737.00	\$ 11,000.00	\$ 11,000.00
5.2	8"x6" Tapping Sleeve and Valve	1	EA	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 11,300.00	\$ 11,300.00	\$ 11,000.00	\$ 11,000.00
6.0	6" Gate Valve	10	EA	\$ 2,300.00	\$ 23,000.00	\$ 3,200.00	\$ 32,000.00	\$ 1,800.00	\$ 18,000.00	\$ 3,150.00	\$ 31,500.00
7.0	Perpendicular Hydrant Assembly	11	EA	\$ 9,500.00	\$ 104,500.00	\$ 9,000.00	\$ 99,000.00	\$ 8,700.00	\$ 95,700.00	\$ 9,250.00	\$ 101,750.00
8.1	6" M.J. Bend: 90 Degrees	5	EA	\$ 725.00	\$ 3,625.00	\$ 1,000.00	\$ 5,000.00	\$ 560.00	\$ 2,800.00	\$ 1,200.00	\$ 6,000.00
8.2	6" M.J. Bend: 45 Degrees	11	EA	\$ 725.00	\$ 7,975.00	\$ 1,000.00	\$ 11,000.00	\$ 560.00	\$ 6,160.00	\$ 890.00	\$ 9,790.00
8.3	6" M.J. Bend: 22 1/2 Degrees	7	EA	\$ 675.00	\$ 4,725.00	\$ 1,000.00	\$ 7,000.00	\$ 540.00	\$ 3,780.00	\$ 860.00	\$ 6,020.00
8.4	6" M.J. Bend: 11 1/4 Degrees	14	EA	\$ 675.00	\$ 9,450.00	\$ 1,000.00	\$ 14,000.00	\$ 500.00	\$ 7,000.00	\$ 825.00	\$ 11,550.00
9.0	1" Corporation	103	EA	\$ 600.00	\$ 61,800.00	\$ 1,000.00	\$ 103,000.00	\$ 1,000.00	\$ 103,000.00	\$ 520.00	\$ 53,560.00
10.1	1" Copper Installation by Open Cut in Lawn	1,478	LF	\$ 55.00	\$ 81,290.00	\$ 75.00	\$ 110,850.00	\$ 90.00	\$ 133,020.00	\$ 55.00	\$ 81,290.00
10.2	1" Copper Installation by Open Cut in Pavement	178	LF	\$ 100.00	\$ 17,800.00	\$ 125.00	\$ 22,250.00	\$ 225.00	\$ 40,050.00	\$ 45.00	\$ 8,010.00
10.3	1" Copper Installation by Non-Open Cut in Pavement	1,025	LF	\$ 60.00	\$ 61,500.00	\$ 100.00	\$ 102,500.00	\$ 55.00	\$ 56,375.00	\$ 179.00	\$ 183,475.00
11.0	1" Curb Stop	103	EA	\$ 700.00	\$ 72,100.00	\$ 1,200.00	\$ 123,600.00	\$ 915.00	\$ 94,245.00	\$ 460.00	\$ 49,440.00
12.0	Type 2 Select Fill - No. 2 Crusher Run Stone	810	CY	\$ 52.00	\$ 47,320.00	\$ 45.00	\$ 40,950.00	\$ 57.00	\$ 60,970.00	\$ 115.00	\$ 104,850.00
13.0	Temporary Asphalt	9,350	SF	\$ 5.00	\$ 46,750.00	\$ 5.00	\$ 46,750.00	\$ 9.00	\$ 84,150.00	\$ 7.75	\$ 72,462.50
14.0	Driveway Asphalt	2,480	CF	\$ 30.00	\$ 74,700.00	\$ 36.00	\$ 74,700.00	\$ 54.00	\$ 134,460.00	\$ 68.00	\$ 169,320.00
15.0	Street Asphalt	2,330	CF	\$ 33.00	\$ 76,890.00	\$ 33.00	\$ 76,890.00	\$ 33.00	\$ 76,890.00	\$ 57.00	\$ 132,810.00
16.0	Lawn Restoration	36,700	SF	\$ 2.00	\$ 73,400.00	\$ 2.00	\$ 73,400.00	\$ 2.00	\$ 73,400.00	\$ 3.15	\$ 115,605.00
17.0	Concrete Sidewalk	40	SF	\$ 35.00	\$ 1,400.00	\$ 35.00	\$ 1,400.00	\$ 35.00	\$ 1,400.00	\$ 112.00	\$ 4,480.00
18.0	Concrete Curb	9	LF	\$ 45.00	\$ 405.00	\$ 50.00	\$ 450.00	\$ 220.00	\$ 1,980.00	\$ 450.00	\$ 4,050.00
19.0	Water Main Abandonment	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 6,800.00	\$ 13,600.00	\$ 9,600.00	\$ 19,200.00
20.0	Valve Box Abandonment	9	EA	\$ 500.00	\$ 4,500.00	\$ 200.00	\$ 1,800.00	\$ 700.00	\$ 6,300.00	\$ 1,140.00	\$ 10,260.00
21.0	Hydrant Abandonment	6	EA	\$ 800.00	\$ 4,800.00	\$ 500.00	\$ 3,000.00	\$ 1,000.00	\$ 6,000.00	\$ 2,100.00	\$ 12,600.00
22.1	Erosion Control: Drainage Structure Inlet Protection	25	EA	\$ 300.00	\$ 7,500.00	\$ 200.00	\$ 5,000.00	\$ 195.00	\$ 4,875.00	\$ 320.00	\$ 8,000.00
22.2	Erosion Control: Stone Check Dam	8	EA	\$ 500.00	\$ 4,000.00	\$ 200.00	\$ 1,600.00	\$ 750.00	\$ 6,000.00	\$ 700.00	\$ 5,600.00
23.0	Tree Removal	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 3,000.00	\$ 24,000.00	\$ 4,300.00	\$ 34,400.00	\$ 6,000.00	\$ 48,000.00
24.0	Temporary Construction Fencing	100	LF	\$ 5.00	\$ 500.00	\$ 5.00	\$ 500.00	\$ 8.50	\$ 850.00	\$ 5.00	\$ 500.00
25.0	Milling	57	SF	\$ 20.00	\$ 1,140.00	\$ 20.00	\$ 1,140.00	\$ 30.00	\$ 1,710.00	\$ 46.00	\$ 2,622.00
40.0	Rock Removal	50.00	CY	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00
41.1	Exploratory Excavation	20.00	CY	\$ 20.00	\$ 400.00	\$ 20.00	\$ 400.00	\$ 20.00	\$ 400.00	\$ 2,100.00	\$ 42,000.00
41.2	Exploratory Excavation - Sheeted	10.00	CY	\$ 30.00	\$ 300.00	\$ 30.00	\$ 300.00	\$ 30.00	\$ 300.00	\$ 30.00	\$ 300.00
42.1	6" Anchor Pipe: 12", 18" or 24"	1.00	EA	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 275.00	\$ 275.00
42.2	6" Anchor Pipe: 3", 4", 6" or 8"	1.00	EA	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 460.00	\$ 460.00
43.0	6" M.J. Solid Sleeve	1.00	EA	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 260.00	\$ 260.00
44.1	12"x6" Tapping Sleeve, Valve and Tap	1.00	EA	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
44.2	8"x6" Tapping Sleeve, Valve and Tap	1.00	EA	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
45.0	Type 1 Select Fill - No. 1 Crusher Run Stone	25.00	CY	\$ 25.00	\$ 625.00	\$ 25.00	\$ 625.00	\$ 25.00	\$ 625.00	\$ 48.00	\$ 1,200.00
46.0	Type 3 Select Fill - Run-of-Bank Gravel	25.00	CY	\$ 16.00	\$ 400.00	\$ 16.00	\$ 400.00	\$ 18.00	\$ 450.00	\$ 47.00	\$ 1,175.00
47.0	Type 4 Select Fill - Sand	30.00	CY	\$ 15.00	\$ 450.00	\$ 15.00	\$ 450.00	\$ 15.00	\$ 450.00	\$ 58.00	\$ 1,740.00
48.0	Type 5 Select Fill - Controlled Density Fill	20.00	CY	\$ 30.00	\$ 600.00	\$ 30.00	\$ 600.00	\$ 30.00	\$ 600.00	\$ 200.00	\$ 4,000.00
49.0	Rock Drilling - Services	30.00	LF	\$ 40.00	\$ 1,200.00	\$ 40.00	\$ 1,200.00	\$ 40.00	\$ 1,200.00	\$ 40.00	\$ 1,200.00
50.0	1-1/2" Service Installation	1.00	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
51.0	Meter Tile	1.00	EA	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
52.0	Bore Without Casing for 6" Water Main	20.00	LF	\$ 100.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00	\$ 145.00	\$ 2,900.00
53.0	Tunneling	5.00	LF	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00
54.0	Concrete Gub-Down for Road	30.00	CF	\$ 30.00	\$ 900.00	\$ 30.00	\$ 900.00	\$ 30.00	\$ 900.00	\$ 30.00	\$ 900.00
55.0	Tree Root Fertilization Treatment	2.00	EA	\$ 200.00	\$ 400.00	\$ 200.00	\$ 400.00	\$ 200.00	\$ 400.00	\$ 200.00	\$ 400.00
Total Bid Price					\$1,636,725.00		\$1,868,335.00		\$2,274,900.00		\$2,283,014.50

1st Low Bidder

2nd Low Bidder

3rd Low Bidder

Bid Informalities:




MONROE COUNTY WATER AUTHORITY

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

Phone: (585) 442-2001 Fax (585) 442-0220

MEMORANDUM

To: Scott Nasca, Chairman, & MCWA Board Members
From: Amy Molinari, Director of Finance and Business Services 
Date: June 2, 2026
Subject: Insurance Premium Renewals for 2026/2027

Listed below is a summary of the renewal insurance premiums for the recommended liability and operational coverage for the period July 1, 2026 through June 30, 2027.

To Be Placed With Broker Arthur J Gallagher

2026/2027 MCWA General Insurance

	2025-2026 Premium	2026-2027 Quoted Premium	Change
Package:			
Property, Equipment Breakdown & TRIA	\$ 429,060.05	\$ 443,855.70	
Risk Engineering Resource Fee	250.00	250.00	
General Liability	67,481.00	114,614.00	
Inland Marine	1,658.00	1,810.00	
Commercial Auto	100,713.00	110,599.00	
NYFF & Commercial Auto (NY Motor Vehicle Fee)	1,340.00	1,310.00	
	<u>600,502.05</u>	<u>672,438.70</u>	
Crime	6,344.00	6,566.00	
Difference In Conditions	46,687.50	44,093.75	
Pollution/Environmental Liability	19,829.74	19,200.94	
OCP	250.00	250.00	
Cyber	43,162.88	43,162.88	
Public Officials & Employment Practices Liability	19,621.00	22,611.00	
Travel Accident	1,000.00	1,000.00	
Aviation Unmanned Aircraft Systems	2,856.00	2,856.00	
Umbrella & TRIA	38,394.00	59,977.00	
	<u>\$ 778,647.17</u>	<u>\$ 872,156.27</u>	
Broker Fee	<u>60,000.00</u>	<u>60,000.00</u>	
Total	\$ 838,647.17	\$ 932,156.27	

	2025-2026 Premium	2026-2027 Quoted Premium
Excess \$10M x/s \$10M	153,500.00	173,500.00
Excess \$5M x/s \$20M	40,800.00	46,104.00
Excess \$10M x/s \$25M	61,300.69	69,295.67
Excess \$10M p/o \$15M x/s \$35M	35,627.75	40,244.63
Excess \$5M p/o \$15M x/s \$35M	18,675.00	22,016.56
Total	\$ 309,903.44	\$ 351,160.86

Grand Total	\$ 1,148,550.61	\$ 1,283,317.13	11.73%
	<u>\$</u>	<u>\$</u>	



Investment Notice

May 1, 2026

Nick Noce
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610

Dear 

Your support of Greater Rochester Enterprise (GRE) is greatly appreciated. We recognize the critical role you play in efforts to support business growth throughout the Greater Rochester, NY region and appreciate the partnership.

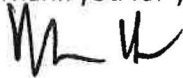
Your leadership allows GRE to act as a trusted advisor, connecting business leaders with real time information, guidance, and project coordination to leverage local business expertise, talent, R&D assets, real estate, utilities and finance options that drive new business investment across the region.

For a charitable contribution, checks should be made payable to the **Greater Rochester Enterprise Foundation**, a 501 (c) 3 charitable organization. Please mail your check to my attention at 100 Chestnut Street, Suite 1910, Rochester, NY 14604.

2026 Contribution: \$27,500
Amount Due Now: \$27,500
Total Paid to Date: \$0
Due Date: May 31, 2026

Please feel free to contact me at 585-749-1305 anytime.

Thank you for your partnership and support.



Matt Hurlbutt
President & CEO

Note: GRE has permission to publicly acknowledge your contribution.

DEFERRED COMPENSATION PLAN
FOR EMPLOYEES OF
MONROE COUNTY WATER AUTHORITY

Financial Statements and Required
Supplementary Information

December 31, 2025 and 2024

(With Independent Auditors' Report Thereon)

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

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INDEPENDENT AUDITORS' REPORT

To the Deferred Compensation Committee of the
Deferred Compensation Plan for Employees of
Monroe County Water Authority:

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the Deferred Compensation Plan for Employees of Monroe County Water Authority (the Plan), an employee benefit plan, which comprise the statements of fiduciary net assets available for plan benefits as of December 31, 2025 and 2024, and the related statements of changes in fiduciary net assets available for plan benefits for the years then ended, and the related notes to financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net assets available for plan benefits of the Deferred Compensation Plan for Employees of Monroe County Water Authority as of December 31, 2025 and 2024, and the changes in its fiduciary net assets available for plan benefits for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Management is also responsible for maintaining a current plan instrument, including all plan amendments, administering the plan, and determining the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditors' Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audits in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audits.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Williamsville, New York
, 2026

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Management's Discussion and Analysis

December 31, 2025 and 2024

This section presents Management's Discussion and Analysis (MD&A) of the Deferred Compensation Plan for Employees of Monroe County Water Authority's (the Plan) financial position and performance for the fiscal years ended December 31, 2025 and 2024. This section is presented as a narrative overview and analysis. Please read the MD&A in conjunction with the financial statements and notes to financial statements to better understand the financial condition and performance of the Plan during the fiscal years ended December 31, 2025 and 2024.

Financial Highlights

- The Plan's fiduciary net assets available for plan benefits are \$36,852,533 and \$34,372,378 at December 31, 2025 and 2024, respectively. The fiduciary net assets available for plan benefits represent participant contributions and net investment income.
- The Plan's fiduciary net assets available for plan benefits as of December 31, 2025 increased by \$2,480,155 or approximately 7.2% from the prior year.
- The Plan's fiduciary net assets available for plan benefits as of December 31, 2024 increased by \$3,897,125 or approximately 12.8% from the prior year.
- The Plan had investment income of \$3,759,785 and \$3,741,854 for the years ended December 31, 2025 and 2024, respectively.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Plan's financial statements, which comprise the following:

- Statements of Fiduciary Net Assets Available for Plan Benefits
- Statements of Changes in Fiduciary Net Assets Available for Plan Benefits
- Notes to Financial Statements

Statements of Fiduciary Net Assets Available for Plan Benefits - These statements present information regarding the Plan's assets, liabilities and resulting net assets held in trust for Plan benefits. These statements reflect the Plan's investments and notes receivable from participants at December 31, 2025 and 2024.

Statements of Changes in Fiduciary Net Assets Available for Plan Benefits - These statements present how the Plan's net assets held in trust changed during the years ended December 31, 2025 and 2024. These statements present employee contributions along with net investment income during the years from individual participant-directed investing activities. Deductions for participant benefit payments and administrative expenses are also presented.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Management's Discussion and Analysis, Continued

Notes to Financial Statements - The notes to financial statements are an integral part of the financial statements and provide additional detailed information and schedules that are essential to better understand the Plan's financial statements.

Condensed Financial Information

<u>Description</u>	<u>2025</u>	<u>2024</u>	<u>Net assets</u>	
			<u>Amount</u>	<u>Increase (decrease)</u> <u>Percentage</u>
Assets:				
Investments:				
Mutual funds	\$ 27,488,405	24,880,181	2,608,224	10.5%
Self-directed brokerage accounts	91,231	74,006	17,225	23.3%
General account	<u>8,905,672</u>	<u>9,182,570</u>	<u>(276,898)</u>	(3.0%)
Total investments	36,485,308	34,136,757	2,348,551	6.9%
Notes receivable from participants	345,925	215,911	130,014	60.2%
Holding account	<u>21,300</u>	<u>19,710</u>	<u>1,590</u>	8.1%
Fiduciary net assets available for plan benefits	<u>\$ 36,852,533</u>	<u>34,372,378</u>	<u>2,480,155</u>	7.2%
Change in net assets				
<u>Description</u>	<u>2025</u>	<u>2024</u>	<u>Increase (decrease)</u>	
			<u>Amount</u>	<u>Percentage</u>
Fiduciary net assets available for plan benefits at beginning of year	\$ <u>34,372,378</u>	<u>30,475,253</u>	<u>3,897,125</u>	12.8%
Additions:				
Employee contributions	1,510,053	1,331,079	178,974	13.4%
Rollover contributions	139,436	25,037	114,399	456.9%
Investment income	3,759,785	3,741,854	17,931	0.5%
Interest on notes receivable from participants	<u>18,731</u>	<u>12,873</u>	<u>5,858</u>	45.5%
Total additions	<u>5,428,005</u>	<u>5,110,843</u>	<u>317,162</u>	6.2%

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Management's Discussion and Analysis, Continued

<u>Description</u>	<u>2025</u>	<u>2024</u>	<u>Increase (decrease)</u>	
			<u>Amount</u>	<u>Percentage</u>
Deductions:				
Benefits paid to participants	\$ 2,896,549	1,160,004	1,736,545	149.7%
Fees	51,301	46,641	4,660	10.0%
Deemed distributions	-	7,073	(7,073)	(100.0%)
Total deductions	<u>2,947,850</u>	<u>1,213,718</u>	<u>1,734,132</u>	142.9%
Net change	<u>2,480,155</u>	<u>3,897,125</u>	<u>(1,416,970)</u>	(36.4%)
Fiduciary net assets available for plan benefits at end of year	\$ <u>36,852,533</u>	<u>34,372,378</u>	<u>2,480,155</u>	7.2%

Net assets

<u>Description</u>	<u>2024</u>	<u>2023</u>	<u>Increase (decrease)</u>	
			<u>Amount</u>	<u>Percentage</u>
Assets:				
Investments:				
Mutual funds	\$ 24,880,181	20,894,672	3,985,509	19.1%
Self-directed brokerage accounts	74,006	37,474	36,532	97.5%
General account	<u>9,182,570</u>	<u>9,313,427</u>	<u>(130,857)</u>	(1.4%)
Total investments	34,136,757	30,245,573	3,891,184	12.9%
Notes receivable from participants	215,911	211,800	4,111	1.9%
Holding account	<u>19,710</u>	<u>17,880</u>	<u>1,830</u>	10.2%
Fiduciary net assets available for plan benefits	\$ <u>34,372,378</u>	<u>30,475,253</u>	<u>3,897,125</u>	12.8%

Change in net assets

<u>Description</u>	<u>2024</u>	<u>2023</u>	<u>Increase (decrease)</u>	
			<u>Amount</u>	<u>Percentage</u>
Fiduciary net assets available for plan benefits at beginning of year	\$ <u>30,475,253</u>	<u>27,260,702</u>	<u>3,214,551</u>	11.8%
Additions:				
Employee contributions	1,331,079	1,492,271	(161,192)	(10.8%)
Rollover contributions	25,037	24,901	136	0.5%
Investment income	3,741,854	3,796,870	(55,016)	(1.4%)
Interest on notes receivable from participants	<u>12,873</u>	<u>11,324</u>	<u>1,549</u>	13.7%
Total additions	<u>5,110,843</u>	<u>5,325,366</u>	<u>(214,523)</u>	(4.0%)

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY
Management's Discussion and Analysis, Continued

<u>Description</u>	<u>2024</u>	<u>2023</u>	<u>Increase (decrease)</u>	
			<u>Amount</u>	<u>Percentage</u>
Deductions:				
Benefits paid to participants	\$ 1,160,004	2,073,382	(913,378)	(44.1%)
Fees	46,641	19,753	26,888	136.1%
Deemed distributions	<u>7,073</u>	<u>17,680</u>	<u>(10,607)</u>	(60.0%)
Total deductions	<u>1,213,718</u>	<u>2,110,815</u>	<u>(897,097)</u>	(42.5%)
Net change	<u>3,897,125</u>	<u>3,214,551</u>	<u>682,574</u>	21.2%
Fiduciary net assets available for plan benefits at end of year	<u>\$ 34,372,378</u>	<u>30,475,253</u>	<u>3,897,125</u>	12.8%

Investments

The Plan is participant-directed, which means that each Plan participant can decide how his or her contributions are to be allocated among the investment options. Each participant's account is credited with the participant's contributions and the appreciation or depreciation in unit value of the related investment funds.

Contributions and Distributions

The Plan received contributions of \$1,510,053 during the year ended December 31, 2025 compared to \$1,331,079 during the year ended December 31, 2024 and \$1,492,271 during the year ended December 31, 2023.

The Plan had benefits paid to participants of \$2,896,549 during the year ended December 31, 2025 compared to \$1,160,004 during the year ended December 31, 2024 and \$2,073,382 during the year ended December 31, 2023. There were 238 distributions to participants in 2025, versus 239 in 2024 and 243 in 2023.

Fiduciary Responsibilities

The Deferred Compensation Committee of the Deferred Compensation Plan for Employees of Monroe County Water Authority and the Plan administrator are co-fiduciaries of the Plan.

The Plan's assets can only be used for the exclusive benefit of the Plan's participants, beneficiaries and alternate payees.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY
Management's Discussion and Analysis, Continued

Request for Information

This financial report is designed to provide a general overview of the Plan's finances. Questions concerning any of the information provided in this financial report or requests for additional information should be addressed to:

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

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY
Statements of Fiduciary Net Assets Available for Plan Benefits
December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Investments:		
Investments, at fair value:		
Mutual funds	\$ 27,488,405	24,880,181
Self-directed brokerage accounts	<u>91,231</u>	<u>74,006</u>
Total investments, at fair value	27,579,636	24,954,187
Investments, at contract value - investment contract	<u>8,905,672</u>	<u>9,182,570</u>
Total investments	36,485,308	34,136,757
Notes receivable from participants	345,925	215,911
Holding account	<u>21,300</u>	<u>19,710</u>
Fiduciary net assets available for plan benefits	<u><u>\$ 36,852,533</u></u>	<u><u>34,372,378</u></u>

See accompanying notes to financial statements.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY
Statements of Changes in Fiduciary Net Assets Available for Plan Benefits
Years ended December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Additions to fiduciary net assets attributed to:		
Employee contributions	\$ 1,510,053	1,331,079
Rollover contributions	139,436	25,037
Investment income	3,759,785	3,741,854
Interest on notes receivable from participants	<u>18,731</u>	<u>12,873</u>
Total additions to fiduciary net assets	<u>5,428,005</u>	<u>5,110,843</u>
Deductions from fiduciary net assets attributed to:		
Benefits paid to participants	(2,896,549)	(1,160,004)
Fees	(51,301)	(46,641)
Deemed distributions	<u>-</u>	<u>(7,073)</u>
Total deductions from fiduciary net assets	<u>(2,947,850)</u>	<u>(1,213,718)</u>
Net change	2,480,155	3,897,125
Fiduciary net assets available for plan benefits:		
Beginning of year	<u>34,372,378</u>	<u>30,475,253</u>
End of year	<u>\$ 36,852,533</u>	<u>34,372,378</u>

See accompanying notes to financial statements.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements

December 31, 2025 and 2024

(1) Description of Plan

The following description of the Deferred Compensation Plan for Employees of Monroe County Water Authority (the Plan) is provided for general informational purposes. Participants should refer to the Plan document for a more complete description of the Plan's provisions.

(a) General

The Plan is a defined contribution plan covering the employees of Monroe County Water Authority (the Authority). The Authority is a public benefit corporation and a discretely presented component unit of the County of Monroe, New York. The Plan is exempt from income taxes under Section 457(b) of the Internal Revenue Code (the Code). There were 250 and 247 plan participants as of December 31, 2025 and 2024, respectively.

(b) Administration

The Plan is administered by the Deferred Compensation Committee of the Authority. Empower Trust Company, LLC is the Trustee of the Plan. Empower Retirement, LLC maintains the Plan's investment contracts and provides certain administrative and recordkeeping services to the Plan.

(c) Eligibility

Employees are eligible to participate in the Plan upon commencement of employment with the Authority.

(d) Contributions

The Plan provides for tax-deferred employee contributions between a minimum contribution of \$10 per pay period and a maximum contribution equal to the lesser of 100% of the participant's compensation for the plan year or the maximum amount permitted by Section 457(e)(15) of the Code which was \$23,500 and \$23,000 in 2025 and 2024, respectively. Eligible participants, who attain the age of 50 before the end of the Plan year, are eligible to make catch-up contributions, subject to certain limitations of the Code (\$7,500). During the year ended December 31, 2025, eligible participants, who attain the ages of 60 to 63 before the end of the Plan year, are eligible to make super catch-up contributions, subject to certain limitations of the Code (\$11,250).

In addition, the Plan contains certain "catch-up" provisions that allow participants to make additional contributions to the Plan for the three years prior to that participant's normal retirement age. Under these provisions, eligible participants were able to contribute up to \$47,000 and \$46,000 in 2025 and 2024, respectively.

Employees direct their contributions at their discretion. The Plan does not provide for employer contributions.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements, Continued

(1) Description of Plan, Continued

(e) Administrative Expenses

Empower Retirement, LLC reimburses the Plan Sponsor, the Authority, for administrative expenses up to \$10,000 each year.

(f) Participant Accounts

Each participant account is credited with the participant contributions and investment earnings. Participant accounts are reduced by their withdrawals. Fees paid by the Plan are allocated as a reduction of the participant's account.

(g) Vesting

Participants are immediately vested in their account balances.

(h) Notes Receivable from Participants

Active employees may take loans against their account balances. Participants may have only one loan outstanding at a time and the loan may not exceed the lesser of 50% of their account balance or \$50,000. Participant loans bear interest at the prime rate plus 1% at the time the loan is issued and are generally paid over a 60-month period. Loans for the acquisition of a principal residence may be repaid over a term of up to 15 years. Loans are considered to be in default if a participant fails to make a required loan repayment within 90 days following the due date for such repayment. These loans are administered by Empower Retirement, LLC.

(i) Benefit Payments

The Plan provides for benefit payment upon either the termination of employment or the attainment of the age of 72, as well as for in-service distributions with a minimum age requirement of 59½. Plan members may elect to receive a lump sum amount or payments in substantially equivalent monthly, quarterly or annual installments. The minimum periodic or lump sum distribution must be \$100 per payment.

(j) Unforeseeable Emergency Withdrawals

The Plan allows for unforeseeable emergency withdrawals under certain circumstances in accordance with the regulations promulgated under Section 457 of the Code.

(k) Plan Termination

Although it has not expressed any intent to do so, the Authority may discontinue the Plan at any time subject to the provisions of Federal and New York State laws. In the event of Plan termination, the Authority shall not permit any further deferrals of compensation and all amounts previously deferred shall be payable to participants as provided by the Plan document.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements, Continued

(2) Summary of Significant Accounting Policies

(a) Basis of Accounting

The Plan's financial statements are prepared in accordance with accounting principles generally accepted in the United States as set forth by the Governmental Accounting Standards Board.

(b) Benefit Payments

Benefit payments are recorded when paid.

(c) Investment Valuation and Income Recognition

The Plan's investments are stated at fair value, except for the fully benefit-responsive investment contract, which are valued at contract value (note 4). Fair value is the price that would be received from the sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See note 3 for a discussion of fair value measurements.

Purchases and sales of investments are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation or depreciation includes both the Plan's gains and losses on investments bought and sold as well as held during the year.

The Plan invests in various types of investments. Investments are exposed to various risks, such as interest rate, market and credit risk. Due to the level of risk associated with certain investments, it is at least reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the accompanying financial statements.

(d) Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

(e) Notes Receivable from Participants

Notes receivable from participants are measured at their unpaid balance plus any accrued but unpaid interest. Delinquent participant loans are reclassified as distributions based upon the terms of the Plan agreement. The loans bear interest rates charged by local financial institutions for similar loans. Principal and interest is paid ratably through payroll deductions.

(f) Subsequent Events

Plan management has evaluated subsequent events through the date of the report which is the date the financial statements were available to be issued.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements, Continued

(3) Fair Value Measurements

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) No. 820, Fair Value Measurements and Disclosures, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy are described below:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability; and
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the valuation methodologies used at December 31, 2025 and 2024.

- Mutual funds - Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-ended mutual funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded.
- Self-directed brokerage accounts - Invested in equity securities and money market accounts. Equity securities are valued at the closing prices reported in the active markets in which the individual securities are traded.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements, Continued

(3) Fair Value Measurements, Continued

The following tables set forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2025 and 2024:

	2025			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 27,488,405	-	-	27,488,405
Self-directed brokerage accounts	91,231	-	-	91,231
Total	\$ 27,579,636	-	-	27,579,636
	2024			
	Level 1	Level 2	Level 3	Total
Mutual funds	\$ 24,880,181	-	-	24,880,181
Self-directed brokerage accounts	74,006	-	-	74,006
Total	\$ 24,954,187	-	-	24,954,187

(4) Investment Contract with Insurance Company

The Plan has a fully benefit-responsive investment contract with Empower Retirement, LLC, who maintains participant contributions in a general account, amounting to \$8,905,672 and \$9,182,570 as of December 31, 2025 and 2024, respectively. The account is credited with actual earnings on the underlying investments and is charged for certain administrative expenses of the Plan. The contract provides a liquidity guarantee for liquidations, transfers or hardship withdrawals initiated by participants without incurring a settlement charge to remove their funds from the Plan. Therefore, the contract is considered fully benefit-responsive and is included in the financial statements at contract value as reported to the Plan by Empower Retirement, LLC. Contract value represents contributions made under contract, plus investment earnings or losses, less benefit payments and administrative expenses. Therefore, no adjustment to contract value from fair value for fully benefit-responsive investment contracts is presented on the statements of fiduciary net assets available for plan benefits at either the year ended December 31, 2025 or 2024. The declared interest rate as of December 31, 2025 and 2024 was 2.55%.

The Plan's ability to receive amounts due is dependent on the issuers ability to meet its financial obligations. The issuer's ability to meet its contractual obligations may be affected by future economic and regulatory developments.

DEFERRED COMPENSATION PLAN FOR EMPLOYEES
OF MONROE COUNTY WATER AUTHORITY

Notes to Financial Statements, Continued

(4) Investment Contract with Insurance Company, Continued

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include the following: (1) amendments to the Plan documents (including complete or partial Plan termination, or merger with another plan); (2) changes to the Plan's prohibition on competing investment options or deletion of equity wash provisions; (3) bankruptcy of the Plan sponsor or other Plan sponsor events that cause a significant withdrawal from the Plan; (4) the failure of the trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under ERISA; or (5) premature termination of the contract. The Plan administrator does not believe that any events which would limit the Plan's ability to transact at contract value with participants are probable of occurring.

In addition, certain events allow the issuer to terminate the contract with the Plan and settle at an amount different from contract value. Such events include (1) an uncured violation of the Plan's investment guidelines, (2) a breach of material obligation under the contract, (3) a material misrepresentation, and (4) a material amendment to the agreement without the consent of the issuer.

(5) Income Tax Status

The Plan obtained its latest determination letter on September 15, 2011, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is currently designed and being operated in compliance with the applicable requirements of the Code.

(6) Related Party Transactions

Certain Plan assets consist of notes receivable from participants which amounted to \$345,925 and \$215,911 at December 31, 2025 and 2024, respectively.

REPORT TO THE MEMBERS

, 2026

To the Deferred Compensation Committee of the
Deferred Compensation Plan for Employees of
Monroe County Water Authority:

Dear Committee Members:

We have audited the financial statements of the Deferred Compensation Plan for Employees of Monroe County Water Authority (the Plan) as of and for the year ended December 31, 2025, and have issued our report thereon dated , 2026. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. For the year ended December 31, 2025, we evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

Significant Disclosures

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements detected as a result of audit procedures.

Disagreements with Management

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the Plan's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.

Other Information in Documents Containing Audited Financial Statements

We applied certain limited procedure to Management’s Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

* * * * *

This information is intended solely for the use of the Committee Members and management of the Deferred Compensation Plan for Employees of Monroe County Water Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

EFPR GROUP, CPAs, PLLC



MONROE COUNTY WATER AUTHORITY
ACCOUNTING POLICIES & PROCEDURES MANUAL

Re-Adopted by MCWA Board: June 11, 2026

A Monroe County Water Authority
Accounting Policies and Procedures Manual
(Executive Summary)

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AUTHORITY GOVERNANCE SUMMARY

Mission and Ethics

Mission Statement

The Monroe County Water Authority (the Authority) is a not-for-profit public benefit corporation that reliably provides quality, affordable water that fosters economic vitality and enhanced quality of life for Monroe County and area communities who request service.

Conflict of Interest Policy/Code of Ethics

The Authority has a “conflict of interest policy” to make certain any Members, officers, employees and others who serve the Authority do not have any personal or business interest that may conflict with their responsibilities to the Authority. The Authority also has a “code of ethics policy” which governs the day-to-day actions of all Members, officers and employees of the Authority.

The Board of Directors

Powers and Duties

The Authority Board Members (collectively, the Board) have oversight responsibilities for managing the Authority and must make crucial decisions, such as hiring and terminating key officers and employees, engaging auditors and other professionals and authorizing significant financial transactions and new program initiatives.

Committees

Audit Committee – The Authority has an Audit Committee comprised of three Board Members who act as a liaison to the Authority’s independent external auditor. The Audit Committee interacts with management to implement and monitor the internal control structure and have additional roles and responsibilities as described in the Authority’s By-Laws.

Governance Committee – The Authority has a Governance Committee comprised of three Board Members. The Governance Committee examines ethical and conflict of interest issues and makes recommendations to the full Board for changes to the Authority’s corporate governance guidelines as the Committee deems necessary and/or appropriate. The Governance Committee has additional roles and responsibilities as described in the Authority’s By-Laws.

Finance Committee – The Authority has a Finance Committee comprised of three Board Members. The Finance Committee’s primary responsibility is to review proposals and make recommendations for the issuance of debt by the Authority. The Finance Committee also has additional roles and responsibilities as described in the Authority’s By-Laws.

Compensation Committee – The Authority has a Compensation Committee comprised of three Board members. The Compensation Committee's role is to make a recommendation to the full Board to appoint, compensate, and oversee an independent compensation consultant and work with said consultant to create, implement, and regularly update a written compensation policy. Additionally, it will be the role of the Compensation Committee to, from time to time, review and implement policies and procedures regarding the performance of, and compensation increases for, the Executive Director and Executive Staff. The Compensation Committee has additional roles and responsibilities as described in the Authority's By-Laws.

In April of 2018, the By-Laws of the Authority were amended and restated, and subsequently approved by the Board in Resolution #18-088, which, in part, established the new Compensation Committee and restated that the Chairperson of the Authority shall be a member ex-officio on all committees and shall have the right, but not the duty, to vote on all propositions before such committees.

Independent Certified Public Accountants

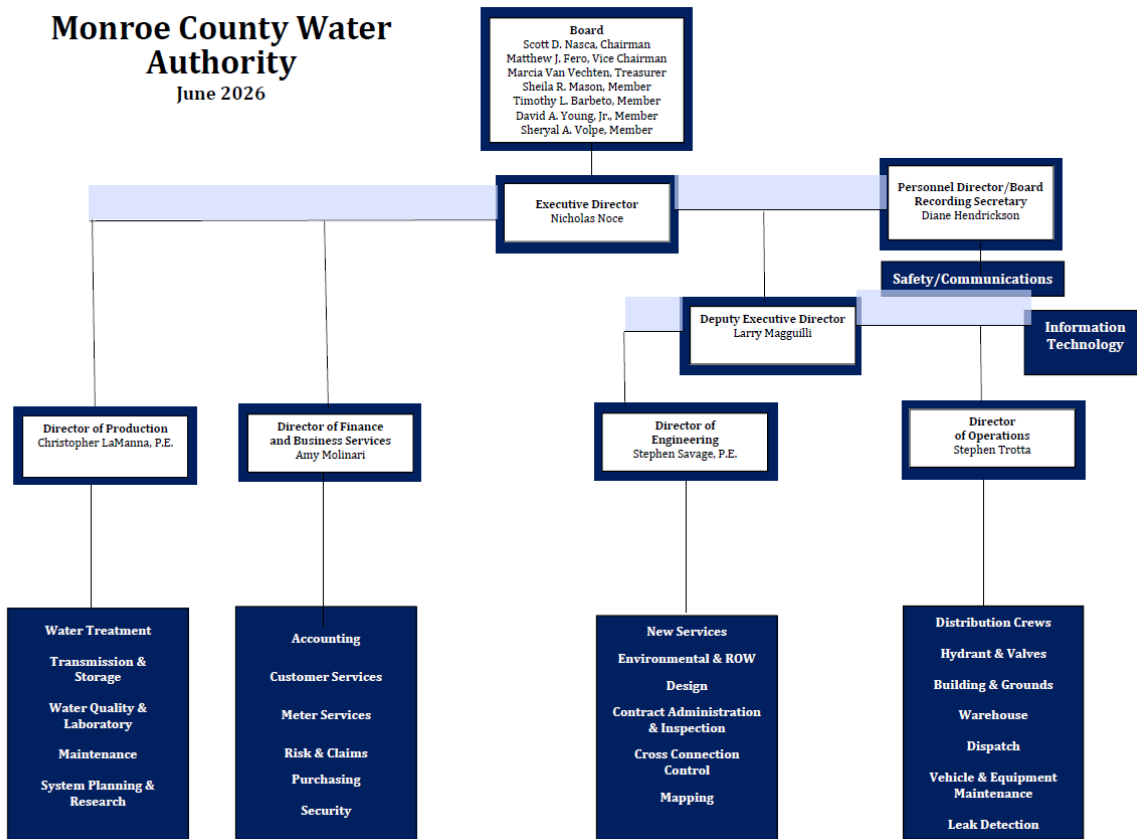
It is the policy of the Authority to evaluate the Independent Certified Public Accountants at least every five years. The Authority utilizes the auditors as a resource for assistance with concerns about financial and other matters that arise during the year, not just during the audit fieldwork. The auditors prepare a management letter to be sent to the Members, which discusses internal controls or other issues identified during the audit that concern the financial management of the Authority.

Authority Organizational Structure

The Board Members conduct a periodic review of the Authority's structure in order to determine what is working well and what might want to change in order to be more efficient, effective or responsible.

Monroe County Water Authority

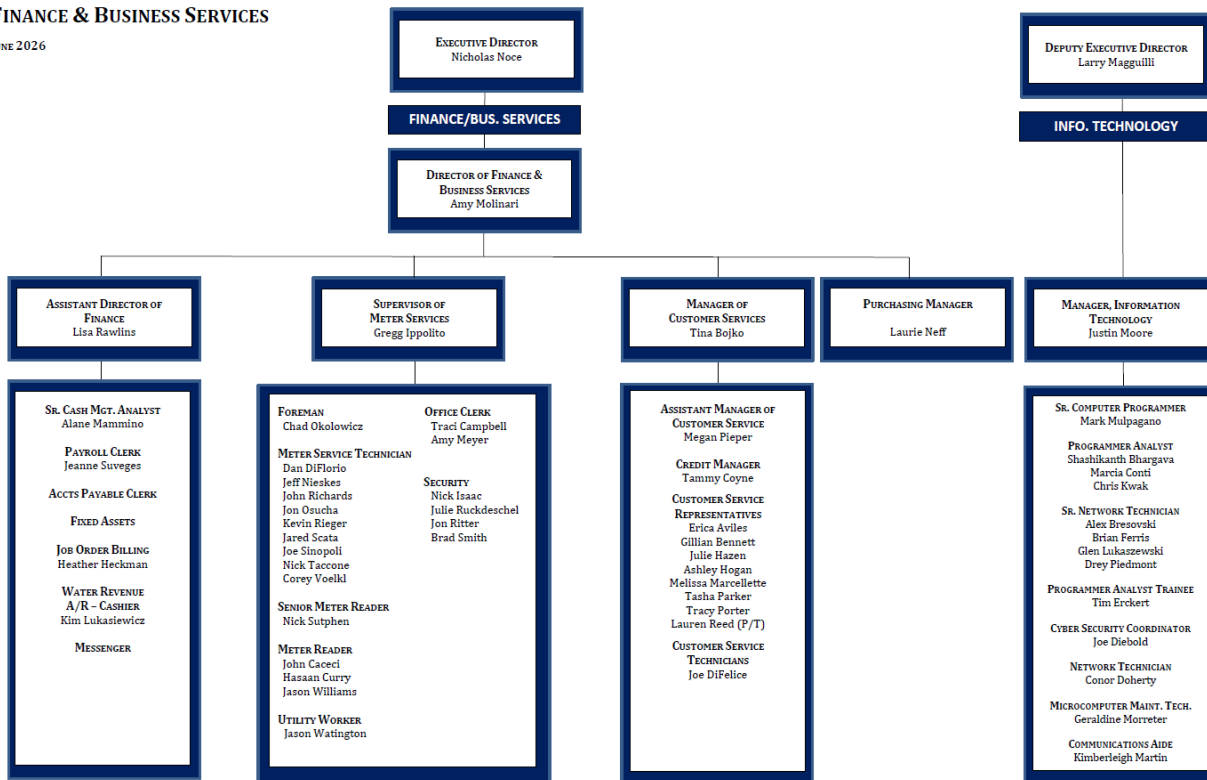
June 2026



Finance & Business Services Organizational Chart

FINANCE & BUSINESS SERVICES

JUNE 2026



Review of Policies and Procedures

The Board Members conduct a periodic review of the Authority's policies in order to determine what is working well and what practices the Authority may want to change in order to be more efficient, effective or responsible.

PERSONNEL POLICIES AND PROCEDURES

Personnel Programs – General

The Authority employs both Union and Non-Union employees based on the requirements of the position.

Employment and Personnel Records

Job Descriptions

The Authority periodically updates job descriptions in conjunction with Civil Service jobs descriptions.

Recruitment and Selection

As a governmental agency, the Authority's recruitment and selection process follows the guidelines established by union contracts and civil service requirements as designated by the position. The Board of Directors confirms all new hires and salaries.

New Hire Orientation

The Personnel department coordinates and confirms that all required new hire forms in the New Hire Package are completed prior to employment. The Personnel department sets up new hires in the internal payroll system.

Benefit Processing

Workers Compensation – Workers' compensation is a self-insured program. The eligible employee receives their net take-home salary for regularly scheduled hours. The insurance premium is allocated to the cost centers through the payroll system.

Disability Insurance – Employees receive 40% of their total pay each week after five sick days. Employees are allowed to offset the balance with sick, personal or vacation time. The employee submits a form from their physician verifying the disability to the Personnel department. The Personnel department notifies the Payroll Clerk for processing in the weekly payroll.

Retirement Benefits – Employees are covered under the New York State Employees' Retirement System. Tier 3 and Tier 4 employees must contribute a percentage of gross earnings

for 10 years of membership in the retirement system. Tier 5 and Tier 6 employees must contribute a percentage of gross earnings during employment. In addition, the Authority makes an annual payment to the system for all employees based on a percentage of gross wages as determined by the NYS Retirement System.

Health Insurance – The Personnel department is responsible for processing the monthly payment to the insurance carriers, through Accounts Payable. Contribution is based on the union agreement or other Authority policies.

Training

The Authority shall arrange for appropriate training for all involved, including new Members, officers and employees.

Evaluation

It is the Authority's policy to evaluate all employees annually.

Employee Files

The Personnel department stores all employee files in locked cabinets.

Compensation and Classification

Hourly / Salary / Exempt

The Union contracts and the Board of Directors regulate salaries and wages.

Payroll

It is the Authority's policy to process payroll timely and accurately. Payroll processing is the responsibility of the Finance & Business Services Department (Finance department).

Payroll Master Files

The Authority utilizes an internal software package that is integrated with the Personnel department. The Payroll Clerk and the Personnel department are responsible for maintaining the payroll tables. The Information Technology (IT) and Personnel departments update annual changes to the pay rates. The Personnel department is responsible for updating individual employee information including pay codes and deduction codes. All changes generate a change report which is reviewed by Personnel and the Director of Finance & Business Services, or designee.

Payroll Processing

The Authority payroll period is Monday through Sunday, and payroll is processed weekly. Each employee completes a timecard and/or electronic time sheet and submits it to their direct supervisor for approval. The Payroll Clerk enters any exceptions to the standard

work week for each employee, including any sick, vacation, or personal time used. Once payroll is processed, the IT department prints the checks, which are signed by another member of the Finance department accounting staff using the check signing machine. The Payroll Clerk sends the NACHA (direct deposit) file to the bank electronically. Payroll registers are reviewed by the Director of Finance & Business Services, or designee.

Payroll Taxes and Deduction Payments

It is the Authority's policy to submit payments for NYS taxes, federal taxes and deferred compensation electronically. All other payments, including garnishments, are generated with the paychecks during the payroll process.

NYS Retirement Reporting

NYS Retirement reporting is done monthly after the last Sunday of each month. The file and related payments are handled electronically.

Quarterly Returns

The Payroll Clerk prepares the quarterly Federal form 941 and New York State form NYS-45 payroll tax returns and reconciles all quarterly returns to the year-end totals.

Time Off

It is the Authority's policy that employees accrue one sick day per month. Vacation time is posted to the employee's vacation bank the 1st of the month of the employee's anniversary. Executive staff accrues vacation monthly. Each full-time employee is also credited with five days personal leave each year. The Payroll Clerk enters time used weekly during the payroll process.

FINANCE AND ADMINISTRATION

The Director of Finance & Business Services, or designee, is responsible for managing all financial transactions. The Finance department utilizes internally designed software for recording all revenue, expenses, fixed assets and financial reporting. The IT department maintains the security of the electronic files and programs (Systems) and implements any modifications as required. The IT department performs a full back up of the system monthly and performs a differential backup five times a week. A differential backup is a copy of only those files that have changed since the previous differential backup. The backups are stored offsite at a secure environmentally-controlled site, weekly. This process includes preserving electronic records, ensuring data compatibility when systems change, and creating an appropriate records retention policy.

Revenue and Receivables

Revenue

The Authority has two main revenue classifications, water and water related revenue. The Authority has the following procedures in place to ensure the accurate and timely processing of revenue.

Water Revenue Procedures

Customer Services is responsible for billing water related revenue for residential, commercial and wholesale services.

Residential and Small Commercial Services

Residential services are billed quarterly. MCWA customers are responsible for submitting a meter read to the Authority, using the company-provided meter card, entering the read into the Authority's web page, or by calling in the read to Customer Services or the Authority's 24-hour meter read call-in system. In addition, an increasing number of new meters are read electronically by the Authority's Meter Services. If no read is received by billing time, the read is estimated.

Commercial Services

Non-residential / large commercial services are billed monthly. The Authority's Meter Services department reads these meters monthly.

Wholesale Services

The Authority's Meter Services reads these meters monthly. The meter reads are given to the Manager of Customer Services to calculate the bill. Finance department accounting staff enter the information into the water district billing system which generates the bills and related general ledger entries.

Grants, Subsidies & Contributions

The Authority's Finance Department ensures that grants, subsidies, and contributions received are properly recorded; accountings required as a condition of any grant are completed; and restrictions on the use of such funds, such as contributions given for a restricted purpose (e.g., donated land with use restrictions), are obeyed.

Temporary Hydrant Meter Sets

Meter Services collects a deposit from the customer and processes all permits and paperwork prior to issuing a work order for the meter and reduced pressure zone backflow preventer (RPZ) set. The Authority's Meter Services sets the meter and RPZ on the requested hydrant. After the meter and RPZ are removed per the customer's request, Meter

Services calculates all charges and submits the paperwork to the Finance department accounting staff. The customer is charged for water consumption, daily base charge, damages to any equipment, and for each time the meter and RPZ were moved to a different hydrant. Any charges that exceed the deposit amount are billed to the customer via a manual bill. Any remaining credit amount is refunded to the customer.

Customer Refunds

Customer refunds are mostly due to transfer of services. It is the Authority's policy to issue refunds for amounts over \$10.00. Balances that are less than \$10.00 are written off. Accounts with a credit balance less than \$10.00 are issued a refund check at the customer's request.

Water Related Billing Procedures

The Authority will generate manual bills for water related service work such as service installations and repairs, as well as claims. For most of these services, the Engineering department receives a request for work to be done from the customer. Engineering then determines the fee to be charged based on the estimated time and material required. The Engineering department notifies the customer of the amount due, and the work does not begin until payment is received. A work-in process (WIP) job order (JO) number is created in the general ledger which collects the costs associated with the job. When the project is completed, Accounting reconciles the costs in the JO to the fee received, charging any difference (over or under) to income.

Accounting also generates manual bills for emergency repair work and claims utilizing JOs. Costs are collected in the JO as the work is performed. When Accounting is notified that the job is complete, a bill is prepared and sent to the customer.

Customer Receivables

All bills are due and payable when rendered. It is the policy of the Authority to process all payments timely and accurately. Customers may mail their payments to the Authority's lockbox bank or directly to the Authority. They may also pay in person at the Authority using the designated drop box, or pay electronically utilizing PC banking, through the MCWA website, utilizing E-Z Pay online or phone, or direct debit.

Daily Deposit Procedures

All payments received at the Authority are processed in the Water Revenue Accounts Receivable area. Once all payments are processed, the bank deposit is prepared. The checks and cash are recorded on the bank deposit slip and placed in a zippered bank bag to be delivered by the Authority's messenger to the bank.

Collections

Collections are handled by Customer Service. It is the policy of the Authority that all bills are due and payable when rendered. In case any water bill or charges provided are not paid within twenty (20) days following the rendering of the bill, the account will be deemed delinquent and, if not paid within sixty (60) days after such bill has become delinquent, the Authority or its agents shall shut off the water service to the customer. Service will not be reestablished until such unpaid charges, together with the charge for restoration of service, are paid in full.

Collections Process

The Authority has four types of collection processes: the residential water usage, large commercial, final bills, and claims. It is the Authority's policy to charge a 10% late charge on all accounts past due.

Residential Water Usage

Residential water billing is generated quarterly. Collection Notices are generated as follows:

- 1st Notice 2 weeks after the due date
 - 2nd Notice 2 weeks after the 1st notice
 - 3rd Notice Disconnect Notice, 2 weeks after the 2nd notice
- Issue door hanger or shut off 10 days after 3rd notice.

Large Commercial

Large commercial account billing is processed on a monthly basis. Collection for large commercial accounts is a manual process and handled on an individual basis.

Final Bills

The Authority does not differentiate between owners. If there is a past-due balance on the account at the time of a transfer, the balance remains on the account for the new owner, and a final bill is not issued. If the account is current at the time of the transfer, a final bill is issued. If that final bill is not paid, the amount is transferred to the previous owner's new account or any other account owned by the same customer. If the previous owner has moved outside of MCWA service area, a final notice is manually issued and if not paid, the balance is written off to bad debt.

Bankruptcy Notices

In the event a customer files bankruptcy, the Authority receives a notice and obtains a meter read, and Customer Services writes the balance off to bad debt. If the customer files for chapter 13 or chapter 11, the Authority submits a claim to the Bankruptcy Trustee for payment. If the bankruptcy is "dismissed", the Authority issues a letter to the debtor and transfers the debt back to the account for collection.

Water Service Shut Off

The Authority has the right to shut off service due to non-payment and for non-compliance.

Purchasing, Payables and Cash Disbursements

The Authority segregates the responsibility for purchasing and accounts payable into two areas, Purchasing and Accounts Payable. Purchasing is responsible for establishing and administering centralized purchasing services. Accounts Payable is responsible for processing invoices and issuing checks.

Purchasing

Refer to Purchasing/Procurement Guidelines.

Payables and Cash Disbursements

Vendor Master File

The Authority maintains a Vendor File for all vendors paid through Accounts Payable. The Authority will require a W9 to be on file for any new company receiving payment. Once the W9 is received, Accounts Payable will enter the company as a new vendor in the accounting system.

Invoice Processing

It is the Authority's policy to process all invoices timely and accurately. Invoices are matched to a receiving document and purchase order, or otherwise approved by management. The approved invoice is manually entered into the accounts payable system. Approved invoices are paid based on agreed upon terms, usually net 30 days. Discounts are taken where allowable.

Contractor Construction Projects

It is the Authority's policy to retain a certain percentage, usually 5%, of all contractor construction project expenses until the project is completed in full, or partially released at substantial completion.

Check Processing & ACH Payments

Payments to vendors are processed weekly by either issuing a check or initiating an ACH payment. For check payments, the Accounts Payable Clerk generates a Voucher report. Checks are printed by the IT department. The Accounts Payable Clerk prepares the checks for signing by another member of the Finance department accounting staff using the check signing machine. Checks are mailed at the end of the week. For ACH payments, the Accounts Payable Clerk sends the NACHA file to the bank electronically.

Processed payment backup is reviewed by the Director of Finance & Business Services, or designee. The original Vendor Payment Detail report is submitted to the Director of Finance & Business Services, or designee, for approval.

Credit Card Processing

The Authority has issued credit cards to various management/executive employees as outlined in the Purchasing and Procurement Guidelines (“Guidelines”). All purchases made through these credit cards are subject to the procurement thresholds outlined in the Guidelines as well as any terms and conditions outlined in the Travel and Reimbursement Policy (“Policy”). On a monthly basis the credit card bill is reconciled with the purchases made to ensure amounts are accurate and that all parties adhered to the Guidelines and the Policy. The Director of Finance & Business Services is responsible for making sure all transactions adhere to the Guidelines and Policy and shall have any purchases made specifically on behalf of the Director of Finance & Business Services approved by the Executive Director. The Executive Director shall have any purchases made specifically on behalf of the Executive Director reviewed and approved by the Director of Finance & Business Services and the Personnel Director.

Manual Checks

It is the Authority’s policy to only print manual checks when absolutely necessary. A manual check must be approved by the Director of Finance & Business Services, or designee. The Accounts Payable Clerk or Payroll System Specialist types the check and forwards it with backup to the Director of Finance & Business Services for signing, or if necessary, has another Accounting department employee sign it using the check signing machine.

1099’s

The Accounts Payable Clerk prepares all necessary IRS forms 1099 after the close of the year.

Budgeting

The Director of Finance & Business Services, or designee, is responsible for preparing the annual budget, with input and assistance from Department Heads and Executive Director.

Operating Expense Budget

The Director of Finance & Business Services, or designee, prepares a draft department expense budget for Department Heads via the Department Expense Budget application. The draft is sent to the Department Heads for review and changes. Changes are submitted back to the Director of Finance & Business Services or designee. A high-level four-year budget plan must be submitted each year through the NYS Authority Budget Office’s on-line “PARIS” information system as required under the 2009 Public Authorities Reform Act.

Labor Budget

Salaries

Department Heads submit the changes to the Director of Personnel, or designee, for review. The Personnel department submits changes to the Director of Finance & Business Services, or designee.

Benefits

The Director of Finance & Business Services, or designee, calculates fringe benefit rates based on anticipated amounts to be spent on personal insurance, NYS Retirement System, General Insurance, paid absence and other benefits.

Capital Budget

Department Heads submit capital project request forms to the Director of Finance & Business Services, or designee. The capital budget is detailed by project and includes the current year budget and five to seven years of projections.

Budget Approval

The Director of Finance & Business Services, or designee, compiles all of the budget information. The Director of Finance & Business Services, and/or designee, Department Heads and the Executive Director meet to review and discuss the completed budget. The budget package is submitted to the Board Members for approval.

Accounting

Accounting System

The Authority utilizes an internally developed General Ledger System maintained by the IT department. This system processes all General Ledger and Accounts Payable transactions.

Journal Entries

All journal entries entered into the General Ledger System need dual authorization. The following have authorization to approve journal entries up to the designated amounts.

(Senior) Cash Management Analyst	\$ 100,000
Assistant Director of Finance	2,000,000
Director of Finance & Business Services	Unlimited
Deputy Executive Director	Unlimited
Executive Director	Unlimited

Treasury Policy (Cash Management and Investments)

Investment Policy

The Authority has adopted a formal Annual Statement of Investment Policy which is reviewed annually.

Procedures and Internal Controls

The following procedures and internal controls are designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets or imprudent action by employees and officers of the Authority.

The Director of Finance & Business Services and designated Finance department personnel for the Authority are duly authorized to invest Authority monies pursuant to the New York Public Authorities Law and are trustees of Authority funds. The Authority has a matrix in place that establishes dollar limits for money management/wire transactions.

Employees shall be instructed to report any allegation of fraud or financial improprieties to the Audit Committee or its members.

Qualified Banks and Securities Dealers

The Authority conducts business only with banks, agents and registered investment securities brokers and dealers. Each Broker/Dealer and Financial Institution must complete a Request For Information document each year as required under the Authority's investment guidelines.

Risk Tolerance

Controlling and managing risk is the foremost portfolio management objective. The Authority strives to maintain an efficient portfolio by providing for the lowest level of risk for a given level of return.

The Authority shall maintain records with respect to long term liabilities (i.e., leases and employee benefit plans).

Reporting

The Director of Finance & Business Services submits quarterly and annual investment reports to the Board Members and the Executive Director.

Bank Reconciliation

It is the policy of the Authority to complete an account reconciliation of all bank and investment accounts on a monthly basis. The reconciliations are reviewed by the Director of Finance & Business Services or designee.

Property, Plant and Equipment and Other Capital Assets

Property and equipment is defined as fixed assets purchased for use in the business with an estimated useful life in excess of one year. Property and equipment is stated at cost less accumulated depreciation. The Authority's policy is to capitalize all property and equipment purchased with a value in excess of \$5,000.

New Purchases

The Project Manager submits a completed authorization form for a requested project to their Department Head, the Director of Finance & Business Services, and the Executive Director for approval.

Disposal/ Retirements

The Finance Department fixed asset staff records all retirements. The Fixed Asset staff prepares a journal entry to adjust the general ledger original cost and accumulated depreciation accounts.

Depreciation and Amortization

It is the Authority's policy to record all capital assets using the straight-line depreciation method. It is the Authority's policy to record an estimated depreciation expense monthly and reconcile depreciation general ledger accounts to the actual depreciation at the end of each year.

It is the Authority's policy to record monthly amortization on Capital Leases based on an estimate and to reconcile the general ledger amortization accounts at year-end.

Control of Property and Equipment

It is the Authority's policy to tag assets when practical, inventory all physical assets every five years, and dispose of any property in accordance with the Authority's Disposal Guidelines.

Financial Reporting

Month-End / Year-End Processing

Senior accounting staff are responsible for coordinating the month-end and year-end processing.

Financial Statement Processing:

Senior accounting staff are primarily responsible for generating the following Monthly Financial Statements:

- a. General Ledger Balance Sheet
- b. Summary of Department Expenses
- c. Project Management Report
- d. Statement of Revenues
- e. Consolidated Balance Sheet

- f. Detailed Statement of Revenues
- g. Operating Departments Expense Report

The Director of Finance & Business Services or designee review Detailed Statement of Revenues for reasonableness and check key items.

Financial Statement Distribution

The Director of Finance & Business Services submits quarterly and annual financial statements to the Board Members and the Executive Director. Monthly statements are available through the General Ledger System.

Officers, employees, and the public have a right to a copy of the Authority's annual financial report.