

MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting

Tuesday, December 7, 2010

9:00 a.m.

Attending:

Committee:

Clyde O. Benoy, Chairman
Kenneth Moore

Staff:

Nicholas Noce
Richard Metzger
Kathleen Eisenmann

Others:

Raymond Miller, Esq. of HS&E

The meeting of the Governance Committee was called to order by the Chairman of the Governance Committee, Mr. Benoy, at 9:10 a.m.

1. Discussion of the Annual Board Evaluation – The Governance Committee discussed Authority Budget Office (ABO) Policy Guidance No. 10-05 regarding the Annual Board of Directors Evaluation. Mr. Noce and Mr. Miller briefed the Committee on the ABO Policy Guidance, and the Committee agreed to forward the Model Board Evaluation Tool supplied by the ABO to the full Board for evaluation sometime in January 2011. This item was for informational purposes only.
2. Adopt Standard Work Day and Reporting Resolution for Board – Mr. Noce reviewed the Standard Work Day and Reporting Requirement Compliance Checklist as required by the New York State (NYS) Office of the State Comptroller, further explaining that this is applicable to Authority Board Members who participate in the NYS Retirement System. After discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Moore, seconded by Mr. Benoy and approved unanimously to adopt a Standard Work Day Resolution for recommendation to the full Board for adoption in the form as presented.
3. Annual Review and Adoption of Purchasing & Procurement Guidelines – Mr. Noce indicated to the Committee that the Purchasing Guidelines of the Authority must be readopted each year and staff suggested one revision to the guidelines, clarifying change orders and their applicability only to construction contracts.

Motion was made by Mr. Benoy, seconded by Mr. Moore and approved unanimously to recommend to the full Board for approval of the Purchasing & Procurement Guidelines, as revised and presented.
4. Update Employee Benefit Summaries – Mr. Noce discussed housekeeping changes for Committee review, indicative of current health plans and updates to the summaries as pertinent and consistent with the Authority's practices.

Motion was made by Mr. Benoy, seconded by Mr. Moore and approved unanimously to recommend to the full Board for its consideration.

5. Revised Responsibilities of Members and Officers – Mr. Noce indicated to the Committee that there was a one-word change to the policy regarding the newly approved MCWA Mission Statement; the insertion of the word “and” into the policy.

Motion was made by Mr. Benoy, seconded by Mr. Moore and approved unanimously to recommend to the full Board for approval of Responsibilities of Members and Officers, as revised and presented.

6. Execution of Main Extension Agreements – Mr. Metzger briefly informed the Committee of the Authority’s current practices and recent history of Main Extension Agreements over the past year. After discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Moore, seconded by Mr. Benoy and approved unanimously to recommend to the full Board for approval, authorizing the Executive Director, or Executive Engineer or Director of Engineering to execute Main Extension Agreements where the cost of betterments funded by the Water Authority is less than \$15,000.

The next meeting of the Governance Committee was tentatively scheduled for Tuesday, February 1, 2011 at 9:30 a.m.

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There being no further business to come before the Governance Committee, the meeting was adjourned at 9:40 a.m.

Kathleen A. Eisenmann
Secretary to the Authority