

MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, July 11, 2019
9:30 a.m.

Board Room, General Offices, 475 Norris Drive, Rochester, New York

Roll Call

Pledge of Allegiance

#19-130 Approve minutes of the Authority's Regular Meeting held on June 13, 2019.

Moved By:
Seconded By:
Voice Vote:

#19-131 Accept list of disbursements on check registers dated June 12, June 19, June 26 and July 2, 2019, which were forwarded to the Authority Members for their review.

Moved By:
Seconded By:
Voice Vote:

#19-132 Accept Purchase Order List of materials and supplies for the period June 4, 2019 through July 2, 2019 in the amount of \$458,753.

Moved By:
Seconded By:
Voice Vote:

COMMUNICATIONS

COMPENSATION COMMITTEE REPORT

#19-133 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Jeffrey Krahe to the position of Laborer in the Facilities, Fleet and Operations Department at Group 1, Schedule 4, Step 1 effective July 29, 2019.

Moved By:
Seconded By:
Roll Call Vote:

#19-134 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Andrew Pangrazio to the position of Laborer in the Facilities, Fleet and Operations Department at Group 1, Schedule 4, Step 1 effective July 22, 2019.

Moved By:
Seconded By:
Roll Call Vote:

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#19-135 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of MaryAnn Hussar to the title of Communications Aide, effective July 15, 2019 at Group 4, Schedule 3.

Moved By:
Seconded By:
Roll Call Vote:

#19-136 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Permanent Appointment of Amy Molinari to the title of Director of Finance/Business Services effective July 15, 2019 at Group 3, Schedule 6.

Moved By:
Seconded By:
Roll Call Vote:

#19-137 Authorize the **award of a unit price contract** for the SCADA Virtual Private Network Telecommunications Services to Frontier Communications of America, Inc., in the amount of \$130,850 per year for a five year period.

Moved By:
Seconded By:
Roll Call Vote:

#19-138 **Authorize execution of 40-year Retail Lease Agreement** with the Town of Pavilion.
WHEREAS, the Authority is operating the Town of Pavilion’s water system in accordance with the existing Retail Lease Agreement dated September 11, 2003; and

WHEREAS, the Town is seeking federal funding for the new water districts; and

WHEREAS, the Town of Pavilion has requested a renewal of the Retail Lease Agreement with the Authority for a new forty (40) year term.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY WATER AUTHORITY:

To authorize the execution of a 40-year Retail Lease Agreement with the Town of Pavilion.

Moved By:
Seconded By:
Roll Call Vote:

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#19-139 **Authorize the Executive Director to enter into a Water District Extension Agreement** with the Town of Pavilion for the construction of a new water storage tank.

Moved By:
Seconded By:
Roll Call Vote:

#19-140 **Authorize the award of the Standby Generator Optimization – Phase 1 unit price contract** to the low responsive, responsible bidder, Concord Electric Corporation for the bid amount of \$243,000.

Moved By:
Seconded By:
Roll Call Vote:

#19-141 **Authorize re-bid award for the purchase of (3) new Overhead Door Replacements** from the low responsive, responsible bidder, Alliance Door in the bid amount which includes installation, of \$18,817.

Moved By:
Seconded By:
Roll Call Vote:

#19-142 **Authorize multiple change orders to the Agreement with Crosby-Brownlie, Inc.** for construction of the Scrubber Installation at the Shoremont Water Treatment Plant for an estimated maximum cumulative amount of \$30,000.

Moved By:
Seconded By:
Roll Call Vote:

#19-143 WHEREAS, the Monroe County Water Authority (the “Authority”) has studied whether it should now **standardize on Watson Marlow Fluid Technology Group (“Watson Marlow”) chemical pumps** in order to maintain the efficiency, compatibility, and reliability of the Authority’s large and more complex chemical storage and feed systems (“chemical systems”), primarily located at the Authority’s Shoremont and Webster Water Treatment Plants, Denise and Parrish Reservoirs, and other select booster pumping stations and storage facilities, and

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

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

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

WHEREAS, upon the recommendation of the Authority’s Production and Transmission Department, the Authority has determined that Watson Marlow chemical pumps are the most

efficient and economic equipment currently available for the Authority's large and more complex chemical systems.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of chemical pumps and for the reasons stated above, all purchases or procurements by the Authority of chemical pumps, specifically for the Authority's large and more complex chemical systems located at the Shoremont and Webster Water Treatment Plants, Denise and Parrish Reservoirs, and other select booster pumping stations and storage facilities, and any ancillary equipment must be Watson Marlow.
2. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

Moved By:

Seconded By:

Roll Call Vote:

#19-144

WHEREAS, the Monroe County Water Authority (the "Authority") has studied whether it should now **standardize on Blue-White Industries, LTD ("Blue-White) chemical pumps** in order to maintain the efficiency, compatibility, and reliability of our small and less complex chemical storage and feed systems ("chemical systems") primarily located at the Authority's remote booster pumping stations and storage facilities, and select systems at our water treatment plants, and

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

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

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

WHEREAS, upon the recommendation of the Authority's Production and Transmission Department, the Authority has determined that Blue-White chemical pumps are the most efficient and economic equipment currently available for the Authority's small and less complex chemical systems.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of chemical pumps and for the reasons stated above, all purchases or procurements by the Authority of chemical pumps, specifically for the Authority's small and less complex chemical systems located at the Authority's remote booster pumping stations and storage facilities, and select systems located at the water treatment plants, and any ancillary equipment must be Blue-White.

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2. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

Moved By:

Seconded By:

Roll Call Vote:

#19-145

RESOLUTIONS AUTHORIZING LEGAL COUNSEL PROFESSIONAL SERVICES

WHEREAS, each year the Monroe County Water Authority (the “Authority”) reviews confidential employee disclosure forms; and

WHEREAS, earlier this year, one such form required further review, but the Authority’s general counsel firm had to recuse itself; and

WHEREAS, the Authority decided to hire special counsel to conduct a confidential review and advise the Authority; and

WHEREAS, it was estimated that the review would be under \$15,000 and, pursuant to the Authority’s Professional Services Policy and Procedures (the “Policy”), could be approved by staff without Board approval; and

WHEREAS, attorneys at the firm of Tully Rinckey PLLC (the “Firm”) had previously served as special counsel on Authority matters and were found to have the knowledge and experience necessary to assist with the review; and

WHEREAS, earlier this year, the Firm submitted invoice #273386 for \$8,280, and the Executive Director of the Authority authorized payment thereof; and

WHEREAS, the Firm later submitted invoice #280214 for an additional \$9,712.95, which pushed the total amount above the \$15,000 limit requiring Board approval.

NOW, THEREFORE, BE IT RESOLVED:

1. The Members of the Authority hereby ratify the payment of invoice #273386 and approve the payment of invoice #280214.
2. The Members of the Authority hereby ratify all other actions taken regarding engaging the Firm as special counsel.
3. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Authority with the foregoing resolutions.

Moved By:

Seconded By:

Roll Call Vote:

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#19-146 Authorize the **purchase of Dell Servers under the NYS OGS Umbrella** Hardware Contract Group 73600 – Award 22802 for an estimated total cost of \$50,000.

Moved By:
Seconded By:
Roll Call Vote:

#19-147 The Members of the Authority expressly make the following determinations for all awards of Procurement Contracts made during this meeting: (i) the proposed awardee has been found to be responsible; (ii) the proposed awardee complied with the State Finance Law provisions regarding Permissible Contacts (as defined in the Authority's Procurement Disclosure Policy); (iii) the proposed awardee has (or will prior to the final award being effective) complied with the State Finance Law provisions that require disclosure of all information required to be in the Authority's Solicitation Materials (as such term is defined in the Authority's Procurement Disclosure Policy); and (iv) the procurement process did not involve conduct that is prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy, and the Authority's Code of Ethics and Conflict of Interest Policies.

Moved By:
Seconded By:
Roll Call Vote:

GOVERNANCE COMMITTEE REPORT

#19-148 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Policy Regarding Service Awards Program**.

Moved By:
Seconded By:
Roll Call Vote:

#19-149 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Food Expenditure & Reimbursement Policy**.

Moved By:
Seconded By:
Roll Call Vote:

#19-150 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Travel & Expense Reimbursement Policy**.

Moved By:
Seconded By:
Roll Call Vote:

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#19-151 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Policy Regarding Time & Attendance for Management Employees.**

Moved By:
Seconded By:
Roll Call Vote:

#19-152 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Policy Regarding Compensation & Reimbursement for Management Employees.**

Moved By:
Seconded By:
Roll Call Vote:

#19-153 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Policy Regarding Acquisition and Assignment of Mobile Communication Devices.**

Moved By:
Seconded By:
Roll Call Vote:

#19-154 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Whistleblower Policy.**

Moved By:
Seconded By:
Roll Call Vote:
