

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, May 9, 2019
9:30 a.m.**

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

9:30 a.m. The Chairman called this Regular Meeting to order.

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

Members present (6): S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison

Members absent (1): R. Hurlbut

Staff present:

N. Noce, Executive Director; M.A. Hussar, Secretary to the Authority; R. Metzger, P.E., Chief Engineer; S. M. Savage, P.E., Dir. of Engineering; L. Magguilli, Assistant to Exec. Dir.; D. Hendrickson, Dir. of Human Resources; C. LaManna, Dir. of Production and Transmission; G. Jablonsky, Dir. Information Technology, A. Molinari, Acting Dir. of Finance

General Counsel present: E. Hebert, Atty. HS&E

Monroe County Legislative Liaison present: (0)

Guest/s: Mr. Edward Marcus, Amawalk Consulting Group

Packets containing detailed information on Agenda items were distributed in advance of meeting date to each Member, Executive Staff and Counsel for their prior review.

Pledge of Allegiance - lead by Chairman Nasca

#19-089 Approve minutes of the Authority's Regular Meeting and Annual Meeting both held on April 24, 2019.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #19-089 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#19-090 Accept list of disbursements on check registers dated April 10, April 17, April 24 and May 2, 2019, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #19-090 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#19-091 Accept Purchase Order List of materials and supplies for the period April 4, 2019 through May 1, 2019 in the amount of \$703,094.

On a motion made by Ms. Mervis, seconded by Mr. Fero, the foregoing resolution #19-091 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

COMMUNICATIONS

Mr. Noce shared a letter to the Members of the Board from Richard J. Metzger, P.E. Chief Engineer regarding his notice of retirement, effective May 23, 2019. At that time Mr. Noce, Chairman Nasca, Board Members, and Executive Staff all took the time to acknowledge with immense gratitude, Mr. Metzger's outstanding contributions, reliability and integrity throughout his 30+ years of service with MCWA.

#19-092 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Autumn Ashley to the title of Engineering Technician, effective May 20, 2019, at Salary Schedule 5, Group 4, Step 1.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-092 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-093 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Daniel Austin to the position of Laborer in the Facilities, Fleet and Operations Department at an hourly rate of \$17.14 effective May 28, 2019.

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On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #19-093 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-094 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Pamela Bernardi to the title of Accountant, effective June 3, 2019 at Salary Schedule 3, Group 2.

On a motion made by Mrs. Volpe, seconded by Mr. Bernstein, the foregoing resolution #19-094 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

AUDIT COMMITTEE REPORT – Presented by Mr. Rulison, Committee Chairman

Mr. Rulison gave a detailed report on the Audit Committee Meeting held on May 2, 2019. The first item on the agenda was the review the Deferred Compensation Plan Audit for year ending December 31, 2018. He indicated that it was a clean audit and that it reflected an increase in employee enrollment over the previous year. The Audit Committee voted unanimously to accept the Audited Financial Statements of the Deferred Compensation Plan as presented and to forward to the full Board for its approval. Ms. Molinari then gave the Audit Committee an overview of the proposals received for general insurance renewals. She addressed questions and after further discussion, the Audit Committee voted unanimously to recommend forwarding to the full Board for its approval to authorize a professional services agreement with Brown & Brown of NY for placement of General Insurance Coverage, and any and all other related general Insurance Coverage matters that appear on today's May 9, 2019 Regular Board Meeting Agenda. Mr. Rulison concluded his report by mentioning the next Audit Committee meeting is scheduled for October 31, 2019 at 8:00 a.m., and that the minutes from the May 2 meeting will be available on the MCWA website when completed.

#19-095 Upon recommendation of the Monroe County Water Authority's Audit Committee, **accept the Independent Auditor's Report on the financial statements for the Deferred Compensation Plan** for the Employees of the Monroe County Water Authority for year ending December 31, 2018.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #19-095 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

Ms. Molinari addressed the Board by offering to answer any additional questions pertaining to the May 2 Audit Committee Meeting and/or items #19-096 and #19-097. Ms. Molinari responded to a question from Chairman Nasca relating to Broker of Record responsibilities for the MCWA's general insurance program.

#19-096 Upon recommendation of the Monroe County Water Authority's Audit Committee **Authorize the execution of a Professional Services Agreement with Brown & Brown of NY Inc. for Placement of General Insurance Coverage, to serve as Broker of Record and for provision of risk management services** for a period of 1 year; the fee for this service is \$50,000. Brown & Brown of NY Inc. is designated as Broker of Record for MCWA's general insurance program for coverage commencing July 1, 2019.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-096 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-097 Upon recommendation of the Monroe County Water Authority's Audit Committee, **Approve proposal as submitted by broker, Brown & Brown of NY Inc. and authorizing to place insurance coverage** to include: General Liability insurance, Public Officials Liability insurance, Employment Practices Liability insurance, Property insurance, Inland Marine insurance, Vehicle insurance, Crime insurance, Flood and Earthquake insurance, Pollution insurance, Owners Contractors Protective insurance, Travel Accident insurance, and Umbrella Excess Liability insurance with the limits of liability and deductibles as proposed and including any fees for service, for an estimated total cost of \$459,171.

Additionally, Brown & Brown of NY Inc. is directed to obtain quotations for an additional \$40,000,000 of Excess Liability coverage, net of commission, due to MCWA no later than May 27, 2019. The term for insurance coverage is July 1, 2019 through June 30, 2020.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-097 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

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For item #19-098, Mr. LaManna reviewed for the Board the request for proposals/qualifications process that occurred for the Asset Management Software Consulting Services project. He indicated that five (5) firms submitted proposals and the selection committee is recommending award to Barton & Loguidice, DPC. Mr. LaManna then responded to a question from Chairman Nasca, relating to estimated budget +/- allowances for the project.

#19-098 Authorize the Executive Director to enter into a **professional services agreement with Barton & Loguidice, DPC** for the Asset Management Software Consulting Services Project with the estimated budget amount of \$35,000 for software upgrade, training, and evaluation services.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #19-098 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

In discussion of item #19-099 Mr. Savage briefed the Board on the project's scope of work and stated that there were (6) bidders. He also indicated that the low responsive, responsible bidder, Amstar of Western New York, Inc. has successfully completed work for the Authority in the past.

#19-099 Authorize the **award of a unit price contract for the Baker Hill Tank Rehabilitation** project to the low responsive, responsible bidder, Amstar of Western New York, Inc. in the bid amount of \$530,000.

On a motion made by Mr. Fero, seconded by Mrs. Volpe, the foregoing resolution #19-099 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. Savage addressed the Board on item #19-100 detailing the Authority's subscriptions and AutoCAD utilization as well as services included in the maintenance and support section of the subscriptions.

#19-100 Authorize the **purchase of AutoCAD subscriptions from SHI International Corp.**, (NYS Contract No. PD67647, Group No. 73600, Award No. 22876) for a quoted amount of \$17,015.33.

On a motion made by Ms. Mervis, seconded by Mr. Bernstein, the foregoing resolution #19-100 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. Jablonsky briefed the Board on item #19-101 stating that this is an annual renewal request for technical support contracts for existing Oracle licenses.

#19-101 Authorize the **renewal of annual support contracts** for existing Oracle licenses from Oracle Corp. under NYS OGS Contract #PM20940 for an estimated total cost of \$24,500.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #19-101 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. Noce addressed the Members on item #19-102 stating that this is an annual contract that is renewed utilizing the County of Monroe's Automotive Parts and Supplies contract for MCWA vehicles as needed.

#19-102 Authorize the **use of Automotive Parts and Supplies Contract BP #0312-16**, (SAP Contract #4700007341) held by the County of Monroe (currently awarded to Nu-Way Auto Parts) for various parts and supplies for MCWA vehicles at an estimated cost of \$50,000 to be ordered as needed, through the current contract period ending April 30, 2020.

On a motion made by Ms. Mervis, seconded by Mr. Fero, the foregoing resolution #19-102 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. Noce also addressed the Board on item #19-103 indicating these items are used in every day MCWA work and that this request is for annual supply purchases.

#19-103 Authorize a **unit price contract award for the purchase of Mechanical Joint Fittings & Accessories** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$102,337.73 based on estimated quantities. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #19-103 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

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Mr. Noce briefed the Board on item #19-104 stating that this purchase is to replace a 15+ year existing MCWA unit.

#19-104 Authorize **bid award for the purchase of one 2019 Genie Trailer-Mounted Z-Boom Man Lift, Model TZ50** from the low responsive, responsible bidder, Skyworks Equipment, in the bid amount of \$46,400.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #19-104 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-105 Authorize the **use of Monroe County Contract #0911-18** (#4700007496) currently awarded to Davis-Ulmer, to provide labor and materials related to the Authority’s Fire Sprinkler System, Flushing and Fire Head Replacement project at an estimated cost to not exceed \$51,750.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-105 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-106 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.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-106 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

For item #19-107, Ms. Molinari addressed the Members in discussion of this report, which was enclosed in their packets of information on agenda items distributed in advance of meeting date for their prior review.

#19-107 Approve the Authority’s **1st Quarter Investment Report** for the period ending March 31, 2019, as presented.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #19-107 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.

For item #19-108, Mr. Noce explained that the purpose of this resolution is in updating the Standard Work Day and Reporting in compliance with requirements by the NYS Office of State Comptroller, applicable to Authority Board Members who participate in the NYS Retirement System. It is being updated at this time to reflect Mr. Rulison’s recent re-appointment as a Member of the MCWA Board of Directors.

#19-108 BE IT RESOLVED, that the Monroe County Water Authority (the “Authority” hereby establishes the following standard work day for Members of the Authority, effective June 10, 2019, and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Secretary of this body:

Name	Standard Work Day (Hours/Day)	Term Begins/Ends	Participates in the Authority’s Time Keeping System (Y/N)	Days/ Month (Based on Record of Activities)
Title: Members of the Authority				
Matthew J. Fero	Six (6)	1/09/18 – 1/01/22	N	2.00
Joseph R. Rulison	Six (6)	3/12/19 – 4/01/24	N	2.44
Wendy Bleier-Mervis	Six (6)	6/13/17 – 4/01/21	N	2.20

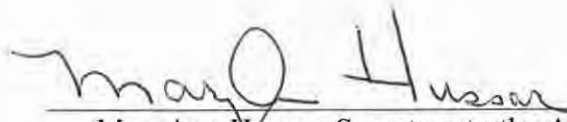
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On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-108 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, A. Bernstein, W. Bleier-Mervis, J. Rulison); Nays: 0.


Presented for Board Members' informational purposes:

- Mr. Edward Marcus, Amawalk Consulting Group delivered an informative presentation to the Members on the Cost of Service Study results.
- In Board folders for review:
 - MCWA Quarterly Claims Report – Period ending: March 31, 2019.
 - Notification of hiring Temporary Student Interns and/or Seasonal Employees at this time.
 - Notification of Employee separations since April 24, 2019 Meeting.
 - Any routine monthly updates.

There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 10:13 a.m.



MaryAnn Hussar, Secretary to the Authority



Scott D. Nasca, Chairman