

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, AUGUST 8, 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 (7): S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison

Staff present: N. Noce, Executive Director; L. Magguilli, Assistant to the Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; R. Benshoff, Executive Director of Operations; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; G. Jablonsky, Director of Information Technology.

General Counsel present: E. Hebert, Attorney – Harter Secrest & Emery

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

Pledge of Allegiance – lead by Chairman Nasca

#19-156 Approve minutes of the Authority's Regular Meeting held on July 11, 2019.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #19-156 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0.

#19-157 Approve list of disbursements on check registers dated July 10, July 17, and July 24, 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 #19-157 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0.

#19-158 Approve Purchase Order List of materials and supplies for the period July 3 through July 30, 2019 in the amount of \$111,477.83.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-158 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0.

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce directed the Board's attention to a memo he distributed on customer feedback. Mr. Noce advised the Board that whenever a rate payer interacts with one of our Meter Services technicians or Customer Service representatives, they are invited to participate in a brief customer satisfaction survey. He was pleased to report that we have received many positive responses and that some of them were highlighted in the memo.

Mr. Noce announced that Amy Molinari, Director of Finance & Business Services, has been nominated one of Rochester Business Journal's *40 Under 40*. He will be forwarding a letter of recommendation to the Selection Committee on her behalf.

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#19-163 Authorize the purchase of various **Ford Vehicle Parts and/or Supplies**, ordered as needed, for maintenance and repair of Water Authority vehicles utilizing Monroe County Contract #0601-17 from vendor awarded **Emerling Ford, Inc.** (#4700007408) for an estimated amount of \$20,000 through the contract period ending July 31, 2019.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #19-163 was duly put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-164, Mr. LaManna briefed the Members that four new pumps are needed to replace existing pumps at the Denise Reservoir, which are now 20 years old and have reached the end of their service life. We have previously standardized on Watson Marlow chemical pumps.

#19-164 Authorize the purchase of four (4) new **Watson Marlow chemical metering pumps** from Falleson Associates, Inc. for an amount not to exceed \$35,000. Falleson Associates, Inc. is the sole authorized vendor of Watson Marlow chemical pumps in Monroe County.

On a motion made by Mr. Bernstein, seconded by Mr. Hurlbut, the foregoing resolution #19-164 was duly put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-165, Mr. LaManna again addressed the Members regarding the purchase of an Uninterruptible Power System (UPS) to be installed at our Shoremont Water Treatment Plant. He advised the Board this critical piece of equipment is vital in maintaining continuous power to all our systems. The UPS will be purchased from the low responsive bidder, a local company, and installed by Shoremont staff.

Chairman Nasca inquired whether the rising water levels of Lake Ontario have had any adverse impact on the Authority's low lift pump stations. Mr. LaManna stated that we have experienced no negative effects thus far.

#19-165 Authorize the award of an **Uninterruptible Power System** contract to the low responsive, responsible bidder, **Hi-Tec Computer Power, Inc.** for the bid amount of \$16,436.90.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, the foregoing resolution #19-165 was duly put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-166, Mr. Savage explained the need for new fencing and repairs to existing fencing at some of our facilities. He stated that we have worked with New York State Fence in the past and they have done a good job.

#19-166 Authorize the award of a **unit price contract** for the **Site Security Fence Installations** Contract to the low responsive, responsible bidder, **New York State Fence, Inc.** in the bid amount of \$80,382.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #19-166 was duly put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-167, Mr. Noce addressed the Board regarding acceptance of the final rate study completed by Amawalk Consulting Group. The Authority will utilize their report as a guide in establishing our rate schedule based on their recommendations.

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Mr. Nasca questioned Mr. Noce as to the length of our contract with this consultant. Mr. Noce answered that we executed a three year contract with Amawalk Consulting Group approximately six months ago.

#19-167 Accept the final *Cost of Service Study* prepared by **Amawalk Consulting Group, LLC** dated April 5, 2019.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-167 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

#19-168 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. Hurlbut, seconded by Mr. Bernstein, the foregoing resolution #19-168 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-169, Mr. Noce again addressed the Board regarding the addition of Amy Molinari as a member of the Authority's Deferred Compensation Committee. Ms. Molinari is the Director of Finance & Business Services, and past employees in this title have been a member of this Committee. The committee is comprised of management personnel and one union representative.

#19-169 The Authority's **Deferred Compensation Committee** shall be comprised of the following employees: Nicholas Noce, Diane Hendrickson, Raymond Benschhoff, Amy Molinari, and Joseph Fiannaca.

On a motion made by Ms. Mervis, seconded by Mr. Rulison, the foregoing resolution #19-169 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-170, Ms. Molinari addressed the Members in discussion of this report, which was enclosed in their packets of information and distributed in advance of the meeting date for their prior review.

#19-170 Approve the Authority's **2nd Quarter Investment Report** for period ending June 30, 2019 as presented.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #19-170 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

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For Item #19-171, Ms. Molinari addressed the Members in discussion of this report, which was enclosed in their packets of information and distributed in advance of the meeting date for their prior review.

#19-171 Approve the Authority's 2nd Quarter Financial Report for period ending June 30, 2019 as presented.

On a motion made by Mr. Bernstein, seconded by Mr. Hurlbut, the foregoing resolution #19-171 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

AUDIT COMMITTEE REPORT – Presented by Mr. Rulison, Chairman

Mr. Rulison reported that the Committee met on July 11, 2019 at which time they reviewed the proposed revisions to the *Accounting Policies and Procedures Manual*. The Committee agreed to the revisions and recommended forwarding to the full Board for their consideration. Mr. Rulison concluded with confirmation of the next Audit Committee meeting, slated for October 31, 2019.

For Item #19-172, Ms. Molinari addressed the Board in discussion of the proposed revisions to the *Accounting Policies and Procedures Manual*, which was enclosed in their packets of information and distributed in advance of the meeting date for their prior review.

#19-172 Upon recommendation of the Authority's Audit Committee, the Board hereby approves the *Accounting Policies & Procedures Manual* as revised and presented.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-172 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

EXECUTIVE SESSION

#19-ES 9:50 a.m. Chairman Nasca requested a motion to enter executive session under attorney-client privilege to discuss a personnel matter.

Moved by Mr. Fero, seconded by Mrs. Volpe, and put to a roll call vote, the Board unanimously agreed to enter executive session. AYES: (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, A. Bernstein, W. Bleier-Mervis, J. Rulison); NAYS: 0.

10:05 a.m. Motion to conclude executive session: Moved by Mr. Hurlbut, seconded by Ms. Mervis, the Board upon voice vote unanimously agreed to conclude executive session. No formal action was taken.

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For Board Members' notification purposes:

- Reminder of upcoming Board Members' Budget Workshop Sessions to be conducted in the month of September.

In Board folders for review:

- MCWA Quarterly Claims Report – Period Ending June 30, 2019.
- Any routine monthly informational reports and/or updates.

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There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 10:08 a.m.



Diane L. Hendrickson, Recording Secretary



Scott D. Nasca, Chairman