

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

THURSDAY, SEPTEMBER 12, 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, R. Hurlbut, W. Bleier-Mervis, J. Rulison

Members absent (1): A. Bernstein

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

#19-173 Approve minutes of the Authority's Regular Meeting held on August 8, 2019.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-173 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0.

#19-174 Approve list of disbursements on check registers dated July 31, August 7, August 14, August 21, and August 28, 2019, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #19-174 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0.

#19-175 Accept Purchase Order List of materials and supplies for the period July 31 through September 4, 2019 in the amount of \$197,900.55.

On a motion made by Ms. Bleier-Mervis, seconded by Mr. Rulison, the foregoing resolution #19-175 was put to a voice vote and unanimously carried. AYES: 6; NAYS: 0.

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce directed the Board's attention to a new Water Authority newsletter, literature regarding AMR water meters, and a brochure on "going paperless", which were created by Mary Ann Hussar.

For Item #19-176, Mr. Benshoff addressed the Board for purchase authorization under Monroe County Contract. He indicated this is a local tire supplier/vendor we have previously done business with. Related services include installation of large tires on backhoes and trucks.

#19-176 Authorize the purchase of various new tires and related services, to be ordered as needed, for MCWA vehicles utilizing Monroe County Contract #618-18 (4700007470) from vendor awarded Lewis General Tires, Inc. for an estimated total cost of \$100,000 through the contract period ending July 31, 2020.

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On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-176 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-177, Mr. Savage addressed the Board regarding the 2019 Roof Replacement Program. This involves the removal and installation of asphalt shingle roofing at three of our booster pump stations. Although the Water Authority has not done business with Ontario Exteriors, Inc., their qualifications and experience were determined to be satisfactory.

#19-177 Authorize the award of a unit price contract for the **2019 Roof Replacement Program** to the low responsive, responsible bidder, **Ontario Exteriors, Inc.**, in the bid amount of \$62,070.

On a motion made by Mr. Hurlbut, seconded by Mr. Fero, the foregoing resolution #19-177 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0.

For Item #19-178, Mr. Savage again addressed the Board regarding the Ridge Road West Water Main Replacement Project. The project involves the installation of approximately 7,000 lineal feet of 12" ductile iron water main on Ridge Road West in the Town of Parma. This is being done ahead of a NYSDOT capital project coming next year. The Authority has had a positive experience with Keeler Construction Co. in the past on highway-related projects.

#19-178 Authorize the award of a unit price contract for the **Ridge Road West Water Main Replacement Project** to the low responsive, responsible bidder, **Keeler Construction Co., Inc.** in the bid amount of \$1,531,928.

On a motion made by Mr. Rulison, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-178 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

In discussion of Items #19-179 and #19-180, Mr. Savage briefed the Board on entering into unit price contracts with T. Mina Supply East, Inc. for the purchase of PVC pipe and fittings; and zinc-coated ductile iron pipe, ductile iron fittings, valves, and miscellaneous materials. The Authority's Engineering Department oversees small, in-house water main installation projects, and the material required for these installations is not typically stocked in our Warehouse. We have purchased water service materials for many years from this vendor.

#19-179 Authorize the award of a unit price contract for **PVC Pipe and Fittings and Miscellaneous Materials** to the low responsive, responsible bidder, **T. Mina Supply East, Inc.**, for the bid amount of \$59,903.86. The contract may be renewed for four one-year terms at the mutual, written consent of the Authority and the vendor.

On a motion made by Mr. Hurlbut, seconded by Mr. Fero, the foregoing resolution #19-179 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

#19-180 Authorize the award of a unit price contract for **Zinc-Coated DIP, DI fittings, Valves and Miscellaneous Materials** to the low responsive, responsible bidder, **T. Mina Supply East, Inc.** for the bid amount of \$68,937.35. The contract may be renewed for four one-year terms at the mutual, written consent of the Authority and the vendor.

On a motion made by Ms. Bleier-Mervis, seconded by Mr. Rulison, the foregoing resolution #19-180 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

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For Item #19-181, Mr. LaManna advised the Board that the Authority has standardized on Allen-Bradley programmable controllers and stated that we continue to reconfirm standardization on same, most recently in February of this year. This is usually brought before the Board annually; however, he would like to request funding sufficient to last until the next standardization reconfirmation, in February of 2022. Horizon Solutions, LLC, with corporate headquarters in Rochester, is the sole authorized dealer in this region of New York State.

#19-181 Authorize the purchase of Allen-Bradley® Programmable Logic Controllers and ancillary equipment such as network interface cards, power supplies, input/output (I/O) cards, cabling and displays from Horizon Solutions, LLC through December 31, 2021 for an estimated total cost of \$75,000.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-181 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

For Item #19-182, Mr. Jablonsky addressed the Board regarding the leasing of seven (7) printers/large copiers for a three-year term utilizing the PEPPM Purchasing Alliance. The devices will be replacements for those whose current leases are expiring at the end of this month. Canon products were selected for better efficiencies, better maintenance, and savings in the long run.

#19-182 Authorize the leasing of seven (7) Canon Printers/Large Copiers from United Business Systems-NY, utilizing PEPPM Technology Cooperative Purchasing Program for a three-year term under Contract No. 528897-044, for an estimated total cost of \$60,000.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #19-182 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

#19-183 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 Mrs. Volpe, the foregoing resolution #19-183 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0

For Item #19-184, Mr. Savage briefed the Board on a settlement agreement between the Authority and a tank painting contractor. Our West Main Tank in Le Roy experienced a failure of the internal coating. Mr. Savage fielded questions posed by various Board Members as to the coating material and possible causes of the failure. It was deemed in the best interest of the Authority to negotiate a settlement agreement with the contractor rather than risk the expense of litigation with no certain outcome.

#19-184 Authorize the Executive Director to execute a Settlement Agreement with Global Contracting and Painting, Inc. for repairs to the interior coating of the West main Street Tank in the Village of Le Roy.

On a motion made by Mr. Hurlbut, seconded by Mr. Bernstein, the foregoing resolution #19-184 was put to a roll call vote and unanimously carried. AYES: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); NAYS: 0.

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COMPENSATION COMMITTEE REPORT – Presented by Ms. Bleier-Mervis, Chairperson

Ms. Bleier-Mervis reported that the Committee met on August 29, 2019, at which time they reviewed proposed changes to the Compensation Philosophy. A representative from Burke Group explained how executive, management, and confidential positions were evaluated based on updated job descriptions provided by the Authority and compared to similar job markets. Recommendations were made to change the compensation structure and merit increase guidelines. No formal action was needed for this item. Ms. Bleier-Mervis concluded her reporting, saying that it was agreed to convene another Committee meeting on Tuesday, September 24, 2019 at 9:00 a.m., which had previously been scheduled for September 16. In addition, the November 7, 2019 meeting date has been moved to November 4 at 9:00 a.m. Minutes of the Compensation Committee's August 29 meeting are currently available for viewing on the MCWA website.

Presented for Board Members' notification purposes:

- Reminder of upcoming Compensation Committee Meeting on September 24, 2019.
- Reminder of upcoming Finance Committee Meeting on October 3, 2019.

In Board folders for review:

- MCWA Preliminary 2020 Budget
- Human Resources Notifications
- Routine monthly informational reports and/or updates.

There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 10:00 a.m.



Diane L. Hendrickson, Recording Secretary



Scott D. Nasca, Chairman