



To: Board Members Date: November 7, 2019

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, November 14, 2019 @ 9:30 a.m.  
Board Room, 475 Norris Drive**

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**AGENDA ITEMS:**

1. Personnel Items

There are resolutions on this Agenda to confirm the following three (3) new hire appointments. Recommendation memorandums for these appointments and their employment applications are enclosed for Board review:

- Appointment of Mark Cardinale to the title of Utility Worker in the Facilities, Fleet Maintenance, and Operations Department, working in the Warehouse. Mr. Cardinale interviewed favorably for this position and has several years' experience in shipping and receiving.
- Appointment of Christian Cooper to the title of Laborer in the Buildings & Grounds unit of our Facilities, Fleet Maintenance & Operations Department. Mr. Cooper interviewed well and was found to be well-suited for this position.
- Appointment of David Dingeldine to the title of Senior Automotive Mechanic in the Facilities, Fleet Maintenance, and Operations Department, working in the Vehicle Shop. Mr. Dingeldine has many years' vehicle maintenance experience.

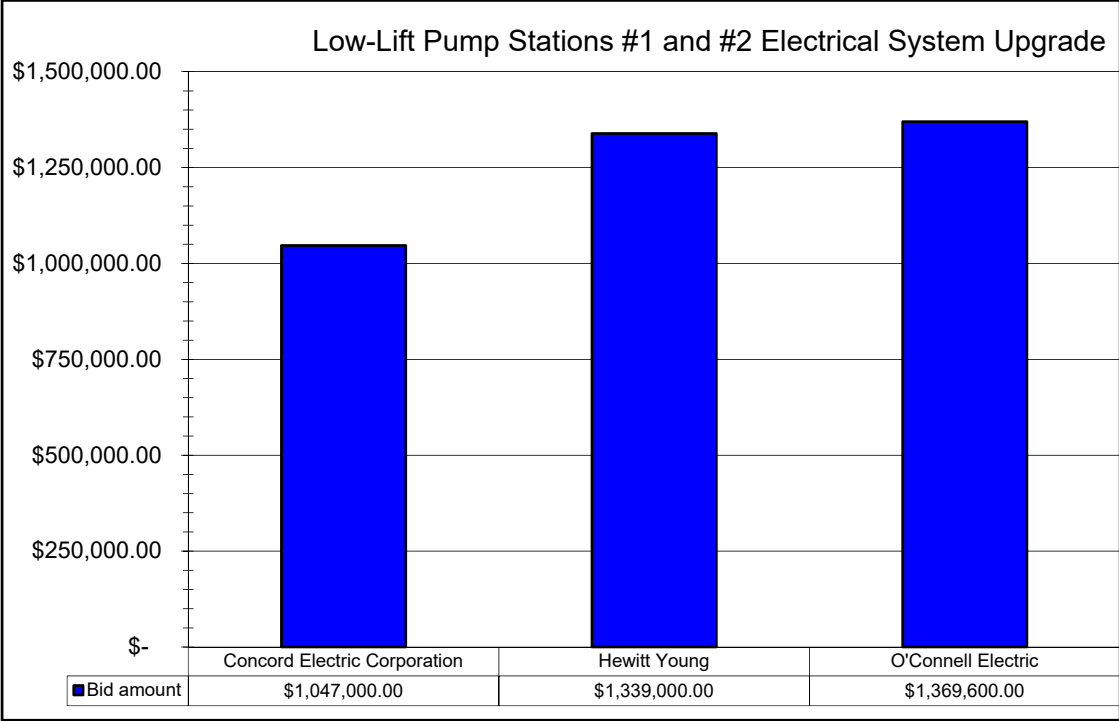
There are resolutions on this agenda to confirm three (3) promotional appointments. Recommendation memorandums are enclosed for Board review.

- Stephen Kromer to the title of Distribution Manager.
- Ryan A. Bonacchi to the title of Maintenance Mechanic II.
- John C. Palermo to the title of Maintenance Mechanic II.

2. There is an item on the Agenda to authorize the purchase of materials and supplies from W.W. Grainger, Inc. to be utilized by the Production and FFO Departments. Items which are listed under the New York State Contract for Industrial Supplies, PC67235, will be purchased under that contract.

There is also an item on the Agenda to authorize the purchase of materials and supplies from W.W. Grainger, Inc. to be utilized by the Production Department for other items not available through the New York State Contract for a one-year term. These items will be purchased under our Blanket Order procedures.

- 3. There is an item on the Agenda to authorize a change order to the Agreement with Ontario Exteriors, Inc. for construction of the 2019 Roof Replacement Program. Work associated with the change order consists of the removal and replacement of the asphalt shingle roof system at the Beahan Road Booster Pump Station. The cost for this work will be \$11,400, which is approximately 18 percent of the original contract value of \$62,070. There are sufficient funds remaining in the budget to add this work to the 2019 project.
  
- 4. There is an item on the Agenda to award a contract for the Low-Lift Pump Stations #1 and #2 Electrical System Upgrade. This contract includes upgrades to the electrical systems at the two Low-Lift Pump Stations. There were three bids submitted. Our recommendation is to award this contract to Concord Electric Corporation for the bid amount of \$1,047,000.



- 5. There is an item on the Agenda to authorize the purchase of Enterprise Asset Management Software (Maximo) Cloud-Based Subscriptions-as-a-Service (SAAS) from International Business Machines, Inc. (IBM) utilizing New York State Contract Office of General Services Procurement Services. The initial term will be for a maximum of 12 months through November 29, 2020 and an estimated total amount of \$18,000, with the option to extend for up to an additional 6 month period and a maximum increase in price of five (5%) percent.
  
- 6. There is an item on the Agenda to authorize the purchase of Office Supplies from W.B. Mason Co., Inc. at an estimated amount of \$30,000 utilizing the City of Rochester Contract #133520/504270, commencing December 1, 2019 through November 30, 2020.

7. There is an item on the Agenda to amend Resolution #19-182 (ref. 09/12/2019) to reflect the leasing of seven (7) Canon Printers/Large Copiers from De Lage Landen Financial Services, Inc. These printers/large copiers were procured through United Business Systems-NY; however, they are leased through De Lage Landen Financial Services, Inc.
8. The Authority's standard procurement compliance resolution.

### **AUDIT COMMITTEE REPORTING**

9. The Authority's Audit Committee met on October 25, 2019, and with their recommendation there are resolutions to approve the Brokers of Record for Excess Workers' Compensation Insurance and Life & Long-Term Disability Insurances.

### **COMPENSATION COMMITTEE REPORTING**

10. The Authority's Compensation Committee met on November 4, 2019, and with their recommendation, there is a resolution to approve the MCWA Compensation Philosophy as revised.

### **FINANCE COMMITTEE REPORTING**

11. The Authority's Finance Committee met on November 7, 2019, and with their recommendation there are resolutions for the following:
  - Two items on the Agenda regarding the approval and notification process to amend the Authority's Water Rate Schedule effective January 1, 2020. A copy of the proposed rate schedule is enclosed for your consideration, and Amy Molinari will further discuss.
  - Approval of the Debt Management Policy, as revised, and enclosed for full Board review.

### **GOVERNANCE COMMITTEE REPORTING**

12. The Authority's Governance Committee met on October 25, 2019, and with their recommendation there are resolutions for re-adoption of the following (policy documents are enclosed for full Board review):
  - Conflicts of Interest Policy
  - Code of Ethics Policy

- Policy Governing the Use of Authority Discretionary Funds
  - Policy Regarding the Acquisition of Interests in Real Property
  - Software Code of Ethics Policy
  - Disposal Guidelines
13. There are items on the Agenda for approval of the Authority's 3<sup>rd</sup> Quarter Investment Report for the period ending September 30, 2019; and for approval of the Authority's 3<sup>rd</sup> Quarter Financial Report for the period ending September 30, 2019. These reports are enclosed for Board review.

**EXECUTIVE SESSION** – There may be an Executive Session requested.

***There may be additional items placed on the Agenda not finalized for this mailing.***

**BOARD DISCUSSION/NOTIFICATION ITEMS:**

Discussion Item:

Enclosed in this mailing is a tentative Board Meeting schedule for 2020 for discussion at the November 14, 2019 meeting. A resolution to establish the schedule will appear on the December Board Meeting Agenda.

Notification Item:

SCADA System Cybersecurity Assessment Services RFQ (Memorandum enclosed.)

In Board folders:

- September Monthly Financial Reports
- 3<sup>rd</sup> Quarter Outstanding Claims Report
- Routine Monthly Informational Updates

***There may be additional items presented for discussion and/or notification.***

NN/ka

Enclosures

cc: Executive Staff