

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

THURSDAY, May 13, 2021 ~ 9:30 a.m.

Board Room

General Offices, 475 Norris Drive, Rochester, New York

Roll Call

Pledge of Allegiance

#21-070 Approve minutes of the Authority's Regular Meeting, held on Thursday, April 8, 2021.

Moved By:

Seconded By:

Voice Vote:

#21-071 Accept list of disbursements on check registers dated March 31, April 7, April 14, April 21, and April 28, 2021, which were forwarded to the Authority Members for their review.

Moved By:

Seconded By:

Voice Vote:

#21-072 Accept Purchase Order List of materials and supplies for the period April 1, 2021 through May 5, 2021 in the amount of \$340,686.48.

Moved By:

Seconded By:

Voice Vote:

COMMUNICATIONS/NOTIFICATIONS

#21-073 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Stephen Trotta to the title of Director of Operations, effective May 17, 2021 at Salary Schedule 6, Group 3.

Moved By:

Seconded By:

Roll Call Vote:

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#21-074 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Samuel Lana to the title of Distribution Manager, effective May 17, 2021 at Salary Schedule 3, Group 6.

Moved By:
Seconded By:
Roll Call Vote:

#21-075 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional Appointment of Nicholas Taccone to the title of Utility Worker, effective May 17, 2021 at Salary Schedule 4, Group 3.

Moved By:
Seconded By:
Roll Call Vote:

#21-076 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Jessica Schwallie to the title of Engineering Technician, effective May 17, 2021 at Salary Schedule 5, Group 4.

Moved By:
Seconded By:
Roll Call Vote:

#21-077 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Alex Bresovski to the title of Senior Network Technician, effective June 1, 2021 at Salary Schedule 3, Group 5.

Moved By:
Seconded By:
Roll Call Vote:

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#21-078 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Kimberleigh Martin to the title of Communications Aide effective June 1, 2021 at Salary Schedule 3, Group 3.

Moved By:
Seconded By:
Roll Call Vote:

#21-079 Resolved hereby to: Approve **Seasonal Laborer Salary Schedule** in the form presented on this date, to be effective immediately.

Moved By:
Seconded By:
Roll Call Vote:

#21-080 Authorize the purchase of **Water Service Materials** from low responsive, responsible bidder, **Core & Main, LP**, in the bid amount of \$15,935.06 to be utilized on an Engineering Project.

Moved By:
Seconded By:
Roll Call Vote:

#21-081 Authorize a unit price purchase contract for **Corrosion Protection for Water Pipe** from low responsive, responsible bidder, **Corrpro Companies, Inc.**, in the bid amount of \$17,697.30, for an initial term of one year, renewable for up to four additional one-year terms upon mutual consent. The bid amount is based on estimated quantities.

Moved By:
Seconded By:
Roll Call Vote:

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#21-082 Authorize the use of the **Monroe County Contract BP #0307-21** (SAP Contract #7700000061) for the as-needed purchase of **Automotive Parts and Supplies** from **Nu-Way Auto Parts** in the estimated amount of \$50,000 through the contract period ending April 30, 2022.

Moved By:
Seconded By:
Roll Call Vote:

#21-083 Authorize the use of the **Monroe County Contract BP #1019-20** (SAP Contract #4700007613) for the as-needed purchase of **Automotive Lubricants**, including motor oils, gear oils, transmission fluids, grease, and other similar lubricants, from **Deckman Oil Company** in the estimated amount of \$20,000 through the contract period ending November 30, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#21-084 Authorize the Executive Director to amend the Agreement for Professional Consulting Services with **Barton & Loguidice, DPC** for the budget amount of \$15,300 for additional services related to updating the Authority's **Asset Management Software Program**.

Moved By:
Seconded By:
Roll Call Vote:

#21-085 Authorize **Change Order No. 1** to Commodity **Purchase Order No. 2254-1** with **Eurofins Eaton Analytical, LLC** for **Laboratory Analytical Services** in the amount of \$32,500.

Moved By:
Seconded By:
Roll Call Vote:

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#21-086 Authorize the award of the **Standby Generator Optimization – Phase 2 Contract** to the low responsive, responsible bidder, **Connors-Haas, Inc.**, for the bid amount of \$948,400.

Moved By:
Seconded By:
Roll Call Vote:

#21-087 Authorize the Executive Director to enter into a Professional Services Agreement with **Ramboll Americas Engineering Solutions, Inc.** for the **Joint Corrosion Control Treatment Study Project** for the budget amount of \$432,000.

Moved By:
Seconded By:
Roll Call Vote:

#21-088 Authorize the award of a lump sum contract for the **Harek Road BPS Hypochlorite Building Demolition Project** to the low responsive, responsible bidder, **O'Rourke, Inc.**, in the bid amount of \$27,200.

Moved By:
Seconded By:
Roll Call Vote:

#21-089 Authorize the award of a unit price contract for the **Metal Standing Seam Roof Replacement at the East Side Operations Center** to the low responsive, responsible bidder, **RMG Custom Metal**, in the bid amount of \$69,050.

Moved By:
Seconded By:
Roll Call Vote:

#21-090 Approve the Monroe County Water Authority **membership renewal** with the **Greater Rochester Enterprise (GRE)** at the annual membership rate of \$25,000 per year.

Moved By:
Seconded By:
Roll Call Vote:

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#21-091 Authorize the Executive Director to enter into a Professional Services Agreement with **Occupational Safety On Site, Inc.** to provide **Annual On-Site Hearing Tests** for MCWA employees at the proposed unit prices for an initial three-year term, extendable for two additional one-year terms upon mutual agreement.

Moved By:
Seconded By:
Roll Call Vote:

#21-092 Authorize the award of a Professional Services Agreement for **Penetration Testing Services** to **REDBOT Security** for an estimated amount of \$58,000 for the term June 1, 2021 through May 31, 2022.

Moved By:
Seconded By:
Roll Call Vote:

#21-093 Authorize the use of **New York State OGS Contract, Group #73600, Award #22876, Lot 1, Contract #PD67647** for the annual renewal of **Autodesk AutoCAD Licensing and Maintenance** from **SHI International Corp.** for an estimated amount of \$28,500.

Moved By:
Seconded By:
Roll Call Vote:

AUDIT COMMITTEE REPORT

#21-094 Authorize the execution of a Professional Services Agreement with **M & T Insurance Agency, Inc.** for **Placement of General Insurance Coverage**, to **serve as Broker of Record**, and for **provision of Risk Management Services** for a period of one (1) year. The fee for this service is \$60,000. M & T Insurance Agency, Inc. is designated as Broker of Record for MCWA's General Insurance program for coverage commencing July 1, 2021.

Moved By:
Seconded By:
Roll Call Vote:

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#21-095 Approve the proposal as submitted by Broker, **M & T Insurance Agency, Inc.** and authorize 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, and Travel Accident Insurance, and Excess Liability Coverage (\$20M) with the limits of liability and deductibles as proposed and including any fees for service, for an estimated total cost of \$520,000.

Furthermore, **M&T Insurance Agency, Inc.** is directed to obtain quotations for an additional \$30,000,000 of **Excess Liability** coverage and **Premises Pollution (PPL)** coverage, net of commission, due to MCWA no later than May 28, 2021. The term for insurance coverage is July 1, 2021 through June 30, 2022.

Moved By:

Seconded By:

Roll Call Vote:

#21-096 The Members of the Authority expressly make the following determination 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:

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#21-097 Appointment of **Members of the Authority's Standing Audit Committee** in accordance with the Monroe County Water Authority's By-Laws and Policy on Internal Controls and Financial Accountability. The following Members shall serve on this Committee: _____, Chairperson; _____, and _____; and the Chairperson of the Authority serves as an Ex-Officio member of the Audit Committee pursuant to the Authority's By-Laws and shall have the right, but not the duty, to vote on all propositions before such Committee.

Moved By:
Seconded By:
Roll Call Vote:

#21-098 Appointment of **Members of the Authority's Standing Finance Committee** in accordance with the Monroe County Water Authority's By-Laws and Policy on Internal Controls and Financial Accountability. The following Members shall serve on this Committee: _____, Chairperson; _____, and _____; and the Chairperson of the Authority serves as an Ex-Officio member of the Finance Committee pursuant to the Authority's By-Laws and shall have the right, but not the duty, to vote on all propositions before such Committee.

Moved By:
Seconded By:
Roll Call Vote:

#21-099 Appointment of **Members of the Authority's Standing Governance Committee** in accordance with the Monroe County Water Authority's By-Laws. The following Members shall serve on this Committee: _____, Chairperson; _____, and _____; and the Chairperson of the Authority serves as Ex-Officio member of the Governance Committee pursuant to the Authority's By-Laws and shall have the right, but not the duty, to vote on all propositions before such Committee.

Moved By:
Seconded By:
Roll Call Vote:

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#21-100 Appointment of Members of the **Authority's Standing Compensation Committee** in accordance with the Monroe County Water Authority's By-Laws. The following Members shall serve on this Committee: _____ Chairperson; _____, and _____; and the Chairperson of the Authority serves as an Ex-Officio member of the Compensation Committee pursuant to the Authority's By-Laws and shall have the right, but not the duty, to vote on all propositions before such Committee.

Moved By:

Seconded By:

Roll Call Vote:

#21-101 WHEREAS, the New York State Deferred Compensation Board (the "Board"), pursuant to Section 5 of the New York State Finance Law ("Section 5") and the Regulations of the New York State Deferred Compensation Board (the "Regulations"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of Monroe County Water Authority (the "Model Plan") and offers the Model Plan for adoption by local employers; and

WHEREAS, Monroe County Water Authority, pursuant to Section 5 and the Regulations, has adopted and currently administers the Model Plan known as the Deferred Compensation Plan for Employees of Monroe County Water Authority; and

WHEREAS, effective December 11, 2020, the Board amended the Model Plan to adopt provisions, including:

- Provisions related to the Setting Every Community Up for Retirement Enhancement (SECURE) Act of 2019, which extends the required start date for Required Minimum Distributions (RMD) to begin at the age of 72; changes the RMD rules for beneficiaries; creates new categories of beneficiaries; includes ability for plan sponsors to reduce the in-service distribution age from 70½ to as low as 59½; allows for in-service withdrawals for the birth or adoption of a child up to \$5,000; and
- Provisions related to the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, which waived RMDs for the calendar year 2020; allowed for in-service distributions of up to \$100,000 to qualified individuals no later than December 31, 2020; allowed for loans up to \$100,000 to qualified individuals (up to 100% of the account value); and allowed for deferment of plan loan repayments for one year for qualified individuals.

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WHEREAS, the Board has offered for adoption the amended and restated Model Plan to each Model Plan sponsored by a local employer in accordance with the Regulations; and

WHEREAS, upon due deliberation, Monroe County Water Authority has concluded that it is prudent and appropriate to amend the Deferred Compensation Plan for Employees of Monroe County Water Authority by adopting the amended Model Plan.

NOW, THEREFORE, BE IT:

RESOLVED, that Monroe County Water Authority hereby amends the Deferred Compensation Plan for Employees of Monroe County Water Authority by adopting the amended Model Plan effective January 1, 2021, including the optional provisions selected in Schedules A and B, in the form attached hereto as Exhibit A, and kept for the record in the office of the Secretary of the Authority, and direct that the foregoing resolution be filed as appropriate.

Moved By:
Seconded By:
Roll Call Vote:

#21-102 Approve the **Authority's 1st Quarter Investment Report** for the period ending March 31, 2021, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#21-103 Approve the **Authority's 1st Quarter Financial Report** for the period ending March 31, 2021, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#21-104 The Board hereby approves the Authority's **Purchasing and Procurement Guidelines**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote: