

MINUTES

DRAFT - Subject to and Pending Monroe County Water Authority Board approval.

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, January 11, 2024 @ 9:00 a.m.
ESOC Board Room
General Offices, 475 Norris Drive, Rochester, New York**

9:00 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, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison

Staff present: N. Noce, Executive Director; L. Magguilli, Deputy Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; S. Trotta, Director of Operations

General Counsel present: Megan Dorittie – 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

#24-001 Approve minutes of the Authority's Regular Meeting held on Thursday, December 14, 2023.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #24-001 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#24-002 Approve list of disbursements on check registers dated December 6, December 13, December 20, and December 27, 2023, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Rulison, seconded by Mrs. Van Vechten the foregoing resolution #24-002 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

#24-003 Accept Purchase Order List of materials and supplies for the period December 2, 2023 through December 29, 2023 in the amount of \$5,758,681.54.

On a motion made by Mr. Rulison, seconded Mrs. Mason, the foregoing resolution #24-003 was put to a voice vote and unanimously carried. AYES: 7; NAYS: 0

COMMUNICATIONS/NOTIFICATIONS

Mr. Noce indicated to the Board in their folders there is a list of committee meetings for 2024, November financial statements and a list of 'No Sick Used' for 2023. He noted two of the Executive Staff were on the list, Stephen Trotta and Diane Hendrickson. He also added that 10% of the workforce are on the list. Mr. Noce also informed the Board that the Authority

will be soliciting an RFP/Q Water Loss Leak Detection services. Mr. Noce informed the Board of an Emergency Purchase Order for Leak Detection Correlation Services with a former employee, John Becker, not to exceed \$13,000. A Board member question if the Authority received any funds for water from the government. Mr. Magguilli answered, to date the Authority has not received any funds.

#24-004 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Ian Buongiorno to the title of Electrical and Instrumentation Mechanic III, effective January 29, 2024 at an hourly rate of \$27.35.

On a motion made by Mr. Fero, seconded by Mr. Rulison, the foregoing resolution #24-004 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-005, Mr. Trotta requested Board authorization for the as-needed purchase of Curb boxes from Core & Main LP. He stated that the Authority received bids and Core & Main was the low, responsive, responsible bidder. He indicated the bid reflects a 6% increase from last years' contract.

#24-005 Authorize the award of a unit price contract for **Curb Boxes** from the low responsive, responsible bidder, **Core and Main LP** in the bid amount of \$88,912.50. This is a one-year contract with the option to extend up to four additional one-year terms upon mutual consent. Bid amount is based on estimated quantities and will be purchased as needed.

On a motion made by Mrs. Van Vechten, seconded by Mr. Bernstein, the foregoing resolution #24-005 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-006 Mr. Trotta sought authorization from the Board in the purchase of a new 2024 Ford Transit Van with a steel cargo management system utilizing the Onondaga County Contract. He noted that this will replace a 2017 cargo van utilized by the Meter Services group.

#24-006 Authorize the purchase of one (1) **New 2024 Ford Transit 350 Van**, medium roof long wheel base with Adrian Steel Cargo Management System from **Van Bortel Ford** in the amount of \$73,673.36, utilizing Onondaga County Contract for Police and Administrative Vehicles Bid Ref.# 0010808.

On a motion made by Mr. Rulison seconded by Mr. Bernstein, the foregoing resolution #24-006 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-007, Mr. Trotta addressed the Board for authorization in utilizing Monroe County Contract, as needed from Smitty's Transmission for the repair and rebuilding of transmissions and torque converters.

#24-007 Authorize the use of Monroe County Contract #903-20 for the **repair and rebuilding of transmissions and torque converters**, as needed from **Smitty's Transmission**, for the maintenance and repair of the Authority's vehicles estimated amount of \$35,000. Through contract period ending 9-30-2024.

On a motion made by Mrs. Rulison, seconded by Mrs. Van Vechten, the foregoing resolution #24-007 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-008. Mr. LaManna requested authorization from the Board for a unit price contract for Chlorine Gas Cylinder Supply for emergency disinfection processes. He stated he only received one bid, which is a problem across the nation. As a note, he stated two years ago the unit price was \$150/cylinder.

#24-008 Authorize the award of the **Chlorine Gas Cylinder Supply** unit price contract to the low responsive, responsible bidder, **JCI Jones Chemicals, Inc.** for the bid amount of \$9,800.00 (\$490.00/cylinder) with the option to extend the contract for up to five additional six-month terms upon mutual consent.

On a motion made by Mr. Bernstein, seconded by Mrs. Van Vechten, the foregoing resolution #24-008 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-009. Ms. Molinari briefed the Board for authorization for a unit price contract for Cyberlock Keys, Parts, Accessories, Software and Maintenance from TEC Solutions Concepts, Inc. Ms. Molinari stated that in September, 2023, the Authority standardized on Cyberlock.

#24-009 Authorize the award of a unit price contract for **Cyberlock, Keys, Parts, Accessories, Software and Maintenance** from the low responsive, responsible bidder, **TEC Solutions Concepts, Inc.** in the bid amount of \$95,376.94. This is a one-year contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mrs. Van Vechten, seconded by Mrs. Mason, the foregoing resolution #24-009 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

For Item #24-010. Mr. Magguilli sought Board authorization for a three-year renewal with Amazon Web Services (AWS) for cloud hosting of the MCWA website and customer portal.

#24-010 Authorize a three-year renewal with **Amazon Web Services (AWS)** through the Standardization of Goods and Services for **cloud hosting** of the MCWA website and customer portal for an estimated annual cost of \$30,000.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #24-010 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

#24-011 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.

On a motion made by Mr. Bernstein seconded by Mr. Fero the foregoing resolution #24-011 was put to a roll call vote and unanimously carried. AYES: 7 (S. Nasca, S. Volpe, M. Fero, S. Mason, A. Bernstein, M. Van Vechten, J. Rulison); NAYS: 0

9:15 a.m. – Chairman Nasca requested a motion to have an Attorney/Client Privilege with Ms. Megan Dorittie (Harter, Secrest & Emery LLP) present.

Chairman Nasca called this Regular Meeting back in open session at 9:29 a.m.

In Board folders for review:

- Proposed Recipients of RFQ/P for Water Loss Leak Detection Services
- Proposed Committee Meeting Schedule for 2024
- Financial Statements for November 2023
- List of Employees who used no sick time for 2023
- Employee Separation
- Routine monthly informational updates

There being no further business to come before the Authority, Chairman Nasca adjourned this Regular Meeting at 9:30 a.m.

Diane L. Hendrickson, Recording Secretary

Scott D. Nasca, Chairman