

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING**

**THURSDAY, June 11, 2020 ~ 9:30 a.m.**

**Garage**

**General Offices, 475 Norris Drive, Rochester, New York**

Roll Call

Pledge of Allegiance

**#20-102** Approve minutes of the Authority's Regular Meeting, held on May 21, 2020.

Moved By:

Seconded By:

Voice Vote:

**#20-103** Accept list of disbursements on check registers dated May 20, 2020 and May 28, 2020, which were forwarded to the Authority Members for their review.

Moved By:

Seconded By:

Voice Vote:

**#20-104** Accept Purchase Order List of materials and supplies for the period May 14 through June 3, 2020 in the amount of \$83,243.28.

Moved By:

Seconded By:

Voice Vote:

**COMMUNICATIONS/NOTIFICATIONS**

**#20-105**

**RESOLUTION #20-105**

**EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND  
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD  
TO J. DAVID PETTRONE UPON HIS RETIREMENT**

*WHEREAS, J. David Pettrone, a longtime employee of the Water Authority,  
has retired as of May 28, 2020; and*

*WHEREAS, J. David Pettrone is a highly skilled and knowledgeable 17+ year  
veteran of the Water Authority; and*

**WHEREAS**, *J. David Pettrone will be remembered for his dedicated service by his fellow employees and management of the Water Authority.*

**NOW, THEREFORE, BE IT RESOLVED**, *MCWA extends its appreciation and best wishes for a happy, fulfilling retirement; and*

**BE IT FURTHER RESOLVED**, *the Recording Secretary of the Board is hereby requested to forward a copy of this Resolution to*

*J. David Pettrone, MCWA Retiree.*

Moved by:  
Seconded by:  
Roll Call Vote:

#20-106

**RESOLUTION #20-106**

**EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND  
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD  
TO WENDY S. FREEMAN UPON HER RETIREMENT**

**WHEREAS**, *Wendy S. Freeman, a longtime employee of the Water Authority, has retired as of May 29, 2020; and*

**WHEREAS**, *Wendy S. Freeman is a highly skilled and knowledgeable 23+ year veteran of the Water Authority; and*

**WHEREAS**, *Wendy S. Freeman will be remembered for her dedicated service by her fellow employees and management of the Water Authority.*

**NOW, THEREFORE, BE IT RESOLVED**, *MCWA extends its appreciation and best wishes for a happy, fulfilling retirement; and*

**BE IT FURTHER RESOLVED**, *the Recording Secretary of the Board is hereby requested to forward a copy of this Resolution to*

*Wendy S. Freeman, MCWA Retiree.*

Moved by:  
Seconded by:  
Roll Call Vote:

**#20-107** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional appointment of Chelsea Parkes to the title of Engineering Technician effective June 29, 2020 at Salary Schedule 5, Group 4.

Moved By:

Seconded By:

Roll Call Vote:

**#20-108** Authorize the as-needed use of **Monroe County Contract – Tree Removal, Tree Trimming and Stump Removal Services**, Contract No. 0314-19 (4700007518), from vendor-awarded **Terry Tree Service, LLC** for **Routine and Emergency Tree Service**, for an estimated amount of \$75,000 through the contract period ending April 30, 2021.

Moved By:

Seconded By:

Roll Call Vote:

**#20-109** Authorize the as-needed purchase of **Concrete Mixes** utilizing **Monroe County Contract – Concrete Mixes Delivered**, Contract No. 0414-18 (4700007454), from vendor-awarded **Manitou Concrete Company**, for an estimated total amount of \$50,000 through the contract period ending April 30, 2021.

Moved By:

Seconded By:

Roll Call Vote:

**#20-110** Authorize the award of a unit price contract for the **Grenell Drive & Wolcott Avenue Water Main Replacements Project** to the low responsive, responsible bidder, **Fineline Pipeline, Inc.** in the bid amount of \$797,865.

Moved By:

Seconded By:

Roll Call Vote:

**#20-111** Authorize the award of a unit price contract for the **30" and 48" Butterfly Valves Rebid** to the low responsive, responsible bidder, **Upstate Valve and Control, Inc.** in the bid amount of \$30,345.

Moved By:

Seconded By:

Roll Call Vote:

**#20-112** Authorize the award of a unit price contract for the **2020 Tank Rehabilitations** project to the low responsive, responsible bidder, **Amstar of Western New York, Inc.** in the bid amount of \$1,620,000.

Moved By:

Seconded By:

Roll Call Vote:

**#20-113** Authorize the purchase of an **Océ ColorWave 3500 System and associated equipment** from **Canon USA, Inc.** under **New York State OGS Contract Group #73600, Award #22802, Contract #PM68151**, for an estimated amount of \$30,000.

Moved By:

Seconded By:

Roll Call Vote:

**#20-114** Authorize the award of the **20-inch Control Valve, SWTP High-Duty Contract** to the low responsive, responsible bidder, **Core and Main, LP**, for the bid amount of \$99,000.

Moved By:

Seconded By:

Roll Call Vote:

- #20-115** Authorize the purchase of various **Square D™ by Schneider Electric USA** electrical equipment and materials from vendor-awarded **Kaman Automation** under the terms of **Monroe County Contract BP #0417-16 (4700007349) – Square D Products**, for an estimated total amount of \$50,000 through the current term ending May 31, 2021.

Moved By:

Seconded By:

Roll Call Vote:

### **AUDIT COMMITTEE REPORT**

- #20-116** 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 and for a fee of \$60,000. M&T Insurance Agency, Inc. is designated as Broker of Record for MCWA's general insurance program for coverage commencing July 1, 2020.

Moved By:

Seconded By:

Roll Call Vote:

- #20-117** 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 (\$10M) with the limits of liability and deductibles as proposed and including any fees for service, for an estimated total cost of \$400,000.

Furthermore, **M&T Insurance Agency, Inc.** is directed to obtain quotations for an additional \$40,000,000 of **Excess Liability** coverage and **Premises Pollution (PPL)** coverage, net of commission, due to MCWA no later than June 26, 2020. The term for insurance coverage is July 1, 2020 through June 30, 2021.

Moved By:

Seconded By:

Roll Call Vote:

**#20-118** Upon recommendation of the Monroe County Water Authority's Audit Committee, the Board hereby re-adopts the **Accounting Policies and Procedures Manual**, as presented.

Moved By:

Seconded By:

Roll Call Vote:

**#20-119** Upon recommendation of the Monroe County Water Authority's Audit Committee, accept the **Independent Auditor's Report on the financial statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority** for year ending December 31, 2019.

Moved By:

Seconded By:

Roll Call Vote:

**#20-120** Authorize the Executive Director to enter into a **License Agreement** with **J.D. Power & Associates** for 2020 for a fixed fee of \$29,900.

Moved By:

Seconded By:

Roll Call Vote:

**#20-121** 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:

**GOVERNANCE COMMITTEE REPORT**

**#20-122** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Service Awards Program**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#20-123** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Food Expenditure and Reimbursement Policy**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#20-124** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Acquisition and Assignment of Mobile Communication Devices**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#20-125** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Travel & Expense Reimbursement Policy**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#20-126** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Time and Attendance for Executive Staff**, as presented.

Moved By:  
Seconded By:  
Roll Call Vote:

**#20-127** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Compensation and Reimbursement for Executive Staff**, as presented.

Moved By:

Seconded By:

Roll Call Vote:

**#20-128** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Time and Attendance for Management Employees**, as presented.

Moved By:

Seconded By:

Roll Call Vote:

**#20-129** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy Regarding Compensation and Reimbursement for Management Employees**, as presented.

Moved By:

Seconded By:

Roll Call Vote:

**#20-130** Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Whistleblower Policy**, as presented.

Moved By:

Seconded By:

Roll Call Vote: