

**MONROE COUNTY WATER AUTHORITY  
REGULAR MEETING  
Thursday, June 7, 2018  
9:30 a.m.**

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

Roll Call

Pledge of Allegiance

#18-110 Approve minutes of the Authority's Regular Meeting held on May 10, 2018.

Moved By:  
Seconded By:  
Vote:

#18-111 Accept list of disbursements on check registers dated May 9, May 16, May 23 and May 30, 2018 which were forwarded to the Authority Members for their review.

Moved By:  
Seconded By:  
Vote:

#18-112 Accept Purchase Order List of materials and supplies for the period May 3, 2018 through May 29, 2018 in the amount of \$269,495.37.

Moved By:  
Seconded By:  
Vote:

**COMMUNICATIONS / NOTIFICATIONS**

**COMPENSATION COMMITTEE REPORT**

#18-113 Upon recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby approves the **MCWA Compensation Philosophy**, as revised.

Moved By:  
Seconded By:  
Roll Call Vote:

#18-114 Upon recommendation of the Monroe County Water Authority's Compensation Committee, authorize the Executive Director to **enter into an agreement with the Burke Group to serve as MCWA's Compensation Consultant** on an as-needed basis, for a five-year term, at the hourly rates as proposed.

Moved By:  
Seconded By:  
Roll Call Vote:

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- #18-115      Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Phillip Baglio to the title of Laborer, effective June 25, 2018, at Salary Schedule 4, Group 1, Step 1.  
  
Moved By:  
Seconded By:  
Roll Call Vote:
- #18-116      Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Provisional Appointment of Torsten Gillespie to the title of Programmer Analyst, effective June 25, 2018, at Salary Schedule 3, Group 4.  
  
Moved By:  
Seconded By:  
Roll Call Vote:
- #18-117      Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Appointment of Christopher LaManna to the title of Director of Production and Water Supply, effective July 5, 2018, at Salary Schedule 6, Group 3.  
  
Moved By:  
Seconded By:  
Roll Call Vote:
- #18-118      Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of David Katerle to the title of Water Treatment Plant Operator – Type A, effective June 11, 2018, at Salary Schedule 4, Group 5, Step 2.  
  
Moved By:  
Seconded By:  
Roll Call Vote:
- #18-119      Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Promotional Appointment of Joseph Pagano to the title of Water Treatment Plant Operator – Type A, effective June 11, 2018, at Salary Schedule 4, Group 5, Step 4.  
  
Moved By:  
Seconded By:  
Roll Call Vote:

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- #18-120 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:  
Title change of Benjamin Howlett to the title of Labor Foreman, effective June 11, 2018, at Salary Schedule 4, Group 6, Step 9.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-121 Authorize the Executive Director to enter into any and all agreements with the New York State Department of Transportation for the **NY Route 96 (East Ave) MbC, Paving, NY Route 31F to Rochester City Line, Towns of Pittsford and Brighton, Monroe County, P.I.N. 4096.61.321.**

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-122 WHEREAS, the New York State Department of Transportation proposes the **NY Route 96 (East Ave) MbC, Paving, NY Route 31F to Rochester City Line, Towns of Pittsford and Brighton, Monroe County, P.I.N. 4096.61.321,** and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project **multiple vertical adjustments of approximately seventy-five (75) water valve boxes, top sections and lids** so as to not be in conflict with the proposed construction, will be performed by the State's Contractor pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans and Utility Special Note relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the adjusted and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the performance of the above mentioned work, as shown in the contract proposal relating to the above mentioned project. It is not anticipated that the Contractor will have to perform work on these **Monroe County Water Authority** water facilities

NOW, THEREFORE,

BE IT RESOLVED: That the **Monroe County Water Authority** approves of the adjustment to their water valve boxes and related appurtenances, if needed, and the above mentioned work performed on the project and described in the contract proposal relating to the project and that the **Monroe County Water Authority** will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

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BE IT FURTHER RESOLVED that the **Executive Director** has the authority to sign any and all documentation that may become necessary as a result of this project as it relates to the **Monroe County Water Authority** and

BE IT FURTHER RESOLVED: That the secretary to the **Monroe County Water Authority** is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

Moved By:

Seconded By:

Roll Call Vote:

#18-123

**WHEREAS**, the Authority is operating the Town of Byron’s water system in accordance with the existing Retail Lease Agreement dated September 24, 2014; and

**WHEREAS**, the Town is seeking federal funding for new water districts;

**WHEREAS**, the Town of Byron has requested a renewal of the Retail Lease Agreement with the Authority for a new forty (40) year term in exchange for the water storage tank property; and

WHEREAS, both the Town of Byron and Genesee County have approved the proposed Retail Lease Agreement, effective as of April 11, 2018 (the “Effective Date”).

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY WATER AUTHORITY:**

To authorize the execution of a 40-year Retail Lease Agreement with the Town of Byron, as of the Effective Date, and to ratify all actions taken by the Authority between the Effective Date and the date of this resolution.

Moved By:

Seconded By:

Roll Call Vote:

#18-124

**Confirm the poll of the Board authorizing a Professional Services Agreement with Rose & Kiernan, Inc. for Placement of General Insurance Coverage, to serve as Broker of Record and for provision of risk management services** for a period of 1 year, the fee for this service is \$60,000. Rose & Kiernan, Inc. is designated as Broker of Record for MCWA’s general insurance program for coverage commencing July 1, 2018.

Moved By:

Seconded By:

Roll Call Vote:

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- #18-125      **Confirm the poll of the Board authorizing Rose & Kiernan, Inc. to place insurance coverage** to include: Property insurance, Inland Marine insurance, Flood and Earthquake insurance, General Liability insurance, Vehicle insurance, Public Officials Liability insurance, Employment Practices Liability insurance, Owners Contractors Protective insurance, Crime insurance, Pollution insurance and Travel Accident insurance with the limits of liability and deductibles as proposed and including any fees for service, for an amount not to exceed \$484,784.

Additionally, Rose & Kiernan, Inc. is directed to obtain quotations for three Excess Liability coverage layers for a total of \$50,000,000 with quotations, net of commission, due to MCWA no later than June 1, 2018.

The term for insurance coverage is July 1, 2018 through July 1, 2019.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-126      **Amend the foregoing resolution #18-125** to direct Rose & Kiernan, Inc. to obtain quotations net of commission for Excess Liability coverage layers for a total of \$40,000,000. The term for insurance coverage is July 1, 2018 through June 30, 2019.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-127      Authorize the Executive Director to amend the **professional services agreement with Edman Anthony for Phase I of the Low Lift Pump Station electrical System Upgrade Project** with the budget amount for the design and bid phases of \$75,000 and hourly billing rates for construction phase engineering services as proposed.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-128      Authorize the Executive Director to enter into a **professional services agreement with Arcadis for the engineering evaluation of the Thornell Pump Station Chlorination & Dechlorination System** the with the budget amount of \$45,000 for the study phase.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-129      Authorize the Executive Director to enter into a **professional services agreement with RelComm, Inc. for Maintenance and Support for the Mitel VoIP phone system and consulting services** for a five-year period at an annual estimated amount of \$17,300.

Moved By:  
Seconded By:  
Roll Call Vote:

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#18-130 Authorize the award of a **unit price contract for the Empire Boulevard Water Main Replacement Project** to the low responsive, responsible bidder, Villager Construction, Inc. in the bid amount of \$614,230.50.

Moved By:  
Seconded By:  
Roll Call Vote:

#18-131 Authorize the award of a **lump sum contract for the South Avenue Tank Demolition project** to the low responsive, responsible bidder, Regional Environmental Demolition, Inc. in the bid amount of \$142,222.

Moved By:  
Seconded By:  
Roll Call Vote:

#18-132 Authorize the award of a **unit price contract for Cationic Polymer** to the low responsive, responsible bidder, EnviroSolve Inc., in the bid amount of \$76,500 for a one-year term with the option to extend for four additional one-year terms if mutually agreeable with a price escalation of no more than 3% per year of extension.

Moved By:  
Seconded By:  
Roll Call Vote:

#18-133 Authorize the **purchase of Concrete Mixes Delivered (Delivered Concrete) utilizing Monroe County Contract** – Concrete Mixes Delivered – Contract No. 0416-18, #4700007455 (currently held by Cranesville Block Co., Inc.) for an estimated amount of \$40,000 through the contract period ending February 28, 2019.

Moved By:  
Seconded By:  
Roll Call Vote:

#18-134 Authorize the **purchase and installation of desktop work stations** for the Information Technology (IT) work space expansion at the East Side Operations Center, from Sedgwick Business Interiors **under NYS OGS Contract #PC66271**, for an estimated cost of \$16,000.

Moved By:  
Seconded By:  
Roll Call Vote:

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- #18-135      **WHEREAS**, Authority staff perform multiple utility stakeouts on a daily basis; and
- WHEREAS**, construction work does not always occur immediately after utilities have been marked; and
- WHEREAS**, the Authority staff has tested popular brands of marking paint for durability; and
- WHEREAS**, the Authority is located in an area of the Country that is prone to varying weather conditions, and Aervoe paint has proved to be the best quality paint in terms of color, visibility and durability; and
- WHEREAS**, the Authority's *Purchasing and Procurement Guidelines* has Appropriate Circumstances for Standardization of Goods and Services under which a provision would be satisfied.

**NOW, THEREFORE, BE IT RESOLVED that:**

In order to provide for the purchase or procurement of an approved product for marking paint, **the Authority hereby establishes the Standardization of Aervoe marking paint.**

The Officers of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required, or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Authority with all of the provisions of the foregoing resolution.

Moved By:  
Seconded By:  
Roll Call Vote:

- #18-136      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.

Moved By:  
Seconded By:  
Roll Call Vote:

**AUDIT COMMITTEE REPORT**

- #18-137      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, 2017.

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Moved By:  
 Seconded By:  
 Roll Call Vote:

#18-138 Upon recommendation of the Monroe County Water Authority’s Audit Committee, the Board hereby approves the **Accounting Policies and Procedures Manual**, as revised and presented.

Moved By:  
 Seconded By:  
 Roll Call Vote:

#18-139 Approve the Monroe County Water Authority **membership renewal with the Greater Rochester Enterprise (GRE)** at the annual membership rate of \$10,000/yr.

Moved By:  
 Seconded By:  
 Roll Call Vote:

#18-140 BE IT RESOLVED, that the Monroe County Water Authority (the “Authority”) hereby establishes the following as its **standard work day for Members of the Authority**, effective July 1, 2018, and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the Secretary of this body:

Name	Standard Work Day (Hours/Day)	Term Begins/Ends	Participates in the Authority’s Time Keeping System (Y/N)	Days/ Month (Based on Record of Activities)
<b>Title: Members of the Authority</b>				
<b>Matthew J. Fero</b>	Six (6)	1/09/18 – 1/01/22	N	2.00
<b>Joseph R. Rulison</b>	Six (6)	6/13/17 – 4/01/19	N	2.44
<b>Wendy Bleier-Mervis</b>	Six (6)	6/13/17 – 4/01/21	N	2.03

Moved By:  
 Seconded By:  
 Roll Call Vote:

#18-141 **Approve proposal as submitted by broker, Rose & Kiernan, Inc.** for placement of Commercial Excess Liability - Layer 1 (\$10,000,000); Commercial Excess Liability – Layer 2 (\$25,000,000); Commercial Excess Liability – Layer 3 (\$5,000,000) insurance coverage policies for a total premium of \$100,730 for the policy term July 1, 2018 through June 30, 2019.

Moved By:  
 Seconded By:  
 Roll Call Vote: