

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
Thursday, July 12, 2018
9:30 a.m.**

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

Roll Call

Pledge of Allegiance

#18-142 Approve minutes of the Authority's Regular Meeting held on June 7, 2018.

Moved By:
Seconded By:
Vote:

#18-143 Accept list of disbursements on check registers dated June 6, June 13, June 20, June 27, and July 3, 2018 which were forwarded to the Authority Members for their review.

Moved By:
Seconded By:
Vote:

#18-144 Accept Purchase Order List of materials and supplies for the period May 30, 2018 through July 3, 2018 in the amount of \$282,094.47.

Moved By:
Seconded By:
Vote:

COMMUNICATIONS / NOTIFICATIONS

#18-145 WHEREAS, as permitted by Section 1095 of the New York Public Authorities Law and by resolution dated April 29, 1991, the Members of the Monroe County Water Authority (the "Authority") delegated to the Executive Director the power to appoint any employee of the Authority, while reserving to the Members the power and authority to confirm or deny confirmation of any such appointment of any permanent employees; and

WHEREAS, the Executive Director normally appoints permanent employees on the date the Members confirm such appointment; and

WHEREAS, on June 26, 2018, as a matter of urgency, the Executive Director appointed Timothy Murphy, Jr. to the position of heavy motor equipment operator; and

WHEREAS, the matter of urgency arose because (i) most emergency response calls require at least one ten-wheel, 20-ton dump truck, (ii) the only job title permitted to drive this type of vehicle is a heavy motor equipment operator, which position requires an "A" commercial driver's license, (iii) the Authority had immediate vacancies in the heavy motor equipment operator position, and (iv) although the Authority posted for the job internally, the one employee that applied refused the position.

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NOW, THEREFORE, BE IT RESOLVED:

1. The Members of the Authority hereby confirm the appointment of Timothy Murphy, Jr. to the position of heavy motor equipment operator, effective as of June 26, 2018 (the “Effective Date”), and ratify and approve all prior actions taken by the Executive Director and Authority staff in furtherance thereof. The appointment of Mr. Murphy is made pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission.
2. As of the Effective Date, Mr. Murphy will be placed in Salary Schedule 4, Group 6, Step 1.
3. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all such further acts and things as may be necessary, or in the opinion of the person so acting, desirable and proper to effect the purposes of the foregoing resolutions.

Moved By:

Seconded By:

Roll Call Vote:

COMPENSATION COMMITTEE REPORT

#18-146 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Paul Liess, Jr. to the title of Director of Finance and Business Services, effective August 6, 2018, at Salary Schedule 6, Group 3.

Moved By:

Seconded By:

Roll Call Vote:

#18-147 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Tamara Blanchard to the title of Office Clerk IV, effective July 23, 2018, at Salary Schedule 5, Group 1, Step 1.

Moved By:

Seconded By:

Roll Call Vote:

#18-148 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Megan Pieper to the title of Office Clerk IV, effective July 23, 2018, at Salary Schedule 5, Group 1, Step 1.

Moved By:

Seconded By:

Roll Call Vote:

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#18-149 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Tamara Coyne to the title of Assistant Credit Manager, effective July 16, 2018, at Salary Schedule 3, Group 2.

Moved By:

Seconded By:

Roll Call Vote:

#18-150 **RESOLUTIONS AUTHORIZING A JOINT SERVICES AGREEMENT WITH COUNTY OF MONROE**

WHEREAS, under Section 1096(16) of the Public Authorities Law, the Authority has the power to enter into cooperative agreements with municipalities for shared services arrangements; and

WHEREAS, pursuant to Authority resolution #13-064, the Monroe County Water Authority (the “Authority”) and the County of Monroe (the “County”) entered into a Joint Services Agreement dated June 10, 2013 (the “Prior Agreement”) whereby the parties agreed to mutually assist each other and provide lawn mowing and water main repair services, as needed; and

WHEREAS, the parties intend to enter into a new agreement for joint services (the “2018 Joint Services Agreement”), such agreement to contain terms substantially similar to those in the Prior Agreement.

NOW, THEREFORE, BE IT RESOLVED:

1. The Members of the Authority hereby approve the form and substance of the 2018 Joint Services Agreement.
2. The Members of the Authority hereby authorize the Executive Director to sign the 2018 Joint Services Agreement for an initial term of one (1) year with the option to extend for up to four (4) additional terms of one (1) year upon mutual consent.
3. The Members of the Authority hereby ratify all actions and expenditures taken with regard to joint services between the expiration of the Prior Agreement and the date of this resolution.
4. The Members and staff 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 resolutions and to cause compliance by the Authority with the provisions of the foregoing resolutions.

Moved By:

Seconded By:

Roll Call Vote:

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#18-151 Authorize the award of a **unit price contract for the South Avenue Tank Rehabilitation project** to the low responsive, responsible bidder, Amstar of Western New York, Inc. in the bid amount of \$1,682,100.

Moved By:
Seconded By:
Roll Call Vote:

#18-152 Authorize a **change order to the current purchase order with Compass Minerals for bulk and toted rock salt** from its current Total Price of \$14,733.39 to a new Total Price of \$22,000, and extending its term by up to two months.

Moved By:
Seconded By:
Roll Call Vote:

#18-153 Authorize the **use of the Monroe County Contract for Overhead & Garage Door Maintenance & Repair under the terms of Monroe County Contract #4700007460**, currently held by Alliance Door & Hardware, Inc., through its term ending April 30, 2019, for an estimated amount of \$20,000.

Moved By:
Seconded By:
Roll Call Vote:

#18-154 Authorize the **purchase of an estimated thirty (30) Dell Optiplex 3050 desktop computers under NYS OGS Contract Group 73600 – Award 22802 – Information Technology Umbrella Contract #PM20820 – Manufacturer Based, Dell Marketing LP, Lot 2**, at an estimated total cost of \$31,000.

Moved By:
Seconded By:
Roll Call Vote:

#18-155 Authorize the following **purchases from Dell under NYS OGS Contract Group 73600 Award 22802 – Information Technology Umbrella Contract #PM20820 – Manufacturer Based, Dell Marketing LP, Lot 2: An estimated four (4) Dell XPS-15 office laptop computers** at an estimated total cost of \$12,000; **AND an estimated four (4) Dell Latitude 5580 laptop computers** at an estimated total cost of \$8,000.

Moved By:
Seconded By:
Roll Call Vote:

#18-156 Authorize the **purchase of an estimated five (5) Dell Latitude Rugged 14 laptop computers under NYS OGS Contract Group 73600 – Award 22802 – Information Technology Umbrella Contract #PM20820 – Manufacturer Based, Dell Marketing LP, Lot 2**, at an estimated total cost of \$18,000.

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Moved By:
Seconded By:
Roll Call Vote:

#18-157 **WHEREAS**, the Monroe County Water Authority (the “Authority”) has studied whether it should now **standardize on Hydro Instruments Vacuum Regulators** in order to maintain efficiency, compatibility and the reliability of our emergency chlorination and sulfur dioxide feed systems at the Authority’s treatment plants, and

WHEREAS, the Production and Transmission Department staff has found this equipment to be significantly more robust than other manufacturers’ equipment, and

WHEREAS, the Authority currently has other compatible equipment which will result in lower parts inventory, and

WHEREAS, the operations and maintenance staff are trained in the installation, configuration and calibration of this equipment, and

WHEREAS, upon the recommendation of the Authority’s Production and Transmission Department, the Authority has determined that Hydro Instruments Vacuum Regulators are the most efficient and economic equipment currently available.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of vacuum regulators and for the reasons stated above, **all purchases or procurements by the Authority of vacuum regulators and any ancillary equipment must be Hydro Instruments.**
2. The Members and staff 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 resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

Moved By:
Seconded By:
Roll Call Vote:

#18-158 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.

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Moved By:
Seconded By:
Roll Call Vote:

GOVERNANCE COMMITTEE REPORT

#18-159 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby approves the **Policy Regarding Acquisition and Assignment of Mobile Communications Devices**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-160 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby approves the **Travel and Expense Reimbursement Policy**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-161 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Whistleblower Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-162 Upon recommendation of the Monroe County Water Authority’s Governance Committee the Board hereby readopts the **Policy Regarding Service Awards Program**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-163 Upon recommendation of the Monroe County Water Authority’s Governance Committee the Board hereby readopts the **Food Expenditure and Reimbursement Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-164 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Policy Regarding Time and Attendance for Management Employees / Policy Regarding Compensation and Reimbursement for Management Employees**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

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#18-165 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby approves the **Policy Regarding Time and Attendance for Executive Staff / Policy Regarding Compensation and Reimbursement for Executive Staff**, as revised and presented.

Moved By:

Seconded By:

Roll Call Vote: