

MONROE COUNTY WATER AUTHORITY
REGULAR MEETING

Thursday, December 13, 2018

9:30 a.m.

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

Roll Call

Pledge of Allegiance

#18-248 Approve minutes of the Authority's Regular Meeting held on November 8, 2018.

Moved By:
Seconded By:
Vote:

#18-249 Accept list of disbursements on check registers dated November 7, November 14, November 19, November 28 and December 5, 2018 which were forwarded to the Authority Members for their review.

Moved By:
Seconded By:
Vote:

#18-250 Accept Purchase Order List of materials and supplies for the period November 1, 2018 through December 6, 2018 in the amount of \$1,023,483.78.

Moved By:
Seconded By:
Vote:

COMMUNICATIONS / NOTIFICATIONS

COMPENSATION COMMITTEE – NOVEMBER 13, 2018 MEETING REPORT

#18-251 Upon Recommendation of the Monroe County Water Authority's Compensation Committee the Board hereby approves the **Compensation Philosophy** as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-252 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of **Christopher Trottier** to the title of **Water Treatment Plant Operator** in the Production and Transmission Department, effective December 17, 2018 at salary Schedule 4, Group 5, Step 1.

Moved By:
Seconded By:
Roll Call Vote:

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#18-253 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of **Joseph Triassi** to the title of **Heavy Motor Equipment Operator** effective January 7, 2019 at salary Schedule 4, Group 6, Step 1.

Moved By:

Seconded By:

Roll Call Vote:

#18-254 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Kathleen Shepard to the title **Project Engineer – Water Distribution** effective January 1, 2019 at salary Schedule 3, Group 4.

Moved By:

Seconded By:

Roll Call Vote:

#18-255 WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement **I-390 Interchange Improvements at I-490: Design-Build, Town of Gates, Monroe County, P.I.N. 4390.54.321**, and

WHEREAS, the State will include as part of the improvements of the above mentioned project, verification of water main location and depth or relocation water main at various locations, relocation various hydrants, and adjust various water valve boxes so as to not be in conflict with the proposed construction. The work will be performed in accordance with the requirements of the owner, under Section 10, Subdivision 24, of the State Highway Law, as shown in the contract proposal relating to the project; 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.

NOW, THEREFORE BE IT RESOLVED, that the **Monroe County Water Authority** approves the adjustment or relocation of their water valve boxes, hydrants and water mains for the above mentioned work performed on the project, as described in the project 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 to be shown on the contract plans.

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

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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:

- #18-256 Authorize the Executive Director to enter into a **Professional Services Agreement** with **JB Evans & Sons, LLC** for a period of five (5) years with a budget for these services not to exceed \$15,000 per year, to provide Asbestos Safety Training, Variance and for asbestos related services.

Moved By:
Seconded By:
Roll Call Vote:

- #18-257 Authorize a blanket order for the **purchase of various parts and/or supplies** for **maintenance and repair** of Authority dump trucks and crew trucks, to be purchased as needed throughout 2019 from Kenworth Group, for an estimated total cost of \$40,000.

Moved By:
Seconded By:
Roll Call Vote:

- #18-258 Authorize a blanket order for the purchase of **various parts and/or supplies** for **maintenance and repair** of the Authority's **Caterpillar Backhoes**, to be purchased as needed throughout 2019 from Milton CAT, for an estimated total cost of \$30,000.

Moved By:
Seconded By:
Roll Call Vote:

- #18-259 Authorize a blanket order for the purchase of **various parts and/or supplies** for **maintenance and repair** of the Authority's **John Deere Backhoes and Loaders**, to be purchased as needed throughout 2019 from Five Star Equipment Inc., for an estimated total cost of \$20,000.

Moved By:
Seconded By:
Roll Call Vote:

- #18-260 Authorize the **purchase of various new tires and related services** to be ordered as needed for MCWA vehicles **utilizing Monroe County Contract #618-18 (4700007470)** with Lewis General Tire, Inc., for an estimated total cost of \$100,000 for period January 1, 2019 to July 31, 2019.

Moved By:
Seconded By:
Roll Call Vote:

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#18-261 Authorize the purchase of **Office Supplies from Staples Business Advantage**, for an estimated amount of \$25,000 **utilizing the City of Rochester Contract #128732/427380** to be purchased as needed commencing December 1, 2018 through November 30, 2019.

Moved By:
Seconded By:
Roll Call Vote

#18-262 Authorize the purchase of various LogRhythm **Incident Event Monitoring System equipment, licensing and support services from K Logix, LLC** for a total estimated cost of \$79,000 to further enhance MCWA's cyber security.

Moved By:
Seconded By:
Roll Call Vote

#18-263 Authorize the **purchase of approximately twenty (20) Electronic Tablets** utilizing the **NYS OGS Information Technology Umbrella Hardware Contract Group 73600 – Award 22802 - Lot 2** and the **MCPV Alliance Contract** at an estimated cost of \$50,000.

Moved By:
Seconded By:
Roll Call Vote

#18-264 Authorize the award of a **unit price contract** for the **2019 Annual Geotechnical Investigation and Material Testing Services Contract** to **CME Associates** for the bid amount of \$239,765. The initial term of the contract is for a period of **two years which may be renewed for two subsequent one-year terms at the mutual, written consent** of the Authority and the contractor.

Moved By:
Seconded By:
Roll Call Vote:

#18-265 Authorize the award of a **unit price contract for the Stone Road and Wood Road Water Main Replacements Project** to the low responsive, responsible bidder, **Randsco Pipeline, Inc.** in the bid amount of \$627,239.

Moved By:
Seconded By:
Roll Call Vote:

#18-266 Authorize a **blanket order for the purchase of Emergency Generator Repair Parts and Services** for the Authority's Cummins-Onan generators from the OEM **sole source provider, Cummins Northeast LLC**, at the quoted unit prices for an estimated cost of \$25,000 per year with an initial term through December 31, 2019, which may be extended for up to two additional one-year terms upon mutual consent.

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Moved By:
Seconded By:
Roll Call Vote:

- #18-267 Authorize a **unit price purchase contract** for Printing and Mailing of Customer Bills, Notices, and Meter Read Cards from **I.M.S. Direct**, the **low responsive, responsible bidder** in the estimated bid amount of \$117,353 for an initial term of one year with the option to extend, upon mutual consent, for up to four additional one-year terms.

Moved By:
Seconded By:
Roll Call Vote:

- #18-268 Authorization to **amend Resolution #18-224 (ref: 11/08/18) to include Five Star Equipment Co.**, as an approved Vendor for utilization through the NY State OGS Contract, Group 72007 Award #22935 for Heavy Equipment Rental.

Moved By:
Seconded By:
Roll Call Vote:

- #18-269 Authorization to **amend Resolution #18-228 (ref: 11/08/18) to reflect unit price contract award** for Stainless Steel Curb Rods to low, responsive, responsible bidder Core and Main in the bid amount of \$14,229 **based on estimated quantities** for a one-year term, with the option to extend for up to four additional one-year terms upon mutual consent.

Moved By:
Seconded By:
Roll Call Vote:

- #18-270 Authorization to **amend Resolution #18-229 (ref: 11/08/18) to reflect unit price contract award** for Curb Boxes and Rods to low, responsive, responsible bidder Core and Main in the bid amount of \$47,550 **based on estimated quantities** for a one-year term, with the option to extend for up to four additional one-year terms upon mutual consent.

Moved By:
Seconded By:
Roll Call Vote:

AUDIT COMMITTEE REPORT – DECEMBER 6, 2018 MEETING REPORT

- #18-271 Authorize the Executive Director to enter into an agreement for **the purchase of Excess Workers' Compensation Insurance** through State National, as brokered through NCAComp, Inc., in accordance with the terms of such firm's written proposal, for the period of January 1, 2019 through December 31, 2019 in the estimated amount of \$65,000.

Moved By:
Seconded By:
Roll Call Vote:

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#18-272 Authorize the Executive Director to enter into an agreement for the **purchase of MCWA Group Life, Accidental Death & Dismemberment, and Long Term Disability Insurance** with Cigna as brokered through Rose & Kiernan, Inc.; for applicable employees at a 2 year guaranteed rate as proposed, estimated at \$55,000 based on present MCWA census.

Moved By:
Seconded By:
Roll Call Vote:

#18-273 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

GOVERNANCE COMMITTEE REPORT – DECEMBER 6, 2018 MEETING REPORT

#18-274 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby approves the **Tracking and Disposal of Fixed Assets Policy**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-275 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Procurement Disclosure Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

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#18-276 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby readopts the **Internal Controls & Financial Accountability Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-277 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby approves the **Professional Services Policy & Procedures**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-278 Upon recommendation of the Monroe County Water Authority’s Governance Committee the Board hereby approves the **Responsibilities of Members & Officers Policy**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-279 Upon recommendation of the Monroe County Water Authority’s Governance Committee the Board hereby approves the **Purchasing & Procurement Guidelines Policy**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#18-280 RESOLVED: That **the Authority hereby ratifies and confirms in every respect the change in the Authority’s Rules for the Sale of Water and the Collection of Rents and Charges** as presented to this meeting and made a part of the minutes hereof, which change is **effective January 1, 2019** and is subject of a Resolution of the Authority adopted at its November 8, 2018 meeting: and the Authority hereby finds and determines that the requirements of Section 1096-a of the Public Authorities Law in connection therewith have been accomplished.

Moved By:
Seconded By:
Roll Call Vote:

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#18-281 **Approve travel for selected Board Members and Staff to attend** AWWA National Convention and AWWA Conferences, NY Section – AWWA Meetings, GFOA Annual Conference, NYS-WA Meeting, NYS Department of State Educational Unit training programs, NPELRA, AMWA and other **mission-related training seminars, conferences and meetings during 2019**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

Moved By:
Seconded By:
Roll Call Vote:

EXECUTIVE SESSION REQUESTED:

Pursuant to Section 105(1)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance history and evaluation of the Executive Director and Executive Staff.

ES#18-282 WHEREAS, pursuant to the MCWA By-Laws, the Board has completed its annual review of the Executive Director and the Executive Staff; and

WHEREAS, the Board has reviewed the MCWA Compensation Philosophy, which was revised and approved by Resolution #18-251.

NOW THEREFORE, BE IT RESOLVED: that the Authority approves and adopts the recommendations submitted to the Board regarding compensation of the Authority's Executive Director and Executive Staff for 2019.

Moved By:
Seconded By:
Roll Call Vote: