

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, November 14, 2019
9:30 a.m.
Board Room
General Offices, 475 Norris Drive, Rochester, New York**

Roll Call

Pledge of Allegiance

#19-198 Approve minutes of the Authority's Regular Meeting held on October 10, 2019.

Moved By:
Seconded By:
Voice Vote:

#19-199 Accept list of disbursements on check registers dated October 2, October 9, October 16, October 23, and October 30, 2019, which were forwarded to the Authority Members for their review.

Moved By:
Seconded By:
Voice Vote:

#19-200 Accept Purchase Order List of materials and supplies for the period October 3 through November 6, 2019 in the amount of \$64,074.61.

Moved By:
Seconded By:
Voice Vote:

COMMUNICATIONS/NOTIFICATIONS

#19-201 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Mark Cardinale to the title of Utility Worker, effective December 2, 2019, at Salary Schedule 4, Group 3.

Moved By:
Seconded By:
Roll Call Vote:

#19-202 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Christian Cooper to the title of Laborer, effective December 2, 2019, at Salary Schedule 4, Group 1.

Moved By:
Seconded By:
Roll Call Vote:

#19-203 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of David Dingeldine to the title of Senior Automotive Mechanic, effective December 9, 2019, at Salary Schedule 4, Group 6.

Moved By:
Seconded By:
Roll Call Vote:

#19-204 Confirm the following promotional appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional appointment of Stephen Kromer to the title of Distribution Manager effective November 18, 2019, at Salary Schedule 3, Group 5.

Moved By:
Seconded By:
Roll Call Vote:

#19-205 Confirm the following promotional appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional appointment of Ryan A. Bonacchi to the title of Maintenance Mechanic II, effective November 18, 2019, at Salary Schedule 4, Group 4.

Moved By:
Seconded By:
Roll Call Vote:

#19-206 Confirm the following promotional appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional appointment of John C. Palermo to the title of Maintenance Mechanic II, effective November 18, 2019, at Salary Schedule 4, Group 4.

Moved By:
Seconded By:
Roll Call Vote:

#19-207 Authorize the purchase of **Industrial and Commercial Supplies and Equipment**, to be ordered as needed, utilizing New York State Contract Group #39000, Award #22918, Contract #PC67235, from vendor awarded **W.W. Grainger, Inc.**, for an estimated total cost of \$105,000 through the contract period ending September 30, 2020.

Moved By:
Seconded By:
Roll Call Vote:

#19-208 Authorize a Blanket Purchase Order for the purchase of **Industrial and Commercial Supplies and Equipment** not included on New York State Contract, to be ordered as needed from **W.W. Grainger, Inc.**, for an estimated total cost of \$25,000 for a one-year term.

Moved By:
Seconded By:
Roll Call Vote:

#19-209 Authorize a Change Order to the Agreement with **Ontario Exteriors, Inc.** for construction of the 2019 Roof Replacement Program for \$11,400.

Moved By:
Seconded By:
Roll Call Vote:

#19-210 Authorize the award of the **Low-Lift Pump Stations #1 and #2 Electrical System Upgrade** unit price contract to the low responsive, responsible bidder, **Concord Electric Corporation** for the bid amount of \$1,047,000.

Moved By:
Seconded By:
Roll Call Vote:

#19-211 Authorize the purchase of **Enterprise Asset Management Software (Maximo) Cloud-Based Subscriptions-as-a-Service (SAAS)** from **International Business Machines, Inc. (IBM)** utilizing New York State Contract Group #73600, Award #22802, Contract #PM20890, for an initial term of a maximum of 12 months through November 29, 2020, and an estimated total amount of \$18,000, with the option to extend for up to an additional six month period and a maximum increase in price of five percent.

Moved By:
Seconded By:
Roll Call Vote:

#19-212 Authorize the purchase of **Office Supplies**, to be purchased as needed, from **W.B. Mason Co., Inc.** for an estimated amount of \$30,000 utilizing the City of Rochester Contract #133520/504270, commencing December 1, 2019 through November 30, 2020.

Moved By:
Seconded By:
Roll Call Vote:

#19-213 Authorize the **amendment of Resolution #19-182** (ref. 09/12/2019) to reflect the leasing of seven (7) Canon Printers/Large copiers from **De Lage Landen Financial Services, Inc.**, utilizing PEPPM Technology Cooperative Purchasing Program for a three-year term under Contract No. 528897-044 for an estimated total cost of \$60,000.

Moved By:
Seconded By:
Roll Call Vote:

#19-214 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:

AUDIT COMMITTEE REPORT

#19-215 The Authority hereby appoints **NCAComp, Inc.** to serve as **Broker of Record** for the following type of insurance maintained by the Authority: **Excess Workers' Compensation Insurance**. This contract shall be for an initial term of three years with the option to extend for two additional one-year terms upon mutual consent.

Moved By:
Seconded By:
Roll Call Vote:

- #19-216 The Authority hereby appoints **Brown & Brown of New York** to serve as **Broker of Record** for the following type of insurance maintained by the Authority: **Life and Long-Term Disability Insurances**. This contract shall be for an initial term of three years with the option to extend for two additional one-year terms upon mutual consent.

Moved By:
Seconded By:
Roll Call Vote:

COMPENSATION COMMITTEE REPORT

- #19-217 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:

FINANCE COMMITTEE REPORT

- #19-218 **Approve an amendment to the Authority's *Rules for the Sale of Water and the Collection of Rents and Charges* effective January 1, 2020** in the form attached hereto and made a part of the minutes hereof, subject to compliance with the requirements of Subdivision 1 of Section 1096-a of the Public Authorities Law, with a copy of said amendment to be duly certified by the Recording Secretary of the Authority and filed with the President of the Monroe County Legislature and thereafter published once in the *Democrat and Chronicle*, once in the *Daily Record*, once in the *Batavia Daily News*, and once in the *Post* Newspapers; and filed in the Monroe County Clerk's office.

Moved By:
Seconded By:
Roll Call Vote:

- #19-219 WHEREAS, the Monroe County Water Authority has adopted a water rate schedule effective January 1, 2020, which amends its present water rate schedule; and

WHEREAS, Section 1096-a of the Public Authorities Law provides for (1) notification of such water rate schedule change to the President of the Monroe County Legislature and (2) a public information meeting.

NOW, THEREFORE, IT IS RESOLVED: That the Authority publish an announcement of a Public Information Meeting to be held on December 4, 2019 at 3:00 p.m. in the offices of the Authority, 475 Norris Drive, Rochester, New York; and

IT IS FURTHER RESOLVED: That the Authority will conduct the Public Information Meeting in order to inform the public of the need and the design of the water rates schedule changes; and

IT IS FURTHER RESOLVED: That a copy of this Resolution be certified by the Recording Secretary of the Authority and delivered to the President of the Monroe County Legislature.

Moved By:
Seconded By:
Roll Call Vote:

#19-220 Upon recommendation of the Monroe County Water Authority's Finance Committee, the Board hereby approves the **Debt Management Policy**, as revised.

Moved By:
Seconded By:
Roll Call Vote:

GOVERNANCE COMMITTEE REPORT

#19-221 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Conflicts of Interest Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-222 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Code of Ethics Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-223 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Policy Governing the Use of Authority Discretionary Funds**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-224 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Policy Regarding the Acquisition of Interests in Real Property**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-225 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Software Code of Ethics** policy, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-226 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby readopts the **Disposal Guidelines** policy, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-227 Approve the Authority's **3rd Quarter Investment Report** for the period ending September 30, 2019, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#19-228 Approve the Authority's **3rd Quarter Financial Report** for the period ending September 30, 2019, as presented.

Moved By:

Seconded By:

Roll Call Vote:

EXECUTIVE SESSION

There may be an Executive Session requested.