

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

Thursday, February 8, 2018

9:30 a.m.

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

9:30 a.m. The Vice Chairman called this Regular Meeting to order.

Roll call of the membership of the Board and determination that a quorum was present.

Members present (5): S. Nasca, J. Rulison, S. Volpe, R. Hurlbut, M. Fero

Members absent (2): A. Bernstein, W. Bleier-Mervis

Staff present:

N. Noce, Executive Director; K. Eisenmann, Secretary to the Authority; R. Metzger, P.E., Chief Engineer; R. Benshoff, Exec. Dir. of Operations; S. M. Savage, P.E., Dir. of Engineering; L. Magguilli, Assistant to Exec. Dir., K. Prestidge, Dir. of Finance & Business Services; D. Hendrickson, Human Resource Manager; G. Ippolito, Meter Services Supervisor

General Counsel present: R. Miller, Esq. of HS&E

Packets containing detailed information on Agenda items were distributed in advance of meeting date to each Member, Executive Staff and Counsel for their prior review.

#18-016 Approve minutes of the Authority's Regular Meeting held on January 11, 2018.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, the foregoing resolution #18-016 was put to a voice vote and unanimously carried. Ayes: 5; Nays: 0.

#18-017 Accept list of disbursements on check registers dated January 10, January 17, January 24 and January 31, 2018 which were forwarded to the Authority Members for their review.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #18-017 was put to a voice vote and unanimously carried. Ayes: 5; Nays: 0.

#18-018 Accept Purchase Order List of materials and supplies for the period January 4, 2018 through January 31, 2018 in the amount of \$486,616.07.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #18-018 was put to a voice vote and unanimously carried. Ayes: 5; Nays: 0.

COMMUNICATIONS – Mr. Noce was pleased to share with the Members the Award plaque bestowed on MCWA from the American Public Works Association (APWA) NY Chapter – Genesee Valley Branch – For 2017 – Small Cities / Rural Communities Award – Environmental – for the East Lake Road Water Project, Town of Richmond. Also, correspondence the Authority recently received: A note to Stephen Savage, P.E. from Churchville Village Mayor, Nancy Steedman – to convey how pleased they are with the results of the Water Tower painting project; and a letter to Gregory Wysocki – Engineering Department, from Town/Village of East Rochester's Superintendent of Public Works, William Marr – expressing thanks for the Water Authority taking the initiative to invest in the infrastructure of the underground piping system project.

~ **Items #18-019, #18-020 and #18-021** ~ *Vice Chairman Nasca and Treasurer Rulison offered the following resolutions and moved their adoption:*

#18-019

RESOLUTION #18-019
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO DANIEL D. BOCACH UPON HIS RETIREMENT

WHEREAS, Daniel D. Bocach, a longtime employee of the Water Authority retired January 10, 2018; and

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WHEREAS, Daniel D. Bocach is a highly skilled and knowledgeable 32-year veteran of the Water Authority; and,

WHEREAS, Daniel D. Bocach 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;

BE IT FURTHER RESOLVED, that the Secretary of the Board is hereby requested to forward a copy of this resolution to Daniel D. Bocach, MCWA Retiree.

This resolution adopted unanimously

#18-020

RESOLUTION #18-020
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO MICHAEL NICOLOSI UPON HIS RETIREMENT

WHEREAS, Michael Nicolosi, a longtime employee of the Water Authority retired January 27, 2018; and

WHEREAS, Michael Nicolosi is a highly skilled and knowledgeable 10+ year veteran of the Water Authority; and,

WHEREAS, Michael Nicolosi 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;

BE IT FURTHER RESOLVED, that the Secretary of the Board is hereby requested to forward a copy of this resolution to Michael Nicolosi, MCWA Retiree.

This resolution adopted unanimously

#18-021

RESOLUTION #18-021
EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO MARK R. BERNARD UPON HIS RETIREMENT

WHEREAS, Mark R. Bernard, a longtime employee of the Water Authority retired February 3, 2018; and

WHEREAS, Mark R. Bernard is a highly skilled and knowledgeable 19+ year veteran of the Water Authority; and,

WHEREAS, Mark R. Bernard 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;

BE IT FURTHER RESOLVED, that the Secretary of the Board is hereby requested to forward a copy of this resolution to Mark R. Bernard, MCWA Retiree.

This resolution adopted unanimously

#18-022

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

Promotional Appointment of Julianna Papineau to the title of Office Clerk III, effective February 12, 2018, at Salary Schedule 7, Group 2.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-022 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

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For Item #18-023, Mr. Savage addressed the Members to authorize amendment to two existing agreements with Modis E&T, LLC to accommodate a name change to Modis, Inc. He explained that these agreements, previously authorized by the Board, are in providing temporary staffing in the Engineering Department, and since the execution of these agreements, Modis, Inc. has undergone internal restructuring and absorbed portions of Modis E&T, LLC.

#18-023 Authorize the Executive Director to **execute amendments to Agreements with Modis E&T, LLC** (ref. resolutions #17-198 and #17-246) to accommodate the changing of their name to Modis, Inc.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-023 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

For Item #18-024, Ms. Hendrickson briefed the Board for authorization in entering into this Professional Services Agreement for supplying Prescription Safety Glasses. She explained that Requests for Qualifications and Proposal were sent to five optical firms, and one responsive Qualifications Statement and Proposal was received; no other firms responded. She stated that staff has determined the firm is qualified to perform these services and that this firm has provided these services for the Water Authority in the past.

#18-024 Authorize the Executive Director to enter into a **Professional Services Agreement with Vision Associates of Rochester DBA Rochester Optical to supply Prescription Safety Glasses** for a period of two years, with an estimated cost for these services of \$5,000 per year; and the option to renew for three additional one-year terms, if mutually agreeable between the parties.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-024 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

In discussion of Item #18-025, Mr. Metzger briefed the Members for authorization. He explained that in March 2017, Arcadis was selected for this project and was authorized to complete the study and preliminary design phases. And based on results of that work the 2018 Budget includes funding for the implementation of the first phase of the recommendations, which he outlined in detail, in moving forward with the design and bidding phases.

#18-025 Authorize the Executive Director to **amend the Professional Services Agreement with Arcadis of New York, Inc. for the Emergency Generator Optimization Project** with the budget amount for the design and bid phases of \$295,000 and hourly billing rates for construction phase engineering services as proposed.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-025 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

In discussion of Item #18-026, Mr. Savage addressed the Members for authorization on award of this unit price contract. He provided a detailed description outlining the scope of the project, and he recapped bid results, and responded to follow up inquiries from Mr. Hurlbut.

#18-026 Authorize the award of a **unit price contract for the Vacuum Excavating to Determine Service Material – Phase 1** contract to the low responsive, responsible bidder, Ledge Creek Development, Inc. in the bid amount of \$44,639.25.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-026 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

For Item #18-027, Mr. Savage again addressed the Board for authorization. He explained that the equipment rented under this contract will initially be used in conjunction with the Vacuum Excavating to Determine Service Material Project in the foregoing resolution discussed above, and as needed for maintenance and protection of traffic by Operations.

#18-027 Authorize the **use of Monroe County Contract No. BP 0805-14 (4700007143) for Rental of Traffic Control Devices**, (currently held by Comet Flasher, Inc.), through the current term ending August 31, 2018 for an amount not to exceed \$50,000.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-027 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

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For Item #18-028, Mr. Metzger informed the Members on the use of this County Contract for General Construction Term Services, which is currently held by C.P. Ward, explaining this is used by multiple departments for construction trades labor and materials - on a time and materials basis for individual projects as needed; he mentioned for example, concrete repairs and special projects.

#18-028 Authorize the **use of Monroe County Contract No. BP 1108-17 for General Construction Term Services** (currently awarded to C.P. Ward, Inc.), through an initial term ending December 31, 2018, with the option to extend for up to four additional one-year periods in accordance with the terms of the Monroe County Contract, for an estimated amount of \$225,000.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-028 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

For Item #18-029, Mr. Benshoff addressed the Members for authorization. He indicated as part of the Water Authority's replacement program for its heavy equipment, this purchase is in replacement of an aging machine, and this new Caterpillar model is best suited to our current needs. Mr. Benshoff also responded to an inquiry from Mr. Nasca regarding the Authority's heavy equipment overall.

#18-029 Authorize the **purchase of one (1) New 2018 Caterpillar 938M Wheel Loader**, under NYS OGS NJPA Contract #PC66988, PGB-22792, Group 40625 Heavy Equipment – from Caterpillar Inc. (authorized reseller per OGS contract is Milton Caterpillar, Batavia NY), at a net delivered cost of \$156,263.18 with trade-in of one (1) MCWA unit #085 JD54TC Loader.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-029 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

For Items #18-030 through #18-034, Mr. Benshoff briefed the Board for authorization of these unit price contracts in purchasing specific brand name Hydrant Parts, each from the low responsive, responsible bidder. He explained these are for the five predominant types in use, and there is cost savings in bidding these parts. He also recapped all bid results for these Items.

#18-030 Authorize the **unit price contract award for the purchase of Kennedy Hydrant Parts** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$32,993.46; hydrant parts to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-030 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

#18-031 Authorize the **unit price contract award for the purchase of Mueller Hydrant Parts** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$19,972.21; hydrant parts to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe and duly put to a vote on roll call, the foregoing resolution #18-031 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

#18-032 Authorize the **unit price contract award for the purchase of U.S. Pipe Hydrant Parts** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$10,653.59; hydrant parts to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison and duly put to a vote on roll call, the foregoing resolution #18-032 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

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#18-033 Authorize the **unit price contract award for the purchase of Clow/Eddy Hydrant Parts** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$6,340.67; hydrant parts to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe and duly put to a vote on roll call, the foregoing resolution #18-033 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

#18-034 Authorize the **unit price contract award for the purchase of A.P. Smith Hydrant Parts** from low responsive, responsible bidder, Core & Main, LP in the bid amount of \$3,051.56; hydrant parts to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison and duly put to a vote on roll call, the foregoing resolution #18-034 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

For Item #18-035, Mr. Benshoff again addressed the Members for authorization of this unit price purchase contract award. He explained the function of Valve Boxes, recapped bid results and terms, and that these materials are purchased on an as-needed basis.

#18-035 Authorize the **unit price contract award for the purchase of Valve Boxes and Lids** from low responsive, responsible bidder, Blair Supply Corp.; with a total bid price of \$37,472; quantities based on one year's estimated usage; materials to be purchased on an as-needed basis. This is a one-year unit price contract with the option to renew for up to four additional one-year terms upon mutual consent.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut and duly put to a vote on roll call, the foregoing resolution #18-035 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

In discussion of Item #18-036, Mr. Gregory Ippolito, the Authority's Meter Service Supervisor, briefed the Board to approve the Standardization of Large Meters to the Neptune Technology Group for MCWA's large meter program. He gave a detailed narrative for this standardization in addition to his recommendation memorandum provided for the Board's prior review.

#18-036 WHEREAS, since 2012, the Monroe County Water Authority (the "Authority") has installed only **Neptune Technology Group brand water meters for meters 3 inches and larger**, and such meters now comprise over 60% of the Authority's large meter population; and

WHEREAS, the Authority has studied whether it should now **standardize the source of large water meters** in order to maintain the efficiency of and compatibility within the Authority's water meter system; and

WHEREAS, upon the recommendation of the Authority's Meter Services Department, the Authority has determined that Neptune Technology Group brand large water meters are the most efficient and economic system currently available.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of large water meters and for the reasons stated above, all purchases or procurements by the Authority of **large water meters sized three inches and larger and any ancillary equipment must be Neptune Technology Group brand**.

2. 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 resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

On a motion made by Mr. Rulison, seconded by Mr. Fero and duly put to a vote on roll call, the foregoing resolution #18-036 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

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- #18-037 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.

On a motion made by Mr. Rulison, seconded by Mr. Hurlbut and duly put to a vote on roll call, the foregoing resolution #18-037 unanimously carried. AYES: 5 (Nasca, Volpe, Fero, Hurlbut, Rulison); NAYS: 0.

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Presented for Board Members' informational purposes:

- Renewal on Standardization of Small Meters. Staff recommendation (memorandum January 8, 2018) to continue with the current Standardization of Small Meters with Neptune Technology Group brand Automatic Meter Reading (AMR) Meters.
- Notification of proposed recipients of Request for Qualifications and Proposals (RFQ/Ps) from engineering firms to undertake various projects listed below during 2018:
 - SWTP Zebra Mussel Feed System Evaluation
 - Chlorine Scrubber Replacement Design
 - Denise Reservoir Chlorination / Dechlorination Study
 - Consulting Engineer
 - Coating Consulting Services
- In Board folders (along with any routine monthly informational updates):
 - ABO performance evaluation confidential survey forms for 2017 to each Board Member for compilation by the Governance Committee to be submitted to the ABO.
 - Perfect Attendance List 2017 – MCWA Employees with no sick time used throughout year 2017.

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There being no further business to come before the Authority, Vice Chairman Nasca adjourned the meeting at 10:00 a.m.


Kathleen A. Eisenmann, Secretary to the Authority


Scott D. Nasca, Vice Chairman