

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

Thursday, August 9, 2018

9:30 a.m.

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

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

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

Members present (7): S. Nasca, S. Volpe, M. Fero, A. Bernstein, R. Hurlbut, W. Bleier-Mervis, J. Rulison
Members absent (0)

Staff present:

N. Noce, Executive Director; K. Eisenmann, Secretary to the Authority; R. Metzger, P.E., Chief Engineer; R. Benschhoff, Exec. Dir. of Operations; S. M. Savage, P.E., Dir. of Engineering; L. Magguilli, Assistant to Exec. Dir.; D. Hendrickson, Human Resource Manager; P. Liess, Dir. of Finance & Business Services; M.A. Hussar, Admin. Clerk

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

Monroe County Legislative Liaison present: Hon. Frank X. Allkofer

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.

Pledge of Allegiance to the Flag – lead by Chairman Nasca

#18-166 Approve minutes of the Authority's Regular Meeting held on July 12, 2018.

On a motion made by Mr. Rulison, seconded by Mr. Bernstein, the foregoing resolution #18-166 was put to a voice vote and unanimously carried. Ayes: 7; Nays: 0.

#18-167 Accept list of disbursements on check registers dated July 11, July 18, July 25, and August 1, 2018, which were forwarded to the Authority Members for their review.

On a motion made by Ms. Volpe, seconded by Ms. Bleier-Mervis, the foregoing resolution #18-167 was put to a voice vote and unanimously carried. Ayes: 7; Nays: 0.

#18-168 Accept Purchase Order List of materials and supplies for the period July 4, 2018 through July 31, 2018 in the amount of \$291,850.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, the foregoing resolution #18-168 was put to a voice vote and unanimously carried. Ayes: 7; Nays: 0.

COMMUNICATIONS – Mr. Noce was pleased to introduce Mr. Paul Liess, the Authority's new Director of Finance & Business Services; the Chairman and Members welcomed him in joining the Authority.

Mr. Noce and Chairman Nasca asked the Members to kindly notice in their folders the letter from Kathleen Eisenmann, Executive Assistant/Secretary to the Authority, on her intent to retire in September 2018, having previously provided verbal notice of such for succession planning purposes. The Chairman, Members of the Board, and Mr. Noce voiced their regard and their appreciation for her years of service with the Authority.

#18-169 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Scott Gabel to the title of Chemist, effective September 10, 2018 at Salary Schedule 3, Group 3.

On a motion made by Mr. Rulison, seconded by Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-169 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

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#18-170 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Provisional Appointment of Amy Molinari to the title of Budget Analyst, effective September 10, 2018 at Salary Schedule 3, Group 5.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, and duly put to a vote on roll call, the foregoing resolution #18-170 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

#18-171 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Dennis Guarino to the title of Heavy Motor Equipment Operator, effective August 27, 2018 at Salary Schedule 4, Group 6, Step 1.

On a motion made by Mr. Hurlbut, seconded by Mr. Bernstein, and duly put to a vote on roll call, the foregoing resolution #18-171 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

#18-172 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Heidi Young to the title of Jr. Project Engineer – Water Distribution, effective August 13, 2018, at Salary Schedule 3, Group 1.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, and duly put to a vote on roll call, the foregoing resolution #18-172 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

#18-173 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Matthew Smith to the title of Jr. Project Engineer – Water Distribution, effective August 13, 2018, at Salary Schedule 3, Group 1.

On a motion made by Mr. Bernstein, seconded by Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-173 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

#18-174 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Justin Sullivan to the title of Jr. Project Engineer – Water Distribution, effective August 13, 2018 at Salary Schedule 3, Group 1.

On a motion made by Mr. Fero, seconded by Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-174 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

#18-175 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional Appointment of Timothy Stevens to the title of Project Engineer – Water Distribution, effective August 13, 2018 at Salary Schedule 3, Group 4.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, and duly put to a vote on roll call, the foregoing resolution #18-175 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

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In discussion of Item #18-176, Mr. Metzger briefed the Board for authorization in executing professional services agreements with three qualified firms for Heating, Ventilating and Air Conditioning (HVAC) Engineering Services. He indicated the services performed under these agreements are for HVAC engineering primarily for various MCWA facilities on an as-needed basis. He recapped the RFQ/P process, stated that staff has reviewed the qualifications received, determined that the three firms listed are qualified, and that individual price proposals and schedules will be requested and evaluated for each project. He reported these professional services agreements will be for a term of two years.

#18-176 Authorize the execution of **Professional Services Agreements with the following firms for HVAC Engineering Services:** Erdman, Anthony and Associates, Inc.; Pathfinder Engineers and Architects, LLP; and LaBella Associates, P.C.; these professional services agreements are for a term of two years.

On a motion made by Mr. Rulison, seconded by Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-176 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

In discussion of Item #18-177, Mr. Savage briefed the Board for authorization of award of a lump sum contract for the Eastside Operations Center (ESOC) Emergency Boiler Replacement project. He provided background, explaining that last winter the aging boiler – the main boiler for the facility – failed and had to undergo its second significant repair, requiring the unit to be taken out of service for an extended period of time. Further, that with the boiler reaching its life expectancy there are reliability concerns going into another winter season. He indicated that Pathfinder Engineers & Architects LLP was hired to expedite the necessary engineering to bid the installation of a replacement boiler system during favorable weather conditions. Mr. Savage recapped bid results for this lump sum contract award, explaining in detail that upon evaluating the bids following the bid opening there were bidder errors in the bids submitted which changed the order of the apparent low bidder placement from what it was at the bid opening to actual after corrections in the bids were tabulated.

#18-177 Authorize the **award of a lump sum contract for the Eastside Operations Center Emergency Boiler Replacement project** to the low responsive, responsible bidder, Emcor Services Betlem in the bid amount of \$229,500.

On a motion made by Mr. Bernstein, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-170 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

For Item #18-178, Mr. Metzger addressed the Members on this unit price contract authorization for the purchase and delivery of Rock Salt for the Corfu Water Treatment Plant softening process. He recapped bid results, indicating that one bid was received; and that Compass Minerals is also the current supplier.

#18-178 Authorize the **purchase and delivery of Rock Salt for the Corfu Water Treatment Plant** from the low responsive, responsible bidder, Compass Minerals in the bid amount of \$17,000 with the option to extend 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 #18-178 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

For Item #18-179, Mr. Benshoff addressed the Members for authorization. He spoke about the types of replacement parts and supplies available under this contract to be used throughout the year by the Authority in maintaining and repairing Ford fleet vehicles, mentioning we have utilized the County Contract before and it has worked out well. He also responded to an inquiry from Mr. Hurlbut as to location of the vendor awarded under this County Contract.

#18-179 Authorize the **purchase of various Ford Vehicle Parts and/or Supplies** for maintenance and repair of Water Authority vehicles **utilizing Monroe County Contract – #0601-17** from **vendor awarded, Emerling Ford, Inc.** (#4700000408), for an estimated amount of \$20,000 through the contract period ending July 31, 2019.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, and duly put to a vote on roll call, the foregoing resolution #18-179 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

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#18-180 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 Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-180 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

For Item #18-181, Mr. Noce addressed the Board; he explained the only revision at this time is to reflect a singular change, that is, to designate Paul Liess as Contracting Officer.

#18-181 The Board hereby approves MCWA's **Disposal Guidelines**, as revised and presented.

On a motion made by Mr. Bernstein, seconded by Mr. Rulison, and duly put to a vote on roll call, the foregoing resolution #18-181 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

For Item #18-182, Mr. Noce addressed the Members in discussion of this report which was enclosed in their packets of information on agenda items distributed in advance of meeting date for their prior review.

#18-182 Approve the Authority's **2nd Quarter Investment Report** for period ending June 30, 2018

On a motion made by Mr. Rulison, seconded by Ms. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-182 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

For Item #18-183, Mr. Magguilli addressed the Members in discussion of this report which was also enclosed in their packets of information on agenda items distributed in advance of meeting date for their prior review.

#18-183 Approve the Authority's **2nd Quarter Financial Report** for period ending June 30, 2018.

On a motion made by Ms. Bleier-Mervis, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-183 unanimously carried. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

EXECUTIVE SESSION

#18-ES 9:55 a.m. Chairman Nasca requested a motion to enter executive session under attorney-client privilege to discuss potential security enhancements.

Moved by Mr. Rulison, seconded by Mr. Bernstein, and put to a vote on roll call, the Board unanimously agreed to enter executive session. AYES: 7 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis, Rulison); NAYS: 0.

10:34 a.m. Motion to conclude executive session: Moved by Mr. Rulison, seconded by Ms. Bleier-Mervis, the Board upon voice vote unanimously agreed to conclude executive session. Chairman Nasca called this Regular Meeting back in open session. No formal action taken.

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Presented for Board Members' notification / informational purposes:

- List of proposed recipients of the Request for Proposals (RFP) as MCWA is preparing to solicit proposals to streamline billing processes. The RFP will also be posted on the MCWA website.
- Notification of date change for the next meeting of the Compensation Committee to August 28, 2018 at 3:00 p.m.; this was previously slated for August 30, 2018.

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- Also in Board folders for review:
 - Report from Bonadio & Co. – Agreed-Upon Procedures Report (Jan. 1, 2018 – Mar. 30, 2018)
 - NYS ABO Annual Report on Public Authorities in New York State – July 1, 2018
 - Letter from Kathleen Eisenmann as formal notice of her upcoming retirement
 - Any routine monthly informational reports and/or updates
- Reminder of upcoming Board Members’ Budget Workshop Sessions & annual in-house Board training to be conducted later in the month of August.

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There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 10:36 a.m.

Kathleen A. Eisenmann, Secretary to the Authority

Scott D. Nasca, Chairman