

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
Thursday, October 11, 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 (6): S. Nasca, S. Volpe, M. Fero, R. Hurlbut A. Bernstein, W. Bleier-Mervis
Members absent (1): J. Rulison

Staff present:

N. Noce, Executive Director; M.A. Hussar, Secretary to the Authority; R. Metzger, P.E., Chief Engineer; R. Benschoff, Exec. Dir. of Operations; S. M. Savage, P.E., Dir. of Engineering; L. Magguilli, Assistant to Exec. Dir.; Paul Liess, Finance Director; Lisa Rawlins, Assistant Dir. of Finance.

General Counsel present: R. Miller, Esq. of HS&E
Monroe County Legislative Liaison present: (0)

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 – lead by Chairman Nasca

#18-203 Approve minutes of the Authority’s Regular Meeting held on September 13, 2018.

On a motion made by Mr. Hurlbut, seconded by Mr. Bernstein, the foregoing resolution #18-203 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#18-204 Accept list of disbursements on check registers dated September 12, September 19, September 26 and October 3, 2018, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, the foregoing resolution #18-204 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#18-205 Accept Purchase Order List of materials and supplies for the period September 6, 2018 through October 4, 2018 in the amount of \$263,299.63.

On a motion made by Mr. Hurlbut, seconded by Mr. Fero, the foregoing resolution #18-205 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

COMMUNICATIONS / NOTIFICATIONS – Mr. Noce reported that the Authority had received correspondence dated September 10, 2018 from Amawalk Consulting Group LLC (Rate Consultant to MCWA) regarding their review and evaluation of proposed MCWA 2019 Budget.

COMPENSATION COMMITTEE REPORT – NO REPORT

#18-206 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Title change of Matthew Cavallaro to the title of Skilled Laborer in the Meter Services Group of the Finance/Business Services Dept., effective October 15, 2018 at Salary Schedule 4, Group 2, Step 9.

On a motion made by Mr. Hurlbut, seconded by Mr. Bernstein, and duly put to a vote on roll call, the foregoing resolution #18-206 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

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In discussion of Item #18-207, Mr. Metzger provided a summary overview on the Retail Lease Agreement with the Town of Brighton indicating that the Town of Brighton originally entered into a forty (40) year Retail Lease Agreement with the Water Authority in 1978. Since the Town has declared that they are desirous of entering into a new 40-year Retail Lease Agreement with the Authority, effective date of the new agreement, whereas all rights and obligations under the agreement become operational, shall be the same as the executed (signed) date of new 40-year Agreement.

#18-207 **RESOLUTION AUTHORIZING EXECUTING A 40-YEAR RETAIL LEASE AGREEMENT FOR OPERATION OF WATER DISTRICTS WITH THE TOWN OF BRIGHTON**

WHEREAS, the Authority is operating the Town of Brighton's water system in accordance with the existing Retail Lease Agreement dated July 10, 1978; and
WHEREAS, the Town of Brighton has requested a renewal of the Retail Lease Agreement with the Authority for a new forty (40) year term.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY WATER AUTHORITY:

to execute a **40-year Retail Lease Agreement with the Town of Brighton.**

On a motion made by Mr. Bernstein, seconded by, Mr. Hurlbut and duly put to a vote on roll call, the foregoing resolution #18-207 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-208 Mr. Noce briefed the Members on behalf of Diane Hendrickson, and shared an overview of services to be provided, recapped the RFQ/P process, and stated that Cardiac Life has provided these services for the Authority in the past

#18-208 Authorize the Executive Director to enter into a **Professional Services Agreement** with Cardiac Life for annual on-site Cardiopulmonary Resuscitation, Heart Start Automated External Defibrillator, Preventing Disease Transmission and First Aid Training for a period of two (2) years, with the option to extend for three (3) – one (1) year terms, if mutually agreeable with both parties. The cost of said training not to exceed \$7,500 per year.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-208 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-209 Mr. Jablonsky addressed the Board for this authorization, in addition to the recommendation memorandum provided for their prior review, to purchase particular wireless network equipment utilizing existing NY State OGS Technology and Commodity contracts that will enhance the integrity and protection of the Authority's organizational network infrastructure.

#18-209 Authorize the purchase of Wireless Network equipment to enhance the MCWA's network infrastructure utilizing the NYS OGS Technology and Commodity contracts for a total estimated cost of \$52,000.

On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-209 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-210 Mr. Benshoff addressed the Board for authorization on this unit price contract award for repair Couplings; he explained they are used throughout the year on main breaks that occur. He recapped bid results and indicated the Authority has dealt previously with the low responsive, responsible bidder.

#18-210 Authorize a **unit price purchase contract award for Couplings** from low responsive, responsible bidder, Core & Main, with a total bid of \$42,875.02 based on estimated quantities. This is a one year, unit price contract with the option to extend for four additional one-year periods years upon mutual consent.

On a motion made by Mr. Bernstein, seconded by Mr. Fero, and duly put to a vote on roll call, the foregoing resolution #18-210 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-211, in his briefing to the Members on utilization of the NYS OGS Contract for diesel fuel for Authority vehicles and equipment, Mr. Benshoff mentioned this is the renewal of the current contract and the estimated amount is through the contract period ending August 27, 2020.

#18-211 Authorize the **use of NYS OGS Contract No. PC68215-Group #05602, Award #23094 for the purchase of Ultra-Low Sulphur Diesel Fuel** for Authority vehicles and equipment for an estimated amount of \$475,000 through the contract period ending August 27, 2020.

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On a motion made by Mrs. Volpe, seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-211 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-212, Mr. Liess addressed the Board; he recapped bid results and indicated that Buffalo Envelope was the sole bidder as well as the previous provider of these envelopes.

#18-212 Authorize the **purchase contract award for anticipated annual supply of Customer Bill and Payment Return Windowed Mailing Envelopes** from low responsive, responsible bidder, Buffalo Envelope, in an estimated amount of \$14,900 allowing +/- 5% for over- or under-runs in printing.

On a motion made by Mr. Hurlbut seconded by Mr. Bernstein, and duly put to a vote on roll call, the foregoing resolution #18-212 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

For Item #18-213, Mr. Metzger addressed the Members to authorize amendment to an existing agreement with Wonderware North to accommodate additional costs associated with recent software (automatic system back-up capabilities) and various equipment upgrades, and training services.

#18-213 Authorize the **amendment of Resolution #17-218** (ref. 11/9/17) for implementation services, software and equipment for Stratus Fault Tolerant Servers and VMWare Virtual Machines from Wonderware North, increasing the estimated amount from \$124,000 to \$142,000.

On a motion made by Mr. Bernstein seconded by Mr. Hurlbut, and duly put to a vote on roll call, the foregoing resolution #18-213 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

#18-214 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 Ms. Bleier-Mervis seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-214 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.

FINANCE COMMITTEE REPORT - Presented by Mr. Hurlbut, Committee Chair

Mr. Hurlbut gave a briefing on the Finance Committee Meeting held on October 4, 2018, stating that the one item before the Committee was the review of the 2019 Budget. He reported that Finance Director Paul Liess gave a detailed presentation of the 2019 Budget and responded to questions from the Committee Members. He further reported that following the detailed review and some discussion, the Finance Committee unanimously agreed to recommend approval by the full Board of the 2019 Budget, as presented. Mr. Hurlbut also mentioned that the next meeting of the Finance Committee is scheduled for November 1, 2018, and that Minutes of the October 4 meeting are currently posted on the MCWA website for Board Member and public review.

For Item #18-215, Mr. Liess delivered a presentation on the 2019 Budget. He invited any remaining questions from the Members, and these were fully addressed by Mr. Liess and Mr. Noce. 2019 Budget information was also previously presented to the Finance Committee and discussed with the Board Members at budget workshops held in August 2018.

#18-215 **RESOLVED** That the **Authority's Preliminary Budget for the calendar year 2019** totaling \$74,390,811 be and it hereby is adopted.

IT IS FURTHER RESOLVED That in accordance with the Authority's Trust Indenture dated October 1, 1991, Section 506, Paragraph #2, the Preliminary Budget so adopted shall, when it has been approved by a certificate of the Consulting Engineer, constitute for all purposes the Annual Budget for 2019.

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On a motion made by Mr. Hurlbut seconded by Mrs. Volpe, and duly put to a vote on roll call, the foregoing resolution #18-215 unanimously carried. AYES: 6 (Nasca, Volpe, Fero, Hurlbut, Bernstein, Bleier-Mervis); NAYS: 0.


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Presented for Board Members' informational purposes:

- In Board folders for review:
- Quarterly Claims report.
 - Any routine monthly informational reports and/or updates.

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There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 9:50 a.m.



MaryAnn Husar, Secretary to the Authority



Scott D. Nasca, Chairman