

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

WEDNESDAY, April 24, 2019

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, W. Bleier-Mervis, J. Rulison

Members absent (1): A. Bernstein

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.; D. Hendrickson, Dir. of Human Resources; C. LaManna, Director of Production and Transmission; Amy Molinari, Budget Analyst

General Counsel present: R. Miller, Esq. HS&E; E. Hebert, Atty. 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

#19-072 Approve minutes of the Authority's Regular Meeting held on March 14, 2019.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-072 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#19-073 Accept list of disbursements on check registers dated March 13, March 20, March 27 and April 3, 2019, which were forwarded to the Authority Members for their review.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #19-073 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

#19-074 Accept Purchase Order List of materials and supplies for the period March 7, 2019 through April 3, 2019 in the amount of \$1,538,234.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-074 was put to a voice vote and unanimously carried. Ayes: 6; Nays: 0.

COMMUNICATIONS - Mr. Noce was pleased to read to the Members a letter he received from 4-year-old Lincoln Canaday, who wrote to the Authority to express his interest in Water Towers and to also share a little background on himself and family.

#19-075

**Resolution: MCWA #19-075
EXPRESSING APPRECIATION FOR YEARS OF SERVICE
AND BEST WISHES
OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO EDWARD J. HEINDL UPON HIS RETIREMENT**

WHEREAS, Edward J. Heindl a longtime employee of the Water Authority has retired as of March 29, 2019; and

WHEREAS, Edward J. Heindl is a highly skilled and knowledgeable 20+ year veteran of the Water Authority; and

WHEREAS, Edward J. Heindl 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; and

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

This resolution adopted unanimously

#19-076 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Nathanael Huzyk to the title of Engineering Technician, effective May 28, 2019, at Salary Schedule 5, Group 4, Step 1.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison the foregoing resolution #19-076 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-077 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Mike Kloppel to the title of Assistant Construction Inspector, effective April 29, 2019, at Salary Schedule 5, Group 2, Step 1.

On a motion made by Mr. Hurlbut, seconded by Mr. Rulison, the foregoing resolution #19-077 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-078 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Temporary Appointment of Amy Molinari as Acting Director of Finance and Business Services effective April 29, 2019 at Salary Schedule 6, Group 3.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-078 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

For items #19-079 and #19-080, Ms. Hendrickson addressed the Board on revising salary schedules for student interns and for seasonal laborers/clerks. She explained these are being updated with modest increases to more closely align with current market in recruiting qualified student intern candidates, and to keep pace with minimum wage escalation in hiring of college students for seasonal employment.

#19-079 Resolved hereby to: **Approve Student Intern Salary Schedule Summary** in the form presented on this date, to be effective immediately.

On a motion made by Mr. Rulison, seconded by Ms. Bleier-Mervis the foregoing resolution #19-079 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-080 Resolved hereby to: **Approve Seasonal Labor Salary Schedule** in the form presented on this date, to be effective immediately.

On a motion made by Mr. Rulison, seconded by Mr. Fero, the foregoing resolution #19-080 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

For item #19-081, Mr. LaManna explained to the Board this request for an amendment to the Professional Consulting Services Agreement with Arcadis of New York, Inc. (Arcadis) is for the Emergency Generator Optimization Project. Bids were received for the Project; however, they exceeded the Authority's available budget. Therefore, the scope of the Project has been reduced to better align with the Authority's allocated budget for same. The amendment to the Agreement with Arcadis is for additional final design and bid phase services necessary to revise the bid documents and re-bid the Project.

#19-081 Authorize the Executive Director to **amend the Agreement for Professional Consulting Services with Arcadis of New York, Inc.** for the Emergency Generator Optimization Project in the amount of \$9,000 for additional final design and bid phase services necessary to revise the bid documents and re-bid the Project.

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On a motion made by Mr. Hurlbut, seconded by Mrs. Volpe, the foregoing resolution #19-081 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. LaManna also addressed the Board on item #19-082, requesting authorization to purchase variable frequency drive (VFD) maintenance and repair parts, materials, and services from EMA of New York, Inc. utilizing an existing Monroe County contract. He added that this would enable the Authority to utilize EMA's technical expertise for preventative maintenance and repair of our larger, more complex VFD equipment, which is an integral component of our water supply system.

#19-082 Authorize the **purchase of preventative maintenance and repair services, and related materials and replacement parts from EMA of New York, Inc.** under the terms of Monroe County Contract BP#0202-17 for Variable Frequency Drive (VFD) Preventative Maintenance, through the current term ending March 31, 2020, in an estimated amount of \$30,000 per year.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-082 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

In discussion of item #19-083 Mr. Benshoff addressed the Board for authorization in utilizing this Monroe County Contract for General Motors parts and supplies, as needed for the maintenance and repair of Authority fleet vehicles.

#19-083 Authorize the **purchase of various General Motors (GM) Parts and/or Supplies for maintenance and repair of Water Authority vehicles utilizing Monroe County Contract – General Motors, Automotive Engine & Auto Body Parts – BP #0213-16** from vendor awarded, Hoselton Chevrolet, Inc. (#4700007335), for an estimated amount of \$25,000 through the contract period ending March 31, 2020.

On a motion made by Mr. Fero seconded by Mr. Hurlbut, the foregoing resolution #19-083 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

For item #19-084, Mr. Benshoff again addressed the Board for authorization in purchasing these fleet vehicles through NYS OGS Vehicle Marketplace Mini-Bid award. He indicated that this purchase is part of our annual replacement program and responded to questions relating to size and type of vehicles being purchased.

#19-084 Authorize the **purchase of a total of ten (10) 2019 Ford Vehicles** through the New York State Office of General Services (OGS) Vehicle Marketplace (Mini-Bid) in the amount of \$340,229.84: Nine (9) vehicles totaling \$274,983.84 from low responsive, responsible bidder, Van Bortel Ford, Inc., and one (1) vehicle from low responsive, responsible bidder, Genesee Valley Ford, LLC, in the amount of \$65,246.

On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-084 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

For item #19-085, Mr. Savage briefed the Board on the purchase of wireless monitoring units that are used mainly for measurement, troubleshooting and planning purposes. He indicated that this equipment is in the 2019 Budget and that Telog Instrument Inc. has satisfactorily provided equipment and services to the Authority in the past.

#19-085 Authorize the award of a unit price contract for **Telog Wireless Monitoring Units** to the low responsive, responsible bidder, Telog Instrument Inc., A Trimble Water Co. in the bid amount of \$30,469.97.

On a motion made by Mr. Hurlbut, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-085 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

Mr. Savage again addressed the Board on item #19-086 for the purchase of GPS survey equipment and conventional land surveying equipment and related accessories and software updates. He added that this equipment is in the 2019 Budget and will provide more accurate data, for purposes relating to water system mapping. He also indicated that Trimble Navigation has provided equipment to the Authority in the past.

#19-086 Authorize the **purchase of GPS survey and conventional land survey equipment**, including related accessories and software updates, from Trimble Navigation, Ltd., (NYS Contract pricing agreement No. PT64163, Group No. 77201, Award No. 20191) supported by Waypoint Technology Group, at an estimated amount not to exceed \$25,000.

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On a motion made by Mr. Rulison, seconded by Mrs. Volpe, the foregoing resolution #19-086 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

#19-087 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 Mrs. Volpe, the foregoing resolution #19-087 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

In discussion of item #19-088, Mr. Noce addressed the Members, in addition to the Report having been previously E-mailed to each Board Member for their prior review. Mr. Noce also acknowledged staff for team efforts in preparing various components in compiling this Annual Report.

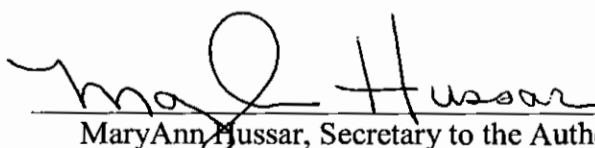
#19-088 Resolved: The Board hereby **approves the Monroe County Water Authority's 2018 Annual Report**, submitted in accordance with Section 2800 of the Public Authorities Law and entered electronically into the Public Authorities Reporting Information System (PARIS) as required by the New York State Authorities Budget Office.

On a motion made by Mr. Hurlbut, seconded by Ms. Bleier-Mervis the foregoing resolution #19-088 was duly put to a vote on roll call and unanimously carried. Ayes: 6 (S. Nasca, S. Volpe, M. Fero, R. Hurlbut, W. Bleier-Mervis, J. Rulison); Nays: 0.

Presented for Board Members' informational purposes:

- Notification of proposed recipients of Requests for Qualifications and Proposals (RFQ/Ps) for Building Code Compliance Services
- In Board folders for review:
 - DRAFT Rate Study Report
 - Notification from Capital Markets Advisors, LLC
 - Any routine monthly updates

There being no further business to come before the Authority, Chairman Nasca adjourned the meeting at 10:07 a.m.


MaryAnn Hussar, Secretary to the Authority


Scott D. Nasca, Chairman