

MINUTES

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING
THURSDAY, OCTOBER 10, 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 (4): S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis

Members absent (3): M. Fero, R. Hurlbut, J. Rulison

Staff present: N. Noce, Executive Director; L. Magguilli, Assistant to the Executive Director; D. Hendrickson, Director of Human Resources; S. Savage, P.E., Director of Engineering; R. Benshoff, Executive Director of Operations; C. LaManna, P.E., Director of Production; A. Molinari, Director of Finance & Business Services; G. Jablonsky, Director of Information Technology; L. Rawlins, Assistant Director of Finance.

General Counsel present: E. Hebert, Attorney – Harter, Secrest & Emery

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

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

Pledge of Allegiance – lead by Chairman Nasca

#19-185 Approve minutes of the Authority's Regular Meeting held on September 12, 2019.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #19-185 was put to a voice vote and unanimously carried. AYES: 4; NAYS: 0.

#19-186 Approve list of disbursements on check registers dated September 8, September 11, September 18, and September 25, 2019, which were forwarded to the Authority Members for their review.

On a motion made by Ms. Bleier-Mervis, seconded by Mrs. Volpe, the foregoing resolution #19-186 was put to a voice vote and unanimously carried. AYES: 4; NAYS: 0.

#19-187 Accept Purchase Order List of materials and supplies for the period September 5 through October 2, 2019 in the amount of \$529,746.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-187 was put to a voice vote and unanimously carried. AYES: 4; NAYS: 0.

COMMUNICATIONS/NOTIFICATIONS

Mr. LaManna addressed the Board regarding the Solar Farm Project. Bids for this project were solicited in September. The Bid opening will be held Monday, October 14, and the developer anticipates receiving four bids. Mr. LaManna expects to make a recommendation for award before the Board at either the December, 2019 or January, 2020 meeting.

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#19-188 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Doreen Ives to the title of Dispatcher, effective October 28, 2019, at Salary Schedule 5, Group 3.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-188 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0.

#19-189 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Appointment of Aaron Riscignolo to the title of Laborer, effective October 24, 2019, at Salary Schedule 4, Group 1.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #19-189 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0.

#19-190 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:

Promotional appointment of Kimberle J. Pennington to the title of Dispatcher, effective October 14, 2019, at Salary Schedule 5, Group 3.

On a motion made by Ms. Bleier-Mervis, seconded by Mrs. Volpe, the foregoing resolution #19-190 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0.

For Item #19-191, Mr. Savage addressed the Board regarding the East River Road Water Main Replacement Project. This involves the installation of approximately 10,200 lineal feet of 12" ductile iron water main on East River Road in the Town of Henrietta. Mr. Savage informed the Board that all easements for this project were granted voluntarily by property owners. He also responded to inquiries from Board members as to the number of bids received and project start date. The Water Authority has worked with Nardozzi Paving & Construction, LLC in the past.

#19-191 Authorize the award of a unit price contract for the **East River Road Water Main Replacement Project** to the low responsive, responsible bidder, **Nardozzi Paving and Construction, LLC**, in the bid amount of \$1,478,280.60.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-191 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0.

In discussion of Items #19-192 and #19-193, Mr. Savage again addressed the Board regarding agreements with the NYSDOT for two projects as described in the following resolutions, providing a detailed summary overview of project scope and locations for each and explaining that all work will be performed by the NYSDOT contractor at NYSDOT cost.

#19-192 Authorize the Executive Director to enter into any and all agreements with the New York State Department of Transportation for the **Rte. 96 at Lynaugh Rd. – Roundabout, T. Victor, Ontario County, P.I.N. 4096.69.321**.

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above-mentioned project, **the relocation of approximately 720 feet of ductile iron water main, hydrants, valves and related appurtenances**, pursuant to Section 10, Subdivision 24, of the State Highway Law,

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as shown on the contract plans and Utility Special Note relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the adjusted and/or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above-mentioned work, as shown on the contract plans and Utility Special Notes, relating to the above-mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the **Monroe County Water Authority** approves of the above-mentioned work performed on the project and shown on the contract plans relating to the project and that the **Monroe County Water Authority** will maintain, or cause to be maintained, the adjusted facilities performed as above stated and shown on the contract plans.

BE IT FURTHER RESOLVED that the **Executive Director** has the authority to sign, with the concurrence of the **Monroe County Water Authority Board of Directors**, any and all documentation that may become necessary as a result of this project as it relates to the **Monroe County Water Authority**, and

BE IT FURTHER RESOLVED that the **Monroe County Water Authority** is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

On a motion made by Mr. Bernstein, seconded by Mrs. Volpe, the foregoing resolution #19-192 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

#19-193 Authorize the Executive Director to enter into any and all agreements with the New York State Department of Transportation for the **Route 104 (W. Ridge Rd.) Pavement MBC, from Route 259 to Route 261, P.I.N. 4104.88.321.**

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above-mentioned project, **adjust elevation of approximately sixteen (16) water valve boxes**, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans and Utility Special Notes relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the adjusted and/or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above-mentioned work, as shown on the contract plans and Utility Special Notes, relating to the above-mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the **Monroe County Water Authority** approves of the above-mentioned work performed on the project and shown on the contract plans relating to the project and that the **Monroe County Water Authority** will maintain, or cause to be maintained, the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that the Executive Director has the authority to sign, with the concurrence of the **Monroe County Water Authority Board of Directors**, any and all documentation that may become necessary as a result of this project as it relates to the **Monroe County Water Authority**, and

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BE IT FURTHER RESOLVED that the **Monroe County Water Authority** is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

On a motion made by Ms. Bleier-Mervis, seconded by Mrs. Volpe, the foregoing resolution #19-193 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

For Item #19-194, Mr. LaManna addressed the Board for authorization of a change order for the purchase of a stand-alone maintenance bypass switch for the Uninterruptible Power Supply (UPS) system. This system was purchased from a vendor and installed by Shoremont employees. The bypass switch was not included in the original UPS bid specifications; however, it was determined during its installation that the switch is necessary.

#19-194 Authorize a change order to the Agreement with **Hi-Tec Computer Power, Inc.** for the purchase of a stand-alone, wall-mounted **maintenance bypass switch** for the Uninterruptible Power Supply System at the Shoremont Water Treatment Plant for an estimated amount of \$1,350.

On a motion made by Mr. Bernstein, seconded by Ms. Bleier-Mervis, the foregoing resolution #19-194 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

For Item #19-195, Mr. LaManna again addressed the Board regarding the acquisition of a Trailer-Mounted Generator set, which is part of the overall Generator Optimization Project. The generator set is being procured through the Sourcewell Purchasing Cooperative, and the Water Authority will realize a significant savings by acquiring the generator through this agency.

#19-195 Authorize the purchase of a 357 kW **Caterpillar Model XQ425 Diesel Trailer-Mounted Generator Set** utilizing **Sourcewell Purchasing Cooperative** Contract #120617-CAT for an estimated amount of \$235,000.

On a motion made by Mrs. Volpe, seconded by Mr. Bernstein, the foregoing resolution #19-195 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

#19-196 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 Mr. Bernstein, the foregoing resolution #19-196 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

FINANCE COMMITTEE REPORT – Presented by Mr. Bernstein for Mr. Hurlbut, Chairman

The Finance Committee met on Thursday, October 3, 2019, at which time Amy Molinari, Water Authority Director of Finance, gave a detailed presentation of the 2020 Budget and fielded questions from Committee Members. He further reported that following the review and some discussion, the Finance Committee unanimously agreed to recommend approval of the 2020 Budget, as presented, by the Full Board at its October meeting. Mr. Bernstein concluded the report by stating that the Finance Committee agreed to

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schedule its next meeting for November 7, 2019 at 8:30 a.m., and that minutes of the October 3rd meeting are posted on the MCWA website.

For Item #19-197, the Board concurred that Ms. Molinari had fully addressed their questions pertaining to the 2020 Budget in her presentations at Budget workshops and the Finance Committee meeting, and that further discussion of the Budget at this meeting was unnecessary.

#19-197 RESOLVED: That the Authority's Preliminary Budget for the calendar year 2020 totaling \$78,366,641 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 2020.

On a motion made by Ms. Bleier-Mervis, seconded by Mr. Bernstein, the foregoing resolution #19-197 was put to a roll call vote and unanimously carried. AYES: 4 (S. Nasca, A. Bernstein, S. Volpe, W. Bleier-Mervis); NAYS: 0

COMPENSATION COMMITTEE REPORT – Presented by Ms. Bleier-Mervis, Chairperson

Ms. Bleier-Mervis reported that the Committee met on September 24, 2019, at which time they reviewed proposed changes to the Compensation Philosophy. A representative from Burke Group explained how executive, management, and confidential positions were evaluated based on updated job descriptions provided by the Authority and compared to similar job markets. Recommendations were made to change the compensation structure and merit increase guidelines. Diane Hendrickson will present a redline version of the proposed revisions to the Compensation Committee at the next meeting for possible recommendation to move to the full Board for their approval at the November meeting. No formal action was needed for this item. Ms. Bleier-Mervis concluded her reporting, saying that it was agreed to convene another Committee meeting on Monday, November 4, 2019 at 9:00 a.m., and that minutes of the Compensation Committee's September 24th meeting are currently available for viewing on the MCWA website.

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In Board folders for review:

- Human Resources Notifications
- 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 9:45 a.m.



Diane L. Hendrickson, Recording Secretary



Scott D. Nasca, Chairman