



Monroe County Water Authority

Memorandum

To: Board Members

Date: June 6, 2018

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting –Thursday, June 7, 2018 9:30 a.m.**

Following discussion with Chairman Nasca, the Agenda has been updated since being forwarded for Board Members' initial review:

Personnel Items:

- An item to confirm a Provisional Appointment has been taken off the agenda pending further consideration; action may be taken at a later meeting.
- A personnel item has been added to the agenda: Title change of Benjamin Howlett to the title of Labor Foreman; this is due to an amended Civil Service decision received regarding confirmation of his appointment to another title earlier this year (ref. #18-068; April 12, 2018). Recommendation memorandum is provided for Board review.

There is an item on the agenda to approve the proposal as submitted from Insurance broker, Rose & Kiernan, Inc. for placement of Commercial Excess Liability Coverage Layers for the policy term July 1, 2018 through June 30, 2019. Mr. Uschold will further discuss.

NN/kae

c: Department Heads



Memorandum

To: Board Members

Date: June 1, 2018

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, June 7, 2018 9:30 a.m.
at 475 Norris Drive – Board Room**

Agenda Items:

1. The Authority's Compensation Committee met on May 29, 2018 and with their consideration and recommendation there are resolutions on the agenda for the following:

- Approve MCWA's Compensation Philosophy, as revised.
- Authorize entering into an agreement with the Burke Group to serve as MCWA's Compensation Consultant on an as-needed basis, for a five-year term, at the hourly rates as proposed.
- Forwarding of staff recommendation to fill the vacant Director of Production position.

2. Personnel Items:

There are resolutions on this agenda to confirm the following three (3) new hire appointments. Recommendation memorandums for these appointments and their applications are enclosed for Board review:

- Appointment of Phillip Baglio to the title of Laborer
- Provisional Appointment of Torsten Gillespie to the title of Programmer Analyst
- Appointment of Christopher LaManna to the title of Director of Production & Water Supply

There are resolutions on this agenda to confirm the following two (2) promotion appointments. Recommendation memorandums are enclosed for Board review, and both are reachable on the Civil Service Exam List for appointment to this title:

- David Katerle to the title of Water Treatment Plant Operator – Type A
- Joseph Pagano to the title of Water Treatment Plant Operator – Type A

There is a resolution on this agenda to confirm the following provisional appointment. Recommendation memorandum is enclosed for Board review:

- Liliana Dos Reis to the title of Chemist

3. There are two resolutions on the agenda authorizing agreements with NYSDOT for their project on NY Route 96 (East Avenue) in the Towns of Brighton and Pittsford. This project includes the adjustment of approximately (75) water valve boxes to accommodate the NYSDOT work.

4. There is a resolution on the agenda, as requested by the Town of Byron, to authorize the execution of a new Retail Lease Agreement between the Water Authority and the Town.

The Town originally leased its water system to the Water Authority in 2000. The lease was renewed most recently in September 2014. The Town is currently pursuing the extension of public water to additional areas of the Town via the creation of new water districts. To qualify for outside funding the Town has requested a new Retail Lease Agreement with the Water Authority for a new 40 year term from the Effective Date of the Agreement.

5. There are two items on the agenda confirming the poll of the Board conducted in May regarding insurance renewals.

The first item authorized a professional services agreement with Rose & Kiernan, Inc. for placement of general insurance coverage, to serve as broker of record and for provision of risk management services for a period of one year.

The second item authorized Rose & Kiernan, Inc. to place various insurance coverages and to obtain quotes for excess liability layers. Note, also on this agenda is an item to amend that second resolution for purposes of clarity.

6. In 2017 we selected Erdman Anthony as the engineer for the upgrades to the electrical systems servicing the two Low Lift Pump Stations supplying the Shoremont Water Treatment Plant. The first phase study included a detailed evaluation of our existing electric system at the two stations on Edgemere Drive, including substation; switchgear; and emergency generator. Some of this gear is now nearly 60 years old and the electrical systems have been modified and reconfigured multiple times since their original installation.

Based on the study we included funding in the 2018 budget for the design of the recommended infrastructure renewals.

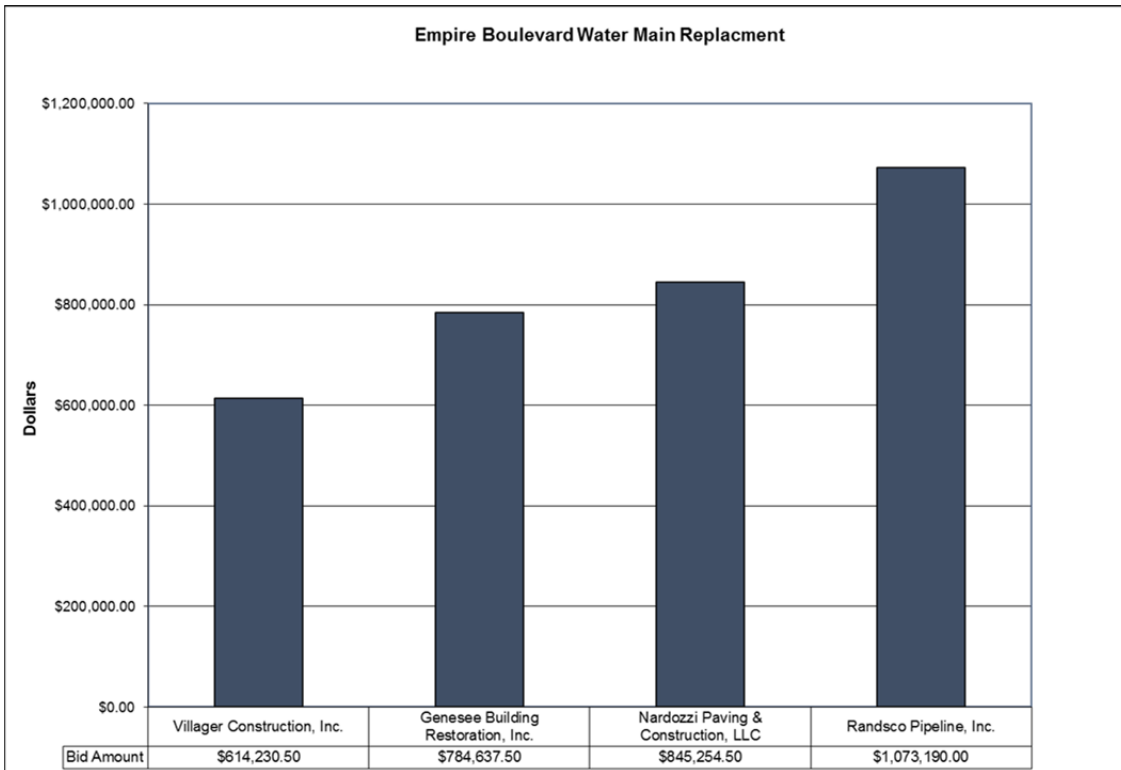
The budget for the design and bidding phases is \$75,000. The proposed amendment will also incorporate the hourly billing rate schedule for Erdmann Anthony construction phase engineering, inspection and commissioning staff for the project's implementation.

7. We received Statements of Qualifications and Proposal from four consultants for professional engineering for the evaluation of the Chlorination & Dechlorination Systems at the Thornell Pump Station. Notice of the RFP/Q's availability was advertised on mcwa.com.

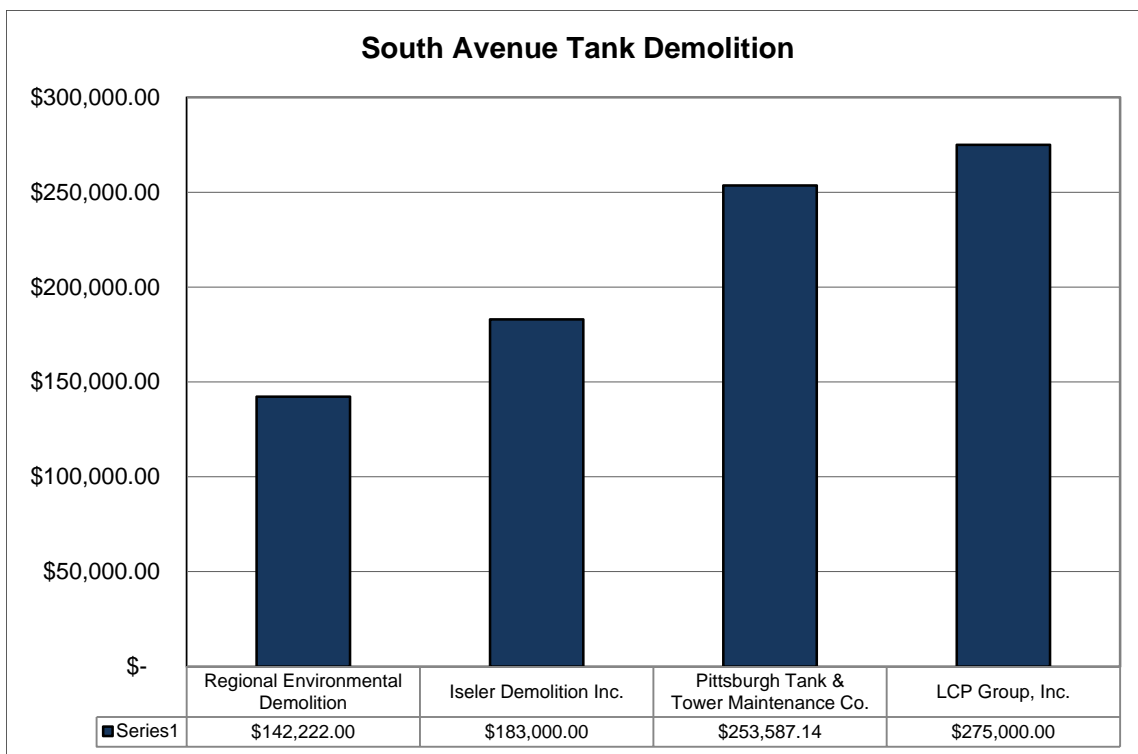
Portions of these systems for were installed over 25 years ago and are beginning to approach the end of their useful life. The frequency of failure has increased and undertaking a study now, such that prudent budgeting for their long-term viability should be undertaken. The study is to include a detailed evaluation of the existing equipment and create a master plan for its maintenance and infrastructure renewal needs.

After review of the qualifications submitted, the selection committee recommends award to Arcadis. The budget for the study phase is \$45,000.

8. There is an item on the agenda to authorize a professional services agreement with Relcomm, Inc. for Maintenance and Support for the Mitel VoIP phone system and related consulting services. Please refer to the enclosed recommendation memorandum from Greg Jablonsky.
9. There is an item on the agenda to award a contract for the Empire Boulevard Water Main Replacement project in the town of Irondequoit. The project involves the installation of approximately 2,200 lineal feet of 8" ductile iron water main on Empire Boulevard. There were four bids submitted. Our recommendation is to award this work to Villager Construction, Inc. in the bid amount of \$614,230.50. Bid results shown on next page.



10. There is an item on the agenda to award a contract for the South Avenue Tank Demolition in the Village of Webster. There are currently two water storage tanks on the site. The project involves removing the southerly tank, which is a 500,000 gallon, 138’ tall elevated water storage tank. There were 4 bids submitted. Our recommendation is to award this project to the low responsive, responsible bidder, Regional Environmental Demolition, Inc. in the bid amount of \$142,222. Regional Environmental Demolition meets the required past work experience.

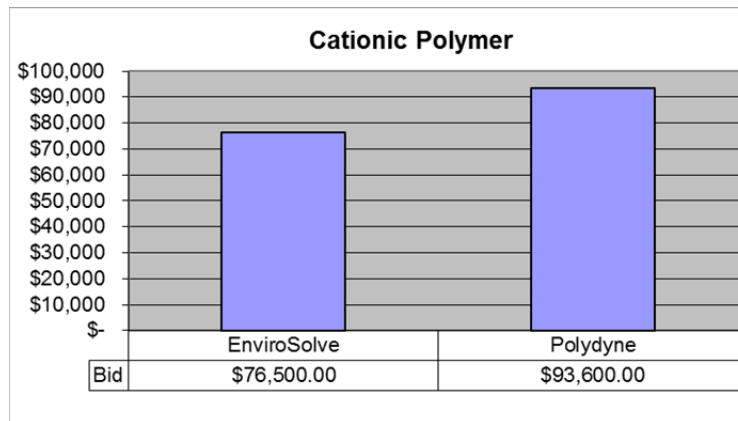


Board Members - Regular Meeting – June 7, 2018

11. There is an item on the agenda to authorize the purchase of Cationic Polymer. This chemical is used to treat the water at the Shoremont and Webster Treatment Plants. Bid specifications were sent to five chemical suppliers but only two submitted bids. The low bid was from EnviroSolve Inc. for \$0.3825 per pound or \$76,500 for 100 tons. The chemical price increased by 11% over the previous year despite EnviroSolve’s bid being 18% lower than our current supplier’s bid.

The submitted brand of Cationic Polymer is different than our previous brand, but field testing at our Shoremont Plant demonstrated that it is equally effective.

The contract term is for a one-year duration with the option to extend in one-year increments for up to four additional years if mutually agreeable and per the bid terms and conditions, with a price escalation of no more than 3% per year of extension.



12. There is an item on the agenda to authorize utilizing Monroe County Contract – Concrete Mixes Delivered – Contract No. 0416-18, for the purchase of Delivered Concrete, for an estimated amount of \$40,000 through the current contract period ending February 28, 2019.
13. There is an item on the agenda to authorize the purchase and installation of Desktop Workstations from Sedgwick Interiors under NYS OGS Contract #PC66271, for the Information Technology (IT) workspace expansion at the East Side Operation Center (ESOC). Please see enclosed for Board review the recommendation memorandum from Greg Jablonsky.
14. There is an item on the agenda to approve the standardization for the purchase of Aervoe Marking Paint. The enclosed memorandum from Ray Benschhoff details the justification for the Standardization on Aervoe Marking Paint.
15. The Authority’s standard procurement compliance resolution.

AUDIT COMMITTEE REPORTING

16. The Authority’s Audit Committee met on May 31, 2018, and with their recommendation there are resolutions for the following items; information on these items is enclosed for full Board review:
- Accept the Independent Auditor’s Report on the financial statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority for year ending December 31, 2017.
 - Approve the Accounting Policies and Procedures Manual, as revised and presented.

Board Members - Regular Meeting – June 7, 2018

17. There is an item on the agenda for the Authority's membership renewal with the Greater Rochester Enterprise (GRE) at the annual rate of \$10,000; see attached letter from GRE for Board review.
18. There is a resolution on the agenda updating the Standard Work Day and Reporting in compliance with requirements by the NYS Office of State Comptroller, applicable to Authority Board Members who participate in the NYS Retirement System.

There may be additional items placed on the agenda not finalized for this mailing.

There may be items presented for discussion and/or notification.

Enclosures

cc: Department Heads



To: Nicholas Noce, Executive Director
From: Gregory Jablonsky, Director of Information Technology *HG*
Subject: Recommendation for Maintenance and Support for Mitel VoIP phone system
Date: May 25, 2018
File:
Copies:

In April, the Water Authority solicited a Request for Qualifications and Proposals (RFQ/P) from three local firms to provide Maintenance and Support for the Mitel VoIP phone system. The RFQ/P was broken down into two categories: Maintenance and Support, and consulting services related to system configuration, software installation, and environment debugging. One firm, RelComm, Inc. responded to the RFQ/P.

The annual fee for Maintenance and Support for the Mitel VoIP phone system, would be an estimated \$13,500 annually.

In addition, we would like approval for the option of an additional 40 hours of consulting service, for other special projects and unforeseen issues that may arise, at an hourly rate of \$95 for an annual total cost of \$3,800.

Based on the Evaluation Committee's review of the proposal, we are recommending to the Board that RelComm, Inc. be awarded a five-year contract for an annual estimated amount of \$17,300 for Maintenance and Support for the Mitel VoIP phone system and related consulting services.

This agreement provides for termination options available to either party.



To: Nicholas Noce, Executive Director
From: Gregory Jablonsky, Director of Information Technology *HJ*
Subject: Recommendation for purchase & installation of desktop workstations.
Date: May 31, 2018
File:
Copies:

The IT Department is expanding into another area of the Norris facility. The expansion is needed due to the lack of work space for incoming employees and the limited storage space for technical equipment.

The company Sedgwick Business Interiors provided an evaluation of the area and, based upon the IT Department's requirements, came up with a layout that will suit their needs.

The IT Department is requesting authorization to purchase the office furniture from Sedgwick Business Interiors under the NYS OGS contract#PC66271, at an estimated \$16,000.

These item will be purchased from the 2018 expense budget.



To: Nicholas Noce, Executive Director Date: 05/23/2018
From: Ray Benschhoff, Exec. Director of Operations File:
Subject: Standardization – Aervoe Marking Paint Copies:

The following documents the analysis by staff for confirmation for the standardization on Aervoe Marking Paint for marking the ground for utility locations.

Three popular brands of marking paint were tested for durability by Authority warehouse personnel, namely Rustoleum, Krylon, and Aervoe.

Local Conditions: The Water Authority is located in an area of the Country that is prone to varying weather conditions (sun, rain, hot, cold, snow, etc.). In addition to withstanding the weather, marking paint must hold up for an extended period of time as in many instances, construction work does not always happen immediately after utilities have been marked.

Staff tested these brands of marking paint in all types of weather and for extended periods of time. Aervoe out-performed the other two brands in keeping curb and valve boxes painted for a prolonged time. Aervoe provides the best quality paint in terms of color visibility and retention, durability, and a lasting mark.

Aervoe paint is sold by four local vendors.