



To: Board Members Date: January 29, 2020

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Tuesday, February 4, 2020 @ 9:30 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items

- Resolution marking the retirement of Leonard J. Almekinder. We appreciate his many years of dedicated service to the Water Authority and wish him a happy and fulfilling retirement.
- There are resolutions on this Agenda to confirm three promotional appointments. Recommendation memorandums are enclosed for Board review:
 - Promotional appointment of Steven Leyland to the title of Labor Foreman in the Facilities, Fleet Maintenance, and Operations Department. Mr. Leyland has been a member of the Buildings & Grounds group for approximately 12 years and has done a great job in assigning work and managing projects. He is hard working and very knowledgeable in the facilities maintenance area.
 - Promotional appointment of Jeanne Suveges to the title of Payroll Systems Specialist in the Accounting Department. Ms. Suveges has been working in this department for 20 years handling Accounts Payable and has successfully assumed Payroll responsibilities for the past year. She is reachable on the Civil Service list for this title.
 - Promotional appointment of Roger Moran to the title of Utility Worker in the Engineering Department. Mr. Moran joined this department performing leak detection shortly after he was hired in January of 2014. Prior to his employment at the Water Authority, he was Water Superintendent for the Town of Richmond and came to us during the municipal conversion of the Town's water system. He has performed very well, accepting any task he is assigned with a great attitude.

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3. There are items on the Agenda to authorize Blanket Orders for the as-needed purchase of various electrical materials and equipment from Kovalsky-Carr Electrical Supply Company, Inc., Graybar Electric Company, Inc., and Horizon Solutions, LLC. The electrical materials and equipment are utilized for maintenance and repair of the Authority's equipment and facilities.

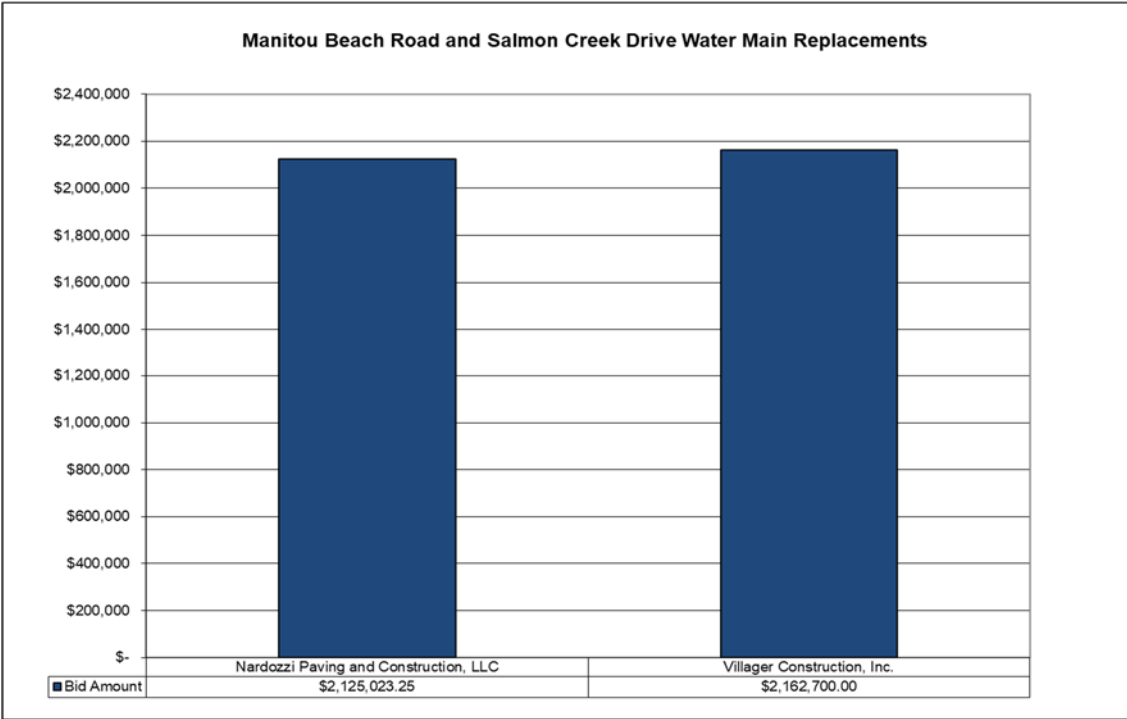
4. There is an item on the Agenda to authorize the as-needed purchase of industrial and commercial supplies and equipment from MSC Industrial Supply Company utilizing New York State Office of General Services Contract #PC67234 through the contract period ending September 30, 2020.

There is also an item on the Agenda to authorize the as-needed purchase of industrial and commercial supplies and equipment not available through New York State Contract from MSC Industrial Supply Company for the term ending December 31, 2020. These items will be purchased under our Blanket Order procedures.

5. There is an item on the Agenda to authorize the purchase of four new Watson Marlow chemical metering pumps from Falleson Associates, Inc., the sole authorized vendor in Monroe County. The new pumps will be installed in the Denise Reservoir/Thornell Booster Pump Station sodium hypochlorite chemical storage and feed system to replace existing pumps that are almost 20 years old and have reached the end of their service life. The Authority standardized on the use of Watson Marlow chemical pumps in July of 2019 in accordance with Board Authorization #19-143. The estimated cost is \$35,000.

6. There is an item on the Agenda to authorize the purchase of variable frequency drive (VFD) equipment from Kaman Automation via an existing Monroe County Contract #BP0417-16. The VFD equipment will be installed to replace existing VFD equipment that has reached the end of its anticipated service life and/or to improve operational flexibility and redundancy at the Authority's remote pumping facilities.

7. There is an item on the Agenda to award a contract for the Manitou Beach Road & Salmon Creek Drive Water Main Replacements project in the Town of Greece. The project involves furnishing and installing approximately 9,430 linear feet of 12" ductile iron water main and appurtenances and approximately 840 linear feet of 8" ductile iron water main and appurtenances on Manitou Beach Road (NYS Route 261 and County Road 272) and Salmon Creek Drive. There were two bids submitted. Our recommendation is to award this work to Nardozzi Paving & Construction, LLC in the bid amount of \$2,125,023.25.



- 7. There is an item on the Agenda to award a one year contract with four optional renewal years to RENAPS Technology, Inc. for Oracle Database Administrative Services. We received eight responses, and based on evaluation criteria, it is recommended that we award the contract to RENAPS at an approximate annual cost of \$24,999. Please see memorandum from David Walker to Larry Magguilli, enclosed.
- 8. There is an item on the Agenda to authorize the Executive Director to enter into an Agreement for New York State Legislative and Advocacy Services on behalf of the Authority. Please see enclosed memorandum from Larry Magguilli.
- 9. There is an item on the Agenda to authorize the leasing of six new Canon copiers/large printers over the course of 2020. These are three year leases through United Business Systems, utilizing the PEPPM MPS cooperative contract, and financed through De Lage Landen Financial Services for a total estimated cost of \$71,000 for the three years. Please see memorandum from Thomas Uschold to Larry Magguilli, enclosed.
- 10. There is an item on the Agenda to authorize the Executive Director to enter into a Professional Services Agreement with Metrix Marketing, Inc. to provide Design and Production Services for creation and production of the Water Authority's Annual Reports. We solicited Requests for Proposals (RFP's) from nine firms, and received three proposal submissions in response to the RFP. After careful review of the submitted proposals by Staff, it was determined that Metrix Marketing, Inc. was the most suitable and qualified respondent.

11. There is an item on the Agenda to enter into a Professional Services Agreement with Speedpay, Inc. to provide credit card and other payment services to the ratepayers for any services and billing from the Authority. The current extended Agreement expires July 31, 2020. The Authority solicited proposals from multiple organizations and received twelve responses. An Evaluation Committee of qualified personnel reviewed all proposals and recommended Speedpay, Inc. This proposal relieves the Authority from directly using or storing ratepayer credit card data while still allowing for credit card payments. The new Agreement will provide credit card service options to ratepayers at a lower cost than the current provider. This is initially a two year Agreement with three optional annual extensions. See memorandum from Larry Magguilli, enclosed.

12. There is an item on the Agenda to renew the Water Exchange Agreement between the Authority and the Town of Ontario, New York. The Agreement renewal will be for a two year term, expiring December 31, 2021. Please see Amy Molinari's memorandum, enclosed.

FINANCE COMMITTEE REPORTING

13. The Authority's Finance Committee met on January 29, 2020, and with their recommendation there are resolutions for the following:
 - Water System Revenue Bonds, Series 2020.
 - Authorization to Pay Expenses in Connection with the Issuance of Series 2020 Bonds.

14. The Authority's standard procurement compliance resolution.

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

BOARD DISCUSSION/NOTIFICATION ITEMS:

Board Notification Item:

- Draft Letter to USEPA Regarding Proposed Lead and Copper Rule Revisions (See enclosed draft letter from Nicholas Noce.)

In Board folders:

- Routine Monthly Informational Updates

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

NN/ka

Enclosures

cc: Executive Staff