

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

**FRIDAY, December 18, 2020 ~ 9:30 a.m.
Main Conference Room
General Offices, 475 Norris Drive, Rochester, New York**

Roll Call

Pledge of Allegiance

#20-226 Approve minutes of the Authority's Regular Meeting, held on Wednesday, November 25, 2020.

Moved By:

Seconded By:

Voice Vote:

#20-227 Accept list of disbursements on check registers dated November 18, November 24, and December 2, 2020, which were forwarded to the Authority Members for their review.

Moved By:

Seconded By:

Voice Vote:

#20-228 Accept Purchase Order List of materials and supplies for the period November 17 through December 9, 2020 in the amount of \$1,108,181.44.

Moved By:

Seconded By:

Voice Vote:

COMMUNICATIONS/NOTIFICATIONS

COMPENSATION COMMITTEE REPORT

#20-229 Upon recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby approves the **MCWA Compensation Philosophy**, as revised.

Moved By:

Seconded By:

Roll Call Vote:

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#20-230 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Kyle Milner to the title of Electrical & Instrumentation Mechanic III, effective January 4, 2021 at Salary Schedule 4, Group 3.

Moved By:
Seconded By:
Roll Call Vote:

#20-231 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Justin Moore to the title of Director of Information Technology, effective January 19, 2021 at Salary Schedule 3, Group 9.

Moved By:
Seconded By:
Roll Call Vote:

#20-232 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Provisional Appointment of Bruce Cavallaro to the title of Senior Network Technician, effective December 30, 2020 at Salary Schedule 3, Group 5.

Moved By:
Seconded By:
Roll Call Vote:

#20-233 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Promotional Appointment of Catherine Zachary to the title of Office Clerk III, effective December 21, 2020 at Salary Schedule 5, Group 2.

Moved By:
Seconded By:
Roll Call Vote:

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#20-234 Authorize the as-needed use of **New York State OGS Contract, Group #05602, Award #23216, Contract #PC69219** – for the purchase of **Ultra Low Sulfur Diesel Fuel** for Authority vehicles and equipment from vendor-awarded **Noco Energy Corporation**, for an estimated amount of \$200,000 through the contract period ending August 26, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-235 Authorize a unit price contract for **Curb Boxes**, purchased as needed from low responsive, responsible bidder, **T. Mina Supply East, Inc.**, in the bid amount of \$67,939 for an initial one year term, renewable for up to four additional one year terms upon mutual consent. The bid amount is based upon estimated quantities, and the contract includes the option of a 5% increase in pricing per year of extension.

Moved By:
Seconded By:
Roll Call Vote:

#20-236 Authorize the purchase of **Office Supplies** to be ordered as needed from **W.B. Mason Co., Inc.** for an estimated amount of \$30,000 utilizing the City of Rochester Contract #504270/133520, through the contract period ending November 30, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-237 Authorize the **Amendment of Resolution #20-213** (ref. 11/25/2020) to reflect the purchase of a new **Software Licensing and Support Agreement** from **Wonderware North, a Q-Mation Company** for the Authority's SCADA system **Wonderware®** and **ThinManager®** software, including onsite assistance to implement software upgrades, for an estimated total cost up to \$120,000 for the three year term beginning December 30, 2020 through December 29, 2023.

Moved By:
Seconded By:
Roll Call Vote:

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#20-238 Authorize a Blanket Purchase Order for the procurement of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Graybar Electrical Supply** for an estimated total cost of \$50,000 for the term January 1, 2021 through December 31, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-239 Authorize a Blanket Purchase Order for the procurement of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Kovalsky-Carr Electrical Supply Company, Inc.**, for an estimated total cost of \$50,000 for the term January 1, 2021 through December 31, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-240 Authorize a Blanket Purchase Order for the procurement of **various electrical materials and equipment** for maintenance and repair of the Authority's equipment and facilities, to be ordered as needed from **Horizon Solutions, LLC** for an estimated total cost of \$50,000 for the term January 1, 2021 through December 31, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-241 Authorize the purchase of a **1500 kW Caterpillar Model 3512C Diesel Emergency Packaged Generator Set** for the Lake Water Pump Station from **Milton-CAT** (Batavia, NY) utilizing **Sourcewell Purchasing Cooperative Contract #120617-CAT**, for an estimated amount of \$650,000.

Moved By:
Seconded By:
Roll Call Vote:

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#20-242 Authorize the as-needed purchase of **repair parts, services, and diagnostic software for the Authority's Caterpillar Emergency Electrical Power Generator equipment** from **Milton-CAT** at the quoted unit prices for an estimated total cost of \$25,000 per contract term. The initial term is January 1 through September 30, 2021, which may be extended for two additional one-year terms upon mutual consent.

Moved By:
Seconded By:
Roll Call Vote:

#20-243 Authorize the purchase of **General Construction Labor Services** from **C.P. Ward, Inc.** under the terms of **Monroe County Contract BP#1108-17 for General Construction Term Services** for an estimated total amount of \$30,000 for the contract term January 1, through December 31, 2021.

Moved By:
Seconded By:
Roll Call Vote:

#20-244 Authorize the award of a unit price contract for the as-needed purchase of **Liquid Carbon Dioxide** to the low responsive, responsible bidder, **Irish Welding Supply Corporation**, for the bid amount of \$66,750 for an initial one year term, renewable for up to four additional one-year terms upon mutual consent. The bid amount is based upon estimated quantities, and the contract includes the option of a 3% increase in pricing per year of extension.

Moved By:
Seconded By:
Roll Call Vote:

#20-245 Authorize the execution of a Professional Services Agreement with **Industrial Scientific Corporation** for **Confined Space Monitors with Service Program** at the unit prices proposed for a five year term.

Moved By:
Seconded By:
Roll Call Vote:

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#20-246 Authorize the Executive Director to enter into a Professional Services Agreement with **Bench Strength Partners, Inc.** for **Cellular Antenna Installation Support Services**, with the fee earned for providing services on a success-fee basis.

Moved By:
Seconded By:
Roll Call Vote:

#20-247 Authorize the as-needed use of **New York State OGS Contract, Group #73600, Award #22802 – Information Technology Umbrella Contract**, for the procurement of **various Laptop and Desktop computers and other related equipment and supplies** throughout year 2021 for an estimated total cost of \$175,000.

Moved By:
Seconded By:
Roll Call Vote:

#20-248 **RESOLVED:** That the Authority **hereby ratifies and confirms in every respect the change in the Authority's Rules for the Sale of Water and the Collection of Rents and Charges**, as presented to this meeting and made a part of the minutes hereof, which change is **effective January 1, 2021** and is subject of a Resolution of the Authority adopted at its November 25, 2020 meeting; and the Authority hereby finds and determines that the requirements of Section 1096-a of the Public Authorities Law in connection therewith have been accomplished.

Moved By:
Seconded By:
Roll Call Vote:

AUDIT COMMITTEE REPORT

#20-249 Authorize the Executive Director to enter into an agreement for the **purchase of Excess Workers' Compensation Insurance** through **Midwest Employers Casualty Company**, as brokered through NCAComp, Inc. in accordance with the terms of such firm's written proposal, for the period of January 1, 2021 through December 31, 2021, in the estimated amount of \$90,994.

Moved By:
Seconded By:
Roll Call Vote:

#20-250 Based upon the review by MCWA staff, in consultation with the Authority's outside Insurance Consultant, and upon the further recommendation of the Audit Committee, the Authority hereby authorizes the Executive Director to enter into an agreement with **NCAComp, Inc.** as **Third Party Administrator for Workers' Compensation Claims** from January 1, 2021 through December 31, 2023 with an option for two additional one-year extensions upon mutual agreement in accordance with the terms of such firm's written proposal.

Moved By:
Seconded By:
Roll Call Vote:

#20-251 Authorize the Executive Director to enter into an agreement for the **purchase of MCWA Group Life and Long Term Disability Insurances** with **Cigna Health & Life Insurance Company**, as brokered through Brown & Brown Insurance, for applicable employees at a two year guaranteed rate, as proposed, estimated at \$42,000/year based on present MCWA census.

Moved By:
Seconded By:
Roll Call Vote:

#20-252 WHEREAS, the Monroe County Water Authority contracts with MassMutual and Reliance Trust to administer a Deferred Compensation Plan for its employees; and

WHEREAS, the purpose of such plan is to provide employees with a convenient and tax-favored method of saving on a regular and long-term basis, and thereby provide for their retirement; and

WHEREAS, the contract will expire on December 31, 2020; and

WHEREAS, Section 9003-5(b) of the Rules and Regulations of the New York State Deferred Compensation Board allows for an additional one-year extension from the expiration date of the contract; and

WHEREAS, the Monroe County Water Authority's Deferred Compensation Committee recommends that it is in the best interest of the Authority to extend its contract with MassMutual and Reliance Trust for a period of one year from the expiration date for reasons which include, but are not limited to, the preservation of the stability of the Plan's administration, and to prepare for the solicitation and evaluation of competitive proposals in

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accordance with Section 9003.3 of the Rules and Regulations of the New York State Deferred Compensation Board.

NOW, THEREFORE BE IT

RESOLVED: That the Monroe County Water Authority Board of Directors hereby authorizes the Executive Director, or his designee, to **extend, for a one-year period from expiration date, its Deferred Compensation Plan Administration contract with MassMutual** in conjunction with Reliance Trust as trustee.

Moved By:
Seconded By:
Roll Call Vote:

#20-253 The Members of the Authority expressly make the following determination 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.

Moved By:
Seconded By:
Roll Call Vote:

#20-254 RESOLVED by the Board of Directors of the Monroe County Water Authority that ***Retention and Disposition Schedule for New York Local Government Records (LGS-1)***, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED: That in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein; and

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Moved By:
Seconded By:
Roll Call Vote:

GOVERNANCE COMMITTEE REPORT

#20-255 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby approves the Authority's **Purchasing and Procurement Guidelines**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#20-256 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Procurement Disclosure Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#20-257 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Professional Services Policy and Procedures**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#20-258 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Internal Controls and Financial Accountability Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

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#20-259 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Policy for Tracking and Disposal of Fixed Assets**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#20-260 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby approves the **Responsibilities of Members**, as revised and presented.

Moved By:
Seconded By:
Roll Call Vote:

#20-261 Approve **travel for selected Board Members and Staff to attend** AWWA National Convention and AWWA Conferences, NY Section – AWWA Meetings, GFOA Annual Conference, NYS-WA Meeting, NYS Department of State Educational Unit training programs, NPERLA, AMWA, and other **mission-related training seminars, conferences, and meetings during 2021**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

Moved By:
Seconded By:
Roll Call Vote:

EXECUTIVE SESSION REQUESTED

Pursuant to Section 105(l)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance history and performance evaluation of the Executive Director and Department Directors and Officers.

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#20-262 BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2021** be as follows:

JANUARY	THURSDAY	14	9:30 A.M. – REGULAR MEETING
JANUARY	THURSDAY	28	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
FEBRUARY	THURSDAY	11	9:30 A.M. – REGULAR MEETING
FEBRUARY	THURSDAY	25	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
MARCH	THURSDAY	11	9:30 A.M. – REGULAR MEETING
MARCH	THURSDAY	25	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
APRIL	THURSDAY	8	9:30 A.M. – REGULAR & ANNUAL MEETING
APRIL	THURSDAY	22	9:30 A.M. – REG & ANNUAL MTGS (IF NECESSARY)
MAY	THURSDAY	13	9:30 A.M. – REGULAR MEETING
MAY	THURSDAY	27	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
JUNE	THURSDAY	10	9:30 A.M. – REGULAR MEETING
JUNE	THURSDAY	24	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
JULY	THURSDAY	08	9:30 A.M. – REGULAR MEETING
JULY	THURSDAY	22	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
AUGUST	THURSDAY	12	9:30 A.M. – REGULAR MEETING
AUGUST	THURSDAY	26	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
SEPTEMBER	THURSDAY	09	9:30 A.M. – REGULAR MEETING
SEPTEMBER	THURSDAY	23	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
OCTOBER	THURSDAY	14	9:30 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	28	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
NOVEMBER	WEDNESDAY	10	9:30 A.M. – REGULAR MEETING
NOVEMBER	WEDNESDAY	24	9:30 A.M. – REGULAR MEETING (IF NECESSARY)
DECEMBER	THURSDAY	09	9:30 A.M. – REGULAR MEETING
DECEMBER	THURSDAY	23	9:30 A.M. – REGULAR MEETING (IF NECESSARY)

Moved to Take from Table By:
 Seconded By:
 Roll Call Vote to Take from Table:

And thereafter:
 Moved By:
 Seconded By:
 Roll Call Vote: