



Monroe County Water Authority

Memorandum

To: Board Members
From: Nicholas A. Noce, Executive Director
Date: November 3, 2021

Subject Regular Board Meeting - Wednesday, November 10, 2021 @ 9:30 a.m. Main Conference Room, 475 Norris Drive

AGENDA ITEMS:

1. Personnel Items (Memorandums enclosed):

- Resolution marking the retirement of James Spada. We appreciate his many years of dedicated service to the Water Authority and wish him a happy and fulfilling retirement.
- Promotional appointment of Laurel Neff to the title of Senior Accountant in the Finance/Business Services department. Ms. Neff has worked in Accounting for over thirteen years. She most recently has assumed the purchasing role left vacant due to a retirement. Laurel is very dependable and hardworking.

2. There is an item on the agenda to authorize a commodity purchase order from Milton-Caterpillar (Milton-CAT) for the purchase of original equipment manufacturer (OEM) repair parts, services, and proprietary diagnostic software to supplement Authority maintenance staff for repairs and maintenance of Caterpillar Inc. (CAT) emergency generator equipment. The Authority currently operates and maintains multiple CAT portable and fixed emergency generators, including units located at the Shoremont and Webster Water Treatment Plants and various booster pumping stations, to maintain system operations during power outages.

Milton-CAT located in Batavia, NY will supply OEM repair parts, shop and field labor services, and proprietary diagnostic software to the Authority, on an as-needed basis. Milton-CAT is the authorized dealer for Caterpillar, Inc. located in the Authority's service area. The estimated cost is a total of \$20,000 per contract

term. The initial term is November 11, 2021 through September 30, 2022, with the option to extend for two additional 12-month terms.

3. There is an item on the agenda to authorize a blanket purchase order for the purchase of materials and supplies from W.W. Grainger, Inc. for items not available through the New York State Contract. The blanket purchase order will be for an estimated total cost of \$25,000 for a one-year term beginning December 10, 2021 through December 9, 2022.

4. There is an item on the agenda authorizing an agreement with NYSDOT for their project to repave Route 96 from Route 31F to Route 252, Route 64 from the Village of Pittsford (south village line) to Route 252, and Route 31 from the Erie Canal to I-490 in the Village and Town of Pittsford, and the Town of Perinton, Monroe County. The Agreement will allow NYSDOT's contractor to adjust approximately 58 valve boxes and relocate one hydrant to accommodate the work associated with their project. NYSDOT's work will be completed at no cost to the Water Authority. Construction is anticipated to begin in Winter 2021/2022 and be completed in the Fall 2022.

FINANCE COMMITTEE REPORTING

The Authority's Finance Committee will meet on Thursday, November 4, 2021, and with their recommendation there may be resolutions for the following:

- Two (2) items on the Agenda regarding the approval and notification process to amend the Authority's Water Rate Schedule effective January 1, 2022. A copy of the proposed rate schedule is enclosed for your consideration, and Amy Molinari will further discuss.
- Re-adoption of the Debt Management Policy, as enclosed, for full Board review

5. There are items on the Agenda for approval of the Authority's 3rd Quarter Investment Report and 3rd Quarter Financial Report for period ending September 30, 2021. These reports are enclosed for Board review.

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:

- Routine Monthly Informational Reports and/or Updates
- Proposed Recipients of RFQ/P for Laboratory Analytical Services
- Proposed 2022 Board Meeting Dates

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

NN/dlh

Enclosures cc:

Executive Staff