

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

**Thursday, December 9, 2021 ~ 9:30 a.m.
Main Conference Room
General Offices, 475 Norris Drive, Rochester, New York**

Roll Call

Pledge of Allegiance

#21-232 Approve minutes of the Authority's Regular Meeting, held on November 10, 2021.

Moved By:
Seconded By:
Voice Vote:

#21-233 Accept list of disbursements on check registers dated of, November 3, November 10, November 17, and November 23, which were forwarded to the Authority Members for their review.

Moved By:
Seconded By:
Voice Vote:

#21-234 Accept Purchase Order List of materials and supplies for the period October 30 through November 29, 2021 in the amount of \$297,904.27.

Moved By:
Seconded By:
Voice Vote:

COMMUNICATIONS/NOTIFICATIONS

COMPENSATION COMMITTEE REPORT

#21-235 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Michael Mulé to the title of Laborer, effective December 13, 2021 at Salary Schedule 4, Group 1.

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Moved By:
Seconded By:
Roll Call Vote:

- #21-236** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Jacob Sherman to the title of Laborer, effective December 27, 2021 at Salary Schedule 4, Group 1.

Moved By:
Seconded By:
Roll Call Vote:

- #21-237** Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission:
Appointment of Jordan Vacca to the title of Laborer, effective January 3, 2022 at Salary Schedule 4, Group 1.

Moved By:
Seconded By:
Roll Call Vote:

- #21-238** Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's John Deere backhoes and loaders throughout 2022 from **Five Star Equipment** for an estimated annual amount of \$20,000. Five Star Equipment is the sole source for John Deere parts for Monroe County.

Moved By:
Seconded By:
Roll Call Vote:

- #21-239** Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's Caterpillar backhoes and loaders throughout 2022 from **Milton Cat** for an estimated annual amount of \$30,000. Milton Cat is the authorized Caterpillar dealer for upstate and western New York.

Moved By:
Seconded By:

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Roll Call Vote:

- #21-240** Authorize the purchase of **various parts and supplies**, as needed for maintenance and repair of the Authority's dump trucks and crew trucks throughout 2022 from **Kenworth Group** for an estimated annual amount of \$65,000. Kenworth Group is the authorized dealer for upstate New York.

Moved By:
Seconded By:
Roll Call Vote:

- #21-241** Authorize a unit price contract for **Repair Clamps**, purchased as needed from low responsive, responsible bidder, **T. Mina Supply East, Inc.**, in the bid amount of \$62,398.57 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.

Moved By:
Seconded By:
Roll Call Vote:

- #21-242** Authorize a unit price contract for **Tapping Sleeves** from low responsive, responsible bidder, **T. Mina Supply East, Inc.**, in the bid amount of \$42,543.27 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.

Moved By:
Seconded By:
Roll Call Vote:

- #21-243** Authorize a Blanket Purchase Order for the purchase 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 up to \$50,000 for the term January 1 through December 31, 2022.

Moved By:
Seconded By:
Roll Call Vote:

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#21-244 Authorize a Blanket Purchase Order for the purchase 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 up to \$50,000 for the term January 1 through December 31, 2022.

Moved By:
Seconded By:
Roll Call Vote:

#21-245 Authorize the purchase of **Allen-Bradley® Programmable Logic Controllers** and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling and displays from **Horizon Solutions, LLC** through December 31, 2022 for an estimated total up to \$80,000.

Moved By:
Seconded By:
Roll Call Vote:

#21-246 Authorize a Blanket Purchase Order for the purchase 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 up to \$50,000 for the term January 1 through December 31, 2022.

Moved By:
Seconded By:
Roll Call Vote:

#21-247 Authorize a Blanket Purchase Order for the purchase of **emergency generator repair parts, services, and diagnostic software** for the Authority's Cummins-Onan generators, to be ordered as needed from **Cummins Inc. Sales and Service** for an estimated total cost up to \$25,000 for the term January 1 through December 31, 2022.

Moved By:
Seconded By:
Roll Call Vote:

#21-248 WHEREAS, the Monroe County Water Authority (the "Authority") has studied whether it should now standardize on Rotork ("Rotork") electric

actuators in order to maintain the efficiency, compatibility, and reliability of the valve operation on the Authority's treatment process, transmission, and distribution systems primarily located at the Authority's Shoremont, Webster, and Corfu Water Treatment Plants; and at booster pumping stations, storage tanks, reservoirs, and control valve vaults, and

WHEREAS, the Production and Transmission Department staff has found this equipment to be significantly more robust, durable, and reliable than other manufacturers' equipment, and

WHEREAS, the Authority currently has other compatible equipment that will result in smaller parts inventory, and

WHEREAS, the operations and maintenance staff are trained in the installation, configuration, operation, and maintenance of this equipment, and

WHEREAS, upon the recommendation of the Authority's Production and Transmission Department, the Authority has determined that Rotork electric actuators are the most efficient and economic equipment currently available for the Authority's treatment process, transmission, and distribution systems valves.

NOW, THEREFORE, BE IT RESOLVED that:

1. In order to provide for the most efficient and economic source of electric actuators and for the reasons stated above, all purchases or procurements by the Authority of electric actuators, specifically for the Authority's treatment process, transmission, and distribution systems valves located at the Shoremont, Webster, and Corfu Water Treatment Plants; booster pumping stations, storage tanks, reservoirs, and control valve vaults, and any ancillary equipment must be Rotork.
2. The Members and staff of the Authority are hereby authorized and directed for and on behalf of the Authority and in its name to do all acts and things required or as may be necessary, or in the opinion of the officer so acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Authority with all of the provisions of the foregoing resolutions.

Moved By:
Seconded By:
Roll Call Vote:

#21-249

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of **NY-104 from Basket Road to Furnace Road, Pavement Rehabilitation, Towns of Webster and Ontario,**

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Monroe and Wayne Counties, P.I.N. 4104.85, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project, **1 water valve box elevation, and verification of location or relocation of approximately 1 water main**, pursuant to Section 10, Subdivision 24, of the State Highway Law, 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 relocated 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 adjustment to water line valve boxes and 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

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.

Moved By:
Seconded By:
Roll Call Vote:

#21-250 Authorize the award of a unit price contract for the River Meadow Drive and Hazel Street Water Main Replacement Project contract to the low responsive, responsible bidder, Randsco Pipeline, Inc. in the bid amount of \$771,675.

Moved By:
Seconded By:

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Roll Call Vote:

- #21-251** Authorize the use of **New York State OGS Contract, Group #73600, Award #22802, Lot 1, Contract #PM20800**, for the purchase of a one-year **Cisco Smartnet Maintenance and Support Agreement** from **Aspire Technology Partners** for an estimated total cost of \$35,775.00.

Moved By:
Seconded By:
Roll Call Vote:

- #21-252** Authorize the as-needed use of **New York State OGS Contract, Group #73600, Award #22802 – Information Technology Umbrella Contract**, and **NYS OGS Aggregate Hardware Buy 20-01, PM20820** for the procurement of various Laptop and Desktop computers and other related equipment and supplies throughout year 2022 for an estimated total cost of \$250,000.

Moved By:
Seconded By:
Roll Call Vote:

- #21-253** 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, 2022.

Moved By:
Seconded By:
Roll Call Vote

- #21-254** **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, 2022** and is subject of a Resolution of the Authority adopted at its November 10, 2021 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:

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#21-255 Authorize the purchase of **Office Furniture**, to be ordered as needed, utilizing **New York State Contract Group #20915, Award #23109, Contract #PC68432**, from **Intivity**, for an estimated total cost of \$20,000 through the contract period ending December 1, 2023.

Moved By:
Seconded By:
Roll Call Vote:

#21-256 Authorize the Executive Director to enter into an Agreement with **LYNSTAAR ENGINEERING, P.C.** to provide **Security Consulting Services** on behalf of the Monroe County Water Authority. The scope of work will include evaluating the Authority's current security system including video, access control, perimeter and intrusion control and making recommendation for any improvements. The estimated cost for these services is \$150,000,

Moved By:
Seconded By:
Roll Call Vote:

AUDIT COMMITTEE REPORT

#21-257 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, 2022 through December 31, 2023, in the estimated amount of \$99,842/year.

Moved By:
Seconded By:
Roll Call Vote:

#21-258 **WHEREAS**, the Monroe County Water Authority did establish a Deferred Compensation Plan for employees, and
 WHEREAS, the Deferred Compensation Selection Committee did accept and review proposals for the administration of the Deferred Compensation Plan for a five-year contract period as stipulated in Section 9003 of Subtitle II, Title 9 NYCRR, and
 WHEREAS, the Deferred Compensation Selection Committee does recommend the award of such contract to **Empower Retirement** as Administrative Services Agency and Financial Organization pursuant to

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section 9003 of Subtitle II, Title 9 NYCRR; at such compensation set forth in their proposal dated October 22, 2021, and

WHEREAS, the Deferred Compensation Selection Committee does recommend that Great West Trust Company, LLC act as trustee;

NOW, THEREFORE, BE IT

RESOLVED, that the Chairperson of the Monroe County Water Authority Deferred Compensation Plan hereby is directed to execute all necessary documents to contract with Empower Retirement and Great West Trust Company for administrative, financial, and trustee services for the Monroe County Water Authority Deferred Compensation Plan for the period January 1, 2022, or as soon thereafter as possible, through December 31, 2026.

Moved By:

Seconded By:

Roll Call Vote:

#21-259 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:

GOVERNANCE COMMITTEE REPORT

#21-260 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.

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Moved By:
Seconded By:
Roll Call Vote:

- #21-261** 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:

- #21-262** 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:

- #21-263** 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:

- #21-264** 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 2022**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

Moved By:
Seconded By:
Roll Call Vote:

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#21-265 BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for 2022 be as follows:

JANUARY	THURSDAY	13	9:30 A.M. – REGULAR MEETING
FEBRUARY	THURSDAY	10	9:30 A.M. – REGULAR MEETING
MARCH	THURSDAY	10	9:30 A.M. – REGULAR MEETING
APRIL	THURSDAY	14	9:30 A.M. – REGULAR & ANNUAL MEETING
MAY	THURSDAY	12	9:30 A.M. – REGULAR MEETING
JUNE	THURSDAY	09	9:30 A.M. – REGULAR MEETING
JULY	THURSDAY	14	9:30 A.M. – REGULAR MEETING
AUGUST	THURSDAY	11	9:30 A.M. – REGULAR MEETING
SEPTEMBER	THURSDAY	08	9:30 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	13	9:30 A.M. – REGULAR MEETING
NOVEMBER	THURSDAY	10	9:30 A.M. – REGULAR MEETING
DECEMBER	WEDNESDAY	07	9:30 A.M. – REGULAR MEETING

Moved By:
Seconded By:
Roll Call Vote: