

**MONROE COUNTY WATER AUTHORITY
REGULAR MEETING**

Thursday, December 14, 2023 ~ 9:00 a.m.

Board Room

General Offices, 475 Norris Drive, Rochester, New York

Roll Call

Pledge of Allegiance

#23-222 Approve minutes of the Authority's Regular Meeting, held on November 9, 2023.

Moved By:

Seconded By:

Voice Vote:

#23-223 Accept list of disbursements on check registers dated of, November 8, November 15, November 22, and November 29, 2023, which were forwarded to the Authority Members for their review.

Moved By:

Seconded By:

Voice Vote:

#23-224 Accept Purchase Order List of materials and supplies for the period October 31 through December 1, 2023 in the amount of \$233,760.63

Moved By:

Seconded By:

Voice Vote:

COMMUNICATIONS/NOTIFICATIONS

#23-225

RESOLUTION #23-225

**EXPRESSING APPRECIATION FOR YEARS OF SERVICE AND
BEST WISHES OF THE MONROE COUNTY WATER AUTHORITY BOARD
TO CHERYL M. CORSON UPON HER RETIREMENT**

*WHEREAS, Cheryl M. Corson, a longtime employee of the Water Authority,
has retired as of November 29, 2023; and*

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***WHEREAS,** Cheryl M. Corson is a highly skilled and knowledgeable 27+ year veteran of the Water Authority; and*

***WHEREAS,** Cheryl M. Corson will be remembered for her dedicated service by her fellow employees and management of the Water Authority.*

***NOW, THEREFORE, BE IT RESOLVED,** MCWA extends its appreciation and best wishes for a happy, fulfilling retirement; and*

***BE IT FURTHER RESOLVED,** the Recording Secretary of the Board is hereby requested to forward a copy of this Resolution to Cheryl M. Corson, MCWA Retiree.*

Moved By:
Seconded By:
Roll Call Vote:

#23-226 Confirm the following personnel appointment pending approval and pursuant to the Rules and Regulations of the Monroe County Civil Service Commission: Appointment of Shawn David to the title of Laborer, effective January 2, 2024 at an hourly rate of \$20.46.

Moved By:
Seconded By:
Roll Call Vote:

#23-227 Authorize a unit price contract for **Repair Clamps** for the repair and maintenance of water mains throughout the Authority's distribution system, to be ordered as needed from the low responsive, responsible bidder, **T. Mina Supply East, Inc.**, in the bid amount of \$82,169.24. This is a one year contract with the option to renew for up to four additional one year terms upon mutual consent. Bid amount is based on estimated quantities.

Moved By:
Seconded By:
Roll Call Vote:

#23-228 Authorize the purchase of one (1) **New 2024 T66 T4 Bobcat Compact Track Loader** with attachments from **DJM Equipment Inc.** in the amount of \$84,219.85, Utilizing NYS OGS Contract, Group 40625-Heavy Equipment, Award#PGB-22792.

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Moved By:
Seconded By:
Roll Call Vote:

#23-229 Authorize the award of the Victor BPSs – **Automatic Transfer Switches** Rebid contract to the low responsive, responsible bidder, **Southworth-Milton, Inc.** d/b/a Milton CAT for the bid amount of \$60,605.

Moved By:
Seconded By:
Roll Call Vote:

#23-230 Authorize the Executive Director to enter into professional services agreement with the following firms for **Electrical and Mechanical Engineering Services: Arcadis of New York, Inc.; C&S Engineers, Inc.; Erdman, Anthony and Associates, Inc.; LaBella Associates, DPC; and Pathfinder Engineers and Architects, LLP.**

Moved By:
Seconded By:
Roll Call Vote:

#23-231 Authorize a Blanket Purchase Order for the purchase of **various process instrumentation and radio communication equipment** to be ordered as needed from **Ritec Enterprises, Inc.** for an estimated total cost up to \$50,000 for the term January 1 through December 31, 2024.

Moved By:
Seconded By:
Roll Call Vote:

#23-232 Authorize the award of a unit price contract for the **2024 Service and Water Main Contract** to the low responsive, responsible bidder, **Villager Construction, Inc.** in the bid amount of \$7,102,189, with the option to extend for four additional one-year terms.

Moved By:
Seconded By:
Roll Call Vote:

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#23-233 Authorize the award of a unit price contract for the **Paul Road Water Main Replacement** project, to the low responsive, responsible bidder, **Randsco Pipeline, Inc.** in the bid amount of \$2,720,740.

Moved By:
Seconded By:
Roll Call Vote:

#23-234 Authorize the Executive Director to enter into Professional Services Agreements with the following firms for **Structural Engineering Services: Jensen BRV Engineering PLC, LaBella Associates, Larsen Engineers, Wendel Companies, Barton & Loguidice, Wiss, Janney, Elster Associates, Inc. and Arcadis of NY, Inc.**

Moved By:
Seconded By:
Roll Call Vote:

#23-235 Approve the proposal as submitted by **Technical Systems Group (TSG)** for **Lenel Software Upgrade and Support (SUSP), Value Add Reseller of Record and Lenel Systems Service Calls** for an initial term of three years with the option of two one-year renewal terms upon mutual consent. The cost for the annual SUSP agreement and non-SUSP related service calls will be the following: 2024 \$50,331; 2025: \$52,703; 2026: \$54,051; 2027: \$58,116; 2028: \$61,028. All other services requested in the RFP/Q will be charged on an as needed basis at the hourly rate per the Proposer's Cost Proposal.

Moved By:
Seconded By:
Roll Call Vote:

#23-236 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 #137789/510140, through the contract period ending December 31, 2024.

Moved By:
Seconded By:
Roll Call Vote

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#23-237 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, 2024 and is subject of a Resolution of the Authority adopted at its November 9, 2023 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

#23-238 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 \$50,200.

Moved By:
Seconded By:
Roll Call Vote:

#23-239 Amend Resolution #23-219 for the purchase of **two (2) new Dell Servers**, and associated equipment with a five-year warranty from the lowest responsive, responsible bidder, **Dell Technologies** for an estimated amount of \$27,020.

Moved By:
Seconded By:
Roll Call Vote

#23-240 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

#23-241 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Code of Ethics Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#23-242 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Conflicts of Interest Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#23-243 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts the **Software Code of Ethics Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

#23-244 Upon recommendation of the Monroe County Water Authority's Governance Committee, the Board hereby re-adopts **Whistleblower Policy**, as presented.

Moved By:
Seconded By:
Roll Call Vote:

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#23-245 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby re-adopts the **Disposal Guidelines**, as presented.

Moved By:
Seconded By:
Roll Call Vote

#23-246 Upon recommendation of the Monroe County Water Authority’s Governance Committee, the Board hereby adopts the revised **Purchasing and Procurement Guidelines**, as presented.

Moved By:
Seconded By:
Roll Call Vote

#23-247 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 2024**. The Authority will pay for expenses in accordance with its Travel and Reimbursement Policy.

Moved By:
Seconded By:
Roll Call Vote:

#23-248 BE IT HEREBY RESOLVED: That the Monroe County Water Authority Board Meeting dates for **2024** be as follows (*subject to change*):

JANUARY	THURSDAY	11	9:00 A.M. – REGULAR MEETING
FEBRUARY	THURSDAY	08	9:00 A.M. – REGULAR MEETING
MARCH	THURSDAY	07	9:00 A.M. – REGULAR MEETING
APRIL	THURSDAY	04	9:00 A.M. – REGULAR & ANNUAL MEETING
MAY	THURSDAY	09	9:00 A.M. – REGULAR MEETING
JUNE	THURSDAY	13	9:00 A.M. – REGULAR MEETING
JULY	THURSDAY	11	9:00 A.M. – REGULAR MEETING

AUGUST	THURSDAY	08	9:00 A.M. – REGULAR MEETING
SEPTEMBER	THURSDAY	12	9:00 A.M. – REGULAR MEETING
OCTOBER	THURSDAY	10	9:00 A.M. – REGULAR MEETING
NOVEMBER	THURSDAY	14	9:00 A.M. – REGULAR MEETING
DECEMBER	THURSDAY	12	9:00 A.M. – REGULAR MEETING

Moved By:
Seconded By:
Roll Call Vote:

AUDIT COMMITTEE REPORT

#23-249 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, 2024 through December 31, 2025, in the estimated amount of \$101,836 for 2024 with a 2% increase for 2025.

Moved By:
Seconded By:
Roll Call Vote:

COMPENSATION COMMITTEE REPORT

#23-250 Upon recommendation of the Monroe County Water Authority's Compensation Committee, the Board hereby adopts the **Compensation Guidelines**, as presented.

Moved By:
Seconded By:
Roll Call Vote: