



**Monroe County Water Authority**

# Memorandum

To: Board Members

Date: October 2, 2020

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, October 8, 2020 @ 9:30 a.m.  
Main Conference Room, 475 Norris Drive**

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## **AGENDA ITEMS:**

1. Personnel Items
  - Resolution marking the retirement of Raymond W. Benshoff. We appreciate his many years of dedicated service to the Water Authority and wish him a happy and fulfilling retirement.
  - Appointment of Kerry Sharp to the title of Communications Aide. Ms. Sharp has over ten years' experience in the communications field. She interviewed very well and is reachable on the Civil Service list for this title.
  - Promotional Appointment of Jeffrey Krahe to the position of Utility Worker, assigned to the Warehouse in the Facilities, Fleet Maintenance & Operations (FFO) Department. Mr. Krahe joined the Water Authority one year ago as a laborer and has performed well. Additionally, he has previous warehouse experience.
2. There is an item on the Agenda to authorize replacement of one of our virtual environment hosts that has failed several times in the past year with the purchase off New York State Contract of a new server.
3. There is an item on the Agenda to standardize on Amazon Web Services for hosting of the Water Authority's website and customer portal as outlined in the enclosed memorandum from Larry Magguilli dated September 23, 2020.
4. There is an item on the Agenda authorizing the as-needed use of Monroe County Contract for Sprinkler Inspection, Testing, and Maintenance through the initial contract period ending 10/31/2021, with the option to extend for up to four additional one-year periods in accordance with the terms of the Monroe County Contract.
5. There is an item on the Agenda authorizing the as-needed use of Monroe County Contract for Heavy Equipment Rental through the initial contract period ending 09/30/2021, with the option to extend for up to four additional one-year periods in accordance with the terms of the Monroe County Contract.

6. There is an item on the Agenda authorizing an agreement with NYSDOT for their NY-286 (Atlantic Avenue) at Five Mile Line Road Intersection Improvements Project in the Town of Penfield. The NYSDOT's work will include the relocation of two hydrants and the adjustment of approximately seven valve boxes, one meter vault cover, and verification of the location and depth of the water main, relocating the water main as necessary at about three locations to accommodate their work. There will be no cost to the Water Authority.
7. There is an item on the Agenda authorizing an agreement with NYSDOT for their NY-390 Corridor Multi-Use Trail System Improvements Project in the Town of Greece. The limits of the project are from Ridgeway Avenue to NYS Route 104 along the easterly side of NYS Route 390. The NYSDOT's work will include the adjustment of approximately five valve boxes, one meter vault cover, and verification of the location and depth of the water main, performing water main relocations as necessary to accommodate their work. There will be no cost to the Water Authority.
8. The Authority's Finance Committee met on October 1, 2020, and with their recommendation, an item has been placed on the Agenda to authorize an agreement for Financial Advisor Services.
9. A resolution to approve the Authority's Preliminary Budget for Calendar Year 2021 is on the Agenda. Budget information was discussed at Budget Workshop sessions conducted for the Board Members, and the Preliminary Budget has been distributed for their review. This was also on the Finance Committee's October 1<sup>st</sup> meeting agenda, and having their recommendation, the 2021 Budget will be presented for full Board approval at this meeting.
10. The Authority's standard procurement compliance resolution.
11. The Authority's Governance Committee met on October 1, 2020, and with their recommendation there are resolutions for the following:
  - Re-adoption of the Conflicts of Interest Policy, as presented.
  - Re-adoption of the Code of Ethics Policy, as presented.
  - Re-adoption of the Policy Governing the Use of Authority Discretionary Funds, as presented.
  - Re-adoption of the Policy Regarding the Acquisition of Interests in Real Property, as presented.
  - Re-adoption of the Disposal Guidelines, as presented.

- Re-adoption of the Software Code of Ethics Policy, as presented.

Policy documents are enclosed for Board review.

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

### **BOARD DISCUSSION/NOTIFICATION ITEMS**

- In Board Folders for Review:
  - Proposed Recipients of RFQ/P for Support Services Related to Cellular Antenna Leases on Water Authority Properties
  - Routine Monthly Informational Reports and/or Updates

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

NN/ka  
Enclosures

cc: Executive Staff