



Monroe County Water Authority

Memorandum

To: Board Members

Date: June 5, 2020

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, June 11, 2020 @ 9:30 a.m.
Garage, 475 Norris Drive**

AGENDA ITEMS:

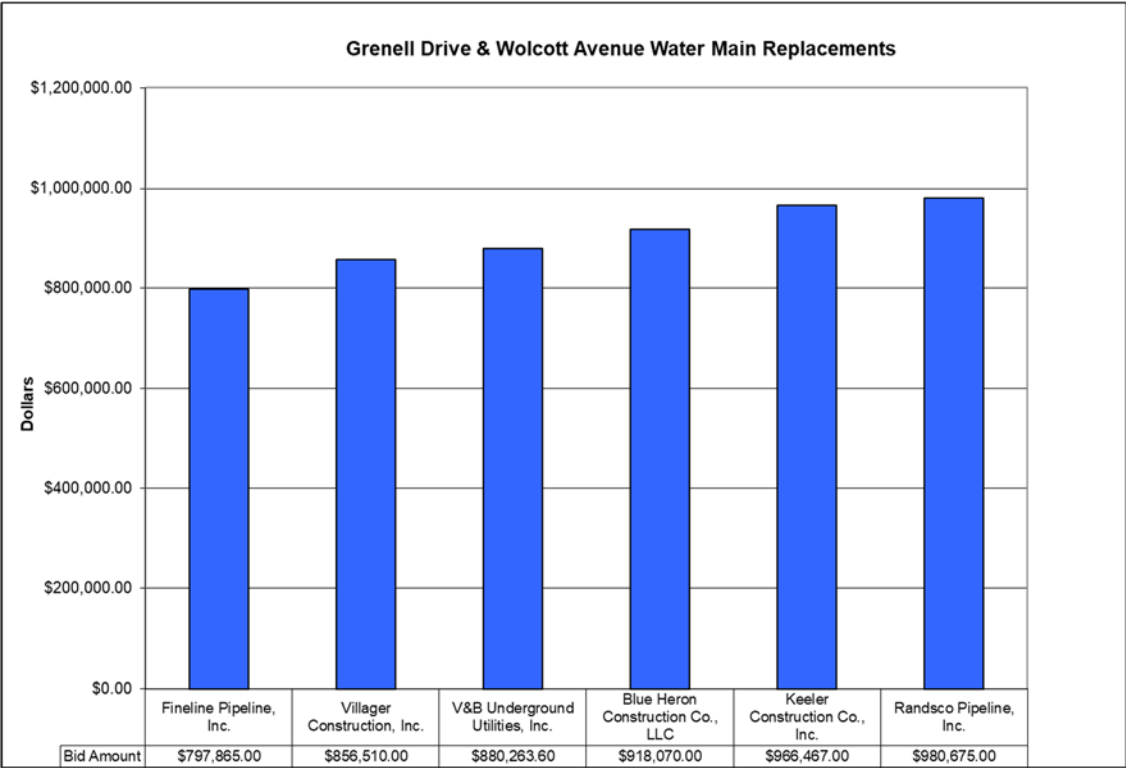
1. Personnel Items

- Resolutions marking the retirements of J. David Pettrone and Wendy S. Freeman. We appreciate their many years of dedicated service to the Water Authority and wish each of them a happy and fulfilling retirement
- There is a resolution on this Agenda to confirm one personnel appointment. Employment application and recommendation memorandum is enclosed for Board review:
 - Provisional appointment of Chelsea Parkes to the title of Engineering Technician.

2. There is an item on the Agenda to authorize the use of the Monroe County Contract for Routine and Emergency Tree Removal, work to be performed as needed, through the contract period ending April 30, 2021.

3. There is an item on the Agenda to authorize the use of the Monroe County Contract for the as-needed purchase of Delivered Concrete through the contract period ending April 30, 2021.

4. There is an item on the Agenda to award a contract for the Grenell & Wolcott Avenue Water Main Replacements project in the Towns of Chili and Gates. The project involves the installation of approximately 3,600 lineal feet of 6" ductile iron water main on Grenell Drive & Wolcott Avenue. There were seven bids submitted. Our recommendation is to award this work to Fineline Pipeline, Inc. in the bid amount of \$797,865.

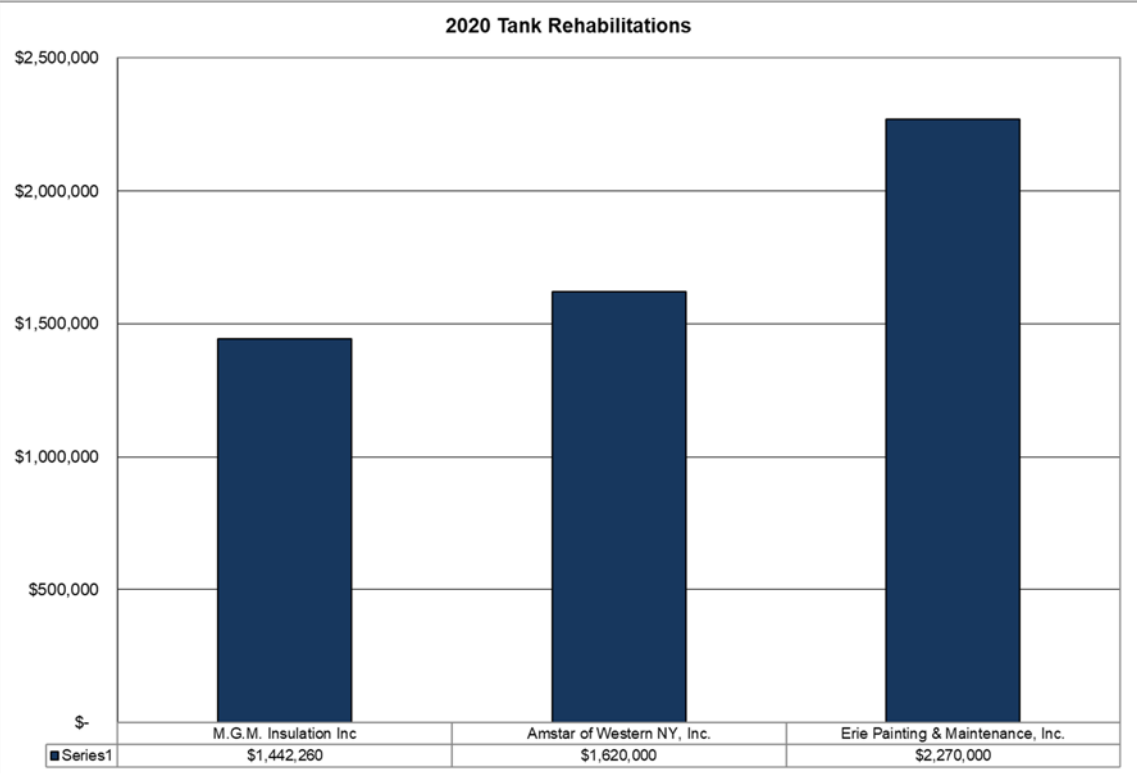


5. There is an item on the Agenda to award a contract for the purchase of 30" and 48" butterfly valves. These valves will replace existing large diameter valves on transmission mains that are currently inoperable. There were three bids received. Our recommendation is to award this work to the lowest responsive, responsible bidder, Upstate Valve and Control, in the bid amount of \$30,345.

6. There is an item on the Agenda to award a contract for the 2020 Tank Rehabilitations project. This project includes the rehabilitation and re-coating of the interior and exteriors of three water storage tanks. These tanks include the 0.5 million gallon Allyn's Rise tank in the Town of Perinton; the 0.5 million gallon High Street tank in the Town of Victor; and the 1.37 million gallon Garbutt tank in the Town of Wheatland.

There were three bids submitted; however, the lowest bid was determined to be non-responsive for failure to satisfy the experience or qualifications required. Therefore, our recommendation is to award this work to the low responsive, responsible bidder, Amstar of Western New York, Inc. in the bid amount of

\$1,620,000. Amstar of Western New York, Inc. has successfully completed work for the Authority in the past.



7. There is an item on the Agenda to authorize the purchase of an Océ ColorWave 3500 System and associated equipment under New York State Contract. The Engineering Department utilizes this equipment to print and scan large size drawings. The current equipment is approximately 12 years old and nearing the end of its useful life. Repair parts are becoming difficult to obtain, and maintenance plans will no longer be available. The replacement equipment is estimated to cost \$30,000, which includes the removal, transportation, and disposal of the existing equipment.

8. There is an item on the Agenda to award a contract for the 20-inch Control Valve, SWTP High Duty. This contract includes furnishing and delivering a 20-inch pump control valve to the Shoremont Water Treatment Plant. The valve will be installed by Authority Maintenance personnel on High Duty Pump No. 3. There was one responsive, responsible bid submitted. Our recommendation is to award this contract to Core and Main, LP for the bid amount of \$99,000.

9. There is an item on the Agenda to authorize the purchase of various Square D™ by Schneider Electric USA electrical equipment and materials from Kaman Automation through Monroe County Contract BP #0417-16 for Square D Products. Electrical equipment and materials will be purchased as needed for an estimated amount up to \$50,000 through the contract term ending May 31, 2021.

AUDIT COMMITTEE REPORTING

10. The Authority's Audit Committee met on June 4, 2020, prior to this Board Meeting. Per their review and recommendation, there are resolutions for the following items, information for which is enclosed for full Board review:
 - Authorize a Professional Services Agreement with M&T Insurance Agency, Inc. for placement of General Insurance Coverage, to serve as Broker of Record, and for provision of Risk Management Services for a term of one year.
 - Authorize M&T Insurance Agency, Inc. to place various insurance coverages and to obtain quotes for Excess Liability. Furthermore, direct M&T Insurance Agency, Inc. to obtain quotations for additional Excess Liability and Premises Pollution coverages.
 - Accept the Independent Auditor's Report on the financial statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority for year ending December 31, 2019.
 - Re-adopt the Accounting Policies and Procedures Manual.
11. There is an item on the Agenda to authorize the Executive Director to enter into a License Agreement with J.D. Power & Associates for 2020 for a fixed fee of \$29,900.
12. The Authority's standard procurement compliance resolution.

GOVERNANCE COMMITTEE REPORTING

13. The Authority's Governance Committee met on June 4, 2020, prior to this Board Meeting. Per their review and recommendation, there are resolutions for re-adoption of the following policies, all enclosed for full Board review:
 - Re-adopt the Policy Regarding Service Awards, as presented.

- Re-adopt the Food Expenditure and Reimbursement Policy, as presented.
- Re-adopt the Policy Regarding Acquisition and Assignment of Mobile Communications Devices, as presented.
- Re-adopt the Travel & Expense Reimbursement Policy, as presented.
- Re-adopt the Policy Regarding Time and Attendance for Executive Staff / Policy Regarding Compensation and Reimbursement for Executive Staff, as presented.
- Re-adopt the Policy Regarding Time and Attendance for Management Employees / Policy Regarding Compensation and Reimbursement for Management Employees, as presented.
- Re-adopt the Whistleblower Policy, as presented.

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

BOARD DISCUSSION/NOTIFICATION ITEMS:

- Notification of proposed recipients of MCWA's Request for Proposals for Professional Auditing Services.
- In Board Folders for Review:
 - Routine Monthly Informational Reports and/or Updates

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

NN/ka
Enclosures

cc: Executive Staff