

SUFFOLK COUNTY WATER AUTHORITY
GOVERNANCE COMMITTEE MEETING

AGENDA

December 19, 2024

2:30 PM

-
1. Revising Policy 105-Vacation
 2. Revising Policy 413-Motor Vehicle Accident/ Incident Discipline Policy
 3. Revising Policy 909- Selecting Vendors of Non-Construction Purchasing & Professional Services Contracts & For Delegation of Implementation Authority

SUFFOLK COUNTY WATER AUTHORITY
INTEROFFICE CORRESPONDENCE

To: Jeffrey W. Szabo, CEO

From: Bilal Malik, Attorney

Date: December 11, 2024

Re: **Revising Policy 105 – Vacation**

Suffolk County Water Authority (“SCWA”) last updated Policy No. 105 – *Vacation* in February 23, 2023. The policy explains vacation eligibility, accrual and scheduling for SCWA’s employees.

SCWA’s employees with 5 or more years of service as of December 31 may convert accrued vacation time to a vacation buyback payment. In addition, employees are eligible to carry over vacation time in excess of their maximum vacation allowance as of December 31. All request to carry over excess vacation time beyond the end of the calendar year must be approved by the CEO and Deputy CEO for Administration.

In the interest of SCWA, it is appropriate to revise Policy No. 105 to state employees may not request to carry over excess vacation time if the employee doesn’t exercise the maximum vacation buyback.

The revised policy will be effective as of January 1, 2025. SCWA’s employees will receive a memo about the revised policy.

If this meets your approval, please have the Board consider adopting the revised policy as attached.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: VACATION

FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: February 23, 2023

POLICY NO. 105

SUPERSEDES: July 19, 2021

APPROVED: 

The Suffolk County Water Authority recognizes the importance of vacation time in providing employees the opportunity for rest, recreation and personal activities. Therefore, the Authority grants vacation time to full-time employees.

PROCEDURE FOR MEMBERS OF COLLECTIVE BARGAINING UNITS

Vacation eligibility, accrual and scheduling shall be governed by appropriate Collective Bargaining Agreement.

PROCEDURE FOR MANAGEMENT EMPLOYEES

Vacation Accrual and Requirement to Take Vacation:

The amount of vacation time a management employee accumulates depends on the individual's length of service with the Authority. For purposes of accruing vacation time, employees will be given credit for the month of their first day of work, provided they begin employment on or before the fifteenth day of the month. Employees whose first day of work is after the fifteenth day of the month for purposes of accruing vacation time, will be given credit for the month following their employment date. Vacation time shall accrue according to the following schedule:

LENGTH OF SERVICE	ANNUAL VACATION ALLOWANCE	40 HOURS WORK WEEK	37.5 HOUR WORK WEEK
UP TO 5 YEARS OF SERVICE	10 DAYS WITH PAY	6.67 HRS	6.25 HRS
5 YEARS OF SERVICE	15 DAYS WITH PAY	10.00 HRS	9.38 HRS
12 YEARS OF SERVICE	20 DAYS WITH PAY	13.33 HRS	12.50 HRS
19 YEARS OF SERVICE	25 DAYS WITH PAY	16.67 HRS	15.63 HRS
24 YEARS OF SERVICE	26 DAYS WITH PAY	17.33 HRS	16.25 HRS
25 YEARS OF SERVICE	27 DAYS WITH PAY	18.00 HRS	16.88 HRS
26 YEARS OF SERVICE	28 DAYS WITH PAY	18.67 HRS	17.50 HRS
27 YEARS OF SERVICE	29 DAYS WITH PAY	19.33 HRS	18.13 HRS
28 YEARS OF SERVICE	30 DAYS WITH PAY	20.00 HRS	18.75 HRS

Employees, absent extraordinary circumstances, are required to take least 5vacation days each year.

Maximum Vacation Allowance: Management employees may accumulate up to 1.5 times their vacation accrual rate as of the end of any calendar year. Executive employees may accumulate up to 2 times their vacation accrual rate as of the end of any calendar year. Accrued vacation days at the end of any calendar year in excess of an employee's maximum vacation allowance will be forfeited unless the employee receives permission pursuant to this policy to carry the excess days over.

Vacation Scheduling: Vacation time may be taken as weekly periods, as individual days, in hourly or in half hour increments provided that the periods, individual days, or hours chosen meet with supervisory and departmental approval.

Annual Conversion of Excess Vacation Days to Pay: Annually management employees with 5 or more years of service as of each December 31st may convert accrued vacation time to a vacation buyback payment based on the table below. Such employees will receive notification from Finance outlining what their unused accrued vacation time is and how much qualifies for buy back. Payment for the converted vacation time will be issued on or about the 15th of December.

LENGTH OF SERVICE	MAXIMUM VACATION BUYBACK
Between 5 and 19 Years	5 Days
Between 19 and 24 Years	10 Days
24 Years	11 Days
25 Years	12 Days
26 Years	13 Days
27 Years	14 Days
28 Years or More	15 Days

Illness during Vacation: Additional vacation time is not granted if the employee becomes ill during the vacation period. If however, the employee becomes seriously ill and/or requires hospitalization, the Deputy CEO for Administration upon recommendation of the supervisor and respective division executive can consider this as sick time and/or disability leave. The restored vacation time will be credited back to the employee's vacation account provided sick time is taken instead.

Vacation for Terminating or Retiring Employees: Employees terminating employment for any reason should refer to Policy 801 (Termination of Employment) or Policy 802 (Retirement Benefits).

Requests to Use Less Than Five Vacation Days in a Year: The Authority will consider employee requests to use less than five vacation days in a year provided it is in the best interests of the Authority. All requests to use less than five vacation days must be made in writing to the CEO and Deputy CEO for Administration by December 1st of the current year for their review and consideration.

Requests to Carry Excess Vacation: The Authority will consider employee requests to carry over excess vacation time in excess of their maximum vacation allowance as of December 31st of any year provided it is in the best interests of the Authority. All requests to carry over excess vacation time beyond the end of the calendar year must be made in writing to the CEO and Deputy CEO for Administration by December 1st of the current year for their review and consideration. **However, employees may not request to carry over excess vacation time if the employee doesn't exercise the maximum vacation buyback.**

SUFFOLK COUNTY WATER AUTHORITY
INTEROFFICE CORRESPONDENCE

To: Jeffrey W. Szabo, CEO

From: Bilal Malik, Attorney

Date: December 11, 2024

Re: **Revising Policy 413 – Motor Vehicle Accident/Incident Discipline Policy**

Suffolk County Water Authority (“SCWA”) last updated Policy No. 413 – *Motor Vehicle Accident/Incident Discipline Policy* in February 23, 2023. The policy explains that employees at SCWA are responsible for their own actions and are expected to adhere to company safety and defensive driving programs and training received throughout the course of their employment.

SCWA recently launched a mandatory Safe Driver Training program. This training, required for all employees who regularly drive SCWA vehicles, aims to enhance safety, reduce workers’ compensation claims and lower operational costs. This program seeks to instill safe driving habits that protect both employees and the organization’s vehicles.

With the mandatory Safe Driver Training program completed, it is appropriate to revise Policy No. 413 to adjust the disciplinary schedule. The revised policy will move up the disciplinary steps.

The steps will be revised as follows: the first preventable will be retraining with a written warning; the second preventable within three years will be retraining with a small suspension; the third preventable will be long suspension; the fourth preventable will be a termination. The policy allows for steps to be skipped at the discretion of management based on the frequency, severity, and history of the employee’s driving record including their tenure at the Authority.

The revised policy will be effective as of January 1, 2025. Because of the change in disciplinary steps and action that will be taken, SCWA’s employees will receive a memo about the revised policy with a notice of their standing within the steps.

If this meets your approval, please have the Board consider adopting the revised policy as attached.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

**SUBJECT: MOTOR VEHICLE ACCIDENT/
INCIDENT DISCIPLINE POLICY**

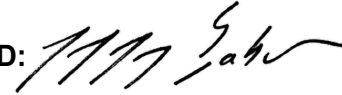
FILE UNDER SECTION NO.: 4

EFFECTIVE DATE: February 23, 2023

POLICY NO.: 413

SUPERSEDES: July 19, 2021

APPROVED:



Policy

Employees of the Suffolk County Water Authority are responsible for their own actions and are expected to adhere to NYS driving laws and regulations, company safety and defensive driving programs and training received throughout the course of their employment.

Procedure

Once an employee has been deemed qualified to drive an SCWA vehicle and/or has received instruction and/or training with respect to safe operation of the vehicle, the employee shall be held accountable for adherence to that qualification, instruction and/or training.

The Motor Vehicle Accident Review Committee, consisting of representatives from the Safety, Risk Management and Fleet departments, reviews all motor vehicle accidents or incidents, except as noted below, to determine if an employee involved in an accident or incident could have prevented the accident or incident and/or if the SCWA employee was responsible for causing the accident or incident. The committee references the National Safety Councils' guidelines to make their determination.

This determination will be forwarded to the Legal Department for review. Disciplinary action, if appropriate, will be set forth in accordance with the following guidelines:

First Preventable: ~~The employee will be required to attend a retraining course. An Employee Action Disciplinary Form documenting the incident shall be placed in the employee's personnel folder.~~ The employee will be required to attend retraining. The employee will receive an Employee Disciplinary Action Form containing a written warning. The employee may be removed from operating SCWA vehicles and be reclassified if appropriate.

Second Preventable within a 3-year period: ~~The employee will receive an Employee Action Disciplinary Form which will outline the actions to be taken. Actions will consist of, but are not limited to, retraining and/or short term suspension.~~ The employee will be required to attend retraining. The employee will receive an Employee Disciplinary Action Form which may include a small suspension. The employee may be removed from operating SCWA vehicles and be reclassified if appropriate.

Third Preventable within a 3-year period: ~~The employee will receive an Employee Action Disciplinary Form which will outline the actions to be taken. Actions will consist of, but are not limited to, retraining, short term suspension, long term suspension, or removal from driving SCWA vehicles (reclassification of position if appropriate).~~ The employee will receive an Employee Disciplinary Action Form which may include a large suspension. The employee may be removed from operating SCWA vehicles and be reclassified if appropriate.

~~Fourth Preventable within a 3-year period: The employee will receive an Employee Action Disciplinary Form which will outline the actions to be taken. Actions will consist of, but are not limited to, retraining, long-term suspension, removal from driving SCWA vehicles (reclassification of position if appropriate) or termination of employment. The employee will be required to attend retraining. The employee will receive an Employee Disciplinary Action Form which may include terminating their employment with the Authority.~~

The above procedures are guidelines ~~and the sequence may be skipped~~ Disciplinary action ~~may be taken~~ depending upon the frequency, severity, and history of the employee's driving record and tenure at the Authority.

Other Considerations

- 1) Two or more separate and distinct public complaints within a rolling three-year period will be considered a preventable incident without further review by the Motor Vehicle Accident Committee. The date of the second complaint within the rolling three-year period shall be the date of the incident for the purposes of this Policy.
- 2) All employees must wear a seat belt while driving or riding as a passenger in an Authority vehicle in accordance with NYS law.
- 3) Leaving a vehicle running and unattended without the emergency brake applied except as established under standard protocol, will be considered a preventable incident without further review by the Motor Vehicle Accident Review Committee.
- 4) A Moving violation resulting in the issuance of a police ticket to the employee or to SCWA as the owner of the vehicle operated by the employee will be considered a preventable incident without further review by the Motor Vehicle Accident Review Committee.
- 5) Issuance of three Notices of Liability or Violations to an employee or to SCWA as the owner of the vehicle operated by the employee within a rolling three-year period shall be considered a preventable incident without further review by the Motor Vehicle Accident Review Committee. The date of the third violation within the rolling three-year period shall be the date of the incident for the purposes of this Policy.
- 6) Should an employee be found driving under the influence of a controlled substance, the employee will be subject to disciplinary action under SCWA Policy #407 and it will be considered a preventable incident without review by the Motor Vehicle Accident Review Committee.
- 7) Use of cellular phones without a hands-free device is illegal in New York State and Suffolk County. Therefore, the use of a cellular phone while operating an SCWA vehicle is prohibited, except in the limited instances where the law permits use of these communication devices.
- 8) Reset: If at the end of a three-year period from the date of an employee's last accident and/or preventable incident the employee is not involved in any other accidents and/or preventable incidents, the next accident and/or preventable incident the employee is involved in shall be treated as the employee's first.

SUFFOLK COUNTY WATER AUTHORITY INTEROFFICE CORRESPONDENCE

TO: Jeffrey W. Szabo, CEO

FROM: Alyson E. Bass, Attorney

RE: Amendment to SCWA Policy 909: Policy for Selecting Vendors of Non-Construction Purchasing & Professional Services Contracts & Delegation of Implementation Authority

DATE: Dec. 18, 2024

Deputy CEO of Administration is requesting an update to the “Policy for Selecting Vendors of Non-Construction Purchasing & Professional Services Contracts & Delegation of Implementation Authority”. Generally, this policy delegates authority across SCWA regarding the selection of certain vendors to help streamline operations and ensure that decisions are made by the appropriate individuals in accordance with their responsibilities.

The proposed amendment revises Section VIII, “Purchase Orders” to align SCWA’s current job titles with appropriate corresponding authority levels. The only proposed changes to the policy are as follows:

(1) Section VIII(B)(2): Insertion of title “Director of Information Technology.”

This insertion adds the Director of Information Technology to the explicit list of Directors with authority to issue purchase orders with an aggregate value of less than \$1,000.00

(2) Section VIII(B)(2): Deletion of “Fleet Manager”

This deletion moves Fleet Manager from the level associated with Directors. Fleet Manager would then be covered by the already existing authority of \$500.00 for Managers under Section VIII(B)(3). No changes to the text of VIII(B)(3) are required for the manager authority level description to be consistent with job titles.

The proposed amended section, VIII(B)(2):

Purchase Orders with an aggregate value of less than One Thousand Dollars (\$1,000.00) may also be issued by: Chief Engineer and Director of Research and Development, Director of Communications and External Affairs, **Director of Information Technology**, Director of Construction Maintenance, Director of Field Services, Director of General Services, Director of Water Quality and Laboratory Services, Director of Production Control, Director of Risk Management, and Director of Strategic Initiatives ~~and Fleet Manager~~.

If this meets your approval, please have the Board consider adopting the revised policy as attached.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: POLICY FOR SELECTING VENDORS OF NON-CONSTRUCTION PURCHASING & PROFESSIONAL SERVICES CONTRACTS & FOR DELEGATION OF IMPLEMENTATION AUTHORITY **FILE UNDER SECTION NO.: 9**

EFFECTIVE DATE: December 19, 2024 **POLICY NO.: 909**

SUPERSEDES: July 25, 2024 **APPROVED:**

POLICY FOR SELECTING VENDORS OF NON-CONSTRUCTION PURCHASING CONTRACTS, PROFESSIONAL SERVICES, AND THE DELEGATION OF IMPLEMENTATION AUTHORITY

I. PURPOSE AND SCOPE

The purpose of this Policy is to have a competitive procurement process that results in the selection of qualified vendors that offer the best value to SCWA. This policy is limited to the selection of vendors of goods or services not related to construction, professional service providers, and for the payment of expenses not subject to negotiation. This policy does not affect construction contracts awarded pursuant to §1088 of the Public Authorities Law.

II. DEFINITIONS

As used herein, the following terms shall have the means set forth below:

- A. AGGREGATE VALUE:** The value of goods or services or professional services of the same type or in the same category purchased in the same fiscal year.
- B. BEST VALUE:** The basis for awarding contracts for goods or services to the bidder/proposer which optimizes quality, cost, and efficiency, among responsive and responsible bidders/proposers.
- C. FISCAL YEAR:** The Authority's Fiscal Year commences on June 1 and runs through and including May 31 of each year.
- D. GOODS AND SERVICES:** Commodities, materials, equipment, supplies, products and other standard articles of commerce and related services.
- E. LOCAL SMALL BUSINESS ENTERPRISE:** An enterprise with no more than fifteen employees with a corporate office in Suffolk County and the office is the principal place of activity for one or more of the entity's employees.

F. PROCUREMENT OFFICER: Shall mean, unless otherwise specified by the Authority's Members, the Authority's Purchasing Manager. The procurement officer shall comply with all related policies, including but not limited to the Authority's Policy Concerning Contacts During Procurements.

G. PROFESSIONAL SERVICES: A firm or individual that provides services including but not limited to, accounting, environmental, engineering, legal, architectural, appraisal, surveying, public relations, or archaeological services.

III. SOLICITATION OF PROPOSALS FOR GOODS OR SERVICES

A. Solicitation for Proposals for goods or services with an Aggregate Value of TWENTY THOUSAND DOLLARS (\$20,000.00) or greater:

1. The Procurement Officer may select a vendor from an existing United States General Services Administration, State of New York, or municipal contract or pursuant to Public Authorities Law Section 2881 ("Public Contract"), or
2. The Procurement Officer may issue a sealed contract bid request or request for proposals for goods or services.
 - a. The Procurement Officer must use its reasonable efforts to circulate contract bid requests and requests for proposals (hereinafter "RFP") to prospective vendors, including posting a notice of RFP on SCWA's website.
 - b. The Procurement Officer must obtain at least one non-Public contract response or document a justification as to why a non-Public Contract vendor was not solicited.

B. Solicitation for Proposals for goods or services with an Aggregate Value less than TWENTY THOUSAND DOLLARS (\$20,000.00):

1. The Procurement Officer may select a vendor from an existing United States General Services Administration, State of New York, or municipal contract or pursuant to Public Authorities Law Section 2881 ("Public Contract"), or
2. The Procurement Officer may issue a sealed contract bid request or request for proposals for goods or services, or
3. The Procurement Officer may use its reasonable efforts to obtain competitive prices for the required item:
 - a. Reasonable efforts include purchasing the item at retail prices from a reputable vendor whose normal course of business includes selling such items.
 - b. For those items of a specialized character, reasonable efforts shall

include obtaining three written quotes from reputable vendors for the item.

4. The Procurement Officer must obtain at least one non-public Contract response or an explanation as to why a non-Public Contract vendor was not solicited.

IV. REVIEW AND SELECTION OF VENDOR PROPOSALS FOR GOODS AND SERVICES

A. Review and Selection of Vendor Responses with an Aggregate Value of TEN THOUSAND DOLLARS (\$10,000.00) or greater.

1. The Procurement Officer must cause the evaluation of responses to the contract bid, request for proposals or Public Contract considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The Procurement Officer must cause the responses to the contract bid, request for proposals, or Public Contract vendor to the Chief Executive Officer for consideration on whether they should be presented to the Board. Such presentation may include a recommendation. If a recommendation is made to use a Public Contract vendor, at least one non-Public Contract response for the same item must be provided or an explanation as to why a non-Public Contract vendor was not provided.
3. The Board taking into consideration, among other things, any recommendation, price, vendor experience and responsibility, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise, its ability to perform the service in a timely fashion, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA. The Board may authorize or reject entering into an agreement with a vendor for the requested good or service.

B. Review and Selection of Vendor of Responses with an Aggregate Value of Less Than TEN THOUSAND DOLLARS (\$10,000.00):

1. The Procurement Officer must cause the evaluation of responses to the solicitation considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses must be presented to the Chief Executive Officer. Such presentation may include a recommendation. If a recommendation is made

to use a Public Contract vendor, at least one non-Public Contract response for the same item must be provided or an explanation as to why a non-Public Contract vendor was not provided.

3. The Chief Executive Officer, taking into consideration, among other things, any recommendation, price, vendor experience and responsibility, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise, its ability to perform the service in a timely fashion, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA. The CEO may authorize or reject entering into an agreement with a vendor for the requested good or service.

V. SOLICITATION OF PROFESSIONAL SERVICES

- A. Solicitation for Professional Services with an aggregate value of TWENTY THOUSAND DOLLARS (\$20,000) or greater:

The Procurement Officer must issue a request for proposals. SCWA must use its reasonable efforts to circulate the request for proposals. Such request for proposals must be posted on the SCWA website and may be circulated by other means. If the issuance of a request for proposals is unreasonable under the circumstances, SCWA may obtain at least three quotes for such services and provide an explanation as to why a request for proposals was not issued.

- B. Solicitation for Professional Services with an aggregate value of less than TWENTY THOUSAND DOLLARS (\$20,000):

The Procurement Officer must solicit written proposals from reputable professional vendors with experience performing the requested service. A request for proposals may be issued if deemed appropriate by the soliciting department. The use of a request for proposals is encouraged if highly technical or specialized services are sought. If a request for proposals is issued, the request must be posted on the SCWA website and may be circulated by other means. SCWA may schedule a conference with the vendors prior to any award.

VI. REVIEW AND SELECTION OF A FIRM OR INDIVIDUAL TO PROVIDE PROFESSIONAL SERVICES

- A. Selection of a Firm or Individual to Provide Services with an Aggregate Value TEN THOUSAND DOLLARS (\$10,000.00) or greater:

1. The Procurement Officer must cause the evaluation of responses to the contract bid, request for proposals or Public Contract considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a Disadvantaged Business Enterprise or a local business enterprise, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The Procurement Officer must cause the responses to the contract bid,

request for proposals, or Public Contract vendor to the Chief Executive Officer for consideration on whether they should be presented to the Board. Such presentation may include a recommendation. If a recommendation is made for use of a Public Contract vendor, at least one non-Public Contract response for the same item must be provided or an explanation as to why a non-Public Contract vendor was not provided.

3. The Board taking into consideration, among other things, any recommendation, price, vendor experience and responsibility, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise, its ability to perform the service in a timely fashion, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA. The Board may authorize or reject entering into an agreement with a vendor for the requested good or service.

B. Review and Selection of a Firm or Individual to Provide Professional Services with a Value less than TEN THOUSAND DOLLARS (\$10,000.00).

- 1 The Procurement Officer must cause the evaluation of responses to the solicitation considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses must be presented to the Chief Executive Officer. Such presentation may include a recommendation. If a recommendation is made for use of a Public Contract vendor, at least one non-Public Contract response for the same item must be provided or an explanation as to why a non-Public Contract vendor was not provided.
3. The Chief Executive Officer, taking into consideration, among other things, any recommendation, price, vendor experience and responsibility, whether a vendor is a Disadvantaged Business Enterprise or small local business enterprise, its ability to perform the service in a timely fashion, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA. The CEO may authorize or reject entering into an agreement with a vendor for the requested good or service.

VII. Blanket Purchase Authorizations

A. Issuance of a Blanket Authorization:

The Board may, upon the recommendation of the Procurement Officer, authorize or reject establishing a Blanket Authorization for an anticipated amount of goods or services of the same type or in the same category from one vendor and the estimated Aggregate Value of such goods or services. The Procurement Officer must use its reasonable efforts to circulate contract bids to, requests for proposals to, or seek quotes from prospective vendors, including posting notice

on SCWA's website, before issuing a Blanket Authorization to a vendor.

B. Review and Approval of Blanket Authorizations:

1. The Procurement Officer must cause the evaluation of responses to the contract bid, request for proposals or Public Contract considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a Disadvantaged Business Enterprise, small local business enterprise, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses to the contract bid, request for proposals, or Public Contract vendor must be presented to the Board for its consideration. If a recommendation is made to use a Public Contract vendor, at least one non-Public Contract response for the same item must be provided or an explanation as to why a non-Public Contract vendor was not provided.

The recommendation must include an explanation as to why the Blanket Authorization should be issued and demonstrate compliance with this Policy by indicating the reasonable efforts made to obtain proposals from prospective vendor(s) for the items sought.

3. The Board taking into consideration, among other things, any recommendation, price, vendor experience and responsibility, whether a vendor is a Disadvantaged Business Enterprise, small local business enterprise, its ability to perform the service in a timely fashion, and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA. The Board may authorize or reject issuing a Blanket Authorization.

C. Purchases after the issuance of a Blanket Authorization:

Purchases from the selected vendor will be made pursuant to Section VIII below. Notwithstanding the issuance of a Blanket Authorization, the Procurement Officer may, in its discretion, but is not be obligated to, obtain competitive pricing under the methods set forth in Sections III and IV prior to purchasing any item covered by the Blanket Authorization.

VIII. Purchase Orders

Purchase Orders for Goods and Services or Professional Services under this Policy must conform to the following procedures.

- A. All individual purchases with an aggregate value of Two Hundred Fifty Dollars (\$250.00) or more require the issuance of a purchase order. The Procurement Officer, or its designee, must review Purchasing Orders for facial conformity with this Policy.
- B. Authority to issue Purchase Orders:

1. Purchase Orders of any value may be issued by:
Members, Chief Executive Officer, Chief Financial Officer, Chief Technology Officer, Deputy Chief Executive Officer for Administration, Deputy Chief Executive Officer for Customer Service, Deputy Chief Executive Officer for Operations, and General Counsel.
2. Purchase Orders with an aggregate value of less than One Thousand Dollars (\$1,000.00) may also be issued by:
Chief Engineer and Director of Research and Development, Director of Communications and External Affairs, **Director of Information Technology**, Director of Construction Maintenance, Director of Field Services, Director of General Services, Director of Water Quality and Laboratory Services, Director of Production Control, Director of Risk Management, and Director of Strategic Initiatives ~~and Fleet Manager~~.
3. Purchase Orders for goods or services with an aggregate value of less than Five Hundred Dollars (\$500.00) may also be issued by:
Storeroom Manager and by Managers and Superintendents, not otherwise specifically mentioned, for items used within their department.
4. Purchase Orders for Professional Services Agreements without a Sum Certain (e.g. fees earned based on an hourly rate), must be submitted to the SCWA Board for their review and approval of payment.

IX. Aggregate Value

The Procurement Officer or its designee must use its best efforts to estimate the Aggregate Value purchased in the same fiscal year to determine the applicable acquisition procedure, as established by this Policy. If during a fiscal year, the Procurement Officer or its designee determines that the estimated value is lower than the actual purchases made, a revised estimate of the Aggregate Value must be made prior to making additional purchases. The appropriate acquisition procedure based upon the revised estimate must then be utilized.

X. Purchasing Cards

The Chief Executive Officer may authorize the issuance of purchasing cards to various departments for use to purchase goods not normally stocked by SCWA, not available under an existing SCWA contract, needed immediately, or needed from a vendor who does not accept SCWA purchase orders. The CEO, or its designee, must establish controls on the use of the cards and such controls and compliance with the same shall be reviewed no less than annually by the Internal Auditor.

XI. Purchases During an Emergency Condition

If there is an emergency that affects SCWA's normal operations this Policy may be suspended for as long as the emergency exists upon the declaration of the emergency by the Chief Executive Officer. Within a reasonable time after the emergency ends, the details of the purchase or rental of any goods or services of the same type or category (e.g. bottled water, pumping equipment) made during the emergency costing Ten Thousand Dollars (\$10,000) or more must be presented to the Board for its review.

XII. Local Small Business Enterprise Preference

If a local small business enterprise's proposal is no more than Five Percent (5%) greater than the otherwise lowest responsive bid, the enterprise may be selected to provide the good or service, as the best value.

Local small business enterprise preference recommendations must contain the reason for the recommendation. Awards to local small business enterprises must comply with all other provisions of this Policy.

XIII. EXPENSES NOT SUBJECT TO NEGOTIATION

SCWA recognizes that the prompt payment of invoices for utilities, including, but not limited to, electrical, telephone, cellular, natural gas, governmental fees of any sort, legal notice publications, postage, and express delivery services is important and represents a good business practice. The fees for such services are not subject to negotiation. SCWA may make such payment upon receipt of an invoice for the same without Board approval. Members, Chief Executive Officer, Chief Financial Officer, Chief Technology Officer, Deputy Chief Executive Officer for Administration, Deputy Chief Executive Officer for Customer Service, and Deputy Chief Executive Officer for Operations, and General Counsel may make such payments. In addition, the Board delegates to the Director of Finance and the Finance Department Manager authority to make payments for these services upon receipt of an invoice for the same without further Board action.

XIV. AUDIT OF DOCUMENTS

All expenditures as well as processes and procedures leading towards those expenditures are subject to further audit by internal auditors, independent accountants, and appropriate government agencies as required.

XV. REPORTS

On an annual basis, a report will be submitted to the Board reflecting number of contracts, contractor, estimated annual award amounts and amounts paid to date and the controls governing the use of purchasing cards.

XVI. REVIEW

The Board must review and reconfirm this policy on no less than an annual basis.

XVII. EFFECTIVE DATE

The Effective Date for this Policy is December 19, 2024.