

AGENDA

REGULAR MEETING ON FEBRUARY 27, 2020

3:00 P.M. AT OAKDALE, NEW YORK

PUBLIC COMMENT

PRESENTATION: 2025 STRATEGIC PLAN UPDATE
JEFF SZABO, CEO AND EXECUTIVE STAFF

PRESENTATION: WATER QUALITY TREATMENT CHARGE – COMMUNICATIONS PLAN
TIM MOTZ, DIRECTOR OF COMMUNICATIONS AND SETH WALLACH,
COMMUNITY OUTREACH COORDINATOR

MINUTES FOR APPROVAL

1. Regular Meeting – January 30, 2020

CONTRACTS – EXTEND

- 2a. Contract 7513 - for furnishing and delivery of Rigid electrical conduit, fittings and associated electrical items during the one-year period beginning June 1, 2020 – extend with Wesco Distribution Inc. of Hauppauge, New York, (Group I, III, Group IV [A, C, E, F, P]; Group V [A, E, F, L, N]); extend with Aetna Electric LLC of New Hyde Park, New York, (Group IV [H, I, J, L, N]; Group V [C, G, O, Q, R]).
- 2b. Contract 7527 – for furnishing and delivery of stainless steel repair clamps, iron saddles and Bell joint leak clamps during the one-year period beginning July 1, 2020 – extend with PowerSeal Pipeline Products Corp. of Wichita Falls, Texas, (Items 1-28); extend with Smith-Blair Inc. of Texarkana, Arkansas, (Items 29-33).
- 2c. Contract 7615 – for maintenance of heating, ventilation and air-conditioning equipment at various Authority sites during the one-year period beginning July 1, 2020 – extend with Nice N Cool Inc. of Port Jefferson Station, New York.

- 2d. Contract 7620 – for furnishing and delivery of pH measuring equipment and pressure transmitters during the one-year period beginning July 1, 2020 – extend with LI Controls Inc. of Great River, New York.

CONTRACTS – AWARD/REJECT

- 3a. Contract 7671 – for office cleaning services for Authority buildings during the one-year period beginning April 1, 2020.

SPECIAL SERVICES

5. Retail Cash Payment Solution
- a) Authorize the utilization of Retail Cash Payment solution offered by KUBRA, Inc. with a processing fee of \$1.99 per transaction to be paid by the customer.
 - b) Bond Counsel
Retain the services of Harris Beach, PLLC, with members Andrew D. Komaromi, as attorney, Charles I. Schachter, as tax counsel and Eric Taylor, as attorney, as bond counsel to the Authority, with Hawkins, Delafield & Wood, LLP, as additional bond counsel to provide additional legal services for matters other than issuance.

GENERAL

6. Work/Life Assistance Program
- a) Authorize entering into an agreement with Corporate Counseling Associates Inc. (CCA) of New York, New York, for the work/life assistance program, during the three-year period beginning April 1, 2020, at a rate of \$2 per employee per month, for an approximate annual cost of \$13,680.
7. Property Casualty Insurance
- a) Renew policy with Starr Indemnity - Ace American Insurance Company at a cost of \$236,167; and renew broker service agreement with Willis Towers Watson, Willis of New York, Inc., at a fee of \$19,000.
8. Policies
- a) Policy and Procedures – Revise Policy 407 –Drug/Alcohol Testing Program
Approve revisions and adopt Policy 407 - pursuant to attached outline.
 - b) Policy and Procedures – Revise Policy 409 – Driver’s Licenses
Approve revisions and adopt Policy 409 - pursuant to attached outline.

9. Budget
 - a) Budget Amendment #3 - May 31, 2020

Authorize revision to the budget for year ending May 31, 2020, as follows:

Increase to Item 035 (Construction Contracts) in the amount of \$500,000

The new amount for the 2020 Capital Budget is \$82,798,000.

10. Rules and Regulations
 - a) Interest Rate – Surcharge Payments

Authorize the annual interest rate on all applicable contracts for 2020 to be 3.58 percent.

11. Equipment
 - a) Repair of Mobile Generator 15000

Authorize payment to GT Power Systems for an amount not to exceed \$4,600 to diagnose the operational problem with Generator 15000.

 - b) Media Agar Preparator

Authorize the purchase of the media agar preparator for the Authorities' Laboratory, from Neutec Group of Farmingdale, New York, in the amount of \$25,486.

 - c) Purchase of Nitrate Analyzer

Authorize the purchase of two (2) Real Tech Nitrate Analyzer Systems from LI Controls, Inc. of East Islip, New York, in the amount of \$22,812, including shipping.

 - d) Nitrate Probe Maintenance Agreement

Authorize the service agreement for 17 nitrate analyzer probes with Hach Company of Loveland, Colorado, for a one-year period beginning February 1, 2020, in the amount of \$14,042.

12. Meetings, Seminars, Training, Conferences
 - a) NYS AWWA Spring Meeting

Authorize the attendance of Paul Kuzman, Director of Construction Maintenance and Chris Given, Superintendent of Maintenance at the NYS AWWA Spring Meeting in Saratoga Springs, New York, from April 14, 2020 through April 16, 2020, at an approximate cost of \$1,000 per person.

 - b) AWWA 2020 Annual Conference

Authorize the attendance of Donna Mancuso, Chief Human Resources Officer, Kris Zimmer, Assistant Superintendent in Production Control, Ray Meyer, Project Manager in Engineering and Steve Vanderborgh Field Supervisor in Construction and Maintenance, at the AWWA 2020 Annual Conference in Orlando, Florida, from June 14 through June 17, 2020, at an approximate cost of \$2,500 per person.

- c) American Water Works Association (AWWA) Webinar Bundle
 Authorize purchasing webinar bundle for 2020 from American Water Works Association which consists of 20 webcasts throughout the year at a cost of \$2,400.

- d) LabWare Customer Education Conference 2020
 Authorize the attendance of Linda Santisi, LIMS Administrator, at the LabWare Customer Education Conference, in Orlando, Florida, from April 26 through May 1, 2020, at an approximate cost of \$1,800.

- e) Fire and Wildland Fire Training
 Authorize the attendance of Shaun Ziegler, Pine Barrens Commission Ecologist, at the National Wildfire Coordinating Group, in Tuscon, Arizona, from March 2 through March 11, 2020, at an approximate cost of \$2,300.

- f) 2020 CS Week Executive Summit
 Authorize the attendance of Janice Tinsley, Deputy CEO of Customer Service, and Richard Reinfrank, Field Services Director, at the 2020 CS Week Executive Summit in Ft. Worth, Texas, from May 18 through May 22, 2020, at an approximate cost of \$2,850 per person.

13. FINANCE

- a) To authorize the issuance of Senior Lien Fixed Rate Tax-Exempt Bonds, Series 2020B Bonds, not to exceed \$87,000,000, pursuant to attached Supplemental Resolution.

- b) To authorize the issuance of Senior Lien Fixed Rate Taxable Refunding Bonds, Series 2020 Refunding Bonds, not to exceed \$90,000,000 pursuant to attached Supplemental Resolution.

14. INVOICES - To be paid from the Operating Fund:

<u>Dvirka & Bartilucci (tank engineers)</u>	\$109,976.25
<u>H2M Architects & Engineers</u>	\$10,345.00
<u>Heslin Rothenberg Farley & Mesiti P.C.</u>	\$240.00
<u>Long Island Water Conference – Dues</u>	\$5,000.00
<u>LaSalle, LaSalle Dwyer PC</u>	\$8,484.00
<u>McCabe, Collins, McGeough, Fowler, Levine & Nogan, LLP</u>	\$4,478.74
<u>Putney, Twombly, Hall & Hirson LLP (Labor Counsel)</u>	\$944.00
Services Rendered – January, 2020	
<u>O’Connor, O’Connor, Hintz & Deveney, LLP</u>	\$1,080.00
<u>Sobel Pevzner, LLC</u>	\$40,274.36

NEXT MEETING – Scheduled for March 26, 2020, at the Administration Building, Oakdale.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

INTEROFFICE CORRESPONDENCE

DATE: March 13, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7513 – Furnishing & Delivery of Rigid Electrical Conduit, Fittings & Associated Electrical Items – June 1, 2020 to May 31, 2021

Wesco Distribution Inc., (Group I, III, Group IV [A, C, E, F, P]; Group V [A, E, F, L, N]; Aetna Electric LLC., Group IV [H, I, J, L, N]); Group V [C, G, O, Q, R]), by way of the attached notifications have agreed to extend the subject contract for a second year representing the first of two possible one-year extensions.

ULE Group (Group II, IV [B, D, G, K, M, O, Q]; Group V [B, D, H, I, J, K, M]), has declined our offer to extend their contract. If items are needed the Authority will procure utilizing the other existing contracts.

Original contract award, April 2018, was in the total estimated amounts of \$46,130 to Wesco Distribution Inc., \$34,880 to Aetna Electric LLC.

As of June 1, 2018 (FY19), the Authority has spent approximately \$43,287 with Wesco Distribution Inc., \$32,326 with Aetna Electric LLC.

Wesco Distribution Inc., holds not other contracts. In fiscal year ending 5/31/2018 (FY 18) they were paid \$387.54.

Contractor's performance on the above referenced contract is satisfactory.

Aetna Electric LLC., holds no other contracts. In fiscal year ending 5/31/18 (FY 18) they were paid \$80,099 (held contract# 7370[Partial] – Furnishing & Deliver PLC [Programmable Logic Controller] & Various Electrical Control Equipment, expired August 2018, amount: \$29,267).

Contractor's performance on the above referenced contracts is satisfactory.

We are requesting a one (1) year contract extension as noted above.

Reviewed by:

J. Szabo, Chief Executive Officer -
M. Torres, Purchasing Director -
J. Pokorny, Deputy, CEO Operations -
M. O'Connell, Director of Production Control -

Attachments: 1 memo, 1 tabulation

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York
INTEROFFICE CORRESPONDENCE

DATE: February 11, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7620 – Furnishing & Delivery of pH Measuring Equipment & Pressure Transmitters – July 1, 2020 to June 30, 2021

LI Controls Inc., by way of the attached letter, has agreed to extend the subject contract for a second and final year.

Original contract award, June 2019, was in the total estimated amount of \$51,735.

As of June 1, 2019 (FY20), the Authority has paid \$35,028 to LI Controls Inc., under the subject contract.

LI Controls Inc., holds no additional contracts.

Contractor's performance on the above referenced contract is satisfactory.

We are requesting contract extension for the one year period as noted above.

Reviewed by:
Jeff. Szabo, Chief Executive Officer -
M. Torres, Purchasing Director -
J. Pokomy, Deputy CEO Operations -
M. O'Connell, Director of Production Control -

Attachments: 1 memo & tabulation

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: February 13, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7671 – Office Cleaning Services for Authority Buildings
April 1, 2020 to March 31, 2021

Opened: January 17, 2020 Legal Notice: Newsday
No. of Bids received : 5 Published: December 23, 2019
Documents Sent: 22

Low Bidder: **Island Wide Building Services Group**
Bid Amount: **\$246,901.55 (Annual)**

Recommendation: Award to Low Bidder

Comments: As per the Instruction to Bidders, Contractors were invited to submit pricing for individual locations and for all locations as a whole. As a result the Authority received five (5) bids. At the discretion of the Authority and award shall be made based on the best cost scenario and what will be the most advantageous to the Authority.

Island Wide Building Services Group submitted the overall total lowest bid for all the facilities. Purchasing and Facilities meet with the principal of Island Wide Building Services Group on January 24, 2020, to discuss scope of work, our concerns regarding assignment of personnel to locations and issues / questions regarding bid pricing for certain locations. As a result of the meeting and the proposed transition plan discussed, Purchasing and Facilities are in agreement to proceed with the award of a contract to Island Wide Building Services Group.

Island Wide Building Services Group is new to the Authority, References provided (Hicksville Fire District; Widex USA), were contacted and response was favorable.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
D. Mancuso, Chief Human Resources Officer
J. Rinker, Facilities Manager



Attachments: 1 memo & 1 tabulation,
Original Proof of Publication,
List of Firms Invited to Bid

CLEANING SERVICES FOR SCHWAB BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Sh. Text Qty. in Base Unit	Material Mat. Grou	Quot.:	Bidder:	6000005280	6000005282	6000005281	6000005283
		Name:	ISLAND WIDE BUILDING SERVICES GROUP	PROFESSIONAL CLEANING PEOPLE INC	STRIKE FORCE MAINTENANCE CORP	RJR MAINTENANCE GROUP INC	
		House No:	204	1268 SMITHTON AVE	PO BOX 501 648-11 MIDDLE CTRY RD	BROADWAY 204	
		Street:	W. HOFFMAN AVE	BOHEMIA	ST JAMES	NEW YORK	
		City:	LINDENHURST	NY	NY	NY	
		Region:	NY				
		Post Code:	11757	11716-2132	11780	10004	
		Item Text:	CASHIER'S CHECK \$2,500	CASHIER'S CHECK \$2,500	CASHIER'S CHECK \$2,500	MONEY ORDERS \$2,500	
F004		Total Val.:	246,901.55	270,271.60	289,650.00	407,154.03	
GROUP A		Unit Price:	246,901.55	270,271.60	289,650.00	407,154.03	
Srv.Specs	1 AU	Rank:	1	2	3	4	
F004		Total Val.:	246,901.55	270,271.60	289,650.00	407,154.03	
GROUP B		Unit Price:	246,901.55	270,271.60	289,650.00	407,154.03	
Srv.Specs	1 AU	Rank:	1	2	3	4	
Total Quot.		Total Val.:	493,803.10	540,543.20	578,300.00	814,308.06	
		Rank:	1	2	3	4	

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Sh. Text Qty. in Base Unit	Material Mat. Grou	Quot.:	6000005284
		Bidder:	106991
		Name:	QUALITY FACILITY SOLUTIONS
		House No:	199 LEE AVE #297
		Street:	BROOKLYN
		City:	NY
		Region:	11205
		Post Code:	BID BOND
		Item Text:	
F004		Total Val.:	440,142.24
GROUP A		Unit Price:	440,142.24
Srv.Specs	1 AU	Rank:	5
F004		Total Val.:	440,117.23
GROUP B		Unit Price:	440,117.23
Srv.Specs	1 AU	Rank:	5
Total Quot.		Total Val.:	880,259.47
		Rank:	5

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 01/17/2020
 for CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS, 11:00 AM, prevailing time, Oakdale, New York


 Marion Torres, Purchasing Director

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item	Quot. Item:	6000005280	10	6000005282	10	6000005281	10	6000005283	10
3003522 EDUCATION CENTER 1 AU	Service Bidder: Name: Address: City State Zip Code Item Text: Description:	107193 ISLAND WIDE BUILDING SERVICES GROUP 204 W. HOFFMAN AVE LINDENHURST NY 11757 CASHIER'S CHECK \$2,500 GROUP A	5,792.56 5,792.56 1	14,456.00 14,456.00 3	8,500.00 8,500.00 2	16,259.96 16,259.96 4	107192 RJR MAINTENANCE GROUP INC 32 BROADWAY 204 NEW YORK NY 10004 MONEY ORDERS \$2,500 GROUP A		
3000648 CLEAN HAUPPAUGE, LABORATORY 1 DAY	Total Val.: Unit Price: Rank:	35,070.23 35,070.23 2	21,684.00 21,684.00 1	48,000.00 48,000.00 3	59,962.96 59,962.96 5				
3000650 CLEAN HAUPPAUGE, RECORDS CENTER 1 DAY	Total Val.: Unit Price: Rank:	2,449.52 2,449.52 1	7,228.00 7,228.00 3	4,000.00 4,000.00 2	15,072.09 15,072.09 4				
3000649 CLEAN HAUPPAUGE, METER SHOP 1 DAY	Total Val.: Unit Price: Rank:	3,014.68 3,014.68 2	14,456.00 14,456.00 4	1,500.00 1,500.00 1	15,121.74 15,121.74 5				
3000659 CLEAN ONKDALE TECH SERV - GREAT RIVER 1 DAY	Total Val.: Unit Price: Rank:	24,954.66 24,954.66 2	21,684.00 21,684.00 1	25,000.00 25,000.00 3	35,914.08 35,914.08 5				
3000652 CLEAN ONKDALE ADMIN BLDG 1 DAY	Total Val.: Unit Price: Rank:	26,564.11 26,564.11 3	21,684.00 21,684.00 1	24,000.00 24,000.00 2	45,610.71 45,610.71 5				
3000656 CLEAN ONKDALE 4050 BLDG 1 DAY	Total Val.: Unit Price: Rank:	5,398.08 5,398.08 1	14,456.00 14,456.00 3	8,000.00 8,000.00 2	19,486.55 19,486.55 5				
3000655 CLEAN ONKDALE 4040 BLDG 1 DAY	Total Val.: Unit Price: Rank:	8,438.11 8,438.11 3	7,228.00 7,228.00 1	14,000.00 14,000.00 5	12,172.24 12,172.24 4				
3000653 CLEAN ONKDALE CH/TRANSPORTATION BLDG 1 DAY	Total Val.: Unit Price: Rank:	27,194.92 27,194.92 2	14,456.00 14,456.00 1	29,000.00 29,000.00 3	35,259.06 35,259.06 5				
3000654 CLEAN ONKDALE 15 POND ROAD	Total Val.: Unit Price:	2,853.26 2,853.26	7,228.00 7,228.00	6,000.00 6,000.00	3,876.33 3,876.33				

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service	Quot. Item: Bidder:	600005280 10 107193	600005282 10 101073	600005281 10 103191	600005283 10 107192
3000641 CLEAN BAY SHORE PC 1 DAY	Name: Address: City State Zip Code Item Text: Description:	ISLAND WIDE BUILDING SERVICES GROUP 204 W. HOFFMAN AVE LINDENHURST NY 11757 CASHIER'S CHECK \$2,500 GROUP A	PROFESSIONAL CLEANING PEOPLE INC 1268 SMITHTOWN AVE BOENKIA NY 11716-2132 CASHIER'S CHECK \$2,500 GROUP A	STRIKE FORCE MAINTENANCE CORP PO BOX 501 648-11 MIDDLE CHTRY RD ST JAMES NY 11780 CASHIER'S CHECK \$2,500 GROUP A	RJR MAINTENANCE GROUP INC 32 BROADWAY 204 NEW YORK NY 10004 MONEY ORDERS \$2,500 GROUP A
	Total Val.:	15,367.86	20,294.00	15,000.00	20,532.84
	Unit Price:	15,367.86	20,294.00	15,000.00	20,532.84
	Rank:	2	3	1	4
210 3000662 CLEAN WESTHAMPTON OFFICE 1 DAY	Name: Address: City State Zip Code Item Text: Description:				
	Total Val.:	17,029.58	14,456.00	19,000.00	20,888.92
	Unit Price:	17,029.58	14,456.00	19,000.00	20,888.92
	Rank:	2	1	3	5
220 3003510 Additional Cleaning Services 50.0 HR	Name: Address: City State Zip Code Item Text: Description:				
	Total Val.:	1,007.00	1,390.00	1,050.00	1,441.50
	Unit Price:	20.14	27.80	21.00	28.83
	Rank:	1	3	2	4
Total Services	Val.:	246,901.55	270,271.60	288,650.00	407,154.03
	Rank:	1	2	3	4
		40,116.14	125,044.40	20,500.00	20.08

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item	Quot. Item:	600005284	10
Service	Bidder:	106991	
Sh. Text	Name:	QUALITY FACILITY SOLUTIONS	
Qty	Address:	199 LEE AVE #297	
	City	BROOKLYN	
	State	NY	
	Zip Code	11205	
	Item Text:	BID BOND	
	Description:	GROUP A	
10	Total Val.:	17,352.95	
3003522	Unit Price:	17,352.95	
EDUCATION CENTER	Rank:	5	
1 AU			
20	Total Val.:	58,794.47	
3000648	Unit Price:	58,794.47	
CLEAN HAUPPAUGE, LABORATORY	Rank:	4	
1 DAY			
30	Total Val.:	76,147.42	
3000650	Unit Price:	76,147.42	
CLEAN HAUPPAUGE, RECORDS CENTER	Rank:	5	
1 DAY			
40	Total Val.:	12,187.01	
3000649	Unit Price:	12,187.01	
CLEAN HAUPPAUGE, METER SHOP	Rank:	3	
1 DAY			
50	Total Val.:	28,130.44	
3000659	Unit Price:	28,130.44	
CLEAN OKDALE TECH SERV - GREAT RIVER	Rank:	4	
1 DAY			
60	Total Val.:	37,245.21	
3000652	Unit Price:	37,245.21	
CLEAN OKDALE ADMIN BLDG	Rank:	4	
1 DAY			
70	Total Val.:	16,699.12	
3000656	Unit Price:	16,699.12	
CLEAN OKDALE 4050 BLDG	Rank:	4	
1 DAY			
80	Total Val.:	7,913.75	
3000655	Unit Price:	7,913.75	
CLEAN OKDALE 4040 BLDG	Rank:	2	
1 DAY			
90	Total Val.:	32,863.60	
3000653	Unit Price:	32,863.60	
CLEAN OKDALE CM/TRANSPORTATION BLDG	Rank:	4	
1 DAY			
100	Total Val.:	3,912.45	
3000654	Unit Price:	3,912.45	
CLEAN OKDALE 15 POND ROAD			

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	600005284 10 106991 QUALITY FACILITY SOLUTIONS 199 LEE AVE #297 BROOKLYN NY 11205 BID BOHD GROUP A	Rank:	Total Val.:	Unit Price:	Rank:
110	1 DAY		3			
3000658	CLEAN ONKDALE STORES 1 DAY		3	4,770.57	4,770.57	
120	1 DAY		2			
3000660	CLEAN ONKDALE TRUCK SHED 1 DAY		2	3,992.68	3,992.68	
130	1 DAY		5			
3000657	CLEAN ONKDALE GUARD BOOTH 1 DAY		5	2,624.83	2,624.83	
140	1 DAY		3			
3000643	CLEAN CORAM, BLDG #4 - USGS 1 DAY		3	15,521.25	15,521.25	
150	1 DAY		4			
3000642	CLEAN CORAM, BLDG #2 - USCG 1 DAY		4	7,719.36	7,719.36	
160	1 DAY		4			
3000644	CLEAN CORAM, BLDG #5 - SCWA 1 DAY		4	45,189.59	45,189.59	
170	1 DAY		5			
3000645	CLEAN CORAM, GUARD BOOTH 1 DAY		5	1,649.21	1,649.21	
180	1 DAY		1			
3000646	CLEAN EAST HAMPTON 1 DAY		1	8,377.81	8,377.81	
190	1 DAY		5			
3000651	CLEAN HUNTINGTON CK 1 DAY		5	16,001.07	16,001.07	
200						

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	600005284 10 106991 QUALITY FACILITY SOLUTIONS 199 LEE AVE #297 BROOKLYN NY 11205 BID BOND GROUP A	Total Val.: Unit Price: Rank:
3000641 CLEAN BAY SHORE FC 1 DAY			21,764.60 21,764.60 5
210 3000662 CLEAN WESTHAMPTON OFFICE 1 DAY			19,349.85 19,349.85 4
220 3003510 Additional Cleaning Services 50.0 HR			1,935.00 38.70 5
Total Services			440,142.24 8,377.81 5

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 01/17/2020
 for Group A, 11:00 AM, prevailing time, Oakdale, New York


 Marion Torres, Purchasing Director

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service	Quot. Item: Bidder:	600005280 20 107193	600005282 20 101073	600005281 20 103191	600005283 20 107192
3003522 EDUCATION CENTER 1 AU	ISLAND WIDE BUILDING SERVICES GROUP 204 W. HOFFMAN AVE LINDENHURST NY 11757 CASHIER'S CHECK \$2,500 GROUP B	PROFESSIONAL CLEANING PEOPLE INC 1268 SMITHTOWN AVE BOHEMIA NY 11716-2132 CASHIER'S CHECK \$2,500 GROUP B	STRIKE FORCE MAINTENANCE CORP PO BOX 501 648-11 MIDDLE CHTRY RD ST JAMES NY 11780 CASHIER'S CHECK \$2,500 GROUP B	RJR MAINTENANCE GROUP INC 32 BROADWAY 204 NEW YORK NY 10004 MONEY ORDERS \$2,500 GROUP B	
	Total Val.: 5,792.56 Unit Price: 5,792.56 Rank: 1	14,456.00 14,456.00 3	8,500.00 8,500.00 2	16,259.96 16,259.96 4	
3000648 CLEAN HAUPPAUGE, LABORATORY 1 DAY	35,070.23 35,070.23 2	21,684.00 21,684.00 1	48,000.00 48,000.00 3	59,962.96 59,962.96 5	
3000650 CLEAN HAUPPAUGE, RECORDS CENTER 1 DAY	2,449.52 2,449.52 1	7,228.00 7,228.00 3	4,000.00 4,000.00 2	15,072.09 15,072.09 4	
3000649 CLEAN HAUPPAUGE, METER SHOP 1 DAY	3,014.68 3,014.68 2	14,456.00 14,456.00 4	1,500.00 1,500.00 1	15,121.74 15,121.74 5	
3000659 CLEAN OKDALE TECH SERV - GREAT RIVER 1 DAY	24,954.66 24,954.66 2	21,684.00 21,684.00 1	25,000.00 25,000.00 3	35,914.08 35,914.08 5	
3000652 CLEAN OKDALE ADMIN BLDG 1 DAY	26,564.11 26,564.11 3	21,684.00 21,684.00 1	24,000.00 24,000.00 2	45,610.71 45,610.71 5	
3000656 CLEAN OKDALE 4050 BLDG 1 DAY	5,398.08 5,398.08 1	14,456.00 14,456.00 3	8,000.00 8,000.00 2	19,486.55 19,486.55 5	
3000655 CLEAN OKDALE 4040 BLDG 1 DAY	8,438.11 8,438.11 3	7,228.00 7,228.00 1	14,000.00 14,000.00 5	12,172.24 12,172.24 4	
3000653 CLEAN OKDALE CK/TRANSPORTATION BLDG 1 DAY	27,194.92 27,194.92 2	14,456.00 14,456.00 1	29,000.00 29,000.00 3	35,259.06 35,259.06 5	
3000654 CLEAN OKDALE 15 POND ROAD 1 DAY	2,853.26 2,853.26 1	7,228.00 7,228.00 1	6,000.00 6,000.00 3	3,876.33 3,876.33 5	

CLEANING SERVICES FOR SCMA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service	Quot. Item: Bidder:	600005280 20 107193	600005282 20 101073	600005281 20 103191	600005283 20 107192
ISLAND WIDE BUILDING SERVICES GROUP	PROFESSIONAL CLEANING PEOPLE INC	STRIKE FORCE MAINTENANCE CORP	RJR MAINTENANCE GROUP INC		
Address: 204 W. HOFFMAN AVE	1268 SMITHTOWN AVE	PO BOX 501 648-11 MIDDLE CHTRY RD	32 BROADWAY 204		
City LINDENHURST	BOHEKIA	ST JAMES	NEW YORK		
State NY	NY	NY	NY		
Zip Code 11757	11716-2132	11780	10004		
Item Text: CASHIER'S CHECK \$2,500 Description: GROUP B	CASHIER'S CHECK \$2,500 GROUP B	CASHIER'S CHECK \$2,500 GROUP B	MOHEY ORDERS \$2,500 GROUP B		
Total Val.: Unit Price: Rank:	15,367.86 15,367.86 2	20,294.00 20,294.00 3	15,000.00 15,000.00 1	20,532.84 20,532.84 4	
210					
3000662 CLEAN WESTHAMPTON OFFICE 1 DAY	Total Val.: Unit Price: Rank:	17,029.58 17,029.58 1	14,456.00 14,456.00 3	19,000.00 19,000.00 5	20,888.92 20,888.92
220					
3003510 Additional Cleaning Services 50.0 HR	Total Val.: Unit Price: Rank:	1,007.00 20.14 1	1,390.00 27.80 3	1,050.00 21.00 2	1,441.50 28.83 4
Total Services	Val.: Rank:	246,901.55 44,232.26 1	270,271.60 125,044.40 2	289,650.00 16,500.00 3	407,154.03 20.08 4

CLEANING SERVICES FOR SCHWAB BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item	Quot. Item:	Total Val.:	Unit Price:	Rank:
3000522 EDUCATION CENTER 1 AU	600005284 20 106991 Bidder: Name: QUALITY FACILITY SOLUTIONS Address: 199 LEE AVE #297 City: BROOKLYN State: NY Zip Code: 11205 Item Text: BID BOND Description: GROUP B	17,352.95	17,352.95	5
3000648 CLEAN HAUPPAUGE, LABORATORY 1 DAY		58,794.47	58,794.47	4
3000650 CLEAN HAUPPAUGE, RECORDS CENTER 1 DAY		76,147.42	76,147.42	5
3000649 CLEAN HAUPPAUGE, METER SHOP 1 DAY		12,187.01	12,187.01	3
3000659 CLEAN OKDALE TECH SERV - GREAT RIVER 1 DAY		28,130.44	28,130.44	4
3000652 CLEAN OKDALE ADMIN BLDG 1 DAY		37,245.21	37,245.21	4
3000656 CLEAN OKDALE 4050 BLDG 1 DAY		16,669.12	16,669.12	4
3000655 CLEAN OKDALE 4040 BLDG 1 DAY		7,913.75	7,913.75	2
3000653 CLEAN OKDALE CM/TRANSPORTATION BLDG 1 DAY		32,863.60	32,863.60	4
3000654 CLEAN OKDALE 15 POND ROAD		3,912.45	3,912.45	

CLEANING SERVICES FOR SCWA BUILDINGS AT VARIOUS LOCATIONS

Bid Opening, 01/17/2020

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	600005284 20 106991 QUALITY FACILITY SOLUTIONS 199 LEE AVE #297 BROOKLYN NY 11205 BID BOND GROUP B	Total Val.: Unit Price: Rank:
3000641 CLEAN BAY SHORE PC 1 DAY			21,769.60 21,769.60 5
210 3000662 CLEAN WESTHAMPTON OFFICE 1 DAY			19,349.84 19,349.84 4
220 3003510 Additional Cleaning Services 50.0 HR			1,935.00 38.70 5
Total Services			440,117.23 8,377.81

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 01/17/2020
 for Group B, 11:00 AM, prevailing time, Oakdale, New York

Marlon Torres, Purchasing Director



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: February 19, 2020
TO: Chairman and Board Members
FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: AWWA 2020 ANNUAL CONFERENCE

The AWWA Annual Conference for 2020 will be held from June 14 through 17, 2020, in Orlando, Florida. I am requesting that Donna Mancuso, Chief Human Resources Officer, attend this conference. Ms. Mancuso is the Chair of the Workforce Strategies Committee and will be moderating various sessions.

The cost for full attendance including registration, airfare, hotel and meals is estimated to be \$2,500.


I am also requesting that Kris Zimmer, Assistant Superintendent in Production Control along with Gerry Cetta Lead Civil Designer in Engineering and Steve Vanderborgh Field Supervisor in Construction and Maintenance, attend this conference. The conference has a lot to offer operations employees due to breadth of the technical programs and the size and scope of the vendor exhibits showcasing industry products and services. It is also a good opportunity to interact with water professionals from across the country and the world while obtaining continuing education units towards maintaining their NYS water plant operator licenses.

The total cost of attendance for the 4 days is approximately \$2,500 per person which includes air transportation, hotel, meals and registration.

Thank you for your consideration.

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

INTEROFFICE CORRESPONDENCE

DATE: February 6, 2020
TO: Jeffrey W. Szabo, Chief Executive Officer
FROM: Joseph M. Pokorny, P.E., Deputy CEO for Operations 
SUBJECT: American Water Works Association (AWWA)
Webinar Bundle 2020

American Water Works Association (AWWA) has a webinar bundle for 2020 which consists of 20 webcasts throughout the year at a cost of \$2,400.00.


It was very successful last year and the savings on purchasing the bundle as opposed to purchasing each one individually would be \$1,500.00. The webinars offer continuing education credits (CEU) to employees who have a Grade II B license. It provides each attendee with knowledge and experience they are able to utilize.

If it meets with your approval, please arrange to have this item placed on the agenda for the February Board Meeting.

JMP:ab

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

INTEROFFICE CORRESPONDENCE

DATE: February 20, 2020
TO: Jeff Szabo, CEO
FROM: J.M. Pokorny P.E., Deputy CEO for Operations 
SUBJECT: NYS AWWA Spring Meeting – Saratoga Springs NY

The annual NYS AWWA Water Conference and Spring Meeting will take place from April 14-16, 2020. This is the biggest event put on by the NYS Section and it is an opportunity for engineers and operations personnel in the water industry to network and see, first hand, some of the latest technological innovations being developed in their area. Attendance at the event also allows water treatment and distribution system licensed operators to earn continuing education credits towards the renewal of their licenses through attendance at training classes put on by experts in the field. Feedback from attendees at this conference over the years has always been positive and given the many changes currently taking place in our industry, it makes sense for SCWA personnel to attend.

This year we would like to send two representatives from Operations to the conference. The participants would be Paul Kuzman and Chris Given from the Construction and Maintenance Department. The estimated cost of the conference, two night's hotel, meals and transportation is \$1000 per person. If you concur, please place this request on the February Board meeting for approval.

SUFFOLK COUNTY WATER AUTHORITY
Construction Maintenance - Oakdale, New York

INTER-OFFICE CORRESPONDENCE


DATE: February 20, 2020
TO: Joe Pokorny P. E., Deputy CEO for Operations
FROM: Paul J. Kuzman, Director, Construction-Maintenance PK
SUBJECT: Budget Increase for 035 – Developer Contracts

An increase in the budget is necessary for Budget Line 035 – Developer Contracts. The 035 line item requires funds to cover additional revenue contracts for water main installation by developers for the remainder of the fiscal year. The \$73,000 remaining in this line item is earmarked for existing projects which will have their estimated costs revised due to higher restoration prices in the new 2020 paving contracts. This below listed projects need funding in order to proceed.

Quigley Estates, Medford	\$ 220,000
Silas Carter Rd, Manorville	\$ 60,000
Total:	\$ 280,000

Based on this I am requesting a total increase of \$500,000 to fund these projects and to have some available monies for the remainder of the fiscal year for future projects. While this is an increase in the overall budget, these expenditures are offset by the revenues received from the execution of the construction contracts.

Approved by:



Joseph M. Pokorny, P.E.
Deputy CEO for Operations

2/20/20
Date

Cc: Dan Reynolds
Beth Vassallo
Chris Cecchetto



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: February 18, 2020

TO: Jeffrey W. Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer *DM*

SUBJECT: *CORPORATE COUNSELING ASSOCIATES (CCA)– WORK/LIFE ASSISTANCE*

The Authority's current agreement with our Work/Life Assistance (EAP) provider, Corporate Counseling Associates, Inc. (CCA) expires at the end of March. Fitzharris and Company, our insurance broker, marketed our program to Health Advocate and Humana.

Of the three providers, CCA, Inc. proposed the lowest cost of \$2.00 per employee per month (no change from the current cost) with a three-year rate guarantee. We have received positive feedback from the employees who have utilized their services. In addition, CCA, Inc. has provided several seminars for our management employees and has responded to critical incidents at our request.

They provide Substance Abuse Professional (SAP) services for DOT-covered employers contracting with local providers; 24-hour crisis response, and in-depth manager consultations. Other specific areas of assistance that are provided include substance abuse, mental/emotional health, family and care-giving services, child care, elder care, legal/financial assistance and health and wellness issues. They will also provide unlimited employee orientation, unlimited supervisory training, four (4) EAP and Work/Life seminars (lunch and learn trainings), one (1) half-day Learning and Development Workshop, 20 hours of critical response services, and access to their extensive website. Every SCWA employee has a CCA provider within 10 miles of their home. Our employee utilization has increased steadily since we contracted with them in 2014.


We recommend entering into a three-year agreement with Corporate Counseling Associates, Inc. of New York, NY at a rate of \$2.00 PEPM, for an approximate annual cost of \$13,680. If you approve, please place this item on the agenda for the board's consideration. Thank you.

**SUFFOLK COUNTY WATER AUTHORITY
OAKDALE**

INTEROFFICE MEMORANDUM

DATE: February 19, 2020

TO: Jeffrey W. Szabo, Chief Executive Officer

FROM: Janice E. Tinsley, Deputy CEO of Customer Service 

SUBJECT: Request to Attend CS Week Executive Summit (May 18th -20th)
and CS Week 44 (May 19th-22nd)

This year the CS Week Conference will be held in Ft Worth, TX from May 18th – 22nd. CS Week focuses solely on customer service within the utility industry. Its mission is “to plan and deliver professional, unbiased educational opportunities in a cost-effective manner for the electric, gas, water/wastewater utilities, cooperatives and municipalities throughout North American and the world.”

CS Week (May 19-22) is a multifaceted conference with various tracks from entry-level through the executive. Topics are wide-ranging and follow industry best practices. CS Week 44 workshops include: Driving Cultural Changes to Improve Contact Center Performance, Customer Service at the Front Door, and Strategic Management.

CS Week Executive Summit (May 18th-20th) for senior executives is especially innovative. Topics are forward thinking and innovative. Sessions focus on best practices, lessons learned and keys to success. This year’s topics will include: Customer Contact Personalization (AI), Integrating Customer Satisfaction into the Customer Experience Journey, Data in a Digital World, and a Water Customer Service Executive Council Meeting.

We are requesting approval to send Janice Tinsley, Deputy CEO for Customer Service, to CS Week Executive Summit and Richard Reinfrank, Field Services Director, to CS Week 44 at a cost of \$2850.00 each.

If this meets your approval, please arrange to have this item placed on the agenda for the next Members’ meeting.



DATE: January 24, 2020

TO: Jeff Szabo, CEO, and Suffolk County Water Authority Board

FROM: John Pavacic, Executive Director

I would like to request approval from you and the SCWA Board for Shaun Ziegler, Commission Ecologist, to attend a necessary prescribed fire and wildland fire training course from March 2 through March 11, 2020 in Tucson, Arizona.

Carrie Meek Gallagher
Chairwoman

Steven Bellone
Member

Edward P. Romaine
Member

Yvette Aguiar
Member

Jay H. Schneiderman
Member

This course relates to the duties of Mr. Ziegler's position and is a mandatory requirement in order for him to be able to serve as a Burn Boss in the future. This course also fulfills the obligations of training and qualifications required by the Commission's Prescribed Fire Program contract with New York State DEC. In addition to the requirements of the contract, Mr. Ziegler has been specifically requested by New York State Department of Environmental Conservation to take this course in March in order to develop capacity and qualifications relating to both prescribed fire programming and the ability to support New York State fire management and safety goals.

This course is an extremely competitive course in which to even earn a registration, which Mr. Ziegler has completed, as it required prerequisite coursework and a four-hour entrance examination. This course is only offered once every two years at the National Advanced Fire and Resource Institute, the central, top-level training center for advanced coursework and training relating to fire programming and management. Additionally, the course has required preliminary components which must be completed before the in-person section of the course. These pre-course work required approximately thirty hours of internet work, exams, and facilitated electronic group work, which Mr. Ziegler has completed. Accordingly, the attached request would allow Mr. Ziegler the ability to travel to complete the in-person, classroom section of the course.

624 Old Riverhead Road
Westhampton Beach, NY
11978

Phone (631) 288-1079
Fax (631) 288-1367
www.pb.state.ny.us

This training provides a high level skill development and certification in advanced fire behavior and plan analysis, safety, and communication. It is a vital aspect of Mr. Ziegler's work with the Commission and our duties within the current DEC prescribed fire contract. In addition to the fire contract needs, this training also allows Mr. Ziegler and the Commission to better collaborate with our state partners to promote and implement our mutual goals and improve safety throughout operations in the Central Pine Barrens.

As you know, our current Fire Management Specialist, Bob Panko, is generally expected to serve just for the duration of the State contract and was hired to provide for the initial development and implementation of the program. Our goal is to facilitate Mr. Ziegler's necessary training and qualification development, so that when Mr. Panko's tenure is completed in the next 3-5 years, Mr. Ziegler will be qualified assume responsibility all prescribed fire programmatic needs and requirements. The development of the skills he will acquire through completion of this course will also advance and benefit the commission's ecological goals, science and stewardship programming, safe prescribed fire implementation and professional networking and collaboration in a variety of areas.

Please note that the total cost of the travel will be paid by the Central Pine Barrens Commission through the State Prescribed Fire Program Contract award and therefore there will be no cost to the SCWA. Additionally, Mr. Ziegler will not request compensatory time for any additional hours expended related to this training.

Thank you for your consideration.

JWP/jp

Attachments

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: February 3, 2020

TO: Distribution Listed Below

FROM: Elizabeth Vassallo, Chief Financial Officer



SUBJECT: **INTEREST RATE FOR SURCHARGE PAYMENTS**

Please be advised the annual interest rate on all applicable contracts for 2020 will be 3.58%. This rate reflects SCWA's most recent rate of borrowing in accordance with the August 2018 bond issuance.

Distribution

J. Szabo
C. Cecchetto
S. Hannan

EV:ms

FIN-20-018

**SUFFOLK COUNTY WATER AUTHORITY
Laboratory**

INTEROFFICE CORRESPONDENCE

DATE: February 3, 2020
TO: Jeffrey Szabo, CEO
FROM: Kevin P. Durk, Director of Water Quality & Laboratory Services
SUBJECT: Board Approval to attend the LabWare Customer Education Conference 2020

I would like Linda Santisi, LIMS Administrator, to attend the LabWare Customer Education Conference, being held in Orlando, Florida, April 26- May 1, 2020. The conference will allow Linda to attend a number of professional sessions directly applicable to her work. She will be able to network with a variety of IT industry experts and colleagues from around the country. Linda will have the opportunity to take training classes and participate in technical sessions relevant to the configuration of LabWare LIMS at the SCWA. The presentations are tailored to the IT professional providing information on new business needs for the water industry.

After reviewing the Symposium Program, Linda has identified several sessions which will allow her to gain knowledge and understanding about how we can efficiently utilize the tools LabWare offers. The presentations are all facilitated by industry experts who have faced similar challenges. This is a valuable opportunity to advance her skills, improve efficiency, and transfer knowledge back to the Laboratory staff.

If you concur, I would like to obtain the Board's approval for Linda Santisi to attend the LabWare Customer Education Conference 2020 at a cost of \$1800.00

SUFFOLK COUNTY WATER AUTHORITY
Production Control - Bay Shore, New York

INTER-OFFICE CORRESPONDENCE

DATE: January 29, 2020
TO: Jeffery Szabo, CEO
FROM: Michael O'Connell, Director, Production Control *Michael O'Connell*
SUBJECT: Request for Approval – Annual Nitrate Probe Maintenance Agreement

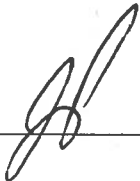
Please find attached a new annual service agreement from HACH Corporation to service seventeen (17) of SCWA's twenty-nine (29) Nitrate analyzer probes. The Authority has had a service agreement with HACH for these probes since we first started using them over fifteen years ago. These continuous analyzers have proven to be invaluable in our efforts to continue supplying water without exceeding nitrate maximum contaminant levels. Annual maintenance from the manufacturer helps ensure that these probes continue to function reliably and accurately. This agreement does not cover our 12 oldest UV nitrate probes. HACH Corp stopped making these probes ten years ago and now no longer supports them. We have budgeted to replace these 12 probes over the next several years.

This service agreement covers the period of February 1, 2020 to January 31, 2021. The total cost of the agreement is \$14,042.00. Without a service agreement the annual maintenance cost per probe would still be about \$826.00 each. However, any other repair parts would be extra, whereas with the service agreement these parts are included. We have seen some probes come back from maintenance with over \$1,500.00 in parts, for which we only paid \$826.00 due to the agreement.

I hope that you will look favorably upon this request to continue this much needed maintenance agreement.

CC: J. Pokorny
D. Zigrosser

Approved: J. Pokorny





SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: February 13, 2020

TO: Jeffrey W. Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer

SUBJECT: *POLICY 407 – DRUG/ALCOHOL TESTING PROGRAM*

Please find attached a revised Policy 407. Sections have been added relative to the new mandates of FMCSA relating to the Clearinghouse.

If this meets with your approval, please place on the agenda for the Board's consideration in February. Thank you.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: DRUG/ALCOHOL TESTING PROGRAM **FILE UNDER SECTION NO.: 4**
EFFECTIVE DATE: February 27, 2020 **POLICY NO.: 407**
SUPERSEDES: November 20, 2017 **APPROVED:**

POLICY

The Suffolk County Water Authority operates within a heavily regulated environment that often requires us to implement various state and Federal regulations. The requirements outlined and explained in this policy and procedure are based on the Omnibus Transportation Employee Testing Act of 1991 and US Department of Transportation (DOT) regulations 49 CFR Parts 40 and 382. The policy and procedures were implemented at the Suffolk County Water Authority beginning January 1, 1995 and require the following:

- Regardless of negotiated labor agreements, employees with commercial driver's licenses (CDL's) who operate what are defined under federal law as commercial motor vehicles must submit to drug and alcohol testing under Department of Transportation (DOT) guidelines.

Effective January 6, 2020, the DOT and FMCSA have mandated a Drug and Alcohol clearinghouse to help improve the safety of our nation's roadways by identifying, in real time, drivers prohibited from performing safety sensitive functions, such as operating a commercial motor vehicle (CMV), due to a drug and alcohol program violation.

Federal regulations define these commercial motor vehicles as either:

- Having a gross combination weight rating of 26,001 or more pounds including a towed unit with a GVWR of more than 10,000 pounds,
- having a GVWR of 26,001 or more pounds,
- designed to transport 16 or more, including a driver,
- or, are required to be placarded for hazardous materials.

Federal Regulations define the following as prohibited drug and alcohol conduct for individuals in CDL positions:

- Alcohol concentration - No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. A driver with an alcohol concentration of 0.02 or greater, but less than 0.04, must be removed from duty for 24 hours.
- On-duty alcohol use.-No driver shall use alcohol while performing safety-sensitive functions.
- Pre-duty alcohol use.-No driver shall perform safety-sensitive functions within four hours after using alcohol.
- Alcohol Use following an accident-No driver required to take a post-accident alcohol shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

- Controlled substances use-No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Federal regulations effective January 1, 2018 expands DOT drugs testing to include the following drugs and classes of drugs:

Marijuana/(THC) metabolite

Cocaine

Amphetamines

Opioids including hydrocodone, hydromorphone, oxycodone and oxymorphone

Phencyclidine (PCP)

- Controlled substances testing-No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a specimen.
- Refusal to submit to a required alcohol or controlled substances test-No driver shall refuse to submit to alcohol or controlled substances testing required under 49 CFR Part 382.

This program was instituted to insure the safety of the public we serve and to provide a safe, drug-free and alcohol-free work environment. Testing will be required under the following conditions:

- for pre-employment situations;
- on a random basis, minimum of 50% of the workforce with CDL licenses annually for drugs and minimum of 10% of the workforce with CDL licenses annually for alcohol;
- upon reasonable suspicion by a trained supervisor;
- in post accident situations;
- upon a return to duty after having tested positive for drugs or alcohol or otherwise violated the DOT drug and alcohol use regulations;
- on a follow-up basis after returning to duty following a DOT drug/alcohol violation.

Pre-employment Screening

The Suffolk County Water Authority requires that every newly hired employee, and any employee transferring to a CDL position be free of drug and alcohol abuse. Every offer of employment/transfer shall be contingent upon a negative result on a urine drug screen for the following drugs and classes of drugs:

Marijuana/(THC) metabolite

Cocaine

Amphetamines

Opiates Opioids including hydrocodone, hydromorphone, oxycodone and oxymorphone

Phencyclidine (PCP)

The Authority will not hire or transfer any applicant/candidate who fails the pre-employment drug screening test, who refuses to submit to the test, who unreasonably delays the testing, or who submits an adulterated or substituted specimen.

In addition to pre-employment drug testing, every applicant for a CDL position must provide prior employer information for the prior 2 years from the date of the application. The applicant will be required to sign a release of information form and the Authority will contact each previous employer

to determine if the applicant had any DOT drug/alcohol testing violations. If the applicant does not sign the release form, he/she is ineligible for a CDL position at the Authority.

As of January 6, 2020, the DOT and FMCSA have mandated registration for the Drug and Alcohol Clearinghouse for new hires. In addition, the mandate requires the process of contacting prior employers to remain in effect until January 6, 2023.

Random Alcohol/Drug Testing

Random alcohol tests shall be performed on at least 10% of the employees in the above defined category of safety-sensitive positions, on an annual basis. These will be conducted on an unannounced basis on randomly selected employees just before, during, or just after the performance of safety sensitive functions.

Random drug tests shall be performed on at least 50% of the employees in the above defined category of safety-sensitive positions, on an annual basis. The random drug tests will be conducted on an unannounced basis and can be conducted anytime the employee is reporting for, performing or has completed work.

Any employee who refuses a random alcohol or drug testing will be subject to immediate removal from duty, a minimum 20 day suspension without pay, and mandatory evaluation by a Substance Abuse Professional (SAP). Any employee submitting an adulterated/or substituted urine specimen is subject to immediate termination of employment.

Effective January 6, 2020, the DOT and FMCSA require one limited query per year for every employee that is subject to the Drug and Alcohol testing program. Employees must sign a "Consent for Limited Query" form. Failure to do so prior to a limited query being ran will result in employee being removed from safety sensitive duties, including driving a commercial motor vehicle, until said form is signed and a query is run.

Reasonable Suspicion

Whenever the Authority has reason to believe that an employee's work performance or on-the-job behavior may be affected by prohibited drug or alcohol use, the Authority will require the employee to submit to a reasonable suspicion breath alcohol and/or urine drug test.

Our determination of reasonable suspicion shall be based on specific observations concerning the appearance, behavior, speech, or body odors of the employee. The observations shall be made by a supervisor who is trained in detecting the symptoms of alcohol or drug misuse. These observations will be made contemporaneously to the employee reporting for, performing, or having completed work duties and will be documented on the Reasonable Cause Checklist. (See Exhibit I).

Any employee who refuses to submit to alcohol or drug testing shall be subjected to immediate removal from duty, a suspension of 20 days without pay, and mandatory referral to a SAP for substance abuse evaluation (refusal). Any employee who submits an adulterated or substituted urine specimen shall have his/her employment immediately terminated.

Any employee who is required to undergo reasonable suspicion testing will be immediately removed from duty, transported and escorted to the testing location, and, upon completion of the testing will be transported home. The employee cannot return to duty until negative results are reported for the test(s). If an employee insists on driving home and refuses the Authority's offer of transport, the Authority will notify local law enforcement that the employee may be operating a vehicle while under the influence of drugs/alcohol.

Post Accident

As soon as practicable after a vehicle accident, each surviving employee shall be tested for alcohol and drugs in the following circumstances:

- If the accident caused a fatality;
- If the employee was cited for a moving violation: and,
 - there was personal injury to any person, including the employee, that required medical treatment away from the scene of the accident; or
 - there was disabling damage to any vehicle requiring the vehicle to be towed from the accident scene.

If an employee is subject to post accident testing and fails to submit to or remain readily available for such testing, including notifying the employer of his/her location if they leave the scene of the accident prior to submission to such test, the employee is considered to have refused to submit to testing and will be immediately suspended for a period of 20 days without pay, and referred to a Substance Abuse Professional for evaluation. Submittal of an adulterated/substituted urine specimen will result in termination of employment. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident to obtain medical or emergency assistance.

Return-To-Duty and Follow-Up Tests

When an employee has been determined to have engaged in activities prohibited under Federal Motor Carrier Safety Administration (FMCSA) regulation 49 CFR Part 382, Controlled Substances and Alcohol Use and Testing, he or she shall have a return-to duty alcohol test with a result indicating an alcohol concentration of less than 0.020 and/or a return-to-duty urine drug test with a negative result prior to returning to safety-sensitive duties. Additionally, he or she shall be subject to unannounced follow-up alcohol and/or drug testing as directed by a Substance Abuse Professional (SAP) in accordance with the provisions of 49 CFR Part 40 for up to five years after his/her return to safety-sensitive duty. Effective January 6, 2020, the DOT and FMCSA mandate positive test results be reported to the clearinghouse. Also, the SAP must report information to the clearinghouse including date of completion of initial SAP assessment and the date the SAP determines that the driver is eligible for Return to Duty (RTD) testing. A positive follow-up test result for either drugs or alcohol will result in an immediate termination of employment.

Procedures For Drug Testing

The Suffolk County Water Authority shall use qualified service agents, including specimen collectors, breath alcohol technicians, drug testing laboratories, medical review officers (MRO), substance abuse professionals (SAP), and a third party administrator (TPA), to perform all drug and alcohol testing in accordance with the US DOT requirements as specified in 49 CFR Part 40..

The following are the procedures to be followed when an employee is required to take a urine drug test in compliance with the above mandates:

- Identification of Applicant/Employee - Applicant/Employee will be required to present photo identification. If none is available, a supervisor or representative of the Authority will be required to identify the individual. Any applicant or employees not appearing for the test when required will be considered to have refused the test and will be subject to aforementioned sanctions. The technician will complete the first section of the custody and control form, including documenting the applicant/employee's personal ID number (SSN,

CDL #, Employer ID #). Effective January 6, 2020, the DOT and FMCSA require that all CDL employees selected for Drug and/or Alcohol testing have their CDL license present at time of testing as the technician must record the license information.

- Removal of Outer Garments/Personal Belongings - After identification is completed, the applicant/employee will be asked to remove any unnecessary outer garments (e.g. coat, jacket). All personal belongings (e.g. purse, briefcase) will remain with the outer garments and placed in a secure location (locked cabinet, etc.). The applicant/employee may retain his/her wallet. The applicant/employee will be required to empty any clothing pockets and display the contents to the collector. Pocket contents that could be used to confound or subvert the urine test must be left outside the collection area. The precaution to remove outer garments and personal belongings is in place to avoid concealment of items or substances that could be used to tamper with or adulterate the urine specimen.
- Urine collection - The applicant/employee will be instructed to wash and dry his/her hands prior to the void. After washing hands, the individual will remain in the presence of the technician and not have access to water fountains, faucets, soap dispensers, cleaning agents or any other material which could be used to adulterate the specimen. At the collection site, toilet bluing agents will be placed in the toilet tanks, so the reservoir of water in the toilet bowl always remains blue. There will be no other sources of water in the restroom.

The individual will be handed a sealed specimen kit and instructed to provide a urine specimen in the collection container in the privacy of the restroom. If any unusual behavior is noted, such as individual is extremely argumentative or challenges the procedures, the Authority will be contacted and the employee/applicant may be considered to have refused to take the test.

If a public restroom must be used (i.e., for a post accident test), the collection technician will be of the same sex as the individual in order to accompany the individual into the restroom. The individual will be instructed to wash his/her hands prior to the collection. Toilet bluing agent will be placed in the toilet bowl in one of the restroom stalls. The collector will remain in the restroom but outside the stall while the specimen is collected.

The individual will be instructed not to flush the toilet until the specimen has been handed to the technician. The individual will hand the specimen to the technician and will be instructed to flush the toilet and wash his/her hands. The individual will remain with the technician while the chain-of-custody process continues.

The technician will verify that at least 45 milliliters of urine has been collected. If there is not sufficient urine in the container, the technician will inform the applicant/employee that more is required. The applicant/employees must make an attempt to void a sample. The individual will be required to remain at the collection site for up to three hours from their first attempt to void a sample until an adequate urine specimen is collected. The individual will be offered up to 40 ounces of fluids to drink to assist in hydration. Failure to remain at the collection site for the 3 hours or until an adequate specimen is provided will be a refusal to test. If the individual, after remaining at the collection site for 3 hours is unable to produce an adequate specimen, the employee/applicant will be required to undergo a medical examination (within 5 days) to determine if there is a legitimate medical condition causing his/her inability to produce a specimen.

Within four minutes of receiving the specimen from the individual, the technician shall, in the presence of the individual, record the temperature of the specimen using the attached temperature strip on the collection container. If the specimen temperature is outside of the acceptable temperature, the individual will be required to provide another urine specimen conducted under direct observation procedures. Both samples will be forwarded to the

laboratory. A visual inspection will be made to assess the specimen's color and to identify any contaminants. If the urine specimen is suspected of being tampered with, a second specimen will be collected under direct observation procedures. Both specimens will be sent to the lab for analysis. In either or the above situations, if the individual fails to remain at the collection site for the second collection or refuses to be directly observed while urinating, it is a refusal to test. The Authority will be immediately notified and the individual will be subject to immediate termination of employment.

- Identification of the Specimen - Both the individual and the technician will keep the specimen in view at all times prior to its being sealed and labeled. The technician will pour the urine into two specimen containers, properly seal the caps, and affix a tamper evident label/seal to each container. The technician will date each label/seal and ask the individual to initial each label/seal. The technician will continue to complete all required data on the custody and control form and instruct the donor to read and sign the appropriate sections.
- Packaging/Shipping - After collection of the specimen, the collection technician will arrange to ship the specimen to the laboratory.
- Drug test results are reported by the laboratory to the Authority's physician MRO. If the laboratory result is positive, adulterated, substituted or invalid, the MRO will contact the applicant/employee to discuss the result. The applicant/employee will be given the opportunity to present medical information, records, prescription documentation to the MRO to explain the test result. If there is a legitimate, acceptable medical explanation for the laboratory result, the MRO will report the result to the Authority as a negative or cancelled test. In certain cases the MRO will require that the individual/employee submit to another drug test, and order that direct observation collection procedures be used.
- If the MRO reports a negative-dilute test result, the Authority may require the employee/applicant to submit to another drug test.
- If the MRO's final test result determination is a verified positive, adulterated or substituted specimen, the MRO will inform the applicant/employee that he/she is entitled to have the split specimen analyzed at a second certified laboratory. The applicant/employee has 72 hours to decide if he/she wants the split specimen reconfirmed. All expense for split specimen reconfirmation testing is the responsibility of the employee/applicant.
- If the MRO reports to the Authority a safety concern related to an employee/applicant's disclosed medications or medical conditions that may represent a threat to safety, the Authority shall require the individual to submit to a fitness for duty medical examination or provide additional documentation from his/her treating/prescribing physician. The employee/applicant will not be permitted to perform safety-sensitive duties until the safety concern is resolved.
- When not specifically detailed in this policy/procedure document, the regulatory requirements of 49 CFR 40 apply to the specimen collection, laboratory analysis, and medical review officer procedures.

Procedures For Alcohol Testing

- All technicians will be qualified Breath Alcohol Technicians (BAT) who will use DOT approved evidential breath testing (EBT) devices for the breath alcohol test.
- The BAT will breath test only one donor at a time.

- The BAT shall ask the donor for photo identification, such as driver's license (with picture), employer photo ID card, or passport. If the donor cannot produce an acceptable photo ID, the BAT shall call the Authority to verify the donor's identification.
- The BAT will complete the first section of the DOT Alcohol Test Form (ATF), and request the employee to sign the form. If the employee refuses to sign the ATF, it is a refusal to test and the Authority will be immediately notified. The testing process will be discontinued.
- The BAT will explain the testing procedure to the donor.
- The employee will provide a breath specimen into the EBT per the BAT's instructions. If the employee cannot produce an adequate breath sample for the EBT device to analyze, the employee will be instructed to make at least two additional attempts to do so. If after these attempts, the EBT does not give a valid result, the BAT will discontinue the testing process, notify the Authority, and the employee will be required (within five days) to have a medical examination to determine if there is a legitimate medical condition/explanation for the employee's inability to provide a valid breath specimen. .
- The results of the breath test are displayed on the EBT. If the EBT produces a printed result, the BAT will affix a copy of the results to each copy of the ATF. If the EBT does not produce a printed result, the BAT will document the result in the appropriate section of the ATF. If the initial test result is less than 0.020 alcohol concentration, the test is negative and the process is complete. The BAT signs and dates the ATF and provides the employee with a copy.
- If the initial test has a result of 0.020 alcohol concentration or higher, the BAT shall have the individual wait 15 minutes before starting the confirmation breath test. The BAT will instruct the individual not to drink, eat, belch, or put anything into his/her mouth during the waiting period and shall observe the individual during this time. Any disregard for the instructions will be documented on the form, and the test will proceed at the end of the waiting period.
- After the required 15 minute wait, the BAT shall conduct the confirmation breath test. The confirmation test result must be printed from the EBT device and affixed to the ATF by the BAT. If this test result is 0.020 or greater, the BAT will inform the employee that he/she cannot return to duty and must remain at the testing site until a representative of the Authority arrives. The BAT will immediately contact the Authority by telephone to report the confirmation test results. The BAT and the individual will sign and date the ATF. If the individual refuses to sign the ATF, the BAT shall so document in the remarks section of the ATF.

When not specifically detailed in this policy/procedure document, the alcohol testing processes specified in 40 CFR Part 40 apply.

Procedures for Positive Test Result

Alcohol

When an employee's confirmation test result is an alcohol concentration level 0.020 or greater but less than 0.040, he/she will be removed from the safety-sensitive position for 24 hours. All time will be without pay.

If the employee's confirmation tests is positive for alcohol (at or above 0.040 alcohol concentration), he/she will be immediately removed from the safety-sensitive position and suspended without pay

for a minimum of 20 days or until the SAP recommended rehabilitation/treatment is completed, whichever is later. In addition, a return-to-duty alcohol test with a negative result (less than 0.020 alcohol concentration) is required prior to returning to safety-sensitive duty. When an employee successfully completes their return-to-duty requirements, they will be returned to duty under the following conditions:

- Effective January 6, 2020, the DOT and FMCSA mandate positive test results be reported to the clearinghouse. Also, the SAP must report information to the clearinghouse including date of completion of initial SAP assessment and the date the SAP determines that the driver is eligible for Return to Duty (RTD) testing.
- They will submit to follow-up testing at a frequency and duration determined by the e SAP.
- They will complete the SAP recommended rehabilitation program successfully.
- If they test positive for alcohol (0.020 or greater alcohol concentration) or drugs in the future, after being returned to duty, their employment will be terminated.

Drugs

When the Suffolk Water Authority receives a verified positive drug test from the Medical Review Officer (MRO), that employee will be removed from their safety-sensitive position. Removal from safety-sensitive position means a suspension without pay for a minimum of 20 days or until the SAP recommended rehabilitation is successfully completed, whichever is later. In addition, a return-to-duty drug must be negative. When an employee successfully completes their return-to-duty drug screening requirement they will be returned to duty under the following conditions:

- They will submit to follow-up testing as determined by the SAP. Follow-up testing must be directly observed by a technician that is of the same sex as the employee.
- They will complete the SAP recommended rehabilitation program successfully.
- If they test positive for alcohol or drugs in the future after being returned to duty, their employment will be terminated.

Voluntary Self-Identification Policy

The Suffolk County Water Authority has established a voluntary self-identification policy that meets the requirements of §382.121. Drivers who voluntarily acknowledge a substance abuse problem will be:

- Removed from performing safety-sensitive duties. The employee will be reassigned to a position where his/her services can be utilized at a facility of the Authority's choosing. There will be no compensation for the relocation or travel to the new location and the rate of pay for the employee shall be the current rate of pay for the position to which the employee is reassigned.
- Required to seek substance abuse education and/or treatment from a substance abuse professional, employee assistance professional, or qualified drug and alcohol counselor acceptable to the Employer.
- Permitted to return to safety-sensitive duties only after successfully completing substance abuse education or treatment and testing negative on a return to duty drug and/or alcohol test.

- Required to participate in follow-up testing monitoring after return to safety-sensitive duty in accordance with recommendations of the substance abuse professional, employee assistance professional or drug and alcohol counselor.

The Employer will not take adverse actions against an employee making a voluntary admission of alcohol misuse or controlled substances use so long as the employee:

- does not self-identify in order to avoid testing under the requirements of this part;
- makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and
- does not perform a safety sensitive function until the employer is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

All costs associated with the evaluation and/or treatment associated with the employee who self-identifies in accordance with the above paragraph, are the responsibility of the employee.

Exhibit I
SUPERVISOR CHECKLIST – Reasonable Suspicion Test Documentation

Section 1

Employee Name: _____
Employee Job Title: _____ Division/Work Unit: _____
Date of Observation: _____ Time: _____ am/pm
Location: _____ Employee performing safety-sensitive duties? Yes No

Section 2

Observation: Check ALL that apply:

BEHAVIOR

- stumbling, unsteady gait
- drowsy, sleepy, lethargic
- agitated, anxious, restless
- hostile, belligerent
- irritable, moody
- depressed, withdrawn
- unresponsive, distracted
- clumsy, uncoordinated
- tremors, shakes
- flu-like illness complaints
- suspicious, paranoid
- hyperactive, fidgety
- frequent use of mints, mouthwash, breath sprays, eye drops
- inappropriate, uninhibited behavior

APPEARANCE

- flushed complexion
- sweating
- cold, clammy sweats
- bloodshot eyes
- tearing, watery eyes
- dilated (large) pupils
- constricted (pinpoint) pupil
- unfocused, blank stare
- disheveled clothing
- unkempt grooming

SPEECH

- slurred, thick
- incoherent
- exaggerated enunciation
- loud, boisterous
- rapid, pressured
- excessively talkative
- nonsensical, silly
- cursing, inappropriate speech

BODY ODORS

- alcohol
- marijuana

OTHER OBSERVATIONS: _____

Section 3

The observations, as documented above, were made of the employee identified in Section 1.

Supervisor Name (printed or typed) _____ Signature _____ Date _____

Additional Witness: (optional)

Witness Name (printed or typed) _____ Signature _____ Date _____

Section 4

Test Determination:

- Reasonable Suspicion Alcohol Breath Test
- Reasonable Suspicion Drug Urine Test
- No Test Required
- Employee Refused Test
- No Test Conducted
- 8 hours elapsed
- No collection available

Transported for medical care/evaluation

Other (explain) _____

Section 5

Employee transported to collection site by: _____

Time transported: _____ am / pm Collection site _____

Exhibit II
**CERTIFICATION OF RECEIPT OF POLICY and PROCEDURES
DRUG AND ALCOHOL AWARENESS INFORMATION**

I, _____, hereby certify that I have been provided with copies of the **SUFFOLK COUNTY WATER AUTHORITY POLICIES AND PROCEDURES, POLICY NO. 407**, including the requirements for compliance with 49 CFR Parts 40 and 382. I have also received drug and alcohol abuse awareness information, including resources available for evaluation and treatment of substance abuse problems.

Date: _____ Employee: _____



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: February 11, 2020

TO: Jeffrey W. Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer *DM*

SUBJECT: POLICY 409 – DRIVER'S LICENSES

Please find attached a revised Policy 409. Under the reimbursement section, we are recommending a revision to clarify that the Authority will only reimburse for the Standard Commercial Driver's License. If the employee chooses to obtain an Enhanced license, he/she will be responsible for the difference in cost as there is not an Authority business need for this license. NYS Enhanced Licenses are required effective October 1, 2020 to board a domestic flight, enter certain federal buildings or military bases, and cross the border into Canada or Mexico (unless you have a Passport).

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: DRIVER'S LICENSES

FILE UNDER SECTION NO.: 4

EFFECTIVE DATE: February 27, 2020

POLICY NO.: 409

SUPERSEDES: July 18, 2016

APPROVED:

POLICY

Suffolk County Water Authority employees whose driver's license has been suspended or revoked must immediately notify his/her supervisor and shall not operate any Authority vehicle. Failure to advise the supervisor shall be grounds for suspension or termination of employment. Knowingly operating any Authority vehicle with a suspended or revoked license will result in immediate termination of employment.

Out-of-state licenses are not permitted to be used in place of a valid New York State driver's license.

PROCEDURE

1. Any employee in a position where a valid driver's license is required and whose license is suspended or revoked may be reassigned to a position where their services can be utilized at a facility of the Authority's choosing. There will be no compensation for the relocation or travel to the new location.
2. The rate of pay for the employee shall be the current rate of pay for the position to which the employee is relocated.
3. An employee whose license is suspended or revoked shall immediately be removed from the overtime list. When his/her license is reinstated so that he/she may once again operate those vehicles that are part of their normal job, he/she will be placed on the overtime list in a position consistent with his/her overtime.
4. During this period, the employee may bid positions that do not require a driver's license.
5. When the employee regains his/her full license, he/she will be returned to the position previously held. For purposes of calculating progression increases, an individual who is removed from their position for suspension or revocation of his/her license, shall not be given progression increases nor shall the time out of their job classification be credited toward the calculation of progression increases.
6. If an employee does not regain his/her license within 180 days of its suspension or revocation, his/her employment will be subject to termination.
7. If driving restrictions are implemented due to a DUI/DWI offense (i.e., cannot start a vehicle without breath analyzer) the employee may be reassigned to another position as

company vehicles will not be modified and personal vehicles cannot be used for Authority purposes.

REIMBURSEMENT FOR COMMERCIAL DRIVER'S LICENSES (CDL)

Union employees required to obtain a CDL for their position, will be reimbursed in accordance with the terms and conditions of their collective bargaining agreement. The Authority will reimburse the employee for the cost of a NYS Standard Commercial Driver's License, as the Enhanced license is not required to perform Authority business. If the employee chooses to obtain an Enhanced license, he/she will be responsible for the difference in cost.

Under emergency conditions, management personnel may be called upon to operate heavy equipment. Management employees who maintain a CDL for this purpose will be reimbursed for the cost of such license. The Authority will reimburse the employee for the cost of a Standard Commercial Driver's License, as the enhanced license is not required to perform Authority business. If the employee chooses to obtain an enhanced license, he/she will be responsible for the difference in cost.

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

I N T E R O F F I C E C O R R E S P O N D E N C E

DATE: **FEBRUARY 19, 2020**

TO: **JEFFREY SZABO, CEO**

FROM: **CHAS FINELLO, DIRECTOR OF RISK MANAGEMENT**

SUBJECT: **Property Insurance Renewal – Effective 4/1/20**

Our Property Casualty Insurance renewal will be coming due on April 1, 2020. The current limit is \$75,000,000 per any one occurrence with a \$50,000 deductible. Ace American Insurance Company, part of the Chubb group, is our carrier. There are many other sub-limits and deductibles to the policy. The 4/1/19-20 total cost is \$212,824.

Insurers have been aggressively raising prices beginning in Q3 of 2019 and it is likely the trend will continue through 2020. Excess liability and Property coverages have been among the sectors hardest hit. As reported in the Wall Street Journal on February 11, 2020, pretax operating income fell for the U.S. property-casualty insurers from 2014 to 2018 even as revenues from insurance premiums grew. Excluding investment income, the industry lost money during 2016, 2017, and 2018. The WSJ reported the increases are in part due to hurricanes, wildfires and other catastrophes in 2017 and 2018 that cost the global industry more than \$200 billion. Business Insurance reported that during Q4 of 2019, property prices increased by 18.2% with the trend expected to continue well into 2020. So far this year, our broker, Willis Towers Watson (aka Willis of New York, Inc.), has seen property premiums rise during Q1 of 2020 by 25-30% even with clients that possess benign risks.

The Ace American Insurance Company has written the property for the Authority since 2012 when they won it through the RFP process. In 2017, they won it again through an RFP, and in the off years we have obtained alternative quotes. No other company was able to compete with Ace program with respect to price and coverage.

Because of the current market conditions, we held an early pre-renewal meeting with Willis Towers Watson. One suggestion they had to avoid a large increase similar to the prevailing market conditions in the property renewal premium was to approach the current carrier early and offer them a 10% increase in rates in exchange for the SCWA not marketing the program. The offer was conveyed, and Ace presented us with a renewal quote which included a 15% rate increase with terms and conditions as per the expiring 4/1/19-20 policy. In addition, to meet the 10% request, they offered an alternative quote which increased the deductible from \$50,000 to \$75,000 along with several increased sub-limited Business Income coverage time element deductibles.

Based on Ace's proposal, if we were to elect coverage as per expiring terms and conditions, the total cost would be approximately \$246,899 and if we choose the plan

with an additional \$25,000 deductible (from \$50,000 to \$75,000), the cost is approximately \$236,167 a savings of \$10,732 to purchase the higher deductible. Figures are approximate because the New York State Fire Fees are estimated by the broker and are subject to change. See attached comparison.

In this market, carriers are pulling out of lines of business so it is unlikely that any carrier would quote this coverage at less than the current offer. I recommend we purchase the higher deductible plan and save the \$10,732. This would still result in a higher cost over last year's program of \$23,343 an 11% year over year increase. Part of the increase is attributable to an increase in our property replacement cost values.

There is still time to obtain alternative quotes, however, if we do, we will lose this opportunity because Ace American will hold their quote only until March 6, 2020. Once the program is marketed and other insurers are quoting, it is likely Ace American will raise its prices in accordance with market conditions.

This is a request to have the Authority Board approve a resolution authorizing the CEO or Director of Risk Management to accept the current quote of \$236,167 from the Ace American Insurance Company at the February Board meeting for its Property insurance. The program cost is subject to minor changes due to Loss Control fees and New York State Taxes and Surcharges being assessed after the policy is bound.

There is also a broker fee of \$19,000 to be paid to Willis Towers Watson (Willis of New York, Inc).

Attachment

cc: T. Hopkins
M. Smith

SUFFOLK COUNTY WATER AUTHORITY
PROPERTY PREMIUM COMPARISON
4/1/19-20 TO 4/1/20-21
QUOTE FROM INCUMBENT CARRIER ACE AMERICAN INS. CO. (CHUBB GROUP)

	2019	With changes in deductibles		With expiring deductibles	
		2020	Change	2020	Change
Total Insurable Values	\$418,804,676	\$422,487,023	1%	\$422,487,023	1%
All Risk Premium	\$199,476	\$221,353	11.0%	\$231,414	16.0%
Terrorism Premium	\$5,546	\$6,154	11.0%	\$6,434	16.0%
Total Premium	\$205,022	\$227,507	11.0%	\$237,848	16.0%
All Risk Rate	\$0.04763	\$0.05239	10.0%	\$0.05477	15.0%
Terrorism Rate	\$0.00132	\$0.00146	10.0%	\$0.00152	15.0%
Account Average Rate	\$0.04895	\$0.05385	10.0%	\$0.05630	15.0%
Loss Control Inspection Fee	\$6,555	\$7,276	11.0%	\$7,604	16.0%
		estimated		estimated	
Taxes & Surcharges	\$1,247	\$1,384	11.0%	\$1,447	16.0%
		estimated		estimated	
Total Premium + Fees	\$212,824	\$236,167	11.0%	\$246,899	16.0%

SUFFOLK COUNTY WATER AUTHORITY
Production Control - Bay Shore, New York

INTER-OFFICE CORRESPONDENCE

DATE: February 10, 2020
TO: Jeffery Szabo, CEO
FROM: Michael O'Connell, Director, Production Control *M.O.*
SUBJECT: Repair of Mobile Generator 15000


After Hurricane Sandy, SCWA purchased two portable generators (15000 and 15001) powered by Perkins diesel engines. The engines themselves are manufactured by Caterpillar but run proprietary Perkins software. There are no factory service locations on Long Island for Perkins engines.

Approximately eight months ago, unit 15000 started to smoke excessively when running under a load. The repair contract for that unit is held by Baldwin Automotive. As they are a heavy truck repair facility, with limited experience in dealing with generators, they brought in a service technician from HO Penn (local Caterpillar dealer) to diagnose the problem. He stated that there were several fuel injectors that were bad and in need of replacement. After this work was complete, the engine continued to run poorly. The contractor was brought back in and then claimed that the engine control module was faulty and needed to be replaced. The approximate cost for this repair would have been approximately \$15,000 (this price included the replacement controller and installation).

Given the extremely high cost of the proposed repair, we investigated other options. The nearest factory repair shop in northwest New Jersey was unable to quote a repair given the uncertainty of the initial diagnosis and the local HO Penn service center was unable to perform diagnostic work on this engine because they do not possess the correct diagnostic software. We then contacted GT Power, who is the dealer the unit was originally purchased from. They provided a quote to bring a factory technician to their facility to diagnose, at a cost of \$4,595.69. GT Power is a past vendor but is not currently under contract with SCWA. Due to the proprietary software and the potential for problems resulting from a misdiagnosis, we feel it is necessary to utilize the factory technician to properly troubleshoot this engine.

I am requesting approval from the Board to authorize payment to GT Power Systems for an amount not to exceed \$4,600.00 to diagnosis the operational problem with Generator 15000. If additional funds are necessary for repair, we will return for further Board approval.

CC: J. Pokorny
P. Thompson
M. Torres

Approved: J. Pokorny 

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

INTEROFFICE CORRESPONDENCE

DATE: February 21, 2020

TO: Jefferey W. Szabo, CEO

FROM: Janice E. Tinsley, Deputy CEO for Customer Service

SUBJECT: Recommendation to Replace Door-to-Door Collections with Retail Cash Payment Solution

Over the years, both management and line staff have shared an ever-increasing concern with respect to accepting cash payments in the field. Conversations with and polling of area utilities and other water purveyors have found limited, if any, other utilities currently accepting payments in the field. Consequently, management has sought an alternative solution that would promote the safety of its employees and assure bill payment without adding an onerous burden to either the authority or its customers already experiencing financial challenges.

Several years ago, the authority attempted to identify a third-party collection agency to provide door-to-door collection services. More recently, we reviewed the practicability of using kiosks positioned at various sites throughout the authority's territory as a viable alternative. Unfortunately, these options were either unavailable, non-existent and/or cost prohibitive. Therefore, SCWA staff continue to collect cash in the field today.

Late last year, representatives from Customer Service, Information Technology and Finance viewed a presentation by KUBRA, Inc., our payment and bill presentment provider, on their cash payment solution. Kubra's product, "Retail Cash Payment" (RCP), utilizes bar code technology and enables customers to make cash payments at over 60,000 tier 1 locations across the county including: CVS, 7-11, Dollar General and Family Dollar. The solution is part of a multiple cash payment network which accepts cash only. The solution fully integrates into the Kubra dashboard and allows the customer and SCWA to review the payment in real time online.

In order to make a payment, customers must scan the barcode located on the EZ-PAY Badge (example shown below) into the kiosk at the payment location. The badge will be located on the back of the paper bill. Alternatively, customers will be able to retrieve the badge by signing into their Kubra account and downloading it to paper or a cellphone. The badge is reusable and does not have to be reprinted for later use.

Customers can locate the nearest payment center by visiting the PayNearMe website. SCWA staff will also have this information available. (A chart showing the number and type of retail stores currently located within the areas with the highest number of door-to-door collection activity is attached.) The customer must scan the badge and deposit cash into the kiosk. Upon completion, they will receive a receipt and the payment will post to the Kubra account. SCWA personnel will be able to verify the payment in the Kubra portal in real time.

There are two fees associated with this service:



1/ A \$5,000 Implementation Fee. This fee will be waived since Kubra is the Authority's payment and bill presentment provider.

2/ A processing fee of \$1.99 per transaction to be paid by the customer.

In view of the increasing safety concerns associated with carrying cash, the numerous cash payment locations available with this solution, and the ease of dealing with our current vendor, Customer Service recommends suspending cash collections in the field in favor of utilizing the Retail Cash Payment solution offered by Kubra, Inc.

If this meets with your approval, please arrange for this memorandum to be placed on the next meeting of the board.

Sample - EZ-PAY Badge

<p>PAY YOUR ABC COMPANY UTILITY BILL WITH CASH AT PARTICIPATING STORES</p> <p>Bring this barcode with you to make a payment. <i>Payments are recognized immediately and posted next business day.</i></p> <p>Retailer Instructions:</p> <ol style="list-style-type: none">1. SCAN the customer's barcode.2. The register will PROMPT you to enter an amount.3. ENTER the amount the customer wants to pay.4. COLLECT the desired cash amount (and fee, if applicable).5. When the transaction is COMPLETE hand customer the receipt. <p>  100000000000000000000100000000</p> <p>By accepting or using this barcode to make a payment, you agree to the full terms and conditions, available at vanilladirect.com/pay/terms. After successful payment using this barcode, you may retrieve your full detailed e-receipt at vanilladirect.com/pay/ereceipt. For Customer Assistance call (888) 888-8888.</p>	<p>powered by KUBRAEZPAY</p> <p>A \$1.99 fee will be added.</p> <p>CVS pharmacy <small>CVS PHARMACY STORES/PHARMACIES/CLINICS</small></p> <p>DOLLAR GENERAL</p> <p>fred's</p> <p>FAMILY DOLLAR</p> <p>Kum & Go</p> <p>Speedway</p> <p>7 ELEVEN</p>
---	--

Retailers	Deer Park - 11729			Wyandanch - 11798			Central Islip - 11722			Central Islip - 11749			Mastic -- 11950		
	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles
Family Dollar	3	7	8	0	7	12	5	9	15	5	10	15	1	6	9
Dollar General	1	1	1	1	1	1	0	1	2	0	1	2	1	3	3
CVS	5	25	45	5	31	52	7	22	38	6	23	36	4	9	23
7-Eleven	27	99	99+	33	99	99+	38	91	99+	35	94	99+	8	24	61
Speedway	3	19	31	4	18	29	7	19	28	8	22	27	3	8	19
Total	39	151	85	43	156	94	57	142	83	54	150	80	17	50	115

Retailers	Mastic Beach -- 11951			Shirley -- 11967			Coram - 11727			Ridge - 11961			Bellport - 11713		
	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles	5 Miles	10 Miles	15 Miles
Family Dollar	1	5	8	3	7	9	4	9	12	0	7	9	5	8	11
Dollar General	1	2	3	1	2	3	1	2	2	1	2	3	2	2	3
CVS	3	6	19	3	12	23	6	18	27	3	14	22	5	16	26
7-Eleven	6	16	52	8	29	65	21	56	89	3	33	64	13	45	82
Speedway	3	5	15	3	8	20	7	18	25	1	12	18	5	10	21
Total	14	34	97	18	58	120	39	103	155	8	68	116	30	81	143