

AGENDA

REGULAR MEETING ON SEPTEMBER 25, 2019

3:30 P.M. AT OAKDALE, NEW YORK

PUBLIC COMMENT

**DISCUSSION: BOND REFUNDING/REISSUING AND OPEB
BY GREG CAREY, MANAGING DIRECTOR OF GOLDMAN SACHS**

**PRESENTATION: ORGANIZATIONAL ASSESSMENT, BY CHIVONNE WILLIAMS,
RAM VENKATRAMAN and MICHAEL LITTLEJOHN
OF ERNST & YOUNG**

MINUTES FOR APPROVAL

1. Regular Meeting – August 22, 2019

RESOLUTION – AMENDMENT

2. Amend Resolution 173-05-2019 which extended the short term agreement with the Village of Dering Harbor for an additional three-month period; to further extend the short term agreement to November 1, 2019, to allow for the completion of an appraisal.

CONTRACTS – EXTEND

- 3a. Contract 7467 – for towing service for SCWA vehicles, eastern and western zones during the one-year period beginning November 1, 2019 – extend with Bang’s Towing Inc. (western region) of Amityville, New York.
- 3b. Contract 7475 – for furnishing and delivery of “no lead” brass/bronze fittings for underground service lines during the one-year period beginning December 1, 2019 – extend with Ford Meter Box (Group I-VII, IX) of Wabash, Indiana.

FINAL

- 3c. Contract 7479 – for furnishing and delivery of liquid caustic soda to SCWA pump stations located at Broadhollow Road and Smith Street, East Farmingdale, during the one-year period beginning January 1, 2020 – extend with Univar USA Inc. of Atlanta, Georgia.
- 3d. Contract 7560 – for furnishing and delivery of control valves during the one-year period beginning January 1, 2020 – extend with Cla-Val Company of Alexandria, Virginia.
- 3e. Contract 7562 – for furnishing of rigging and mechanical services associated with the relocation of Granular Activated Carbon Adsorption Systems & other miscellaneous equipment during the one-year period beginning December 1, 2019 – extend with Jack Pedowitz Enterprises, Inc. of Hauppauge, New York.

CONTRACTS – AWARD/REJECT

- 4a. Contract 7642 – for fuel tank sludge removal.
- 4b. Contract 7645 – Project 2: roadway, Shoulder and Grass Restoration – East Quogue.
- 4c. Contract 7649 – for construction of a 20” x 10” diameter well (No. 2), Main Street well field, Yaphank, Town of Brookhaven, New York.

GENERAL

- 5. Special Services
 - a) RFP 1486 - Services for Configuration, Implementation and Support of an Automated Callout and Scheduling Software System
Extend agreement with ARCOS LLC of Columbus, Ohio, for the configuration, implementation and support of an Automated Callout and Scheduling Software System for a three-year period beginning October 28, 2019.
 - b) RFP 1528 – Radiological Analysis of Drinking Water Samples
Extend agreement with Pace Analytical Services, LLC of Greensburg, Pennsylvania, for radiological analysis of drinking water supplies during the one-year period beginning January 1, 2020.
 - c) RFP 1545 – Temporary Personnel Employees for the Water Testing Laboratory
Accept the proposal of Apex Systems LLC, of Hauppauge, New York, for temporary personnel employees for the Water Testing Laboratory during the one-year period beginning October 1, 2019, with an option to extend for an additional two (2) one (1) year periods.

- d) RFP 1547 – Water Tank Inspection Services for Elevated and Ground Storage Tanks
Accept the proposal of H2M Architects + Engineers of Melville, New York, to provide water tank inspection services during the one-year period to begin upon the execution of this Agreement.
- e) RFQ – Outdoor Panel Board – Jayne Boulevard
Authorize the purchase of an outdoor panel board at the Authority's Jayne Boulevard site from Monarch Electric Co. of Fairfield, New Jersey in the amount of \$5,405.
- f) Professional IT and License Service
Enter into two IT service agreements and one licensing agreement with Zones LLC of Auburn, Washington.
- g) Organizational Assessment
Authorize the firm of Ernst and Young to perform a complete organizational assessment of the Authority's operations.

6. Rules and Regulations

- a) Policy and Procedures – Policy 210 – Employment Classifications – pursuant to attached outline.
- b) Policy and Procedures – Policy 307 – Employee Benefits – pursuant to attached outline.
- c) Policy and Procedures – Policy 414 – Revision – Fleet Policy – pursuant to attached outline.
- d) Water Service – Town of Babylon
Authorize providing a water service to the West Babylon Lions Club and the Town of Babylon at the intersection of State Rte. 109 and Great East Neck Road in West Babylon; the cost of a 1" irrigation service installation at this location is estimated at \$10,462, in exchange for the Town of Babylon to provide restoration repair on Dollard Drive in North Babylon, on behalf of the Authority, which totals approximately \$10,499.85.
- e) Credit Account – Town of Brookhaven
Authorize a credit adjustment to the Town of Brookhaven in the amount of \$8,415.23 representing late fees due to a large leak at the Town's Holtsville Park Pool.
- f) Payment Plan – Hope House Ministries
Authorize a payment plan for the extension of water main to serve Hope House Ministries in Mt. Sinai in the amount of \$207,947.40 which will amortize monthly over a ten (10) year term. Hope House will pay 5% downpayment and tapping fees on signing of the water main extension contract.

7. Budget
 - a) Budget Amendment #2 - May 31, 2020

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

Decrease to Item 80-19 (East Hampton CM Office and Shape-Up Room – Rehab in the amount of \$20,000;

Increase to Item 100-19 (Facilities) in the amount of \$20,000

This transfer will not increase the current capital budget of \$81,598,000.00.

8. Equipment
 - a) Integra TVSS Inside ASCO ATS – 5 Sites

Authorize ASCO Technologies to add Transient Voltage Surge Suppressor (TVSS) units inside the existing Automatic Transfer Switches (ATS) at the following Authority pump stations: Wheeler Road, Hauppauge; Oakview Highway, Freetown; Old North Road, Southold; and Bridgehampton Road, Jericho, in the amount of \$2,191.40 per site; and at the Eastern Operations Center, Westhampton in the amount of \$2,791.

9. Meetings, Seminars, Training, Conferences
 - a) High Voltage Cable Splicing

Authorize BTS Training of Woodland Hills, California, to conduct one day training on High Voltage Cable Splicing and Terminations for up to 10 employees, at the Authority’s Bay Shore facility in the amount of \$5,950.

 - b) Onsite Client Training for FAA Part 107 Written Test

Authorize Estate Aerial of Setauket, New York, to conduct onsite client training for FAA Part 107 Written Test Preparatory for up to 5 employees, in the amount of \$4,725.

INVOICES - To be paid from the Operating Fund:

10a. <u>All County Abstract, Inc.</u>	\$565.00
10b. <u>Dvirka & Bartilucci (tank engineers)</u>	\$5,610.25
10c. <u>Gannett Fleming Companies</u>	\$1,493.75
10d. <u>H2M Architects & Engineers</u>	\$31,872.50
10e. <u>Long Island Association, Inc.</u> November, 2019 – October, 2020	\$1,600.00
10f. <u>McCabe, Collins, McGeough, Fowler, Levine & Nogan, LLP</u>	\$1,308.64
10g. <u>Putney, Twombly, Hall & Hirson LLP (Labor Counsel)</u> Services Rendered August, 2019	\$2,344.00
10h. <u>Sobel Pevzner, LLC</u>	\$30,404.58


NEXT MEETING – Scheduled for October 30, 2019, at 3:00 p.m. at the Administration Building, Oakdale.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

**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: September 12, 2019
TO: Jeff Szabo, CEO
FROM: J.M. Pokorny P.E., Deputy CEO for Operations 
SUBJECT: Village of Dering Harbor Short Term Agreement Extension
Request to Amend SCWA Board resolution 173-05-2019

At the Authority's May meeting, our Board extended the short term agreement with the Village of Dering Harbor for an additional three months to allow the Village to complete their public process. That effort has been moving along but part of our negotiations with the Village involves the future use of an existing Village garage by the Authority for a pump station facility and storage area. It has therefore become necessary to obtain an appraisal of this garage so it can be factored into the final surcharge each homeowner will pay. An RFP has been issued and an appraisal firm selected but the appraisers work will not be complete until early October.

Based on this delay and in order to give both parties time to finalize the agreement and have their respective Boards approve it, we respectfully request that you obtain Board approval to amend resolution 173-05-2019 to reflect a new expiration date of November 1, 2019. A copy of the May Board memo and resolution are attached for your information.

**173-05-2019SUFFOLK 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: **May 21, 2019**
TO: **Jeff Szabo, CEO**
FROM: **J.M. Pokorny P.E., Deputy CEO for Operations**
SUBJECT: **Extension of Village of Dering Harbor Short Term Operating Agreement**

Last May, our Board approved the Authority entering into a short term operating agreement with the Village of Dering Harbor to operate their water system. Since that time, the Authority has worked with the Village to get the system back into compliance. This has involved working with them to replace their deteriorated and leaking water storage tank, better managing their wells so as to mitigate chloride intrusion, installing meters on all services and performing much needed distribution system maintenance. In addition to this, our hydro geologists have worked with the Village and the USGS to identify locations for new supply wells to replace their existing wells that have been impacted by chlorides. An application for these replacement wells has been submitted to the NYSDEC.

Based on the significant progress we have made, the Village would now like to enter into a long term agreement to operate their system. They are clearly pleased with our work and want very much to get out of the water business. Part of the process of executing a long term agreement involves coming up with a list of proposed capital improvements that would be paid for by the Village in the form of a surcharge. These improvements would be paid for by the residents so that the Authority's ratepayers are not burdened with the cost of bringing their system up to what we believe to be a state of repair that is comparable to the rest of the SCWA system. We have presented them with a list of these improvements which includes the construction of two new wells along with a chemical treatment facility and generator. The Village is in the process of reviewing the proposed improvements and discussing their financial impact on the Village with their Board and residents. They anticipate moving forward with the agreement but have requested that we extend the current agreement in order to allow them time to complete their public process.

We are therefore requesting that you obtain approval from our Board to extend the current short term operating agreement at the same terms and conditions for an additional three months so that the new expiration date becomes September 19, 2019.

BOARD RESOLUTIONS – May 21, 2019

	June 1, 2019, in the aggregate amount of approximately \$1,889,500.
162-05-2019	Authorize the purchase of equipment, parts, vehicles, gasoline and biodiesel fuel under NYS and Suffolk County Contracts and Cooperative Purchase Agreements during the one-year period beginning June 1, 2019.
163-05-2019	Authorize the purchase of various office supplies and supplies/parts used in the field under NYS and Suffolk County Contracts and Consortium Contracts during the one-year period beginning June 1, 2019.
164-05-2019	Authorize the purchase of various office supplies and supplies/parts used in the field under NYS and Suffolk County Contracts and Cooperative Purchasing Agreements during the one-year period beginning June 1, 2019.
165-05-2019	Authorize the purchase of products/services under NYS contracts and Purchasing Consortia for waste removal and unarmed guard services, during the one-year period beginning June 1, 2019.
166-05-2019	Extend Agreement No. 1493 with HealthSure Medical Services, PLLC for pre-employment physical examinations during the one-year period beginning July 1, 2019.
167-05-2019	Extend Agreement No. 1517 with Gannett Fleming Engineers P.C.; and with D&B Engineers and Architects, P.C. for the performance of water tank engineering services during the one-year period beginning July 1, 2019.
168-05-2019	Authorize Weck Laboratories, Inc. of City of Industry, California, to perform the annual Aldehyde testing beginning June 1, 2019, in an amount not to exceed \$15,000.
169-05-2019	Approve Policy and Procedures – Policy 112 – Revision – New York’s Election Law.
170-05-2019	Approve and adopt new Policy 910 – Patents and Inventions Policy
171-05-2019	Approve and adopt new Policy 114 – Meal Periods.
172-05-2019	Accept the proposal of SunLife Financial of New York, NY, for the Authority’s life insurance as per the attached schedule.
173-05-2019	Authorize the extension of the current short term operating agreement at the same terms and conditions for an additional three-month period expiring on September 19, 2019.
174-05-2019	Accept the quote received of NetworkTigers, Inc. of San Mateo, California, to furnish used/refurbished equipment, backed by a limited lifetime warranty, network expansion equipment to upgrade the security cameras at the Authority’s Bay Shore facility at a cost of \$5,600.
175-05-2019	Invoices – Operating Fund
176-05-2019	Members - Executive Session

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 9, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7467 – Towing Service for SCWA Vehicles, Eastern & Western Zones
November 1, 2019 to October 31, 2020

Bang's Towing Inc., (Western Region), by way of attached notification, has agreed to extend the subject contract for a third and final year. Hendrickson Emergency Service Inc., (Eastern Region) has declined our offer to extend their contract for the service territory. If towing services are needed in the eastern region they will be provided by Bang's Towing Inc.

Original contract award, September 2017, was for an undetermined amount. Contract for service is based on demand, a Requirements / Open Contract that is driven by usage.

As of June 1, 2019 (FY20), the Authority has spent approximately \$2,473 under the subject contract.

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

Bang's Towing Inc., holds no other contracts. In FY19, they were paid \$16,152.

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
D. Mancuso, Chief Human Resources Officer
S. Monahan, Fleet Services Manager

✓
✓
✓
✓

Attachments: 1 memo & 1 tabulation,

BANG'S TOWING, INC.
67 Albany Ave.
Amityville, NY 11701
631 842 2922

July 2, 2019

Mr. M. Torres, Purchasing Director
Suffolk County Water Authority
P O Box 38
Oakdale, New York 11769

Re: Contract No. 7467B – Towing Service for SCWA Vehicles, Eastern & Western Regions

Extension of Contract: December 1, 2019 to November 30, 2020

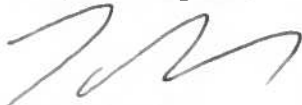
Dear Mr. Torres:

Please accept this letter as our notification that we agree to have the above captioned contract extended for a period of (1) one year. We agree to maintain the same price schedule and all regulations as in the original contract.

Thank you for the opportunity to serve SCWA.

Yours truly,

Bang's Towing, Inc.



Thomas A. Nuss
President

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 5, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7475 – Furnish and Deliver ‘No Lead’ Brass/Bronze Fittings for Underground Service Lines - December 1, 2019 to November 30, 2020

Ford Meter Box (Group I-VII, IX), by way of attached letter has agreed to extend the subject contract for a second year representing the first of two (2) possible one (1) year extensions.

A.Y. McDonald Mfg Co. (Group VIII) has declined our offer to extend their contract. If product is needed from Group VIII, they will be procured on the open market via the request for quotation process.

Original contract award, October 2017, was in the total estimated value of \$570,544 to Ford Meter Box. As of June 1, 2019 (FY20), the Authority has spent \$88,254 under the subject contract.

Ford Meter Box Co., Inc., currently holds two (2) additional contracts (#7583[Partial] – Furnishing & Delivery of Ductile Iron Pressure Fittings, expires March 2020, amount: \$154,600; #7536[Partial] – Furnishing & Delivery of ‘No Lead’ Meter Settings, expires August 2020, amount: \$16,567). In fiscal year ending 5/31/19 (FY19), they were paid \$444,696 (held contracts: #7360[Partial] – ‘No Lead’ Meter Settings, expired August 2018; #7527 – Furnishing & Delivery of Stainless Steel Repair Clamps, Iron Saddles & Bell Joint Leak Clamps, expired June 2019).

Contractor’s performance on the above referenced contracts has been satisfactory.

We are requesting contract extension for the one year period commencing December 1, 2019, as noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
J. Pokorny, Deputy, CEO Operations
P. Kuzman, Director of Construction
Maintenance



Attachments: memo & tabulation

Torres, Marlon

From: Casey Sausaman [CSausaman@fordmeterbox.com]
Sent: Monday, August 12, 2019 9:00 AM
To: Lopresti, Deena
Cc: Torres, Marlon
Subject: RE: Contract Extension - #7475A Additional Group

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Deena,

Thank you for the opportunity to continue to service your needs per Contract 7475A. We would like to offer to honor our originally bid prices for the additional items in GROUP VIII below and through the extended contract date of 11/30/2020. Please see the pricing below which reflects the pricing as bid on our original 2 year firm bid submitted for bid due 10/17/17.

Thank you,

Casey A. Sausaman
Quotation Department Manager
The Ford Meter Box Company, Inc.
P.O. Box 443
Wabash, Indiana 46992
260-569-3523
csausaman@fordmeterbox.com

From: Lopresti, Deena [<mailto:Deena.Lopresti@SCWA.com>]
Sent: Thursday, August 8, 2019 4:45 PM
To: Casey Sausaman <CSausaman@fordmeterbox.com>
Cc: Torres, Marlon <Marlon.Torres@SCWA.com>
Subject: Contract Extension - #7475A Additional Group

Good Afternoon,

We appreciate your business with SCWA and your recent agreement to extend contract #7475A for an additional term, now expiring November 30, 2020.

As stated in **Section 2.12** of your current contract, The Authority reserves the right to award each group separately or award in a lump sum basis. SCWA would like to provide you with an opportunity to gain the award of the additional group(s) that were not previously awarded to you. For the below list of items, you have two options:

Option 1:

Provide SCWA with item specific unit pricing for the below materials at the previous bid price, or better.

Option 2:

Increase the multiplier associated with the current agreement to enable SCWA to procure these items competitively.

GROUP VIII- Curb Stop With Stop and Waste Ford B11 and B44 or equal

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 5, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7479 – Furnishing & Delivery of Liquid Caustic Soda to SCWA
Pump Stations located at Broadhollow Road and Smith Street, East Farmingdale.
January 1, 2020 to December 31, 2020

Univar USA Inc., by way of attached letter, has agreed to extend the subject contract for a third and final year.

Original contract award, November 2017, was in the total estimated amount of \$30,600.

As of June 1, 2019 (FY20), approximately \$3,047 has been paid under the subject contract.
In FY19, they were paid \$13,698.

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:

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



Attachments: memo, tabulation

Torres, Marlon

From: Victoria Meakim [victoria.meakim@UnivarSolutions.com]
Sent: Wednesday, September 04, 2019 10:07 AM
To: Torres, Marlon
Cc: Costa, Juanita; Fox, Linda; Pakula, Kathy
Subject: FW: Contract Extension 7479
Attachments: 7479 extension letter.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Marlon,

RE: Option to Renew Contract No. 7479 - Furnish and Deliver Liquid Caustic Soda to SCWA Pump Stations located at Broadhollow Road and Smith Street, East Farmingdale

To Whom It May Concern:

Univar USA Inc. is pleased to have the option to extend the agreement resulting from 2017's bid for Caustic Soda 50%, and can do so at the following price:

CHEMICAL	PRODUCT #	BID PRICE	UNIT	MIN. ORDER REQUIREMENT? Y/N
CAUSTIC SODA 50% (bulk)	724206	\$3.06	Gallon	Yes 1,000 gallons

Univar will hold this pricing firm for the renewal term of January 1, 2020 – December 31, 2020

All other information presented with/within the original bid/offer, including the agreed upon terms, conditions etc. remain the same.

Thank you for the opportunity to extend the current contract and to continue to supply Suffolk County Water Authority – We very much appreciate it.

Vicki Meakim
Municipal Specialist
Univar Solutions

P: +1 215.337.5403
F: +1 215.337.6290
muniteam-east@univar.com
victoria.meakim@univarsolutions.com | NEW EMAIL ADDRESS
univarsolutions.com

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 5, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7560 – Furnishing & Delivery of Control Valves
January 1, 2020 to December 31, 2020

Cla-Val Company, by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of two possible one-year extensions.

Original contract award, October 2018, was in the total estimated amount of \$78,000.

As of June 1, 2019 (FY20), the Authority has paid \$13,600, under the subject contract.

Contractor's performance is satisfactory.

Cla-Val Company holds no additional current contracts. In fiscal year ending 5/31/19 (FY19) they were paid \$16,126.

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. Pokorny, Deputy CEO Operations
M. O'Connell, Director of Production Control



Attachments: memo & tabulation



September 04, 2019

Suffolk County Water Authority
P.O. Box 37
Oakdale, NY 11769

Re: Contract No. 7560 – Furnishing & Delivery of Control Valve –

Extension of Contract – January 1, 2020 to December 31, 2020

Sir / Madam:

Cla-Val Company is agreeable to a one-year extension of our Contract No. 7560 to furnish & deliver control valves to SCWA. We agree to maintain prices and conditions as required in the current contract.

Please let us know when and if this extension will be approved so that we can get our performance bond extended.

Thank you for the consideration of extending our contract. If you need any additional information please let us know.

Regards;

William S. Moore
Regional Manager
Cla-Val Company

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 6, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7562 – Furnishing of Rigging & Mechanical Services Associated with the Relocation of Granular Activated Carbon Adsorption Systems & Other Miscellaneous Equipment – December 1, 2019 to November 30, 2020

Jack Pedowitz Enterprises, Inc., by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of two possible one (1) year extensions.

Original contract award, in October 2018, was in the total estimated amount of \$297,160 for the initial one (1) year period.

As of June 1, 2019 (FY 20), the Authority has spent approximately \$34,640 under the subject contract.

Jack Pedowitz Enterprises, Inc., holds no other contracts with the Authority.

In fiscal year ending 5/31/19 (FY 19), they were paid \$42,617.

Contractor's performance is satisfactory.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
J. Pokorny, Deputy, CEO Operations
T. Kilcommons, Chief Engineer & Director
of Research & Engineering

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Attachments: 1 memo & 1 tabulation



PEDOWITZ MACHINERY MOVERS INC.

**1765 Express Drive North
Hauppauge NY 11788
(718) 923-1862**

Suffolk County Water Authority
4040 Sunrise Highway
Oakdale NY

August 13, 2019

Attention Marlon Torres

Currently Jack Pedowitz Enterprises accepts the extension of contract 7562. We accept the extension for the term of (1) year as per the contract 7562 terms commencing on December 1, 2019 and ending on November 30, 2020. We will instruct our broker to bind the additional required insurance effective December 1, 2019 for a term of (1) year ending on November 30, 2020.

Any questions feel free to contact us.

Sincerely

A handwritten signature in blue ink, appearing to read "Douglas Wuest".

Douglas Wuest
V.P. Operations and Engineering

SP/JP

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 11, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7642 – Fuel Tank Sludge Removal

Opened: August 12, 2019 Legal Notice: Newsday
No. of Bids received : 2 Published: July 17, 2019
Low Bidders: AARCO Environmental Service Corp. Documents Sent: 13
Bid Amount: \$344,500

Recommendation: Award to Low Bidder

Comments: Bid documents were sent thirteen (13) vendors, resulting in the submission of two (2) bids; ranged from \$344,500 to \$420,000. A unit bid price comparison to the previous similar contract (#6965, awarded back in 2013) reflects a decrease of 8.3% for the 250 gallon tank line item and an increase of 1.4% for the 500 gallon tank line item. The recommended bidder has previously provided equipment and/or services to the Authority and appears capable of supplying the required equipment and services in accordance with contract specifications.

This is an On-Call Requirements Contract whereby services will be rendered as the Authority identifies the need for removal of any above ground tanks within the Authority owned sites.

The Engineering Department has reviewed the bid and recommends the award of this contract to AARCO Environmental Service Corp.

AARCO Environmental Service Corp., holds one (1) additional contract (#7425 – Standby Spill Response Services, expires March 2020, amount: \$23,502).

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

In FY19, they were paid \$159,928 (held contract# 7508 – Excavating & Backfilling Construction Holes, expired April 2019, amount: \$67,800).

Competition supports the low bid.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
J. Pokorny, Deputy, CEO Operations
T. Kilcommons, Chief Engineer & Director
of Research & Engineering

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

Fuel Tank Sludge Removal
 Bid Opening, 08/12/2019

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000005170 10 102490 AARCO ENVIRONMENTAL SERVICES CORP 50 GEAR AVE LINDENHURST NY 11757 Bid Bond 7642 - Fuel Tank Sludge Removal	6000005171 10 107121 PORT SERVICES GROUP LLC 1 Crossman Dr Centerport NY 11721 Cashier's Check: \$21,000.00 7642 - Fuel Tank Sludge Removal
10 Fuel Oil/Sludge Removal to 275 Gallons 200 EA	Total Val.: Unit Price: Rank:	220,000.00 1,100.00 1	300,000.00 1,500.00 2
20 Sludge Removal 276 to 500 Gallons 10 EA	Total Val.: Unit Price: Rank:	18,500.00 1,850.00 1	20,000.00 2,000.00 2
30 Sludge Removal 501 to 1000 Gallons 40 EA	Total Val.: Unit Price: Rank:	106,000.00 2,650.00 2	100,000.00 2,500.00 1
Total Services	Val.: Rank:	344,500.00 238,500.00 1	420,000.00 100,000.00 2

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 08/12/2019
 for 7642 - Fuel Tank Sludge Removal, 11:00 AM, prevailing time, Oakdale, New York

Marlon Torres, Purchasing Director

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

DATE: September 16, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7645 – Project 2: Roadway, Shoulder and Grass Restoration – East Quogue

Opened:	<u>August 8, 2019</u>	Legal Notice:	<u>Newsday</u>
No. of Bids received:	<u>2</u>	Published:	<u>July 18, 2019</u>
Low Bidder:	CAC Contracting Corp. Bid Amount: \$259,565	Documents Sent:	<u>23</u>
Comments:	Reject All Bids		

Recommendation: This is a re-bid of contract# 7586, for which all bids were rejected for Project 2 due to an error in the Bidder's Proposal, line item# 6, unit of measure definition. The Authority received two (2) bids; ranged from \$259,565 to \$295,330.

The Authority has entered into an agreement with the Town of Southampton in which they will pay for the connection of affected homes on private wells in East Quogue and for water main installation where required. Contract# 7586, project 1 for water main construction in East Quogue has been awarded to Bancker Construction and they are ready to proceed. Project 2, this contract is for the restoration of this construction.

Town of Southampton will be seeking a grant for funding thru the WIA grant program, administered thru the New York State Environmental Facilities Corp. under which they would reimburse 60% of the total project cost. As a result of this funding the procurements issued are subject to MWBE / DBE contract requirements, as stipulated by NY State. Bancker Construction has submitted documentation that appears to show they have made a "Good Faith Effort" in achieving compliance with MWBE/DBE requirements. Project 2 was also issued with this requirement.

To make an accurate cost comparison, if the work specified under the new contract were performed under the Annual Restoration Contract, #7488 – Replacement of Topsoil & Grass Seeding on State, County, Town & Village Highways and #7410 – Replacement of Asphalt & Bituminous Shoulders on State, County, Town & Village Highways, it represents a 72% increase. The quantities were normalized to make the comparison, refer to attached cost comparison document. The reason for the increase may be attributed to the New York State Environmental Facilities Corp., requirements for funding (i.e. MWBE / DBE), which was not unexpected, since these requirements limited the pool of qualified contractors that were interested in bidding.

The cost of project 1 – water main construction represents more than 60% of the project cost at approximately \$1,200,000 and since Bancker meets the MWBE/DBE requirements for the project, the MWBE/DBE requirements for this prospective grant are satisfied. Therefore the restoration work need not have this provision.

Based on this it is recommended to reject all bids and perform the work specified in contract No. 7645 – Project 2 using our general restoration contracts at a significant savings.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
J. Pokomy, Deputy, CEO Operations
P. Kuzman, Director of Construction Maintenance

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

Project II - Roadway, Shoulder and Grass Restoration in East Quogue
Bid Opening, 08/08/2019

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	600005150 10 102005 CAC CONTRACTING CORPORATION PO Box 48 MATTITUCK NY 11952 Bond Restoration work in East Quogue	600005151 10 103998 ROSEMAR CONTRACTING INC. PO BOX 16 PATCHOGUE NY 11772 Bond Restoration work in East Quogue
10 3003981 1-1/2" Asphaltic Concrete top course 11,500 YD2	Total Val.: Unit Price: Rank:	126,500.00 11.00 1	155,250.00 13.50 2
20 3003549 6" 2 LIFT HOT ASPHALTIC CONCRETE 25 YD2	Total Val.: Unit Price: Rank:	2,125.00 85.00 2	1,875.00 75.00 1
30 3003551 6" R.C.A. SUB-BSE TYPE 1011 705 YD2	Total Val.: Unit Price: Rank:	19,035.00 27.00 1	21,150.00 30.00 2
40 3003982 2" lifts 4" binder base 2" Asph concrete 705 YD2	Total Val.: Unit Price: Rank:	67,680.00 96.00 1	74,025.00 105.00 2
50 3003983 Key Cut to depth of 1" & up to 12" width 430 FT	Total Val.: Unit Price: Rank:	8,600.00 20.00 2	6,450.00 15.00 1
60 3003560 INSTALL 6" TOPSOIL, FERT, LIME, GR SEED 700 YD2	Total Val.: Unit Price: Rank:	16,800.00 24.00 2	12,600.00 18.00 1
70 3003559 INSTALL 4" TOPSOIL, FERT, LIME, GR SEED 1,000 YD2	Total Val.: Unit Price: Rank:	15,000.00 15.00 1	18,000.00 18.00 2
80 3003561 LINE STRIPE 2,900 FT	Total Val.: Unit Price: Rank:	3,625.00 1.25 1	5,800.00 2.00 2
90			

Project II - Roadway, Shoulder and Grass Restoration in East Quogue

Bid Opening, 08/08/2019

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	600005150 10 CAC CONTRACTING CORPORATION PO Box 48 MATTITUCK NY 11952 Bond Restoration work in East Quogue	600005151 10 ROSEMAR CONTRACTING INC. PO BOX 16 PATCHOGUE NY 11772 Bond Restoration work in East Quogue
3003562 STOP BAR 2 EA	Total Val.: Unit Price: Rank:	200.00 100.00 2	180.00 90.00 1
Total Services	Val.: Rank:	259,565.00 231,840.00 1	295,330.00 21,105.00 2

CERTIFICATION: I HEREBY certify that this is a correct tabulation of Bids, received, 08/08/2019
or ~~Restoration work in East Quogue, 11:00 AM, prevailing time, Oakdale, New York~~

Arion Torres, Purchasing Director

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 10, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7649– Construction of a 20" x 10" Diameter Well (No. 2), Main Street Well Field, Yaphank, Town of Brookhaven, NY

Opened:	<u>August 27, 2019</u>	Legal Notice:	<u>Newsday</u>
No. of Bids received :	<u>3</u>	Published:	<u>August 7, 2019</u>
Low Bidder:	A.C. Schultes Inc. Bid Amount: \$545,932	Documents Sent:	<u>7</u>

Recommendation: Award to Low Bidder

Comments: A total of three (3) bids were received from well drilling companies, bid pricing ranged from \$545,932 to \$628,855. Bid comparison to a similar / previous contract# 7644 (Construction of 20" X 10" – Diameter Well (No. 2), Carleton Avenue Well Field, Central Islip, Town of Islip, estimated value: \$537,734), with quantities revised for an accurate cost comparison reflects a 1.6% (+ \$8,352) increase; refer to attached bid comparison document.

The Engineering Department has reviewed the bid; the increase in bid amount is reasonable and reflective of current market conditions.

A.C. Schultes Inc., has completed similar well projects for the Authority, their performance has been satisfactory.

In fiscal year ending 5/31/19 (FY19), A.C. Schultes Inc., was paid \$344,880 (held contract: #7491 – Construction of a 20" X 10" Diameter Well [No. 1A], Lawrence Road Well Field, Kings Park, Town of Smithtown, amount: \$400,300).

Competition supports the low bid.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
J. Pokorny, Deputy, CEO Operations
T. Kilcommons, Chief Engineer & Director
of Research & Engineering

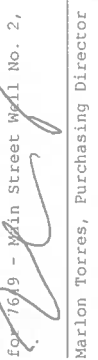
Attachments: 1 memo & 1 tabulation,
Original Proof of Publication,
List of Firms Invited to Bid

Main Street Well No. 2, Yaphank, Town of Brookhaven, NY

Bid Opening, 08/27/2019

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000005174 102571 A.C. SCHULTES INC 664 SOUTH EVERGREEN AVE WOODBURY HEIGHTS NJ 08097 Bid Bond 7649 - Main Street Well No. 2	6000005175 101709 DELTA WELL & PUMP CO INC PO BOX 1309 RONKONKOMA NY 11779 Bid Bond 7649 - Main Street Well No. 2	6000005176 102523 LAYNE CHRISTENSEN CO PO BOX 743609 LOS ANGELES CA 90074-3609 Bid Bond 7649 - Main Street Well No. 2
15 EA	Rank:	2	2	1
110 Chemical Treatment for Turbidity 1 EA	Total Val.: Unit Price: Rank:	2,000.00 2,000.00 1	2,000.00 2,000.00 1	2,000.00 2,000.00 1
Total Services	Val.: Rank:	545,932.00 527,432.00 1	616,627.00 5,500.00 2	628,855.00 9,155.00 3

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 08/27/2019 for 7649 - Main Street Well No. 2, 11:00 AM, prevailing time, Oakdale, New York


Marion Torres, Purchasing Director

TABULATION OF BIDS
CONTRACT NO. 7649

Main Street Well No. 2, Yaphank, Town of Brookhaven, NY

Bid Opening, 08/27/2019

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000005174 102571 A.C. SCHULTES INC 664 SOUTH EVERGREEN AVE WOODBURY HEIGHTS NJ 08097 Bid Bond 7649 - Main Street Well No. 2	6000005175 101709 DELTA WELL & PUMP CO INC PO BOX 1309 RONKONKOWA NY 11779 Bid Bond 7649 - Main Street Well No. 2	6000005176 102523 LAYNE CHRISTENSEN CO PO BOX 743609 LOS ANGELES CA 90074-3609 Bid Bond 7649 - Main Street Well No. 2
10 Permanent 20" x 10"-Dia. Well to 750' 1 EA	Total Val.: Unit Price: Rank:	522,932.00 522,932.00 1	591,877.00 591,877.00 3	590,000.00 590,000.00 2
20 Clearing & Grading of Drill Site 1 EA	Total Val.: Unit Price: Rank:	2,000.00 2,000.00 2	1,000.00 1,000.00 1	20,000.00 20,000.00 3
30 Additional Drilling & Backfilling 10 FT	Total Val.: Unit Price: Rank:	500.00 50.00 1	500.00 50.00 1	1,200.00 120.00 3
40 Change in Depth of Permanent Well 10 FT	Total Val.: Unit Price: Rank:	800.00 80.00 2	500.00 50.00 1	1,000.00 100.00 3
50 Change in Quantity of Well Screen 10 FT	Total Val.: Unit Price: Rank:	1,200.00 120.00 2	1,000.00 100.00 1	1,500.00 150.00 3
60 Well Development by Surging 1 EA	Total Val.: Unit Price: Rank:	2,000.00 2,000.00 3	500.00 500.00 1	500.00 500.00 1
70 Well Dev. Simultaneous Surging/Pumping 1 EA	Total Val.: Unit Price: Rank:	2,000.00 2,000.00 1	4,000.00 4,000.00 2	6,000.00 6,000.00 3
80 Well Dev. by Air Impulse Technology 3 DAY	Total Val.: Unit Price: Rank:	6,000.00 2,000.00 2	6,000.00 2,000.00 2	3,000.00 1,000.00 1
90 Added or Deducted Test Pumping 50.0 HR	Total Val.: Unit Price: Rank:	3,500.00 70.00 2	6,250.00 125.00 3	2,500.00 50.00 1
100 Obtaining Cored Samples, Etc.	Total Val.: Unit Price:	3,000.00 200.00	3,000.00 200.00	1,155.00 77.00

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: September 9, 2019

TO: Chairman/Board Members

FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: Extension of RFP# 1486 – Services for the Configuration, Implementation and Support of an Automated Callout and Scheduling Software System (ACSSS)

Term: October 28, 2019 to October 27, 2022

The Construction and Maintenance Department, Production Control, Customer Service and I.T. have been utilizing the automated call-out software provided by ARCOS for purposes of emergency call-out, shift scheduling and mass calling since May 1, 2017.

The expected benefits identified prior to the Implementation of ARCOS were:

- Fewer Grievances relating to call-out procedure.
- Reduction in response time for emergencies (i.e. main breaks, no water, pump station emergencies, etc.).
- Less property damage (as a result of quicker response).
- Increased efficiency and results using mass calling feature (I.T.)
- Overall efficiency allowing management personnel to focus on other important tasks.

Benefits realized to date after implementation of ARCOS:

- 0 grievances related to call-out procedure error.
- The average emergency response time to muster a CM crew for main breaks was lowered from 2 hours to 1.39 minutes.
- Response time to main breaks/service leaks was reduced by 20 minutes and anecdotally equates to decreased potential for property damage(s) to occur (public and or private).
- Management personnel were made more efficient due to the ARCOS software automated dialing. As a result they are able to perform other important functions resulting in managing emergencies more efficiently.
- The mass calling feature provided through ARCOS was utilized by I.T. on 30 occasions totaling 133,020 calls to provide people important messages regarding Water Check-up, Water Talk Meetings, Main Breaks, Conservation, Ed. Center Tours, etc. Reports indicate it takes ARCOS 25 minutes to call 6,000 phone numbers as opposed to 3 days if using the old outbound system. An important benefit is the detailed report ARCOS provides for each call process; answered calls, calls answered by machine, dropped calls, hang-ups, bad phone numbers, etc.

The accompanying chart, second page of this document, highlighted in red illustrates the number of events (i.e. leaks, customer emergencies and scheduling of shifts) and number of calls made from 5/1/2017 to 8/27/19 if done manually by supervisory personnel. Individual calls were conservatively estimated at 48 seconds to initiate, document and complete a call to a single Union employee. Supervisory personnel in the three divisions would have spent a combined total of 543 hours to manually dial and document each call.

The chart highlighted in green illustrates the time saved by utilizing the ARCOS call-out software. Similarly, the same number of events and calls made between 5/1/17 and 8/27/19 were used, but was instead calculated using one (1) minute to configure the ARCOS software to initiate a call-out. The results indicate that when using ARCOS, the number of hours needed to perform the task of call-out dropped from 543 hours to 54.68 hours for the same 40,715 calls made (and equates to 488 fewer hours).

***Call-outs without ARCOS**

	CM	PC	CS	Totals
Events	449	1152	1680	3,281
Calls Made	8285	9864	22566	40,715
X 48 Seconds per call (if manual)	110.5	131.52	300.88	542.9 Hrs.

***Call-outs utilizing ARCOS**

	CM	PC	CS	Totals
Events	449	1152	1680	3,281
Calls Made	8285	9864	22566	40,715
X 1 Minute to Configure	7.48	19.2	28	54.68 Hrs.

Utilizing ARCOS over Manual Dialing	103.02	112.32	272.88	488.22 less
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ARCOS is a powerful software solution designed to provide utilities an easy way to call-out, schedule and contact its employees (within the confines of the CBA) and customers when necessary.

Based on the success SCWA had during the inaugural term, it is recommended that SCWA seek an additional contract w/ a term of three years.

ARCOS LLC., has agreed to extend the subject agreement for a three (3) year term. Original proposed fee for the term was \$503,100, as result of discussions with ARCOS LLC., we received a revised fee of \$489,750 for the three (3) year term, a savings of \$13,350.

Original contract award, July 2016, was in the total estimated amount of \$497,000 for the initial three (3) year term.

As of July 1, 2019 (FY20), the Authority has spent approximately \$3,202 under the subject contract.

ARCOS LLC., holds no other contracts.

In FY19, they were paid \$149,517. **Contractor's performance is satisfactory.**

Reviewed by:

Jeff Szabo, Chief Executive Officer
 M. Torres, Purchasing Director
 J. Pokorny, Deputy, CEO Operations
 P. Kuzman, Director of Construction Maintenance
 F. Berg, Deputy Director of Construction Maintenance

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Attachments: 2 memos

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 11, 2019
TO: Jeff Szabo, Chief Executive Officer
FROM: Marlon Torres, Director of Purchasing
SUBJECT: Extension of RFP 1528 – Radiological Analysis of Drinking Water Samples
January 1, 2020 to December 31, 2020

Pace Analytical Services LLC., by way of attached letter, has agreed to extend the subject agreement for a second year representing the first of two (2) possible one (1) year extensions.

Original contract award, in November 2018, was in the total estimated amount of \$38,100 for the initial one-year term.

As of June 1, 2019 (FY20), the Authority has spent approximately \$8,870 under the subject contract.

Pace Analytical Services LLC., holds no other contracts.

In FY19, they were paid \$15,935. **Contractor's performance is satisfactory.**

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
E. Vassallo, Chief financial Officer
K. Durk, Director of Water Quality & Lab Services



Attachment: 1 memo

TABULATION OF BIDS
CONTRACT NO. 1528

Radiological Analysis of Drinking Water Samples

Bid Opening, 10/04/2018

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000004920 10 102847 PACE ANALYTICAL SERVICES INC 1638 ROSEYTOWN RD STE 2, 3 & 4 GREENSBURG PA 15601 Radiological Analysis of Drinking Water Radiological Analysis of Drinking Water
10 Gross Alpha/Beta 300 EA	Total Val.: Unit Price: Rank:	9,000.00 30.00 1
20 Photon Emitters (Gamma Scan) 75 EA	Total Val.: Unit Price: Rank:	7,500.00 100.00 1
30 Tritium 75 EA	Total Val.: Unit Price: Rank:	3,750.00 50.00 1
40 Radon-222 90 EA	Total Val.: Unit Price: Rank:	2,250.00 25.00 1
50 Radium-226 120 EA	Total Val.: Unit Price: Rank:	7,800.00 65.00 1
60 Radium-228 120 EA	Total Val.: Unit Price: Rank:	7,800.00 65.00 1
Total Services	Val.: Rank:	38,100.00 38,100.00 1

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 10/04/2018 for Radiological Analysis of Drinking Water, 11:00 AM, prevailing time, Oakdale, New York

Marlon Torres, Purchasing Director

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

INTEROFFICE CORRESPONDENCE

DATE: September 4, 2019
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: RFP# 1545 – Temporary Personnel Employees for the Water Testing Laboratory –
October 1, 2019 to September 30, 2020

A Request for Proposals (RFP) to provide for Temporary Personnel, as needed for the Laboratory was issued on June 26, 2019. In addition this solicitation was published on June 26, 2019 in the New York State Contract Reporter. Notice of Solicitation was provided directly to eighteen (18) potential vendors. As a result of the solicitation the Authority received six (6) proposals from the following firms:

- Midtown Group
- Apex Systems LLC
- Global Employment Services Inc.
- Knowledge Builders Inc.
- Human Edge
- LanceSoft Inc.

An evaluation / selection committee reviewed the proposals submitted and determined that it would be in the best interest to proceed in awarding the contract to Apex Systems LLC., based on the following:

- Company is locally based, in Hauppauge, and is better equipped to respond to our needs faster, with local professionals
- Evaluation Committee rated their proposal the highest, refer to Attachment B.
- The Authority has used the services of this contractor in the past. The caliber of temporary personnel offered, on a temporary basis, has been satisfactory.

As a result of the above we recommend to the Board approval of the above contract to Apex Systems LLC., the proposed term is for a one (1) year contract and includes an option to extend for an additional two (2) one (1) year periods. Cost for Temporary Personnel Services as per the Price Schedule submitted, Attachment A.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
D. Mancuso, Chief Human Resources Officer
K. Durk, Director of Water Quality & Lab Svcs

✓
✓
✓
✓

Attachments: 2 memos

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

INTEROFFICE CORRESPONDENCE

DATE: August 19, 2019
TO: Jeffrey W. Szabo, CEO
FROM: Timothy J. Kilcommons, P.E., Chief Engineer/Dir. R&D
SUBJECT: Outdoor Panel Board – Jayne Blvd



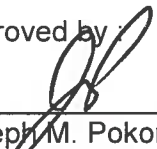
As station demand and the need for treatment increases, facilities may outgrow the originally designed station electrical capacity. Jayne Boulevard is one such site. As part of the Well 2A replacement and pump capacity increase, an electrical upgrade was planned. In order to complete this upgrade an outdoor panel board was designed to minimize the station disruption and minimize capital costs. The proposed panel board will allow for the station to be re-fed without upgrading the interior station wiring and will isolate the Terryville Fire Department radio power feed, so in the future the Authority may shut down loads without affecting the Fire Department's radio system.

An RFQ was sent to three vendors; the Purchasing department received three quotes as shown in the table below:

Monarch Electric Co.	Powertech Controls	Schwing Electrical Supply Co.
Fairfield, NJ	Ronkonkoma, NY	Farmingdale, NY
\$5,405.00	\$5,844.88	\$6,773.00

We are recommending award to Monarch Electric in the amount of \$5,405.00

If this meets with your approval, please place on the agenda for the September 2019 Board meeting.

Approved by: 

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

9/9/19
Date

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 11, 2019
TO: Jeffrey Szabo, CEO
FROM: Marlon Torres, Director of Purchasing
SUBJECT: Procurement of Professional IT and License Service – Zones LLC.
October 1, 2019 to September 30, 2020

The Authority seeks approval from the Board in order to enter into two (2) IT service agreements and one (1) licensing agreement with Zones LLC., to support the following IT Projects:

- Barracuda Essentials Total Email Protection (Cost: \$8,962.86)
- Exchange 2010 to Office 365 Exchange Online Migration Project (\$33,565.71)
- Office 365 E3 Corporate License (\$112,920)

Zones LLC., has submitted detailed statements of work for the above referenced projects and provided pricing as per their contract under the National Cooperative Purchasing Alliance (NCPA - 01-50). NCPA is a national government cooperative purchasing consortium. Contracts issued by NCPA are competitively bid. In accordance with our Procurement Policy, the Authority can utilize contracts that are competitively bid by other public entities.

The SCWA Board at its May 21, 2019 meeting issued its annual Resolution (#160-05-2019) where it authorized the purchase by the IT Department of hardware, software and services under NY State, Federal GSA and Purchasing Consortium contracts.

Based on the above we seek the Board's approval.

Cc: M Litka
S. Galante
T. Hopkins

**SUFFOLK COUNTY WATER AUTHORITY
OAKDALE**

I N T E R O F F I C E M E M O R A N D U M

DATE: 9/5/2019

TO: Members of the Board

FROM: Jeffrey W. Szabo, Chief Executive Officer

SUBJECT: SCWA Organizational Assessment

The Suffolk County Water Authority has made tremendous strides in recent years in transforming our organization to meet the needs of the future, including transitioning to automated meter reading technology, establishing a paperless processes, instituting mobile workforce technology that is streamlining workflow and improving customer service, and developing our first ever long-term strategic business plan, to name just a few key initiatives.

These are significant achievements of which the Board and all SCWA employees should be extremely proud. However, due to a number of factors, some beyond our control, **I am seeking Board approval to hire a professional services firm to conduct a complete organizational assessment of our operations.** The firm, recommended by an internal evaluation/selection committee over six other firms offering proposals, would spend three months identifying our operational strengths and weaknesses and offer targeted recommendations in accordance with our Strategic Plan 2025 priorities; assess gaps and efficiencies in our current operating model and make specific recommendations to improve efficiency and reduce costs; and provide an essential succession planning framework. I am recommending SCWA retain Ernst and Young to perform these duties. They are scheduled to appear before the Board at our September 25, 2019 meeting to answer questions.

I strongly believe this thorough assessment will put us in the best position we can be in to meet all future challenges, which are significant. Interest has been expressed by outside entities to have SCWA operate or consolidate water systems both inside and outside of Suffolk County; there have been discussions about a potential county tax for watershed protection that may be collected by SCWA; the state is poised to create new regulations on emerging contaminants that will require significant capital expenditures; our existing infrastructure network is aging; and approximately half of our staff is eligible to retire within the next decade.

For all the great work we've already done in preparing for our future, a professional organizational assessment by a leader in the field will help us tremendously with all of these challenges. The SCWA Board has been supportive of all of the achievements referenced above, and I ask for your support of this initiative so we can take the next necessary steps to secure a successful future for the organization.



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: September 16, 2019
TO: Jeff Szabo, Chief Executive Officer
FROM: Donna Mancuso, Chief Human Resources Officer

SUBJECT: POLICY 210 – EMPLOYMENT CLASSIFICATIONS – CPBJPPC Staff

Due to special circumstances involving SCWA staff assigned to the Central Pine Barrens, it is necessary to add a category within Policy 210 outlining eligibility for benefits, overtime pay and compensatory time.

If you approve, please present the policy to the Governance Committee and to the Board Members at their next meeting on September 25, 2019.

Thank you.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: EMPLOYMENT CLASSIFICATIONS

FILE UNDER SECTION NO.: 2

EFFECTIVE DATE: October 26, 2015

POLICY NO.: 210

SUPERSEDES: July 1, 2010

APPROVED:

POLICY

It is the intent of the Suffolk County Water Authority to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly the right to terminate the employment relationship at will at any time is retained by both the employee and the Authority, where no collective bargaining agreement exists.

Each employee is designated as either NONEXEMPT or EXEMPT from Federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of Federal and state laws. EXEMPT employees are excluded from specific provisions of Federal and state wage and hour laws. Although not eligible for overtime under the Federal overtime requirements of the Fair Labor Standards Act, some Exempt employees may be eligible for overtime as outlined in Authority policy. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Authority management.

In addition to the above categories, each employee will belong to one other employment category:

Regular Union Full-Time employees are those who are regularly scheduled to work the Authority's full-time schedule applicable for the position assigned as provided by collective bargaining agreement. Generally, they are eligible for the Authority's benefits package as outlined in the collective bargaining agreement, subject to the terms, conditions, and limitations of each benefit program.

Regular Non-Union Full-Time employees are those are regularly scheduled to work the Authority's full-time schedule applicable for the position assigned. Generally, they are eligible for the Authority's benefits package, subject to the terms, conditions, and limitations of each benefit program.

Undergraduate or Graduate College Intern are those employees who are students presently attending a college or university and work at the Authority for no more than ten (10) consecutive weeks, normally during the summer and winter breaks. Compensation will be determined upon appointment and set by the Chairman. Interns will not be provided health coverage.

The Board may elect to designate management employees as provisional hires with set review dates. Upon satisfactory review by supervisors, division director, Deputy CEO and CEO, a recommendation will be made to the Board for formal hiring.

Central Pine Barrens Commission Staff

The SCWA CEO may assign employees to the Central Pine Barrens Commission. The assigned are employees of the Suffolk County Water Authority and are therefore required to follow all approved policies and procedures.

- All full-time employees are eligible for the Authority's benefits package, subject to the terms, conditions, and limitations of the each benefit program.
- The Board may authorize certain positions as part-time positions or seasonal positions. Employees who

work part-time hours or are considered to be seasonal employees are not eligible for the Authority's benefits package.

- Upon resolution of the Central Pine Barrens Commission, the SCWA Board may authorize certain positions to be filled by out-of-state employees working remotely on a case-by-case basis. Timekeeping will be administered by the Executive Director of the department and subject to SCWA Internal Audit review.
- Employees work 37.5 hours per week. Overtime will be paid in accordance with their FLSA status only. Exempt employees will not receive overtime pay.
- Compensatory time will be administered in accordance with SCWA Policy 302.

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

INTEROFFICE CORRESPONDENCE

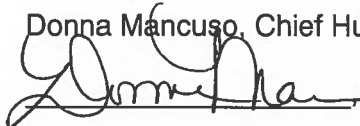
DATE: August 28, 2019
TO: Jeff Szabo, CEO
FROM: Nora Cairo, Benefits Specialist
SUBJECT: New SCWA Policy No. 307- Employee Benefits

The intent of adopting an employee benefits policy is to clearly outline the rules associated with eligibility, enrollment, midyear changes, premiums and plan termination of SCWA's core employee benefits.

A formal policy will provide a resource to employees which will empower them to better manage their benefits. Additionally, this policy will set a standard for administration purposes to ensure all employee benefits are maintained uniformly.

Based on the above, ***it is recommended that we adopt the attached Employee Benefits policy.*** If you concur, please add this item to the agenda for the Governance Committee meeting and the Board's agenda for the September 2019 meeting.

cc: Donna Mancuso, Chief Human Resources Officer

 approved

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: EMPLOYEE BENEFITS

FILE UNDER SECTION NO.: 3

EFFECTIVE DATE: September 25, 2019

POLICY NO.: 307

SUPERCEDES: NEW

APPROVED:

POLICY

It is the intent of this policy to outline the health benefits offered to full time employees and those who qualify as full time employees under the Patient Protection Affordable Care Act Law (PPACA) passed in 2010. As a participating agency of the state of New York, the Authority offers medical insurance coverage through the New York Health Insurance Program (NYSHIP)/ The Empire Plan.

PROCEDURE

OFFER OF MEDICAL, DENTAL AND VISION COVERAGE

New employees scheduled to work full time will be eligible to enroll in medical, dental and vision insurance benefits along with their qualifying dependents. Elected coverage will take effect the first day of the month following the date of hire.

Coverage must be elected within thirty (30) days of the date of hire.

ELIGIBLE DEPENDENTS

The following dependents are eligible for coverage on an Authority employee's medical, dental and/or vision insurance plans:

- Legal spouse (including a separated spouse)
- Legal children (natural child, stepchild, legally adopted child)
- Under special circumstances, The Empire Plan allows other children to be enrolled on an employee's plan in situations of dependence and disability. These situations must be addressed directly with The Empire Plan.

PROOF OF ELIGIBILITY

All enrollees in health benefits are required to submit proof of eligibility. The documentation listed below is required to be submitted along with the proper enrollment forms.

For all enrollees:

- Birth Certificate
- Social Security card

If married:

- Marriage Certificate
- Proof of joint financial obligation (if marriage took place more than one year prior to enrollment)

PREMIUMS

- Employees hired prior to January 1, 2017 do not pay a premium to have medical insurance.
- Employees hired after January 1, 2017, pay 15% of the total monthly premium for medical insurance. This premium will be paid via a weekly pre-tax (post-tax option available) payroll deduction from the first four paychecks of every month.
- Dental and vision premiums are paid by the Authority. There is no cost to employees for enrollment in these plans.

WAIVER OF HEALTH BENEFITS

Employees who choose to waive health insurance will be enrolled in the Authority's Medical Buy Back Program. This program provides \$2,000 (minus applicable taxes) annually to the employee to assist with health care costs; two equal payments of \$1,000 (minus applicable taxes) will be made in July and December in employees' regular paycheck. All payments are made pro-rata based on the number of months health insurance is waived in a calendar year.

LIFE EVENTS/ENROLLMENT CHANGES

Enrollment changes are only allowed during the annual Open Enrollment period or if the employee experiences a qualifying life event, as determined by the Internal Revenue Code. Listed below are examples of events which would qualify employees to make changes to their benefits. Enrollment changes due to a qualifying life event must be directly related to that event:

- Marriage
- Divorce
- Birth/legal adoption
- Loss of previous coverage

Documentation supporting a qualifying life event must be submitted to Human Resources along with the proper enrollment forms within 30 days of the date of the event. If documentation is not submitted within this time frame, enrollments will be delayed until the next Open Enrollment period.

Premium cost changes due to a qualifying life event (change in coverage level) will be effective the pay week in which the change occurs.

LIFE INSURANCE

All full time employees are provided a basic term life insurance policy effective 90 days from their hire date. The value of this policy is equal to 1.5 times their base salary with a minimum value of \$50,000 and a maximum of \$150,000. This insurance policy is administered and paid for by the Authority.

Employees hired prior to 1996 may have requested to remain enrolled in the frozen life insurance policy with a value of \$50,000.

Management and Lab Union employees are also provided an Accidental Death and Dismemberment (AD&D) life insurance policy with the same effective date and of the same value as their basic life insurance (doubles value of life insurance in the event of AD&D).

Beneficiaries must be designated for this policy(s). The beneficiary designated for the basic term life policy will also be the designated beneficiary for the AD&D life policy, if applicable. Designating a primary beneficiary is required and designating a contingent (secondary) beneficiary is optional.

SEPARATION

When separating from the Authority, medical, dental and vision coverage will extend to the end of the month in which the separation occurs unless otherwise authorized by the CEO, CHRO and approved by the Board Members. Authority-provided term life insurance will end the last working day.

For qualified retiring employees, medical, dental and vision insurance as well as those who remain in the frozen life insurance policy have the option to continue coverage into retirement. Refer to policies 801 and 802 for more information on terminations and retirements, respectively.

**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: September 4, 2019

TO: Jeff Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer



SUBJECT: REVISION Policy 414 – Fleet Policy

In accordance with NYS Environmental Conservation Law 6 NYCRR, Subpart 217-3, the heavy-duty vehicle idling time has been increased from 3 minutes to 5 minutes. A revised fleet policy is attached. Please present to the Governance Committee and to the Board Members at their meeting on September 25, 2019.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: FLEET POLICY

FILE UNDER: SECTION 9

EFFECTIVE DATE: September 25, 2019

POLICY No: 414

SUPERSEDES: September 25, 2017

APPROVED:

The Suffolk County Water Authority must protect its property, including but not limited to its large fleet of vehicles, which are provided to support employees in their work and further the objectives of the Authority. These resources are for the sole use of staff to accomplish tasks related to the user's position in the Authority and further the Authority's mission. In an effort to improve utilization and control of the Suffolk County Water Authority's vehicles, the following policies and procedures will be in effect.

I. Definitions

Addition to the Fleet – the acquisition of a vehicle that will increase the fleet size.

Casualty Replacement – replacement of a vehicle prior to reaching the end of the assigned life cycle, generally due to physical or mechanical condition.

Normal Replacement – replacement of a vehicle that has reached the end of the assigned life cycle, fleet size will not be increased.

On-Call Vehicle – A vehicle that has been assigned to an employee for official use along with take home privileges. Authorization by the CEO determines if a vehicle can be classified as an "On-Call" vehicle.

Request For Assignment of Authority Vehicle - Internal form that is used for requesting replacement, new assignment, occasional use of an Authority vehicle, and/or installation, removal or updating of GPS equipment.

Business miles – Distance driven to conduct Water Authority business.

Commuter miles – Distance driven on a daily basis between home and workstation.

Annual review – A process that reviews the use of an Authority vehicle every twelve (12) months.

Official use – Use of an Authority vehicle to conduct Water Authority business.

II. Scope

This procedure applies to all vehicles owned by the Suffolk County Water Authority (SCWA). It is the responsibility of each Division Director to inform employees of this policy, give employees guidance and take appropriate corrective action should it be necessary. Because the procedure also includes comprehensive review of the current Internal Revenue Service (IRS) regulations placed on Authority-vehicles in both official "on-call" take-home and non-"on-call" commuter contexts, employees are

strongly urged to consult their tax advisor on potential tax implications as it pertains to vehicle usage.

III. Acquisition of Vehicles

A. Acquisition Criteria

The Suffolk County Water Authority recognizes the significant initial cost associated with the purchase of a vehicle and the commitment to ongoing holding and operating costs. To manage this expense effectively, the respective Division Director must examine all vehicles being considered for replacement for his/her department carefully. Vehicle replacements will be made on the basis of justifiable operational needs, the number of business miles driven and/or other qualifying use.

B. Additions to the Fleet

All requests for new additions to the fleet will be presented with a written statement of justification using the "Request for Assignment of Authority Vehicle" form. This statement will include alternative methods of transportation that have been considered and cost justification for the acquisition and ongoing expense. The Division Director, Fleet Manager, Chief Human Resources Officer and CEO will approve all additions to the fleet.

C. Casualty Replacements of Fleet Units

Because vehicle replacements involve significant expense, all requests for replacements will be examined thoroughly. Casualty replacements due to mechanical failure will be examined for cause and possible vehicle, vehicle life cycle, or operational changes that may be necessary to avoid future casualty replacements. Before the vehicle is replaced, the Division Director must submit a written statement of justification using the "Request for Assignment of Authority Vehicle" form. The Division Director, Fleet Manager, Chief Human Resources Officer and CEO will approve all casualty replacements.

IV. Use of SCWA Vehicles

A. Request for Use of an Authority Vehicle

Should an employee require the occasional use of an Authority vehicle, require assignment for "On-Call" status, permanent assignment, or the need to keep a vehicle overnight, a "Request or Assignment of Authority Vehicle" form must be completed for each instance. Authority vehicles are not to be used until all proper authorizations are secured. Additionally, this form is to be used to request GPS installation, removal and/or group assignment updates.

B. Official Use and Tax Implications:

All vehicles owned by the SCWA are to be used for official business only. This purpose is defined according to employee classification as follows and therefore subjected to current Internal Revenue Service (IRS) regulations as further explained in provision "C."

Board Members:

Pursuant to Authority Resolution 324-08-2007, Board members shall not be provided with assigned vehicles for their business or personal use, but shall have access to pool vehicles in connection with their official duties. Reimbursement for Board member travel using personal vehicles related to Authority business shall be made with appropriate documentation in accordance with the above resolution, auditing policy and Internal Revenue Service (IRS) guidelines and rates. The Chairman, who represents the Board on-call for all SCWA matters at any time shall have available a pool car for strictly SCWA Board matters, which after use, shall be returned to the pool.

On-Call Personnel:

Employees who have been authorized the use of an "On-Call" vehicle shall use this vehicle after hours for Authority business, with the exception of an incidental stop allowance in route to or from Authority business. All other stops and activity after hours must be justified for Authority business through documentation. Should a need occur requiring the use of a SCWA vehicle for non-official business, a written justification must be submitted and approved by the CEO.

Where appropriate, departments with large enough staff will set up an "on-call" rotation to limit the number of permanently assigned vehicles. For a certain time during the rotation, each member will be responsible for the after-hour events such as an emergency. During that period, the employee will be temporarily assigned a vehicle on an "on-call" basis. The Director of the department will oversee the rotation and will provide a monthly report that will detail vehicle usage in the rotation to the CEO.

Accordingly, on-call individuals must use the Commuting Rule Valuation. The Board, at least once annually, shall review and authorize the list of vehicle assignments, and justifications for the same, as the SCWA On-Call Vehicle Roster.

Other Employees and/or Temporary Assignments:

In the course of doing business, the CEO may determine, that employees other than those described above, will be required to use Authority vehicles. The CEO will review, on a case-by-case basis, and upon the recommendation of the appropriate supervisory personnel, whether vehicles in these instances are required to be taken home overnight, on a temporary one-day basis but not to exceed thirty (30) consecutive days. Assignment of an "on-call" vehicle for more than thirty (30) consecutive days or on a permanent basis shall require the express consent and approval of the Board.

Tax Regulations:

Use of a company vehicle may result in imputed personal taxable income; therefore employees should consult with a professional accountant to ensure vehicle assignment is properly reflected for the tax year. Value of the vehicle use will be calculated in accordance with the Internal Revenue Rules and Regulations.

Administrative Tax Reporting Procedures:

In the effort to comply with Internal Revenue Service (IRS) tax reporting requirements, all employees with "on-call" or "take-home" vehicle assignments shall be advised by the Finance Department toward the end of each calendar year regarding the computation and use of Commuting Value or Alternative Lease Value.

D. When not in use

In an effort to increase efficiencies and keep the fleet count to a minimum, all vehicles owned by the Authority will be available for all employees to use and perform SCWA business.

An Authority-owned vehicle that is not being used within a seven day period may be regarded as a potential "surplus vehicle" and reabsorbed into the overall fleet.

E. Vacations

During a vacation period or leave of absence, (in excess of three (3) consecutive business days) an employee who is assigned an "On-Call" vehicle must turn the vehicle into their respective department and notify Fleet Services so that vehicle may be placed into the SCWA Vehicle Reservation System. This will increase the number of pool vehicles available to other staff members in the employee's absence.

F. Monthly Review

On a monthly basis, the CEO will provide to the Board a listing of all employees as shown on on-call vehicle roster as well as those employees who were provided a vehicle on a short-term basis during the month. The Board shall also be provided, on a quarterly basis, with a report covering reported vehicle incidents, and any action taken, pursuant to the adopted progressive vehicle incident policy.

G. Annual Audit

Since there is a possibility for job functions to change, the assignment of all vehicles (Cars and Sport Utility Vehicles) will be reviewed by the Division Director for his/her department every January. If the Division Director determines it is in the best interest of the SCWA for a vehicle to maintain its current classification, then the Division Director must complete the "Request for Assignment of Authority Vehicle" form and submit for appropriate approvals.

H. Accidents

In the event of an accident, employees are to contact their immediate supervisor, then the appropriate law enforcement agency. Blue accident pamphlets labeled "For Use In Case Of Accident" are located in the glove compartment of the vehicle containing insurance information and step-by-step instructions on what to do in the event of an accident.

I. Vehicle Breakdowns

In the event of a vehicle breakdown, employees are to contact Fleet Services at 563-0294, 0292 or 0269. If Fleet Services is unavailable, employees should contact their immediate supervisor for direction.

J. Smoking

NY State law prohibits smoking in all fleet vehicles. Smoking in fleet vehicles impacts the resale value of the vehicle and poses potential health issues for other employees.

K. Idling

Employees may not idle a company vehicle excessively. Engine idling may only be done in accordance with federal, state and local law. Below are guidelines. A vehicle may idle for more than **three five (5)** minutes, if:

- (a) A diesel or non-diesel fueled heavy duty Authority-owned vehicle is forced to remain motionless because of the traffic conditions over which the operator has no control; or
- (b) A diesel or non-diesel fueled engine of an Authority-owned vehicle is being used to provide power for an auxiliary purpose such as loading, discharging; mixing or processing cargo; controlling cargo temperature; construction (main breaks and maintenance); lumbering; oil or gas well servicing; or engine maintenance purposes; or
- (c) Fire, police and public utility trucks are involved performing "emergency" services [whereby the PTO of an Authority-owned vehicle is engaged; a crane or power inverter are operated or lights are used on a busy road]; or
- (d) A diesel fueled Authority-owned truck is to remain motionless for a period exceeding two hours and during which period the ambient temperature is continuously below 25°F; or
- (e) A heavy duty and diesel-fueled Authority-owned vehicle undergoes New York State authorized periodic or roadside diesel emissions inspection; or

- (f) An Authority-owned hybrid-electric vehicle idles for the purpose of providing energy for battery or other form of energy storage recharging.”¹
- (g) Pursuant to the aforementioned exceptions, in particular exception (d), any employee, is expected to avoid all instances of having two or more Authority-owned vehicles from idling in a congregation next to one another. A congregation is defined as two or more Authority-owned vehicles within a five-hundred (500') foot radius of each other for a minimum of ten (10) minutes. Under these circumstances, only one Authority-owned vehicle will be permitted to idle while all others involved within the congregation will be instructed not to idle. In inclement weather conditions, operators are instructed to utilize newly-installed cab heaters within the Authority-owned vehicles assigned to them to retain a comfortable working environment as the ignition is turned to the “OFF” position.
- (h) Furthermore, only one (1) Authority-owned vehicle will be permitted to utilize its lights within a congregation, unless otherwise approved, to avoid unnecessary drainage on the vehicle’s battery. Any infraction(s) whereby the idling time of an official Authority-owned vehicle continues to be excessive and unnecessary will merit enforcement in accordance with the steps outlined in Authority Policy No. 406, entitled *Corrective Action*.

V. Vehicle Reservation System

A. SCWA Vehicle Reservation System

Utilizing SAP, SCWA employees can make a reservation for one of the vehicles in the fleet pool. All information entered into the reservation system (including employee name, employee number, date, time and destination) should be verified for accuracy in order to ensure the reservation system functions correctly. If an employee has multiple trips to make within a day or half day, they may schedule a vehicle for the entire period, providing all trips are detailed during the reservation process.

B. Reservation Process

See Exhibit I for instructions to use the Vehicle Reservation System.

C. Fleet Vehicle Check out

Employees should pick up vehicle keys with gas card from a Vehicle Pool Coordinator. There will be one pool coordinator in each major location. If an employee needs a vehicle for an early morning trip that will occur before normal business hours, then it is the responsibility of that employee to ensure they have made arrangements to secure the keys prior to that morning.

¹ New York State Department of Environmental Conservation. *Code of Rules and Regulations (NYCRR), Title IV, Chapter III: Air Resources, Part 217-3: Idling Prohibition for Heavy Duty Vehicles*. Albany: October 30, 2002. Print.
<<http://www.dec.ny.gov/regs/4256.html>>.

D. Fleet Vehicle Check In

Upon returning from a trip, vehicles are to be parked and locked in their assigned location. Vehicle keys and fuel card are to be returned immediately to the Vehicle Pool Coordinator and checked back into the reservation system. If the return trip occurs after business hours, vehicles can be checked in at the beginning of the next business day. Vehicles, however, must be parked in their assigned location and cannot be used for any other purpose.

E. Pre/Post Trip Vehicle Inspections

Vehicles over 26,000 lbs:

All CDL drivers who operate a Water Authority vehicle with a gross vehicle weight rating (GVWR) of 26,000 lbs. or more must complete pre and post trip truck inspections as mandated by federal regulation 49 CFR. These inspections are documented by the driver on the multi-copy Driver's Inspection Report (DIR). DIRs are a standard form available from the Authority's Storeroom in triplicate colored copies for the following reasons:

Pink copy

After the driver completes a pre and post trip inspection, the driver removes the pink copy, which stays with the vehicle. If there is a mechanical deficiency, the driver would indicate this on the report. If the operator has no mechanical issues to report, then the pink copy will state "No Defects Found."

Yellow and white copies

The driver submits the yellow and white copies to his/her supervisor at the end of the day. These copies are then forwarded to Fleet Services for review. When mechanical repairs are required, the Mechanic performs the repair, completes a work order detailing work performed, signs off on pink copy that was left in the truck and notes if repairs were completed or not. The yellow copy is then stapled to the work order and filed for future reference.

White copies, regardless of whether or not repairs were required, are maintained in the Fleet Services office for a period of 90 days and must be made available to regulatory agencies upon request.

Shared/Pool Vehicles:

In order to support the Authority's desire to provide safe, reliable shared/pool vehicles and to foster employee personal responsibility, drivers of company shared/pool vehicles shall perform pre and post trip vehicle inspections following the same guidelines as provided above for vehicles over 26,000 lbs, regardless of driver's license class.

F. Maintenance Issues

In the event maintenance is required, operators must notify Vehicle Pool Coordinator to insure issue is documented in reservation system and/or Fleet Services is notified. This is necessary because the vehicle may need to be removed from service until Fleet Services can assess the concerns.

G. Reservation Cancellations

If a trip is cancelled, the Vehicle Pool Coordinator must be notified immediately to insure the reservation system is updated and the vehicle can be made available for other Authority business.

H. Vehicle Cleanliness

The interior and exterior of the vehicles will be cleaned periodically through arrangements made by the Vehicle Pool Coordinator. Drivers have the option of taking a vehicle through a car wash as part of their trip. Car wash vendor name and location information will be made available from the Vehicle Pool Coordinator. Drivers are responsible to ensure that all personal items and trash are removed from the vehicle at the end of their trip.

VI. Refueling Fleet Vehicles

A. Fueling

At the end of the workday, users are to ensure that each vehicle is returned with at least a 1/2 full tank of fuel. When refueling, operators must use SCWA fueling sites located in: East Hampton, Westhampton, Oakdale, Bay Shore or Hauppauge. If a vehicle is used for a long trip and requires fueling, the fuel can be purchased from an outside source, however, purchase only enough fuel to return to one of the SCWA fueling sites for complete re-fueling.

B. Fueling Procedure

Each vehicle has a fuel card assigned to it and should be used to fuel only that vehicle.

- 1) Swipe vehicle fuel card at terminal
- 2) Swipe employee card at terminal
- 3) When prompted for mileage, enter correct mileage omitting the tenth position
- 4) When prompted for pump number, enter pump number for correct product
- 5) Use pump

Note: Static Electricity at the Gas Pump Can Spark a Fire, therefore:

- Always turn off your vehicle engine while refueling.
- Stay near the vehicle fueling point during the process.
- Never smoke, light matches or use lighters while refueling.
- Don't get back into the vehicle while refueling--even when using the nozzle's automatic hold-open latch. If you must re-enter the vehicle, discharge static electricity build up when you get out by touching the outside metal portion of the vehicle, away from the filling point, before attempting to remove the nozzle.
- Don't overfill or top off your tank. The fuel dispenser will shut off automatically when the tank is full.
- Turn your cell phone off while fueling your vehicle.

C. Damaged or Lost Fueling card

If a fuel card is missing or lost, contact Fleet Services at 563-0294 for a replacement card.

VII. Security of Vehicles

Ignition keys must be removed from the vehicle, and the vehicle locked at all stops unless the employee remains near the vehicle and the vehicle must remain running (i.e. to power a compressor).

All vehicles must be locked at the end of each business day and the keys must be turned in to the appropriate supervisor. Employees with commuter vehicles must ensure that their assigned vehicle is locked and secured at night.

Each supervisor is responsible for ensuring that all of the vehicles under his or her control are accounted for at the beginning and end of the workday and shall immediately report any missing or unaccounted for vehicles to the Fleet Manager.

Vendors and outside shops involved in the upfitting or repair of Authority vehicles shall be required to remove the keys from idle vehicles on their property and shall provide adequate security during regular business and off hours for as long as vehicles are in their custody. Vendors must immediately report any unusual incidents or circumstances involving Authority vehicles while in their custody to the Fleet Manager.

VIII. Display of the Water Authority Seal

All SCWA vehicles must display the official SCWA seal on the doors on both sides of the vehicle. Fleet Services will affix these to the vehicles before they are placed in service.

IX. Display of Official Plates

All SCWA vehicles will be registered with official plates.

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: September 12, 2019
TO: Jeff Szabo, Chief Executive Officer
FROM: Elizabeth Vassallo, Director of Finance *E. Vassallo*
SUBJECT: Budget Amendment # 2 – FY/E May 31, 2020

In accordance with the attached memo from Tim Kilcommons, approved by Joseph Pokorny, we are requesting the following budget transfers

Decrease

80-19	East Hampton CM Office & Shape-Up Room – Rehab	\$20,000
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Increase

100-19	Facilities	\$20,000
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If approved, these transfers will have no impact on the current approved Capital Budget of \$ 81.598 million.

If you are in agreement, please include this on the Board Agenda for members' consideration at their next meeting of September 25, 2019.


ms
attachment

c: C. Cecchetto, J. Pokorny, T. Kilcommons, S. Hannan, L. Preller

FIN-19-097

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

INTEROFFICE CORRESPONDENCE

DATE: September 11, 2019
TO: Jeffrey Szabo, CEO
FROM: Timothy J. Kilcommons, P.E., Chief Engineer/Dir. R&D 
SUBJECT: **FY2020 Budget transfer request from line item 080 East Hampton CM Office Renovations to line item 100 Facilities**

The Facilities department is making modifications to the CM Oakdale building that include the addition of a conference room and furniture. In order to fully fund this project, it will be necessary to transfer \$20,000 from line item 080 which is for another CM office project at the CM East Hampton office to line item 100.

This will not result in any increase to the FY2020 capital budget. If this meets with your approval, please place on the Board agenda for the September 2019 meeting.

Cc: J. Pokorny, P.E.
File

Approved by :



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



Date

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

INTEROFFICE CORRESPONDENCE

DATE: August 13, 2019
TO: Jeffrey Szabo, CEO
FROM: Timothy J. Kilcommons, P.E., Chief Engineer/Director of R&D
SUBJECT: Add Integral TVSS inside ASCO ATS – 5 Sites



As you know, our SCADA system and pump station electrical and electronic equipment are easily damaged from lightning storms and/or transient (surge) voltages on the power lines. For the past decade, the Authority has been adding Transient Voltage Surge Suppressor (TVSS) or Surge Protection Devices (SPD) to existing and new pump stations. These devices work by providing a more attractive path for surge voltages, instead of our electrical equipment. Over the past decade, the Authority has installed devices which are wall mounted and external to existing equipment. The current device we use is a Phoenix unit which costs \$2,780.12 plus \$1,200 for installation (\$3,980.12 total). Although these devices have helped mitigate our damages to surge voltages, they also occupy valuable wall space.

As an alternative, most of the Automatic Transfer Switches (ATS) in our pump stations are manufactured by ASCO Technologies and offer the ability to add a similar TVSS unit inside the existing ATS for less money and no additional wall space. Based on a recent proposal from ASCO, we could retrofit these ATS units for prices as indicated below (equipment and installation by ASCO technician).

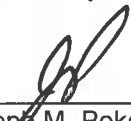
We are proposing to add these units to the existing ATS units at the following sites:

1. Wheeler Road, Hauppauge (Price: \$2,191.40)
2. Oakview Highway, Freetown (Price: \$2,191.40)
3. Old North Road, Southold (Price: \$2,191.40)
4. Eastern Operations Center, Westhampton (Price: \$2,791.00) – Work to be done after 5pm
5. Bridgehampton Road, Jericho (Price: \$2,191.40)

If this meets with your approval, please place this on the agenda for Board approval at their September 2019 meeting. If you have any further questions regarding the above, please contact me.

Cc: J. Pokorny, P.E., M. O'Connell, R. Dickman, P.E., File

Approved by :



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

9/9/19
Date

Jeffrey Szabo, CEO

Date

Suffolk County Water Authority
Purchasing

MEMORANDUM

DATE: September 11, 2019
TO: Jeffrey Szabo, CEO
FROM: Marlon Torres, Director of Purchasing
SUBJECT: Procurement of Onsite Client Training for FAA Part 107 Written Test Preparatory.

The Purchasing Department received a request from the Director, Office of Strategic Initiatives, to review and process a quotation received from Estate Aerial Inc., an authorized / certified FAA instructor to conduct Onsite Client Training for FAA Part 107 Written Test Preparatory.

The above preparatory course is required in order to prepare the staff to take the FAA's Remote Pilot Written Examination for Drone Operation. The Authority seeks to train several engineering staff and GIS members on Drone Piloting. The Department of Strategic Initiatives recently purchased a drone and will be working directly with the Engineering Department to conduct field assessments of tanks, cellular towers and other SCWA assets. In addition drone reconnaissance will be beneficial for storm assessment of assets and insurance. These goals will provide significant savings to SCWA by reducing tank climbing assessments and allowing for multiple inspections. In addition full motion video, ortho mosaic maps and digital elevation models will allow for near real time assessment of all of SCWA well fields and assets.

<u>Vendor</u>	<u>Quoted Price</u>
Estate Aerial Inc.	\$4,725 (Training up to 5)

We seek the Boards approval to authorize the issuance of a Purchase Order to Estate Aerial Inc., for the quote amount of \$4,725.

Cc: J. Pokorny
T. Fuller