



Memorandum

To: Board Members

Date: July 3, 2019

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, July 11, 2019 9:30 a.m.**
at 475 Norris Drive – Board Room

Agenda Items:

1. Personnel Items:

There are resolutions on this agenda to confirm the following two (2) new hire appointments. Recommendation memorandums for each of these appointments and their applications are enclosed for Board review:

- Appointment of Jeffrey Krahe to the position of Laborer in the Facilities, Fleet and Operations Department, effective July 29, 2019, at Group 1, Schedule 4, Step 1.
- Appointment of Andrew Pangrazio to the position of Laborer in the Facilities, Fleet and Operations Department, effective July 22, 2019, at Group 1, Schedule 4, Step 1.

There is a resolution on this agenda to confirm the following provisional appointment. Recommendation memorandum for this item is enclosed for Board review:

- Provisional Appointment of MaryAnn Hussar to the title of Communications Aide effective July 15, 2019 at Group 4, Schedule 3.

There is a resolution on this agenda to confirm the following permanent appointment. Recommendation memorandum for this item is enclosed for Board review:

- Permanent Appointment of Amy Molinari to the title of Director of Finance/Business Services effective July 15, 2019 at Group 3 Schedule 6.

2. There is an item on the agenda to award the purchase of Supervisory Control and Data Acquisition (SCADA) Virtual Private Network (VPN) Telecommunications Services. The contract is for the system by which much of the information is communicated to and from our facilities in the SCADA system.

There was one bid submitted. Our recommendation is to award this contract to Frontier Communications of America, Inc., in the amount of \$130,850. Frontier Communications has provided services similar to this contract since 1996.

3. There is a resolution on the agenda, as requested by the Town of Pavilion, to authorize the execution of a new Retail Lease Agreement between the Water Authority and the Town. There is also a resolution on the agenda to authorize the execution of a Water District Extension Agreement with the Town.

The Town originally leased its water system to the Water Authority in 2003. In 2009 the Water Authority contracted to rehabilitate the existing Pavilion water storage tank, however once under contract it was determined that the tank required more work than anticipated.

Board Members - Regular Meeting – July 11, 2019

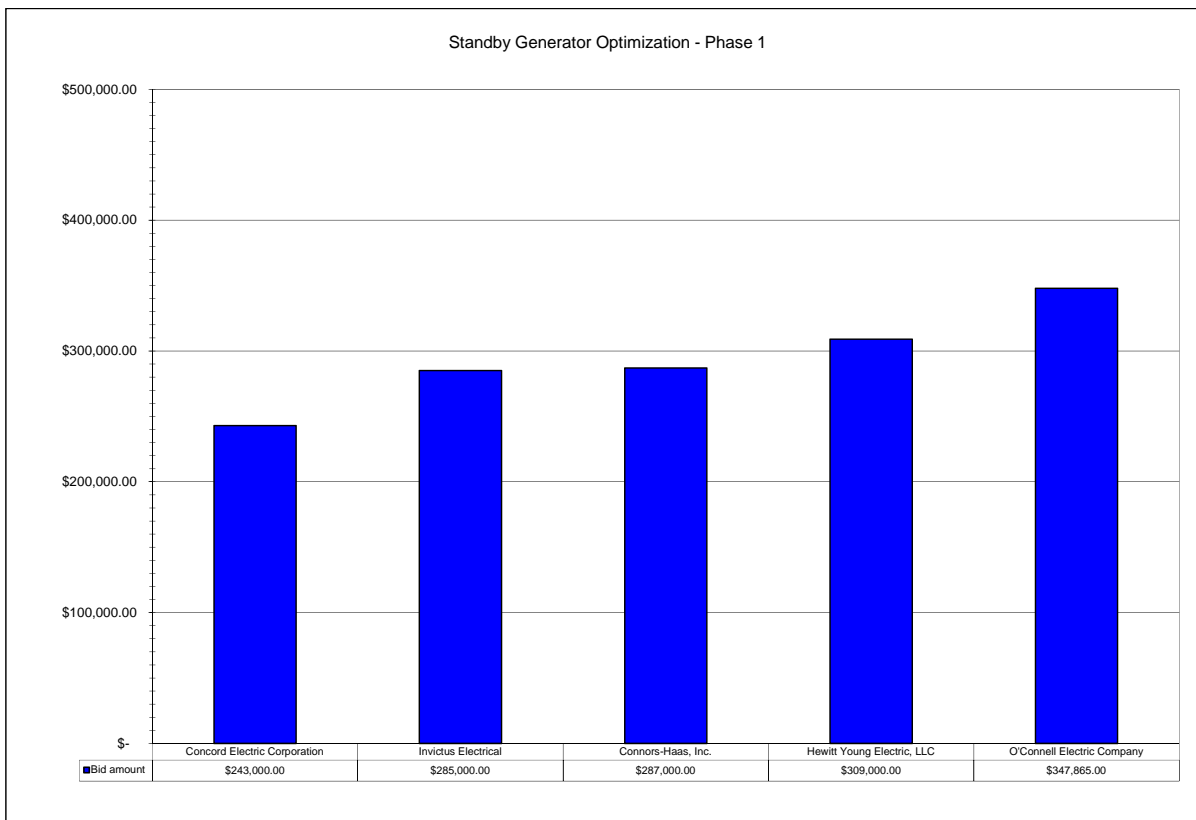
The investment into the rehabilitation of the existing tank was determined to be better utilized in funding a replacement water storage tank in this part of the water system.

The Town had unsuccessfully tried to extend water districts in the higher elevations of the Town for several years. This was largely due to the need for a water storage tank to be constructed in order to serve these areas. The cost for a tank to be installed as part of a district made the extension of water unaffordable.

The funds budgeted for the Water Authority’s replacement water storage tank will be applied to the funds raised by the Town’s District, as well as other outside funding raised by the Town. This will allow for the construction of a new tank at a location that better serves the Water Authority and the community. The Town has requested a new Retail Lease Agreement with the Water Authority for a new 40-year term from the Effective Date of the Agreement to qualify for federal funding.

The second resolution requesting authorization to execute The Water District Extension Agreement, will allow the Water Authority to apply \$700,000 towards the construction of the new water storage tank project, which is the amount budgeted for the replacement of the existing tank.

4. There is an item on the agenda to award a contract for the Standby Generator Optimization – Phase 1 project. This contract includes the relocation of an existing 800 kW generator to Lee Road Pump Station, and associated electrical improvements. There were five bids submitted. Our recommendation is to award this unit price contract to Concord Electric Corporation for the bid amount of \$243,000.



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5. There is an item on the agenda to authorize the purchase of three (3) replacement Overhead Doors. We are requesting approval to award this re-bid contract to the low responsive responsible bidder Alliance Door Inc., in the bid amount of \$18,817.
6. There is an item on the agenda to authorize multiple change orders to the Agreement with Crosby-Brownlie, Inc. (Crosby-Brownlie) for construction of the Scrubber Installation at the Shoremont Water Treatment Plant project. Work associated with the change orders consists of disposal of additional liquid caustic waste, and removal and disposal of previously unknown solidified caustic waste that was discovered in the scrubber equipment. The work required to remove the previously unknown solidified caustic waste will be performed by the contractor on a time and materials basis. The actual total cumulative change order amount is not known at this time but is estimated to range from \$20,000 up to a maximum of \$30,000, which is approximately 19-percent of the original contract value of \$157,000.
7. There are two (2) resolutions on the agenda for requesting standardization on the following items:
 - Watson Marlow Chemical Metering Pumps
 - Watson Marlow Fluid Technology Group (Watson Marlow) chemical pumps are used for the Authority's large liquid chemical storage and feed systems primarily located at the Shoremont and Webster Water Treatment Plants, Denise and Parrish Reservoirs, and other select large booster pumping stations and storage facilities. There are various renewal and replacement projects planned over the next few years, specifically for our sodium hypochlorite disinfection chemical systems at the Shoremont Water Treatment Plant and Denise Reservoir, which will require purchase of approximately 20 pumps for a total cost of approximately \$160,000.

Staff has determined that Watson Marlow chemical pumps provide the most durable, reliable, and cost efficient equipment for the Authority's large chemical systems for the reasons detailed in the attached July 1, 2019 memorandum from Christopher LaManna, Director of Production and Transmission.
 - Blue-White Chemical Pumps for BPS and Tank Sites
 - Blue-White Industries, LTD (Blue-White) chemical pumps for the Authority's small liquid chemical storage and feed systems primarily located at our remote booster pumping stations and storage facilities, and select systems located at our water treatment plants.

Staff has determined that Blue-White chemical pumps provide the most durable, reliable, and cost efficient equipment for the Authority's small chemical systems for the reasons detailed in the attached July 1, 2019 memorandum from Christopher LaManna, Director of Production and Transmission.
8. There is a resolution on the agenda to authorize payment to Tully Rinckey, PLLC Atty. for professional legal services in the total amount of \$17,993.
9. There is an item on the agenda from the IT Department requesting authorization to purchase approximately 10-12 Servers under the NYS OGS Umbrella Hardware Contract 73600 – Award 22802 at an estimated total cost of \$50,000.
10. The Authority's standard procurement compliance resolution.

GOVERNANCE COMMITTEE REPORTING

11. The Authority's Governance Committee met on June 27, 2019, and with their review and recommendation there are resolutions to readopt the following policies, all enclosed for full Board review:

- Readopt the Policy Regarding Service Awards Program, as presented.
- Readopt the Food Expenditure and Reimbursement Policy, as presented.
- Readopt the Travel and Expense Reimbursement Policy, as presented.
- Readopt Policy Regarding Time & Attendance for Management Employees as presented.
- Readopt Policy Regarding Compensation and Reimbursement for Management Employees as presented.
- Readopt Policy Regarding Acquisition and Assignment of Mobile Communications Devices, as presented.
- Readopt the Whistleblower Policy, as presented.

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

Board Discussion / Notification Items:

- There will be a short presentation to the Members before the start of the general business section of the meeting by Mr. Matt Hurlbutt, President & CEO Greater Rochester Enterprise (GRE).
- There may be an Executive Session prior to the close of the Regular Meeting pursuant to Section 105(1)(f) of the New York Public Officers Law in order to discuss employment matters of particular people.
- In Board folders for review:
 - Any other routine monthly informational reports and/or updates.

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

Enclosures

cc: Department Heads

COPY



Monroe County Water Authority

Memorandum

To: Raymond Benshoff
From: Karin Anderson
Subject: Recommendation for Bid Award
July 11, 2019 Board Meeting

Date: 06/24/2019

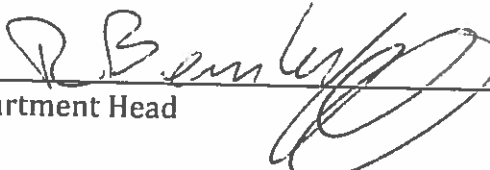
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Copies:


Bid packages were sent to three vendors; one bid was received on June 14, 2019, for **Overhead Door Replacements RE-BID**. The low responsive, responsible bidder is **Alliance Door** in the amount of **\$18,817**. This amount includes the installation of three new overhead garage door replacements at our East Side Operations Center.

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka

~~(Dis)~~Approved by  Department Head 6/24/19 Date

~~(Dis)~~Approved by Karin Anderson Purchasing Manager 6/24/2019 Date

~~(Dis)~~Approved by  Executive Director 6/24/19 Date

~~(Dis)~~Approved by _____ Executive Assistant/Board _____ Date



Monroe County Water Authority

COPY

Memorandum

To: Karin Anderson, Purchasing Agent

Date: July 1, 2019

From: *CA* Chris LaManna, P.E., Director of Production and Transmission

File: 17-S01 #3

Subject: July 11, 2019 Board Meeting - Agenda Item
Standby Generator Optimization – Phase 1

Copies: N. Noce
M. Hussar
R. Cleveland
D. Driffill
S. Verdine

Attached are the results of the bid opening on June 12, 2019, for the above project. The unit price contract involves the relocation of an existing 800 kW generator to Lee Road Pump Station and associated electrical improvements. There were five bidders submitting bids ranging from \$243,000 to \$347,865. The Engineer's estimate was \$330,000. A bid tabulation sheet is included as Attachment A. Concord Electric Corporation submitted the lowest bid.

There were informalities in Concord Electric Corporation's bid; however, these informalities did not affect the ranking.

Also attached to this memo (Attachment B) is a recommendation of award letter from Arcadis, the Authority's consultant for this project. Arcadis recommends awarding to Concord Electric Corporation.

Based on Arcadis' review of the bids, low bidder's qualifications, and Arcadis' recommendation of award, it is our recommendation that the Board authorize the Executive Director to award this unit price contract to the lowest responsive, responsible bidder, Concord Electric Corporation for the bid amount of \$243,000.

J
(Dis) Approved by: *Christopher J. LaManna* 7/1/19
Director of Production and Transmission Date

X
(Dis) Approved by: *Karin Anderson* 7/1/2019
Purchasing Agent Date

(Dis) Approved by: _____
Secretary to the Authority Date

/
(Dis) Approved by: *Neil A. ...* 7/2/19
Executive Director Date

Attachments: Bid Tabulation Sheet
Arcadis' Recommendation Letter

Attachment A

Bid Tabulation

**Monroe County Water Authority
Standby Generator Optimization - Phase 1
Tabulation of Bids**

Eng. No.: 17-803
Auth. No.: 281-600
Bid Opening: June 12, 2019

I certify that this tabulation is a true representation of bids received on June 12, 2019 at 3:00 p.m. for this project


Matthew J. Capra, P.E.

6/28/2019
Date

ITEM NO.	BID ITEMS DESCRIPTION	QTY	UNITS	Engineer's Estimate		Concord Electric Corporation 705 Maple St. Rochester, NY 14610 (585) 242-8680		Invictus Electrical 1909 Bennett Rd, Suite 7 Victor, NY 14584 (585) 657-1184		Connors-Hase, Inc. 6337 Dean Parkway Ontario, NY 14519 (585) 265-1810		Hewitt Young Electric, LLC 645 Maple St. Rochester, NY 14611 (585) 288-4480		O'Connell Electric Company, Inc. 630 Phillips Rd. Victor, NY 14584 (585) 924-2178	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
A1	MOBILIZATION	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
A2	WEBSTER WTP WORK	1	LS	\$42,000.00	\$42,000.00	\$47,000.00	\$47,000.00	\$72,000.00	\$72,000.00	\$60,000.00	\$60,000.00	\$89,000.00	\$89,000.00	\$71,865.00	\$71,865.00
A3	LEE ROAD PS WORK	1	LS	\$267,000.00	\$267,000.00	\$178,000.00	\$178,000.00	\$193,000.00	\$193,000.00	\$207,000.00	\$207,000.00	\$200,000.00	\$200,000.00	\$256,000.00	\$256,000.00
CONTINGENCY BID ITEMS															
B1	CONTINGENCY ALLOWANCE	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BID PRICE.					\$329,000.00		\$243,000.00		\$285,000.00		\$287,000.00		\$309,000.00		\$347,865.00

Bid Informalities:

1. Concord Electric Corp. did not submit complete project manual with their bid documents.
2. Invictus Electrical did not initial changes in their bid.
3. Invictus Electrical did not submit complete project manual with their bid documents.
4. Connors-Hase, Inc. failed to add their bid price for mobilization and contingency allowance into their total bid.
(Informalities did not affect the ranking)

Attachment B

Arcadis Recommendation of Award Letter

Mr. Roy Cleveland
Supervisor of Engineering Support
Monroe County Water Authority
475 Norris Drive
Rochester, New York 14614

Arcadis of New York, Inc.
295 Woodcliff Drive
Third Floor
Suite 301
Fairport
New York 14450
Tel 585 385 0090
Fax 585 385 4198
www.arcadis.com

Subject:
Standby Generator Optimization – Phase I Bid
Monroe County, New York
Bid Project No. 17-S03

WATER

Date:
June 28, 2019

Dear Mr. Cleveland:

Contact:
Matthew J. Czora, PE

Bids for the Standby Generator Optimization – Phase 1 Project were received by Monroe County Water Authority (MCWA) on June 12, 2019 at 3:00PM. A majority of the bids were below the engineer's estimate of \$329,000.00. The bids were received as follows:

Phone:
585.662.4055

<u>Bidders</u>	<u>Total Bid Amount</u>
Concord Electric, Corp.	\$243,000.00
Invictus Electrical	\$285,000.00
Connors-Haas, Inc.	\$287,000.00
Hewitt Young Electric, LLC	\$309,000.00
O'Connell Electric Company, Inc.	\$347,865.00

Email:
matt.czora@arcadis.com

Our ref:
0259100.0002

MCWA ref:
17-S03

At the request of MCWA, Arcadis of New York, Inc. (Arcadis) has reviewed the bids for completeness and informalities. A tabulation of the results is included in Attachment 1.

The apparent low bid of \$243,000.00 was submitted by Concord Electric, Corp. (Concord Electric). Upon review of Concord Electric's bid, it was identified during a United States Department of Labor establishment search that two Occupational Safety and Health Administration (OSHA) violations were committed by Concord Electric in the past three years. OSHA inspection 1328416.015, associated with

Concord Electric's violations, was opened on June 22, 2018 and closed September 17, 2018. It is our understanding that the MCWA is aware of these violations and is willing to award a construction contract to Concord Electric.

Furthermore, Arcadis has confirmed that Concord Electric:

- is not in arrears to MCWA or Monroe County;
- is not on the New York State Department of Labor debarred list;
- is not on the Office of General Services debarred list; and
- has a bonding company that is licensed in the State of New York and is named on the U.S. Treasury Department Bureau of Government Financial Operations Audit Staff's current list of "Companies Holding Certificates of Authorities as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies". Search results included in Attachment 2.

A letter was sent to Concord Electric requesting additional bidder information. Concord Electric submitted the following information in response to our request:

- Statement of Surety's Intent
- Signed Statement of Bidder's Qualifications and Experience
- Financial Statements (Confidential)
- Supplementary information on company personnel and equipment
- Project management and experience

The above documents were reviewed by Arcadis, and a copy of this information along with the original letter requesting the information is included in Attachment 3. The confidential financial statements will be submitted to MCWA under a separate cover in a sealed envelope marked confidential. Concord Electric does not anticipate the use of company owned major equipment and indicates they will rent major equipment as needed for the project.

Arcadis has investigated Concord Electric's performance of similar-type work as documented on the attached Low Bidder Evaluation Form included in Attachment 4. Concord Electric indicated previous experience for the Monroe County Department of Environmental Services (MCDES) on the improvement project at the Van Lare Wastewater Treatment Facility (WWTF). Project contacts provided by Concord Electric indicated Concord Electric was thorough and responsive but could have used an additional foreman as one foreman simultaneously oversaw two labor crews for two MCDES projects. Project contacts also indicated change orders were reasonable and primarily generated by the owner's post-bid requests. All remaining references had resounding positive feedback on previous and current work with Concord Electric.

Based on evaluation of bids received, Arcadis recommends that MCWA should waive Concord Electric's bid informality and award Contract number 17-S03 to Concord Electric, Corp. for a total amount of \$243,000.00.

Mr. Roy Cleveland
June 28, 2019

If you have any questions or require any additional information, please contact me at your convenience.

Sincerely,

Arcadis of New York, Inc.



Matthew J. Czora, P.E.
Project Manager

Copies:

Mr. Christopher LaManna, P.E., Monroe County Water Authority
Mr. John Perriello, P.E., Arcadis of New York, Inc.

Attachments:

1. Tabulation of Bids
2. Bonding Company Review Sheets
3. Request for Further Information Letter (dated June 14, 2019) and Response Information
4. Low Bidder Evaluation Form



MEMORANDUM

TO: Nicholas A. Noce

FROM: Chris J. LaManna, P.E. *CL*

SUBJECT: Standardization: Chemical Metering Pumps
Watson Marlow Fluid Technology Group and Blue-White Industries, LTD

DATE: July 1, 2019

Chemical storage and feed systems are a major component of the Authority's water treatment process and supply operation. They are located throughout our system at the water treatment plants (WTPs) and at multiple remote booster pumping station (BPS) and storage facilities, ranging in size and complexity. Chemical pumps, which transfer chemical from storage tanks and meter it into the water at a controlled rate, are a key component of these chemical systems. Their reliable operation is critical to the operation of the chemical systems and thus the overall operation of the Authority's system.

The Authority has utilized chemical pumps manufactured by Watson Marlow Fluid Technology Group (Watson Marlow) and Blue-White Industries, LTD (Blue-White) for nearly 20 years. The utilization of pumps from these two manufacturers has increased to the point that they have been the standard for chemical pumps throughout our system for over a decade. Their preferred use is based on the Production and Transmission (P&T) Department staff's extensive operation and maintenance experience with these manufacturers' pumps, as compared to other manufacturers' equipment that has operated in our systems over this time.

The Watson Marlow and Blue-White pumping equipment can accommodate the wide range of operating conditions required by the Authority's various chemical systems. The decision to use either Watson Marlow or Blue-White pumps is based on the size (i.e., required chemical storage volume and/or feed rates) and complexity of the specific chemical system. In general, Watson Marlow pumps are utilized for our larger systems requiring more complex controls such as those located at our Shoremont and Webster WTPs, Denise and Parrish Reservoirs, and other select larger remote BPSs and storage facilities. Blue-White pumps are generally utilized for our smaller systems, such as those located at our remote BPSs and storage facilities, and select systems located at our WTPs.

The P&T Department staff has determined that Watson Marlow and Blue-White chemical pumps are the most cost efficient and durable equipment currently available for the Authority. We request standardization on these two manufacturers for the following reasons:

- **Compatibility:** As indicated above, Watson Marlow and Blue-White chemical pumps have become the standard for use in chemical systems throughout the Authority's water treatment and supply system. They are located throughout the Authority's WTPs, BPSs, and storage

facilities. The use of different manufacturer's pumping equipment could require modifications to piping, electrical, and/or control systems.

- **Design and Construction:** The design and construction of the overwhelming majority of existing chemical systems is based on use of the Watson Marlow and Blue-White chemical pumps. As indicated above under Compatibility, the use of different manufacturers' pumping equipment could require modifications to piping, electrical, and/or control systems. Also, the proposed new chemical systems to be installed as part of the Phase 2 expansion of service to Genesee County are currently being designed by Genesee County's engineering consultant based on the use of chemical pumps from these manufacturers. Standardizing on Watson Marlow and Blue-White chemical pumps will facilitate various chemical system renewal and replacement projects that are planned to be implemented over the next few years, and also ensure that these preferred manufacturers are utilized in the new BPSs and other facilities that will be constructed as part of the Phase 2 expansion of service to Genesee County.
- **Economical:** The P&T Department Maintenance staff have informally determined that the Watson Marlow and Blue-White pumps are the most cost efficient chemical pumping equipment based on observed durability, operation and maintenance requirements, and actual service life. The reliability of the Watson Marlow and Blue-White chemical pumps has been exceptional under the extremely demanding operating conditions required by chemical systems.

Although there is only one authorized vendor of Watson Marlow pumps in the Authority's service area, pump prices have remained fairly stable over the last five years ranging from \$6,000 to \$7,500 per pump, depending on the specific model. They have proven to be extremely durable and reliable, with the actual service life generally exceeding the typical anticipated service life for chemical pumps, significantly in some cases. For example, many of the Watson Marlow chemical pumps have been in operation for almost 15 years with some pumps in operation for almost 20 years, which is approximately twice as long as typically anticipated.

Blue-White pump prices have also been fairly stable over the last five years ranging from approximately \$700 to \$750 per pump. There are also multiple authorized vendors of Blue-White pumps in the Authority's service area, which enables us to obtain competitive quotes when purchasing pumps and spare parts. The Blue-White pumps have also demonstrated actual service lives exceeding comparable pumps from other manufacturers.

- **Inventory:** The P&T Department Maintenance staff maintains an inventory of spare parts for both Watson Marlow and Blue-White pumps including tubing, rollers, pump heads, and connectors to facilitate operation and maintenance activities. A small inventory of spare pumps is also maintained, which allows a pump to be quickly replaced in an emergency upon complete failure. These spare parts are unique to the specific pump manufacturer and cannot be used with other manufacturer's pumping equipment. Incorporating chemical pumps from other different manufacturers into the chemical systems will require the Authority to maintain a larger inventory of spare parts and pumps.

- **Trained Employees:** The P&T Department Operators and Maintenance staff are extensively familiar with and/or formally trained in the installation, configuration, calibration, operation, and maintenance of Watson Marlow and Blue-White chemical pumps. The required time for pump maintenance is minimized due to the Maintenance staff's familiarity and understanding of the equipment from these two manufacturers. Installing chemical pumps from other different manufacturers will require training in the installation, configuration, calibration, and operation procedures specific to the other manufacturers' pumping equipment. Maintenance staff would also have to become familiar with new maintenance procedures and requirements.
- **Uniformity:** There is a combined total of approximately 88 Watson Marlow and Blue-White chemical pumps in operation, which represents approximately 85 percent of the total number of chemical pumps in operation in the Authority's system. This uniformity of chemical pumping equipment throughout the chemical systems maximizes operation and maintenance efficiency.



Monroe County Water Authority

Memorandum

To: Gregory Jablonsky, Director of Information Technology

Date: June 27, 2019

From: Thomas Uschold, Manager of Infrastructure

File:

Subject: Recommendation to Purchase Servers

CC: Larry Magguilli, Nick Noce

The IT Department is recommending the purchase of Servers under the NYS OGS Umbrella Hardware Contract Group 73600 – Award 22802 Information Technology Umbrella Contract. The requested equipment consists of approximately 10 servers.

Several of the servers in the IT network are reaching the end of their useful life and need to be replaced in order to ensure a stable processing environment. Through the balance of the year the IT team plans to replace these servers.

The request is being made for an estimated \$50,000.

The 2019 R&R will fund these items.

MONROE COUNTY WATER AUTHORITY
POLICY REGARDING SERVICE AWARDS PROGRAM
READOPTED JULY ~~2018~~ 2019

The following paragraphs set forth the policy for establishing a Service Awards Program by the Monroe County Water Authority (the "Authority").

1. **Purpose.** The Authority can provide quality service to its ratepayers only if it has competent, committed and dedicated employees. The Authority must, therefore, ensure that its employees have suitable working conditions and excellent morale. One way to obtain these results is to formally recognize the superior efforts of the Authority's employees.
2. **Policy.** The Authority hereby adopts a formal policy designed to recognize the outstanding achievements of its employees. This policy creates a program of service awards designed to acknowledge an employee's longevity and dedicated service. Highlights of the program include:
 - Service awards shall give Authority management a tool to recognize ongoing employee dedication, as well as a means to acknowledge, retain and reinforce employee performance and commitment.
 - In general, the service awards program shall recognize an employee's continued service in increments of five years. The value of the awards shall increase in proportion to an employee's tenure.
 - The Executive Director may, in special circumstances, recognize an employee's extraordinary service. The purpose of such an award would be to acknowledge a specific achievement or accomplishment.
3. **Procedure & Implementation.** The following sets forth procedures for identifying and rewarding deserving employees:
 - The Human Resources Department shall identify deserving employees.
 - The Executive Director shall select appropriate awards and determine the time and method for presenting them to the employees.
 - In fulfilling his or her duties, the Executive Director shall weigh the need for employee awards against the Authority's financial situation so that any awards are reasonable in light of the facts and circumstances existing at that time.

4. **Covered Employees.** The service awards program shall apply to any full-time or part-time employee working 20 hours or more. The program shall not include probationary trainees and temporary employees.
5. **Awards Ceremonies.** Any expenses incurred for service award ceremonies must (i) comply with the Authority's Food Reimbursement Policy, including approval in advance by the Executive Director and the Director of Finance & Business Services and (ii) be reasonable in nature.

MONROE COUNTY WATER AUTHORITY
FOOD EXPENDITURE AND REIMBURSEMENT POLICY
(READOPTED JULY ~~2018~~ 2019)

Officers, employees and Members of the Monroe County Water Authority (the "Authority") may from time to time incur food and beverage expenses. The Authority will pay or reimburse such expenditures only to the extent they are necessary and in furtherance of the Authority's public mission. The following policy sets forth certain guidelines that must be followed in order to claim such expenses.

1. Authorization – Whenever possible, expenses (or an estimate) must be approved in writing and in advance using the MCWA Food Expenditure Request & Reimbursement Form. All employee requests shall require the approval of a Supervisor and, once approved, by the appropriate Department Head. All requests by Department Heads or Members shall require the approval of the Executive Director. Requests by the Executive Director shall require the approval of the Chairman of the Board of Directors or Secretary to the Authority. Exceptions may be made for emergencies or other unforeseen circumstances, but shall require approval after the fact by the appropriate person(s). (NOTE: Out-of-pocket expenses paid by cash or personal credit card will be reimbursed upon completion and approval of the Food Expenditure Request & Reimbursement Form.)

2. Permissible Expenses – The following guidelines apply to all food and beverage expenses.

- a. Food and beverages must be provided as part of an official meeting involving Authority personnel.
- b. Items served at meetings during traditional mealtime hours are eligible for payment or reimbursement provided there is a pressing need to conduct official business during those hours.
- c. No food or beverage expenses will be paid or reimbursed to Authority personnel who meet on routine business matters.
- d. The amount of the expense must be reasonable and may not include alcoholic beverages.

3. Awards Ceremonies – Expenses incurred as a result of an awards ceremony will be considered a permissible expense provided the following guidelines are met:

- a. All expenses must comply with MCWA's Policy Regarding Service Awards Program.
- b. All awards must follow the procedures in Section 1 of this policy, including an explicit statement that such expenditure is for an employee award ceremony.

4. Applicability – This policy is intended to provide a framework for the payment of, or reimbursement for, food and beverage expenses under certain circumstances. The guidelines set forth herein may not, however, cover every situation. If there are any questions regarding the applicability of this Policy to a particular expenditure, the questions should be sent to the Director of Finance who will make a final determination.

MONROE COUNTY WATER AUTHORITY
TRAVEL & EXPENSE REIMBURSEMENT POLICY
REVISED JULY 2018
FOR READOPTION JULY 2019

Requests for travel and overnight stays must be preapproved for reimbursement. For travel that does not include overnight stays, see 'Local Seminar Travel and Expense Reimbursement' policy.

Only the actual and necessary expenses essential to the ordinary comforts of a traveler in the performance of their official duties will be reimbursed with the exception of meals, as referenced below.

All air travel shall be reimbursed at coach fare rates. If other than coach fare is necessary, prior approval is required from the Executive Director.

The corporate credit card can be used to secure travel arrangements such as car rental, hotel reservations, etc.

Only expenses essential to the conduct of business will be reimbursed. Some non-reimbursable items include travel insurance, unauthorized travelers and miscellaneous transportation expenses (e.g. to and from restaurants).

Submitting fraudulent receipts or falsifying your expense report will result in loss of your reimbursement privileges, termination or other disciplinary action as determined appropriate by the Executive Director.

The Executive Director may approve exceptions to this policy for emergency situations or extenuating circumstances.

Travel Authorization Form

1. Complete **Estimate of Expenses** section of Form.
2. Obtain approval from immediate Supervisor, Department Head and Executive Director (Executive Director's approval is only required for travel over \$500).
3. Reimbursement may be requested prior to traveling for out-of-pocket expenses paid by cash or personal credit card upon completion and approval of the Form.
4. Complete within fifteen (15) days of your return the **Actual Expenses** section of the Form and submit it to your supervisor for review and approval.

Note: Parking violations are not reimbursable expenses. Traffic citations and other moving violations are not reimbursable expenses.

Transportation

Mileage is never reimbursed for an employee to travel to the primary work site (the location where an employee is assigned to report for work on each day or each call-out) either during the normal work week or on overtime. Reimbursement is available with the following:

- Personally owned vehicle traveling to other locations required by the Employer for business purposes shall be reimbursed for mileage at the established rate.
- Parking charges and tolls are reimbursed when either the employee:

- Attaches the applicable receipt or,
- Attests to the receipt's misplacement or,
- Attests to the location of the street parking meter (when a receipt is unavailable).
- Rental Car reimbursement requires:
 - Executive Director's approval *prior* to any travel.
 - Expenses recorded in the Actual Expenses section.
 - Verbal authorization from the Executive Director if an unexpected need arises during the course of travel.
 - Rental cars should be returned to original rental location in order to avoid costly drop-off charges.
 - Additional collision insurance offered by the rental company should be purchased with the rental.
- Airfare and Baggage Fees
 - Every effort should be made to obtain the lowest airfare for coach flights.
 - Standard minimum baggage fees for up to two bags within weight limits will be reimbursable.
 - Electronic tickets carry a dollar value. Therefore, all canceled trips must be reported immediately.
 - Cancellations must be made prior to departure day in time to avoid unnecessary costs.
- Taxi/Shuttle/Public Transportation
 - Employees should evaluate their individual circumstances and select the safest, most economical mode of transportation when traveling to and from all destinations.
 - Business-related taxi/shuttle and public transportation expense reimbursement request (with purpose) must be accompanied by a receipt.

Meals

Current federal per diem rates determine meal and incidental expenses. Actual expenses for meals and incidental expenses are not reimbursable. Business meals which meet the Food Expenditure and Reimbursement Policy criteria may be reimbursed per policy.

Any missed meals may be reimbursed.

Per diem rate is the federal per diem and is divided into breakfast, lunch, and dinner payments in prorated payments for partial days travel. Further reductions in the per diem (based upon the above segmentation) are made for meals included as an integral part of the cost of any seminar, or hotel cost, or paid for by others. The per diem rates include gratuities. See Finance/Business Services Department for current breakdown of federal per diem rates.

Overnight travel only (first and last day only):

Time Schedule Meal Rate

Leave before 7:30 a.m. – Breakfast Per Diem

Travel through 1:00 p.m. – Lunch

Return after 5:30 p.m. – Dinner

Lodging

Every attempt should be made to stay in the hotel hosting the conference or meeting and pay conference room rate.

Actual lodging cost (based on receipts) is reimbursed and limited to a single occupancy rate for a standard room. All accommodations in route or at a meeting location must be essential to the conduct of business and not at the convenience of the employee. (The Executive Director approves all exceptions in advance.)

The traveling employee should carry:

- Their employee identification badge to help secure special government rates.
- The Tax Exemption Certificate and present it during hotel check-in. This sales and occupancy tax exemption applies to all hotels in New York State.

Registration

The employee is encouraged to pursue discounted prepayment, group, or association member rates when registering for a meeting. A check from Accounts Payable or the corporate credit card can be used for prepayment.

Miscellaneous Charges

Receipts for other business purposes, to be considered for reimbursement, should be attached to the Travel Authorization Form.

Travel Advances

In case of financial hardship, an advance for out-of-state travel may be granted by the Executive Director. However, advances should be rare and only used in extreme circumstances. The request should be made in writing with ample time to approve and advance a check.

Family Member/Spouse/Guest Travel

When a family member/spouse/guest joins an employee on official travel, the employee will be responsible to pay all travel costs, including airfare and meals of the family member/spouse/guest.

MONROE COUNTY WATER AUTHORITY
POLICY REGARDING TIME AND ATTENDANCE FOR MANAGEMENT EMPLOYEES
(READOPTED JULY ~~2018~~ 2019)

Time and Attendance

All management employees shall devote their full time, skills, labor and attention to their employment with the Water Authority. As such, all management employees shall be present at the Water Authority during regular business hours pursuant to the Water Authority's attendance policies and practices for employees, unless their normal duties require them to be off premises, and at all other times and locations as needed to carry out their duties. Additionally, with the prior written approval of the Executive Director, all management employees may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties, obligations and activities, with or without remuneration, so long as such activities do not interfere with the full and faithful discharge of their duties and obligations as an employee of the Water Authority. All management employees will keep the Executive Director informed regarding such activities.

MONROE COUNTY WATER AUTHORITY
POLICY REGARDING COMPENSATION AND REIMBURSEMENT FOR MANAGEMENT EMPLOYEES
READOPTED JULY ~~2018~~ 2019

Compensation and Reimbursement

All management employees shall receive fair and reasonable compensation and benefits based upon the actual services provided by the employee as determined and reviewed by the Board consistent with Water Authority policies.

When direct payment by the Water Authority is not possible, all management employees shall be reimbursed for the actual amount incurred in connection with their activities for and on behalf of the Authority, including reasonable amounts expended for travel, lodging and meals in connection with conferences, seminars and similar matters (consistent with the Travel Policy) which are approved in advance by the Board and appropriated in the Water Authority budget.

MONROE COUNTY WATER AUTHORITY
POLICY REGARDING ACQUISITION AND ASSIGNMENT OF
MOBILE COMMUNICATION DEVICES

REVISED JULY 2018
FOR READOPTION JULY 2019

The following paragraphs set forth the policy for acquisition and assignment of mobile communication devices (“MCD’s”) by the Monroe County Water Authority (the “Authority”).

1. **Business Purpose.** The Authority conducts business in Monroe County and portions of each adjacent county. To facilitate communication with and between its employees, the Authority regularly acquires and issues to authorized employees various MCD’s. For purposes of this policy, the term “mobile communication devices” includes cellular telephones, personal digital assistants, and similar electronic devices.
2. **Authorization.** Each Department Head shall determine for each employee whether such person’s work assignment and duties require regular communications with the Authority, other employees or third parties, and whether providing such employee with a MCD would facilitate the business purposes of the Authority.
3. **Employee MCD Selection Options.** After authorization by the Department Head, the employee will have two choices;

Option 1: MCWA-Owned MCD - The Authority will authorize assignment of a MCWA-owned device to such employee. Under this option, the MCWA-owned MCD may be used for business purposes only. Personal use of a MCD may result in disciplinary action.

MCD Assignment: The employee will submit the completed and approved Mobile Communication Device Authorization Form to the Purchasing Agent to be assigned a MCD (or to maintain an existing MCD).

MCD Usage: The Authority shall issue MCD’s for business-related purposes and reserves the right to cancel MCD service and recover MCD’s at any time.

Monitoring MCD Usage: The Director of Finance or the Assistant to the Executive Director shall establish such procedures or guidelines as may be necessary to carry out this policy. Such procedures shall include (i) a process for monitoring the MCD usage to ensure that the employee has no personal usage, and (ii) periodic evaluations of whether MCD’s previously issued continue to be needed and whether the rate plans previously selected continue to provide value.

Option 2: Employee-owned MCD with MCD Allowance - The employee may elect to maintain and use his/her personal MCD for business-related purposes and be eligible for an MCD monthly allowance. The allowance is based on a portion of MCWA’s contract rate. The employee’s MCD allowance is considered a working condition fringe benefit and currently is tax exempt.

The employee may elect to assume the contract of an existing MCWA phone number or may work with the service carrier of his/her choice to obtain service.

Application for Allowance: The employee will submit the completed and approved **Mobile Communications Device Allowance Authorization Form** to the Human Resources department to set up payment.

Payment will be made as an addition to the employee's regular salary payment. Payment for monthly service allowance will be once a month. Note that the allowance does not constitute an increase in base pay and will not be included in any percentage calculations for increasing the employee's salary base.

Notice of Change: Once it is determined that the allowance is authorized and payment starts, the employee is required to notify his/her supervisor if the phone number changes.

Purchase of MCD Equipment: The employee is responsible for the purchase of MCD equipment (MCD, charger, ancillary equipment, etc.).

4. **Department Responsibilities and Documentation Requirements.** Regardless of the MCD option chosen by the employee, Human Resources must maintain a file containing the original of each MCD Authorization Form. It is the Department Head's responsibility to review MCD needs in his/her department on an annual basis.

**MONROE COUNTY WATER AUTHORITY
WHISTLEBLOWER POLICY
(READOPTED JULY ~~2018~~ 2019)**

The Monroe County Water Authority (the “Authority”) provides whistleblower protection that complies with Section 75-b of the New York Civil Service Law and the recommendations of the New York State Authorities Budget Office.

**ARTICLE 1
DEFINITIONS**

These terms have the meanings set forth below:

1. Authority employee

Any Member, officer and employee employed at the Authority, whether full-time, part-time, employed pursuant to contract, employees on probation and temporary employees.

2. Ethical violation

Any instance of conduct prohibited under the Authority’s Code of Ethics Policy or other misconduct, malfeasance, or inappropriate behavior by an Authority employee.

3. Good faith

Information concerning potential wrongdoing is disclosed in “good faith” when the Authority employee making the disclosure reasonably believes such information to be true and reasonably believes that it indicates potential wrongdoing.

4. Personnel action

Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

5. Whistleblower

Any Authority employee who in good faith discloses information to the Authority or another governmental body concerning wrongdoing by another Authority employee, or concerning the business of the Authority itself.

6. Wrongdoing

Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by an Authority employee that relates to the Authority.

ARTICLE 2
REPORTING WRONGDOING

All Authority employees who discover or know about potential wrongdoing concerning: (i) another Authority employee; (ii) a person having business dealings with the Authority; or (iii) the Authority, and who seek to disclose such information must do so in accordance with the following procedures:

1. An Authority employee seeking to disclose wrongdoing must disclose any information concerning such wrongdoing either orally or in a written report to a supervisor, the Authority's independent Ethics Board, the Authority's attorneys or a human resources representative. If an Authority employee believes in good faith that disclosing information concerning wrongdoing within the Authority would be wholly ineffective or lead to an adverse personnel action, he or she may instead disclose such information to the New York State Authorities Budget Office (toll free number 1-800-560-1770) or, if applicable, a law enforcement agency.
2. All Authority employees who discover or know about wrongdoing will report such wrongdoing in a prompt and timely manner.
3. To the greatest extent possible, the Authority will keep confidential the identity of the whistleblower and the substance of his or her allegations.
4. Authority personnel and advisors who receive reports of wrongdoing will investigate and handle the claim in a timely and reasonable manner, which may include referring such information to the Authorities Budget Office or, if applicable, a law enforcement agency.

ARTICLE 3
NO RETALIATION OR INTERFERENCE

1. No Authority employee will retaliate against any whistleblower for disclosing potential wrongdoing, whether by threat, coercion, or abuse of authority.
2. No Authority employee will interfere with the right of any other Authority employee by any improper means aimed at deterring disclosure of potential wrongdoing.
3. No whistleblower will suffer harassment, retaliation or adverse personnel action. Any attempts at retaliation or interference against a whistleblower are strictly prohibited.
4. The Authority or other appropriate body will thoroughly investigate all allegations of retaliation against or interference with a whistleblower seeking to disclose potential wrongdoing.
5. Any Authority employee who retaliates against a whistleblower or attempts to interfere with a whistleblower's attempted disclosure will be subject to discipline by the Authority, which may include termination of employment.

6. Irrespective of the outcome of the initial complaint, the Authority will treat any allegation of retaliation or interference by an Authority employee as a separate matter to be taken and treated seriously.

**ARTICLE 4
OTHER LEGAL RIGHTS NOT IMPAIRED**

This Whistleblower Policy is not intended to limit, diminish or impair any other rights or remedies that an Authority employee may have under the law regarding disclosing potential wrongdoing free from retaliation or adverse personnel action, including but not limited to: Section 75-b of the New York Civil Service Law, Section 740 of the New York Labor Law, Section 191 of the New York State Finance Law, and Section 55(1) of the New York Executive Law.

Regarding any rights or remedies that an Authority employee may have under Section 75-b of the New York Civil Service Law or Section 740 of the New York Labor Law, any Authority employee who wishes to preserve such rights must (prior to disclosing information to the Authority or other government body) have made a good faith effort to provide the "appointing authority" (as defined in Section 2(9) of the New York Civil Service Law) or his or her designee the information to be disclosed, and must provide the appointing authority or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety.

**ARTICLE 5
DISTRIBUTION OF THIS POLICY**

The Authority will distribute this Whistleblower Policy annually to each Member, officer and employee and to each new Member, officer and employee as soon as practicable following commencement of such position.