

CLIFTON PARK WATER AUTHORITY BOARD MEETING

Wednesday, October 15, 2025
7:00 PM
(next meeting November 12, 2025)

AGENDA

Pledge of Allegiance

Approve Minutes of September 24, 2025 Meeting

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for items on the agenda.

Old Business

- Peacock Glen Property
- Vertical Bridge
- Fire Hydrants/ Private Hydrants

New Business

- 2026 Budget Review and Approval
- Automated Clearing House Policy
- Procurement Policy Update

Other Business

- Northwood Water Connection

Executive Session

If needed

Privilege of the Floor

Note: Each speaker shall state their name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes for any items related to the Clifton Park Water Authority.

CLIFTON PARK WATER AUTHORITY



PROPOSED BUDGET

FISCAL YEAR 2026

OPERATION AND MAINTENANCE EXPENSES

CODE	DESCRIPTION	2026 PROPOSED	2025 ADOPTED	2024 Actual	2023 ACTUAL	2022 ACTUAL	CHANGE (%) over 2025	CHANGE (%) over 2024
5000	WAGES	\$ 909,034	\$ 808,578	\$ 819,896	\$ 724,427	\$ 685,740	12.42	10.87
5001	OVERTIME	\$ 65,000	\$ 60,000	\$ 64,862	\$ 64,175	\$ 61,520	8.33	0.21
5002	SEASONAL EMPLOYEES	\$ 24,000	\$ 23,000	\$ 24,871	\$ 19,236	\$ 13,704	4.35	(3.50)
5010	FICA + MEDICARE	\$ 76,350	\$ 68,206	\$ 64,444	\$ 58,460	\$ 57,745	11.94	18.47
5020	RETIREMENT	\$ 175,831	\$ 161,105	\$ 152,255	\$ 107,975	\$ 96,422	9.14	15.48
5125	HEALTH INSURANCE	\$ 383,214	\$ 343,305	\$ 315,490	\$ 240,000	\$ 270,891	11.63	21.47
	SUBTOTAL	\$ 1,633,429	\$ 1,464,194	\$ 1,441,818	\$ 1,214,273	\$ 1,186,022	11.56	13.29
5310	CONSULTANT FEES	\$ 500	\$ 1,000	\$ -	\$ 920	\$ 400	(50.00)	
5320	LAB FEES	\$ 42,000	\$ 42,000	\$ 37,277	\$ 39,490	\$ 32,946	0.00	12.67
5330	EDUCATION	\$ 14,000	\$ 3,000	\$ 12,595	\$ 3,395	\$ 3,070	366.67	11.16
5400	ELECTRICITY	\$ 350,000	\$ 315,000	\$ 347,282	\$ 285,107	\$ 278,965	11.11	0.78
5405	GAS & OIL	\$ 37,000	\$ 40,000	\$ 34,141	\$ 36,095	\$ 44,806	(7.50)	8.37
5500	TREATMENT CHEMICALS	\$ 230,000	\$ 230,000	\$ 233,246	\$ 198,541	\$ 220,404	0.00	(1.39)
5610	SUPPLIES	\$ 11,000	\$ 9,000	\$ 6,695	\$ 10,441	\$ 8,365	22.22	64.30
5700	REPAIRS & MAINTENANCE	\$ 330,000	\$ 320,000	\$ 240,832	\$ 291,854	\$ 314,622	3.13	37.02
5710	SMALL TOOLS	\$ 10,000	\$ 5,000	\$ 6,473	\$ 2,970	\$ 4,546	100.00	54.49
5715	CONTRACTED REPAIRS	\$ 60,000	\$ 90,000	\$ 51,640	\$ 53,008	\$ 23,743	(33.33)	16.19
5730	UNIFORMS	\$ 5,500	\$ 6,500	\$ 5,637	\$ 6,240	\$ 4,473	(15.38)	(2.43)
5805	VEHICLE MAINTENANCE	\$ 25,000	\$ 25,000	\$ 29,368	\$ 24,936	\$ 17,616	0.00	(14.87)
5810	MILEAGE	\$ 500	\$ 500	\$ 1,762	\$ 295	\$ -	0.00	(71.62)
5901	PRESERVE RENTAL	\$ 62,000	\$ 62,000	\$ 61,958	\$ 61,645	\$ 61,657	0.00	0.07
5902	NPDES PERMIT	\$ 3,000	\$ 2,500	\$ 3,000	\$ 2,000	\$ 2,500	20.00	0.00
5903	PURCHASED WATER	\$ 1,200,000	\$ 1,100,000	\$ 1,250,431	\$ 938,133	\$ 1,211,017	9.09	(4.03)
5910	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,831	\$ 1,493	\$ 1,307	0.00	(18.08)
5950	PROPERTY TAXES - MALTA	\$ 65,000	\$ 65,000	\$ 65,239	\$ 61,450	\$ 60,985	0.00	(0.37)
6000	MISCELLANEOUS	\$ 12,000	\$ 42,300	\$ 7,447	\$ 9,579	\$ 7,935	(71.63)	61.14
	SUBTOTAL	\$ 2,459,000	\$ 2,360,300	\$ 2,396,854	\$ 2,027,592	\$ 2,299,357	4.18	2.59
	TOTAL O & M	\$ 4,092,429	\$ 3,824,494.00	\$ 3,838,672.00	\$ 3,241,865	\$ 3,485,379	7.01	6.61

GENERAL AND ADMINISTRATIVE EXPENSES

CODE	DESCRIPTION	2026 PROPOSED	2025 ADOPTED	2024 Actual	2023 Actual	2022 ACTUAL	CHANGE (%) Over 25 budget	CHANGE (%) Over 2024
7000	WAGES	\$ 420,133	\$ 375,083	\$ 413,999	\$ 426,710	\$ 358,657	12.01	1.48
7010	FICA + MEDICARE	\$ 31,911	\$ 28,464	\$ 29,077	\$ 31,113	\$ 26,135	12.11	9.75
7020	RETIREMENT	\$ 77,140	\$ 69,545	\$ 74,247	\$ 55,614	\$ 46,009	10.92	3.90
7125	HEALTH INSURANCE	\$ 179,218	\$ 174,567	\$ 168,410	\$ 91,308	\$ 111,782	2.66	6.42
	SUBTOTAL	\$ 708,401	\$ 647,659	\$ 685,733	\$ 604,745	\$ 542,583	9.38	3.31
7100	INSURANCE, GENERAL	\$ 75,000	\$ 55,000	\$ 52,913	\$ 44,578	\$ 39,283	36.36	41.74
7105	WORKERS COMPENSATION	\$ 36,784	\$ 44,334	\$ 44,578	\$ 38,873	\$ 44,370	(17.03)	(17.48)
7310	CONSULTANT FEES	\$ 12,000	\$ 8,000	\$ 10,573	\$ 16,608	\$ 5,363	50.00	13.50
7320	DUES	\$ 1,000	\$ 600	\$ 524	\$ 521	\$ 494	66.67	90.84
7330	EDUCATION	\$ 1,500	\$ 1,000	\$ 575	\$ 295	\$ 75	50.00	160.87
7400	OFFICE SUPPLIES	\$ 40,000	\$ 40,000	\$ 32,861	\$ 31,650	\$ 28,620	0.00	21.72
7410	POSTAGE	\$ 37,000	\$ 37,000	\$ 40,860	\$ 34,760	\$ 33,235	0.00	(9.45)
7420	AUDIT & ACCOUNTING	\$ 40,000	\$ 40,000	\$ 36,143	\$ 38,210	\$ 33,293	0.00	10.67
7425	LEGAL FEES	\$ 20,000	\$ 25,000	\$ 19,961	\$ 37,618	\$ 25,182	(20.00)	0.20
7430	ENGINEERING FEES	\$ 30,000	\$ 25,000	\$ 35,297	\$ 25,677	\$ 24,764	20.00	(15.01)
7600	SERVICE CONTRACTS	\$ 30,000	\$ 30,000	\$ 25,266	\$ 30,546	\$ 24,336	0.00	18.74
7700	TELEPHONE EXPENSES	\$ 18,000	\$ 18,000	\$ 13,105	\$ 18,060	\$ 16,350	0.00	37.35
7705	TECHNICAL SUPPLIES	\$ 9,000	\$ 8,800	\$ 4,437	\$ 3,090	\$ 622	2.27	102.84
7710	UTILITIES OFFICE	\$ 9,000	\$ 8,200	\$ 10,360	\$ 8,549	\$ 5,933	9.76	(13.13)
7810	MILEAGE	\$ 200	\$ 200	\$ -	\$ -	\$ -	0.00	
7815	TRAVEL	\$ 4,000	\$ 500	\$ 741	\$ -	\$ 104	700.00	439.81
7820	BAD DEBT EXPENSE	\$ 1,000	\$ 2,000	\$ 122	\$ 295	\$ (227)	(50.00)	719.67
7822	COLLECTION AGENCY FEE	\$ 300	\$ 300	\$ 32	\$ 48	\$ 65	0.00	837.50
7824	BANK SERVICE CHARGE	\$ 8,000	\$ 2,500	\$ 4,247	\$ 386	\$ 7,277	220.00	88.37
7990	MISCELLANEOUS	\$ 3,000	\$ 18,500	\$ 3,006	\$ 5,890	\$ 2,153	(83.78)	(0.20)
	SUBTOTAL	\$ 375,784	\$ 364,934	\$ 335,601	\$ 335,654	\$ 291,292	2.97	11.97
	TOTAL GENERAL & ADMINISTRATIVE	\$ 1,084,185	\$ 1,012,593	\$ 1,021,334	\$ 940,399	\$ 833,875	7.07	6.15

BUDGET SUMMARY

EXPENSES

WAGES AND BENEFITS	\$	2,341,830	\$	2,111,853	\$	2,127,551	\$	1,819,018	\$	1,728,605	10.89	10.07
ADMINISTRATION EXPENSES	\$	375,783.70	\$	364,934	\$	335,601	\$	335,654	\$	291,292	2.97	11.97
O & M EXPENSES	\$	2,459,000.00	\$	2,360,300	\$	2,396,854	\$	2,027,592	\$	2,299,357	4.18	2.59
TOTAL OPERATIONAL COSTS	\$	5,176,614	\$	4,837,087	\$	4,860,006	\$	4,182,264	\$	4,319,254	7.02	6.51
DEBT SERVICE COSTS	\$	1,798,913	\$	1,983,963	\$	1,983,413	\$	1,989,513	\$	1,987,013	(9.33)	(9.30)
TOTAL EXPENDITURES	\$	6,975,527	\$	6,821,049	\$	6,843,419	\$	6,171,777	\$	6,306,267	2.26	1.93

REVENUES

METERED WATER SALES	\$	5,037,300	\$	4,980,750	\$	5,083,478	\$	4,847,596	\$	4,827,480	1.14	(0.91)
BULK SALES	\$	62,000	\$	62,000	\$	57,483	\$	63,172	\$	62,808	0.00	7.86
HYDRANT CHARGES	\$	591,866	\$	560,000	\$	560,721	\$	542,229	\$	528,644	5.69	5.55
PRIVATE FIRE	\$	36,000	\$	36,000	\$	37,316	\$	34,158	\$	34,841	0.00	(3.53)
HOOK UP FEE	\$	65,000	\$	70,000	\$	78,500	\$	43,884	\$	71,650	(7.14)	(17.20)
BASIC SERVICE CHARGE	\$	1,255,000	\$	1,235,632	\$	1,077,265	\$	1,069,160	\$	1,054,644	1.57	16.50
LEASE INCOME	\$	150,000	\$	149,467	\$	145,036	\$	140,762	\$	137,849	0.36	3.42
INTEREST ON CAPITAL	\$	100,000	\$	60,000	\$	165,338	\$	5,000	\$	3,039	66.67	(39.52)
MISCELLANEOUS*	\$	40,000	\$	30,000	\$	60,816	\$	38,025	\$	57,721	33.33	(34.23)
TOTAL REVENUE	\$	7,337,166	\$	7,183,849	\$	7,265,953	\$	6,783,986	\$	6,778,676	2.13	0.98
RESERVED, CAPITAL	\$	552,000	\$	487,800	\$	359,997	\$	612,209	\$	472,409	13.16	53.33

DEBT SERVICE RATIO

1.20	1.18	1.21	1.31	1.24
------	------	------	------	------

Miscellaneous Revenues include charges and fees such as: Inspection Fees, Interest Charges, Plan Review Fees, Hydrant Permit Fees and others.

Clifton Park Water Authority
2026 Capital Plan

	2026		2027		2028		2029		2030	
	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation	Estimated Cost	Explanation
Brass Goods	\$ 40,000	Annual Parts	\$ 40,000	Annual Parts	\$ 45,000	Annual Parts	\$ 45,000	Annual Parts	\$ 45,000	Annual Parts
Water Meters	\$ 130,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements	\$ 160,000	Annual Meter Replacements
Fire Hydrants	\$ 22,000	4 hydrants annually	\$ 24,000	4 hydrants annually	\$ 26,000	4 hydrants annually	\$ 26,000	4 hydrants annually	\$ 26,000	4 hydrants annually
Boysack/ Pump station Improvements	\$ 85,000	22 of 55 actuators, \$20,000, Scada \$65,000,	\$ 85,000	33 of 33 actuators, \$30,000, Air scower pump and motor \$45,000, Zero Turn Mower \$10,000	\$ 800,000	Construct shop at Kinns Rd Site				
Water Main	\$ 25,000	Water Main Evaluation	\$ 25,000	Water Main Evaluation	\$ 50,000	Water Main Evaluation	\$ 1,000,000	Water Main Replacement	\$ 1,000,000	Water Main Replacement
Office	\$ 50,000	New Roof 50,000								
Vehicles	\$ 200,000	Excavator, 1 Utility Truck	\$ 265,000	2 pickup 100,000, Backhoe 165,000	\$ 155,000	Dump Truck\$155,000	\$ 185,000	3 new pickups		
	\$ 552,000		\$ 599,000		\$ 1,236,000		\$ 1,416,000		\$ 1,231,000	

CPWA Fund Balance

Rate Comparison

Rate

	per 1000	Water sold, Gallons	Revenue	Revenue Increase
2024	4.35	1,137,931,034	4,950,000	
2025	4.35	1,137,931,034	4,950,000	
2025	4.35	1,145,000,000	4,980,750	30,750
2026	4.35	1,158,000,000	5,037,300	56,550

Meter Size	Total Meters in service	2024 BSC	Total BSC per 1/4		Total 2024 BSC Annual	2025 Proposed BSC	Total BSC 1/4	Total 2025 BSC Annual	Increase per 1/4	Increase per year/ meter
5/8	138	\$ 17.25	\$ 2,380.50	\$ 9,522.00	\$ 19.32	\$ 2,666.16	\$ 10,664.64	\$ 2.07	\$ 8.28	
3/4	13141	\$ 17.25	\$ 226,682.25	\$ 906,729.00	\$ 19.32	\$ 253,884.12	\$ 1,015,536.48	\$ 2.07	\$ 8.28	
1	429	\$ 34.28	\$ 14,706.12	\$ 58,824.48	\$ 38.39	\$ 16,470.85	\$ 65,883.42	\$ 4.11	\$ 16.45	
1.5	120	\$ 61.96	\$ 7,435.20	\$ 29,740.80	\$ 69.40	\$ 8,327.42	\$ 33,309.70	\$ 7.44	\$ 29.74	
2	112	\$ 96.80	\$ 10,841.60	\$ 43,366.40	\$ 108.42	\$ 12,142.59	\$ 48,570.37	\$ 11.62	\$ 46.46	
3	40	\$ 202.68	\$ 8,107.20	\$ 32,428.80	\$ 227.00	\$ 9,080.06	\$ 36,320.26	\$ 24.32	\$ 97.29	
4	10	\$ 306.42	\$ 3,064.20	\$ 12,256.80	\$ 343.19	\$ 3,431.90	\$ 13,727.62	\$ 36.77	\$ 147.08	
6	2	\$ 624.09	\$ 1,248.18	\$ 4,992.72	\$ 698.98	\$ 1,397.96	\$ 5,591.85	\$ 74.89	\$ 299.56	
0.5	78	\$ 17.25	\$ 1,345.50	\$ 5,382.00	\$ 19.32	\$ 1,506.96	\$ 6,027.84	\$ 2.07	\$ 8.28	

Total \$ 1,103,243.00

Total \$ 1,235,632.16

Revenue Increase \$ 132,389.16

ACH Payment (Bank Draft) and Check Issuance Policy

Clifton Park Water Authority

Effective Date: 10/16/2025

Approved By: CPWA Board of Directors

The purpose of this policy is to establish requirements for customers who wish to pay their water bills using Automated Clearing House (ACH) electronic (Bank Draft) payments and procedures and controls for issuing payments by Automated Clearing House (ACH) transfers and physical checks. These controls ensure that all disbursements are authorized, properly documented, and recorded in the financial system and that there is a convenient, secure, and efficient payment option while ensuring proper authorization and financial controls.

ACH Payment Policy

1. Eligibility

All active residential and commercial customers of Clifton Park Water Authority are eligible to enroll in ACH payments (Bank Draft).

2. Authorization

- Customers must complete an **ACH (Bank Draft) Authorization Form**, available on our website or at the water system office.
 - The form must include:
 - Customer name(s) on the account
 - Water system account number
 - Bank name, routing number, and account number
 - Signature and date
 - A voided check or official bank document must be attached for verification.
 - By signing the authorization form, the customer authorizes Clifton Park Water Authority to initiate electronic debit entries from their designated bank account for water service payments.
-

3. Payment Schedule

- ACH (Bank Draft) payments will be processed **on or about the due date** listed on the monthly bill.
 - If the due date falls on a weekend or holiday, payment will be processed on the next business day.
-

- Customers must ensure sufficient funds are available in their bank account on the processing date.
-

4. Returned Payments

- If an ACH (Bank Draft) transaction is returned for **insufficient funds, closed account**, or any other reason, a **returned payment fee of \$25.00** will be charged to the customer's account.
 - The water system reserves the right to terminate ACH (Bank Draft) payment privileges after **two returned transactions** within a 12-month period.
-

5. Changes or Cancellations

- Customers may update or cancel their ACH (Bank Draft) authorization at any time by providing written notice at least **10 business days** before the next scheduled withdrawal.
 - Changes include switching bank accounts, changing names, or closing an account.
-

6. Privacy and Security

- Customer banking information will be handled securely and used solely for the purpose of processing authorized ACH (Bank Draft) payments.
 - The water system will not share banking details with any third party except as required by law or to complete authorized transactions.
-

7. Termination by the Water System

Clifton Park Water Authority reserves the right to suspend or terminate ACH (Bank Draft) payment options at any time if necessary due to system changes, returned payments, or misuse.

8. Contact Information

For questions about ACH (Bank Draft) payments or to update your authorization, please contact:

Clifton Park Water Authority

Address: 661 Clifton Park Center Road, Clifton Park, NY 12065

Phone: 518-383-1122

Email: cpwa@cpwa.org

ACH Issuance Policy

1. Scope

This policy applies to all payments made by the Clifton Park Water Authority, including vendor payments, employee reimbursements, payroll, and other approved disbursements.

2. Authorized Payment Methods

- **ACH Transfers:** Preferred method for vendor payments, payroll, and recurring expenses.
 - **Checks:** Used for one-time payments, vendors that do not accept ACH, or as a backup method when ACH is unavailable.
-

3. Responsibilities

a. Authority Administrator

- Reviews and approves all payment requests before processing.
- Ensures sufficient funds are available.

b. Business Manager

- Prepares ACH files or checks for approved payments.
- Maintains supporting documentation (invoices, approvals, etc.).
- Records all transactions in the accounting system.

c. Board of Directors (if applicable)

- Reviews and approves disbursements as per the procurement policy.
-

5. ACH Payment Procedures

1. Authorization:

- ACH payments require approval by the Business Manager.
- Vendor ACH information must be verified and securely stored.

2. Setup & Verification:

- Vendor or employee must complete an **ACH Authorization Form** with routing and account numbers.

- Banking details are verified through a pre-note or micro-deposit process.
 - 3. **Processing:**
 - ACH batches are created within the financial institution's secure platform.
 - 4. **Documentation:**
 - Each ACH payment must be supported by an invoice or other approved documentation.
 - Proof of payment is attached to the payment record in the accounting system.
 - 5. **Reconciliation:**
 - ACH payments are reconciled monthly against the bank statement.
-

6. Check Issuance Procedures

1. **Check Preparation:**
 - Checks are issued only for approved disbursements with supporting documentation.
 - Checks must be pre-numbered and stored securely.
 2. **Check Issuance:**
 - Checks issued must follow the procedure as stated in the procurement policy.
 - Blank checks must never be pre-signed.
 3. **Distribution:**
 - Checks may be mailed directly to the payee or picked up with written acknowledgment.
 4. **Voided or Lost Checks:**
 - Voided checks are marked "VOID" and retained.
 - Lost checks require a stop-payment order.
-

7. Internal Controls

- Segregation of duties between those approving, preparing, and signing payments.
 - Password protection for online banking and accounting systems.
 - Annual review of authorized signers by the Board.
 - Regular audits or financial reviews by an independent accountant.
-

8. Record Retention

All payment records, including invoices, ACH confirmations, and check copies, will be retained for **at least 7 years** in compliance with financial and audit requirements.

CPWA Procurement Policy

Determination of the Need for Competitive Bidding:

General Municipal Law requires purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000, be awarded to the lowest responsible bidder after public advertising requesting sealed bids.

In determining the necessity for competitive bidding, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would be considered.

The term “public works contract” would apply to those items or projects involving labor, or both materials and labor. Included in this category would be construction, paving, printing, repair contracts, etc.

The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. The Authority retains the right to reject any and all bids at any time.

The bid announcement will be placed in the Authority’s designated official newspaper for at least one day as a minimum.

Purchases Exempt from Competitive Bidding:

Provisions in State Law allow certain procurements to be exempt from the competitive bidding requirements as follows:

1. Purchases made from state contracts issued by the Office of General Services.
2. Prison Industries and Industries of the Blind purchases.
3. Professional services such as: insurances, medical services, legal services, engineering services, and accounting services.
4. Emergencies arising out of accident or unforeseen circumstances that impair the CPWA’s ability to pump, treat or deliver water, as necessary, to its customers.
5. Purchases made under “piggyback” contracts that are made available through any county within the State of New York.

Standardization of Purchase:

When deemed necessary, for reasons of economy and efficiency, the Authority may approve a standard of purchase of a material or equipment.

Standardization, as the word implies, restricts a purchase to a specific make, model, or type of equipment or supply. For example, to limit the purchase of trucks to a particular make or model based on past performance or to reduce the inventory of spare parts, may be acceptable, provided that sufficient justification is supplied to the Authority Board of Directors.

In order to apply this standardization, the Board must approve the purchase by a two-thirds majority vote.

Inspection of Commodities after Delivery:

Primary responsibility to ensure full vendor performance with contract requirements and commodity specifications, lies in the inspection at the point of receipt. This is particularly true with regard to delivery specifications, including damage to or shortage of, merchandise. Staff must inspect immediately upon delivery, and damaged goods should be refused for delivery.

If there is a shortage, personnel should insist on a notation to that effect on the freight receipt. Both the Authority and the contractor must be notified immediately. All packing slips must be forwarded to the office.

Purchase Requisitions:

All requirements for goods and services shall be recorded on a requisition form and forwarded to the Administrator for approval and line item assignment.

The following information is necessary on the requisition:

1. Date
2. Person requesting order
3. Place material is to be delivered
4. Delivery requirements (rush, time frame, special delivery vehicle requirements)
5. Description of item/service required, including part/catalog numbers (if applicable)
6. Suggested vendor and cost if available
7. Signature of person making request

Any additional information, such as price quotes or other available vendors or literature for specialized equipment should accompany the requisition form at the time of presentation to the Administrator.

All approved requisitions will generate a purchase order. One copy of the purchase order (pink) will be returned to the requisitioner. This copy will serve to verify that the item has been ordered. Another copy (yellow) will be forwarded to the Business Manager. Once the item has been delivered and inspected, the packing slip should be attached to the requisitioner's copy of the purchase order, and the copy should be signed indicating that the item has been received in satisfactory condition. This copy shall be forwarded to the Business Manager for payment.

Blanket Purchase Orders:

Blanket purchase orders are set up with vendors from whom the Authority purchases a number of small items, such as nuts, bolts, small hand tools, hose, etc., or for purchases of identical items or services that are made from an individual vendor frequently over the course of the year.

Vendors that may be issued blanket purchase orders are:

- Local hardware stores
- Treatment chemical suppliers
- Suppliers of cartridge filters for the Boyack Treatment Plant
- Contracted IT service provider
- Shipping vendors (UPS, Fedex)

Authorized Authority staff may make purchases at these specified vendors. Vendors will be approved by the Authority Administrator and will be set up with maximum per-purchase dollar amounts, determined by historical purchases, at the time the blanket purchase order is created. All invoices will be matched to receipts or delivery tickets by the Business Manager for verification of approved purchase.

The vendor may bill the Authority monthly for a partial payment against the open purchase order.

Purchase Order Quotations:

The following rules apply to all Authority purchases:

1. Purchases of more than \$1,500, but less than \$3,000, will require at least two verbal quotes recorded.
2. Purchases of \$3,000 or more, but less than \$5,000, will require three verbal quotes recorded.

3. Purchases of \$5,000 or more, but less than \$20,000, will require three written quotes filed.
4. Purchases of \$20,000 or more will require competitive bidding.

Approval of Purchases:

All purchases require the prior approval of the Authority Administrator. In the absence of the Administrator, in instances where the purchase cannot be delayed, approvals will be determined by the Business Manager.

Payment:

All payments require signature of the Authority Administrator. In the absence of the Administrator, in instances where the payment cannot be delayed, approvals will be determined by the Business Manager.

Any individual payment over \$5,000 will require a second signature from the Board Chairperson or Treasurer before payment is issued. the second signature can be issued via electronic signature (ie, DocuSign or similar). The following categories are exempt from requiring a second signature: with the exception of the following categories:

- Utility bills
- Equipment/Software service contracts
- Fuel
- Health insurance
- General Liability Insurance
- Workers' compensation insurance
- Treatment chemicals
- Purchased water
- Property and school taxes
- Emergency repairs