

**CLIFTON PARK WATER AUTHORITY  
BOARD MEETING**

**Tuesday, April 30, 2024  
7:00 PM**

**AGENDA**

- Approve Minutes of March 19, 2024 Meeting

**Privilege of the Floor**

**Old Business**

- Peacock Glen Property
- Project to Increase Capacity from SCWA

**New Business**

- Amend 2024 Operating and Capital budget
- Amend Bylaws to define Public Privilege
- Amend Credit Card Policy
- Glenville PFOA/PFOS

**Other Business**

- Pipe Relining
- Investments
- Mountain View Meadows

**Executive Session**

- DCG Litigation



**Clifton Park Water Authority**

**Resolution #\_\_\_\_, 2024**

**Amend the CPWA 2024 Operating and Capital Budget**

**WHEREAS**, the Clifton Park Water Authority wishes to amend the 2024 Operating and Capital Budgets,

**WHEREAS**, the current budget is proposed and passed in the fall of the previous year based on best knowledge of upcoming expenses,

**WHEREAS**, the budget often requires adjustment based on changes in costs and needs for the Authority,

**WHEREAS**, items on the Capital Budget are completed they shall be closed out to confirm costs and validate any overages in the budget, **now, therefore be it**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby amends the 2024 Operating and Capital Budget as stated in Exhibit A.

Motion to Accept: \_\_\_\_\_

Seconded: \_\_\_\_\_

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____
Ms. Haig	_____	_____



## MEMORANDUM

To: CPWA Board of Directors

From: Chris Wheland, Authority Administrator

Date: 4/24/2024

Subject: Transfers and Capital Update

At times throughout the year, it is necessary to adjust the budget. The idea is to keep the bottom line the same but also adjust specific budget lines within the budget to allow for other necessary purchases throughout the year. By doing this it helps track annual purchases and budget history for the production of future budgets. It also allows the Board to have a better understanding of purchases and where the money is being spent.

You will see on Exhibit A a list of transfers requested by the board. Please note that the overall budget (bottom line) remains the same. This is only to transfer funds within the current budget.

Education and small tools require a total increase of \$4,800. This money is coming from the Repairs and Maintenance line. The education line is over budget as we have two employees attending the operator's course at Hudson Valley Community College (\$2400 total). Small tool increased as a factor of inflation and the need to purchase additional tools to replenish inventory. With the replacement of filter media at Boyack road I expect a reduction in purchase of filters, therefore the Repairs and Maintenance line is able to be reduced. A more definitive cost reduction can be calculated as we get closer to the end of the year.

Under General and Administrative the insurance and general liability line was budgeted in October of 2023 at \$45,000. Actual insurance costs were \$53,100, therefore this line requires an increase in funding. As this area of budgeting (General and Administrative) is very tight, small amounts were transferred from three other accounts.

As the year progresses, we will review the budget quarterly and make adjustments as necessary based on the needs of CPWA. During the budget approval process, I stated that a review of rates would occur bi-annually. If an adjustment to the rate is found to be necessary this document will assist in determining the reason and the areas that are increasing.



Many areas of the Capital Plan can be closed out. These include Brass goods, Color Monitor, Chlorine Analyzer, Boyack Filters, Hydrants, Gate and Check Valves, Excavator Trailer, Well Rehabilitation and SCWA Interconnect. Items still open are Water Meters as they are ordered on an as needed basis throughout the year and Pickup and Meter Van. The pickup and meter van have been investigated as electric vehicles through grants. What we determined is only \$2,000 per vehicle are allowed as grant and this reduces the cost difference between a gas vehicle and an electric vehicle. By the year 2032 all fleet vehicles must be electric, unless there is a reason for exemption, plowing, long runs, etc. I am putting a bid together for an electric meter van to start the process of meeting the 2032 requirement. At this time the cost difference of a gas or electric pickup is not reasonable. The vehicles are more expensive than budgeted (meter van \$55,000 only electric in Ford offered, Pickup \$45,000 gas or \$70,000 electric). Once ordered I will be closing out the capital items for them and providing the documents with costs and how the budget is affected.



## MEMORANDUM

To: CPWA Board of Directors

From: Chris Wheland, Authority Administrator

Date: 4/24/2024

Subject: Boyack filter media replacement close out

The Capitol Plan project of replacement of the Boyack Filter media has been completed. To close out the project I am requesting Capital Budget Adjustment to finalize all funds and close the project. Below is a breakdown of all expenses incorporated with the project.

1) Filter Media -	\$199,441.00
2) Vac Service	\$ 25,924.12
3) Forklift rental	\$ 9,910.47
4) Welding services	\$ 17,400.00
5) Manifold Repair	\$ 15,520.00
6) Manway hatches	\$ 2,135.00
7) Miscellaneous	\$ 646.00
Total	\$270,976.59
Budgeted	\$230.000
Over/under budget	(\$ 40,976.55)

## Clifton Park Water Authority

### Budget Transfer

Date: 4/29/2024

Acct No	Description	Budget Amount	Increase/Decrease	Revised Budget	Explanation
<b>Operation and Maintenance</b>					
5330-1	Education	\$ 3,000.00	\$ 3,500.00	\$ 6,500.00	2 employees taking the operator course (\$2,500)
5710-1	Small Tools	\$ 5,200.00	\$ 1,300.00	\$ 6,500.00	Annual purchases to replenish small tools overbudget
5700-1	Repairs and Maintenance	\$ 300,000.00	\$ (4,800.00)	\$ 295,200.00	Monthly reviewed and modified if necessary
				\$ -	
			\$ -		
<b>General and Administrative</b>					
7100-1	Insurance Gen.Liability	\$ 45,000.00	\$ 8,100.00	\$ 53,100.00	Annual increase about the budgeted amount
7400-1	Office Supplies & Exp	\$ 30,000.00	\$ (2,100.00)	\$ 27,900.00	Monthly reviewed and modified if necessary
7420-1	Audit & Accounting Fees	\$ 39,000.00	\$ (3,000.00)	\$ 36,000.00	Monthly reviewed and modified if necessary
7425-1	Legal Fees	\$ 25,000.00	\$ (3,000.00)	\$ 22,000.00	Monthly reviewed and modified if necessary
				\$ -	
			\$ -	\$ -	

Capital Budget		Budget amount	Amount Spent	Remaining budget	Project update
Closed Y/N					
Y	Brass goods	\$ 40,000.00	\$ 33,061.35	\$ 6,938.65	Purchased
N	Water Meters	\$ 460,000.00		\$ 160,000.00	ongoing for 2024
Y	Color Monitor	\$ 10,000.00	\$ 4,823.22	\$ 5,176.78	Purchased
Y	Chlorine Analyzer	\$ 6,600.00	\$ 6,572.72	\$ 27.28	Purchased
Y	Boyack Filters (2023)	\$ 230,000.00	\$ 270,976.59	\$ (40,976.59)	Project Complete, with more rehab than anticipated
Y	Hydrants	\$ 20,000.00	\$ 18,563.00	\$ 1,437.00	Purchased
Y	Gate and Check Valves	\$ 8,000.00	\$ 5,656.20	\$ 2,343.80	Project Completee
Y	Excavator Trailer	\$ 30,000.00	\$ 29,970.00	\$ 30.00	Purchased
N	Pickup	\$ 40,000.00		\$ 40,000.00	Evaluating electric vehicle and grants
N	Meter Van	\$ 45,000.00		\$ 45,000.00	Evaluating electric vehicle and grants
Y	Well Replacement (2023)	\$ 32,000.00	\$ 37,500.00	\$ (5,500.00)	Scheduling pushed to 2024
Y	SCWA Interconnect	\$ 1,137,173.00	\$ 1,141,945.66	\$ (4,772.66)	Once reimbursed from EFC and CT Male we will close



**Clifton Park Water Authority**

**Resolution # \_\_\_\_\_, 2024**

**Amend the CPWA Board Bylaws to define Public Privilege**

**WHEREAS**, the Clifton Park Water Authority wishes to amend the Bylaws to include a definition of Public Privilege/Privilege of the Floor,

**WHEREAS**, the definition of Public Privilege/ Privilege of the Floor shall be included in Article IV, Section 8 of the current CPWA Board of Directors Bylaws,

**WHEREAS**, Public Privilege/ Privilege of the Floor shall be defined as:

*There shall be a privilege of the floor at the beginning of the meeting for topics related to agenda items where each speaker is limited to five minutes.*

*There shall be a privilege of the floor at the end of the meeting prior to adjournment for topics related to any other CPWA business where each speaker is limited to five minutes.*

*Speakers are to state their name and address, they are to address the board of directors in a respectful manner and not speak in a derogatory manner towards any specific member or employee of the water authority.*

*The board is not required to respond to any comments, but is allowed to ask questions for clarification.*

**WHEREAS**, this is the only amendment to the Bylaws and all other articles and sections remain unchanged, now, therefore be it

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby amends the bylaws to define the term public privilege/privilege of the floor.

Motion to Accept: \_\_\_\_\_

Seconded: \_\_\_\_\_

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____
Ms. Haig	_____	_____



## MEMORANDUM

To: CPWA Board of Directors

From: Chris Wheland, Authority Administrator

Date: 4/24/2024

Subject: Privilege of the Floor

The Clifton Park Water Authority Board of Directors has an agenda item labeled privilege of the floor. I recommend the CPWA defines this agenda item to better enhance comments and efficiencies at board meetings.

The current by-laws of the Clifton Park Water Authority state under Article IV, Section 8, Order of Business that in the agenda of a regular meeting there shall be a Public Privilege (i.e. Privilege of the Floor). This agenda topic allows the public to speak at any public meeting regarding topics on the agenda and other items that are relevant to the Clifton Park Water Authority.

To better describe this item and provide for controlled and efficient meetings I suggest defining the Public Privilege in the by-laws to state:

*There shall be a privilege of the floor at the beginning of the meeting for topics related to agenda items where each speaker is limited to five minutes.*

*There shall be a privilege of the floor at the end of the meeting prior to adjournment for topics related to any other CPWA business where each speaker is limited to five minutes.*

*Speakers are to state their name and address, they are to address the board of directors in a respectful manner and not speak in a derogatory manner towards any specific member or employee of the water authority.*

*The board is not required to respond to any comments, but is allowed to ask questions for clarification.*

Once and if approved I will update the by-laws and provide copies to all board members. The policy will be included on future board agendas for public knowledge at all meetings.

**BY-LAWS  
OF THE  
CLIFTON PARK WATER AUTHORITY**

ARTICLE I

THE AUTHORITY

Section 1. NAME. The name of the Authority shall be the “Clifton Park Water Authority” (the “Authority”).

Section 2. DESCRIPTION. The Authority is a body corporate and politic constituting a public benefit corporation, created by and having the powers and functions set forth in Title 6-B of Article 5 of the Public Authorities Law, as amended from time to time (the “Act”).

Section 3. SEAL. The official seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year 1990.

Section 4. OFFICE. The principal office of the Authority shall be located at 661 Clifton Park Center Road, Clifton Park, New York or at such other address as the Board directs by resolution.

ARTICLE II

MEMBERS

Section 1. MEMBERS. The membership of the Authority shall consist of such members as is provided for in the Act and each member shall continue to hold office as a member until his or her successor is appointed and qualified.

Section 2. DUTIES. The Members of the Authority shall exercise direct oversight of the business and operations of the Authority and all Authority personnel.

### ARTICLE III

#### OFFICERS

Section 1. OFFICERS. The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer and such other officers as the Chairman may determine.

Section 2. CHAIRMAN. The Chairman shall be a member of the Authority and shall preside at all meetings of the Board. Except as otherwise authorized by Resolution of the Authority, the Chairman shall execute (manually or by facsimile signature) all agreements, contracts, deeds, bonds or other evidences of indebtedness and any other instruments of the Authority on behalf of the Authority and shall perform such other duties as may be prescribed for the Chairman by law or by the Board. At each meeting, the Chairman shall submit to the Board such recommendations and information as he or she may consider pertinent concerning the business, affairs and policies of the Authority.

Section 3. VICE CHAIRMAN. The Vice Chairman shall be a member of the Authority and shall assume and perform the powers and duties of the Chairman in case of the absence or incapacity of the Chairman. In the event of the resignation or death of the Chairman, the Vice Chairman shall become Acting Chairman and shall perform the duties of the Chairman until such time as the Town Supervisor shall appoint a new Chairman.

Section 4. SECRETARY. The Secretary shall keep all records of the Authority, shall act as secretary of the meetings of the Authority, shall keep a record of all votes and record the minutes of the Board in a journal to be kept for that purpose, shall attend to the serving of notices of meetings as required, shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all agreements, contracts, deeds, bonds or other evidences of indebtedness and to all other instruments of the Authority authorized by the Authority to be executed and shall have the power to attest (by manual or facsimile signature) such seal, attend to such correspondence as may be assigned and perform all other duties incident to the office and as may be prescribed for the Secretary by law or by the Board. The Secretary need not be a member of the Authority.

Section 5. TREASURER. The Treasurer shall be a member of the Authority and shall exercise all of the following duties unless the Authority has delegated those duties to a Chief Financial Officer (“CFO”) in accordance with and pursuant to any of the requirements of the Public Authorities Law, as amended, and/or the Public Authorities Accountability Act, as amended.

The Treasurer shall have the care and custody of the funds, deposits and securities of the Authority and shall deposit the same forthwith in the name of the Authority in such bank or banks in the State of New York as the Board shall designate. Except as otherwise authorized by resolution of the Authority, the Treasurer shall sign all checks for the payment of money by the Authority pursuant to the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such checks shall be countersigned by the Chairman. The Treasurer shall have oversight responsibility for the

books of the Authority, including regular books of accounts showing receipts and expenditures, and shall render to the Authority at each regular meeting an account of the financial transactions and the current financial condition of the Authority. The Treasurer shall have such other powers and duties as are conferred upon the Treasurer by law or by the Board. The Treasurer shall not be required to give bond for the faithful performance of the duties of his/her office unless so directed by the Board. Should the Board require such bond to be given by the Treasurer, the Board shall determine the amount of the bond and the premium therefore shall be paid by the Authority.

Section 6. ADDITIONAL DUTIES. The officers of the Authority shall perform their duties as identified in these By-Laws and such other duties and functions as may from time to time be authorized by Resolution of the Authority or be required by the Authority or by the policies and/or rules and regulations of the Authority or, in the absence of the Board, by direction of the Chairman.

Section 7. APPOINTMENT OF OFFICERS. The Chairman shall be appointed by the Clifton Park Town Supervisor as provided in the Act. All other officers of the Authority shall be annually appointed by the Chairman at the yearly organizational meeting of the Authority. Officers shall hold their offices for one year or until their successors are appointed. If the term of an Authority member shall terminate, his or her term of office as an officer shall also terminate.

Section 8. VACANCIES. Should any office become vacant, the Chairman shall appoint a successor at the next regular meeting, and such appointment shall be for the unexpired term of said office.

Section 9. ADDITIONAL PERSONNEL. The Authority shall designate and appoint all officers and personnel as may be required by the Public Authorities Law, as amended, and/or the Public Authorities Accountability Act, as amended, including but not limited to, a Chief Executive Officer (“CEO”) and Chief Financial Officer (“CFO”).

The Authority may from time to time employ such personnel, including private consultants, as it deems desirable or necessary to exercise its powers, duties and functions pursuant to the Public Authorities Law, as amended, and all other laws of the State of New York applicable thereto.

The Authority may retain special and/or general counsel to provide such legal assistance and advice to the Authority as may be necessary and desirable.

The selection and compensation of all personnel shall be determined by the Authority subject to the laws of the State of New York.

Section 10. REMOVAL. Any officer elected or appointed by the Chairman may be removed by the Chairman with or without cause.

#### ARTICLE IV

##### GENERAL PROVISIONS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall begin on the first day of January of each year.

Section 2. ANNUAL MEETING. The annual organizational meeting of the Board shall be held at 7:00 p.m. (local time) on the first Wednesday following the first meeting of the Clifton Park Town Board in January of each year at the office of the Authority in the Town of Clifton Park. In the event such day shall fall on a legal holiday,

the annual meeting shall be held at the same time on the next succeeding day that is not a legal holiday.

Section 3.     REGULAR MEETINGS.     Regular meetings of the Board shall be held at such times and places as from time to time may be determined by the Board. No notice to the members of the Authority or, except as otherwise required by law, to the public shall be required for regular meetings of the Authority when the time and place of said regular meetings have been fixed at a previous meeting of the Authority.

Section 4.     SPECIAL MEETINGS.     The Chairman may, when the Chairman deems it desirable, and shall, upon the written request of three (3) members of the Board, call a special meeting of the Board for the purpose of conducting any business designated in the call and, if all members are present and none object, any other business may also be conducted. The call for a special meeting may be delivered via email or fax to each member of the Board at least one day before such special meeting or may be mailed to the business or home address of each such member at least three days prior to the date of such special meeting.

Section 5.     ADJOURNMENT OF MEETINGS.     Any regular or special meeting may be adjourned to any other time at the will of a majority of the members of the Board present and voting at such meeting.

Section 6.     WAIVER OF NOTICE.     Failure to give notice of any meeting of the Board to any member of the Board may be waived by such member. Notice of any adjourned meeting need not be given to any member present at the time of the adjournment.

Section 7. QUORUM. At all meetings of the Authority, a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business. No action shall be taken by the Board except pursuant to the favorable vote of at least three members of the Board provided, however, that a majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time or place.

Section 8. ORDER OR BUSINESS. The order of business at regular meetings shall be:

- (a) Roll call and determination of quorum.
- (b) Public privilege.
- (c) Reports of committees.
- (d) Old or unfinished business.
- (e) New business.
- (f) Approval of the minutes of previous meeting.
- (g) Adjournment.

The order of business may be altered or suspended at any meeting by the members of the Authority. Except as otherwise provided by the members of the Authority, all resolutions shall be in writing and shall be copied in or attached to the journal of the proceedings of the Authority.

Public Privilege- There shall be a privilege of the floor at the beginning of the meeting for topics related to agenda items where each speaker is limited to five minutes.

There shall be a privilege of the floor at the end of the meeting prior to adjournment for topics related to any other CPWA business where each speaker is limited to five minutes.

Speakers are to state their name and address, they are to address the board of directors in a respectful manner and not speak in a derogatory manner towards any specific member or employee of the water authority.

*The board is not required to respond to any comments, but is allowed to ask questions for clarification.*

Section 9. MANNER OF VOTING. The voting on all questions coming before the Authority shall be by roll call and the ayes and nays shall be entered on the minutes of such meeting except in the case of appointments when the vote may be by ballot. Any action of the Authority shall be binding upon determination by a majority of the entire membership of the Authority.

Section 10. COMMITTEES.

(a) There shall be the following standing committees of the Board of Directors:

- (i) An Audit Committee whose duties and responsibilities shall be to maintain general familiarity with corporate financial and accounting practices and recommend to the Board the hiring of a CPA firm, establish compensation to be paid to the CPA firm and provide direct oversight of the performance of the independent annual audit performance by the CPA firm.
- (ii) A Governance Committee whose duties and responsibilities shall be to keep the Board informed of current best governance practices, review corporate governance trends, update the Authority's governance principles and render advice to appointing authorities on the skills and experiences required of potential board members.
- (iii) A Grievance Committee whose duties and responsibilities shall be to review grievances submitted by Authority customers related to billing or other operations of the Authority.

(b) There may be special or temporary committees as the Board may deem desirable and authorize.

(c) Each committee shall consist of a chair and two or more other directors who shall be appointed by and serve at the pleasure of the Chairman. The Chairman shall be an ex-officer member of each committee.

(d) The committees shall hold meetings in accordance with the procedures set forth in these by-laws for meetings of the board.

Section 11. EXECUTION OF INSTRUMENTS. All instruments and documents of the Authority shall be signed or countersigned, executed, verified or acknowledged by such officer or official or other person or persons as provided in these by-laws or as the Board may from time to time designate by resolution.

Section 12. DEFINITIONS. Capitalized words or terms not otherwise defined herein shall have the meaning ascribed to them in the Act.

## ARTICLE V

### INDEMNIFICATION OF MEMBERS, OFFICERS AND EMPLOYEES

Section 1. GENERAL SCOPE OF INDEMNIFICATION. The Authority shall, to the fullest extent permitted by law, provide for, hold harmless from, and indemnify any person (and his/her administrators, executors, personal representatives and heirs) made, or threatened to be made, a party to any action or proceeding, whether civil or criminal in nature, by reason of the fact that such person is or was a member, officer or employee of the Authority or who served, at the request of the Authority, as an officer or employee of any subsidiary of the Board, against judgments, costs, penalties, fines,

amounts paid in settlement and reasonable expenses, including attorney's fees, actually and necessarily incurred as a result of such action or proceeding (including any appeal therein), provided such member, officer or employee acted in good faith for a purpose which such person reasonably believed to be in the best interest of the Authority and, in criminal actions or proceedings, had no reasonable cause to believe that any action taken by or conduct of such person was unlawful.

Section 2.     PRESUMPTION.     The termination of any such civil or criminal action or proceeding by judgment, settlement, conviction or upon a plea of nolo contendere, or its equivalent, shall not in itself create a presumption that any such member, officer or employee did not act in good faith for a purpose which such person reasonable believed to be in the best interests of the Authority or that such person had reasonable cause to believe that no such action or conduct was unlawful.

## ARTICLE VI

### AMENDMENTS TO BY-LAWS

Section 1.     The by-laws of the Authority may be amended only with the approval of at least a majority of all of the members of the board at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Authority.



**Clifton Park Water Authority**

**Resolution # \_\_\_\_\_, 2024**

**Amend the CPWA Credit Card Policy**

**WHEREAS**, the Clifton Park Water Authority wishes to amend the Credit Card Policy,

**WHEREAS**, the current policy allows for only the Authority Administrator to obtain a credit card,

**WHEREAS**, single vender cards have been added over the years (ie. Lowes, Home Depot, Tractor Supply) as these vendors only take cash or credit as payment,

**WHEREAS**, processing of vendor invoices is timely and posting of these payments is often delayed due to USPS and vendor processing procedures,

**WHEREAS**, for better control and ease of payment CPWA wished to consolidate to one standard credit card with the current bank of CPWA,

**WHEREAS**, Issued credit cards will have limited vendors to purchase from and only issued to specific employees at predetermined credit limits per card,

**WHEREAS**, All purchases will still require a purchase order for approval prior to use of any credit card,

**WHEREAS**, online tracking and payment of credit cards increase security and control over purchases and payments, **now, therefore be it**

**RESOLVED**, that the Clifton Park Water Authority Board of Directors hereby amends the Credit Card Policy.

Motion to Accept: \_\_\_\_\_

Seconded: \_\_\_\_\_

Roll Call Vote

	<u>Ayes</u>	<u>Noes</u>
Mr. Gerstenberger	_____	_____
Mr. Ryan	_____	_____
Mr. Taubkin	_____	_____
Mr. Butler	_____	_____
Ms. Haig	_____	_____



## MEMORANDUM

To: CPWA Board of Directors

From: Chris Wheland, Authority Administrator

Date: 4/24/2024

Subject: Credit Card Policy

The Clifton Park Water Authority has various lines of credit with multiple vendors. Many of these vendors (Lowe's, Home Depot, Tractor Supply) require the use of a credit card in an employee's name to properly purchase on an account. If an employee doesn't have a card for that vendor, another employee (that has a card) is required to go and make the purchase.

In order to pay the balances on the credit card accounts a check is required. CPWA issues a check within 7 days of receipt of the invoice and mails the check to the vendor. It can take the vendor up to 14 days to post the check to the account. Many times, this is past the deadline and fees and interest occur that must be backtracked and followed up on, costing more time and effort.

I am requesting a change to the credit card policy to allow certain employees the issuance of a credit card from our current financial institution (KeyBank). This credit card will be issued to a specific user, with a specific credit limit and limited to be used at specific vendors. Please see attached document for limitations on employees, limits and vendors.

Ultimately this reduces liability with multiple open accounts, reduces the mailing of checks, eases payments of invoices as KeyBank accepts online bank transfers for payment, increases control as the Business Manager and Administrator are able to track credit card usage daily, if required, and increases efficiency of work for employees.

# Clifton Park Water Authority

## Credit Card Policy

### Purpose

The purpose of this Credit Card Policy is to facilitate purchases necessary for CPWA operation, lodging and travel to approved Water Authority-related functions, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of these cards is not to override the procedures set forth in the CPWA's Procurement Policy, but to provide an alternative method of purchase for necessary goods and services.

### Policies

1. The Business Manager and the CPWA Board of Directors shall be responsible for the accounting, monitoring, and general oversight of compliance with this Credit Card Policy.
2. Credit cards shall only be issued to the CPWA employees as dedicated by the Board of Directors~~Administrator~~.
3. Credit cards for employees will be limited to vendors of need (i.e. Lowes, Home Depot, Tractor Supply, etc) The Administrator credit card may be used for any authorized CPWA purchase where the vendor or merchant accepts credit card payments.
4. Any CPWA credit card shall ~~normally~~ have ~~an~~ authorized maximum limits ~~of up to \$2,000 as~~ pre-determined by the Board of Directors. When necessary, the Administrator may from time to time choose to temporarily increase this limit ~~to \$3,000~~. The CPWA Board of Directors shall be notified of the date and reasons for the increase and the date that the limit will decrease.
5. CPWA credit cards shall only be used for the purchases of goods and services that are the official business of the Clifton Park Water Authority.
6. Documentation detailing the goods and services purchased with CPWA credit cards shall be required for all transactions. Adequate documentation shall consist of, but not be limited to, original sales receipts, credit slips, etc. At no time shall the CPWA approve payment of credit card invoices without adequate documentation. Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased.
7. CPWA credit cards shall not be used for personal uses, personal cash advances, or other merchant category exclusions (i.e., alcoholic beverages, tobacco products, etc.).

8. Any employee of the Clifton Park Water Authority who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.
9. Employees to whom credit cards are issued for CPWA purchases shall be responsible for the protection and custody of the credit card. The employee to whom credit cards are issued shall immediately notify the financial institution issuing the card if lost or stolen. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.
10. Employees to whom credit cards are issued for CPWA purchases shall immediately surrender all CPWA credit cards upon termination of employment or layoff from active work status.
11. All benefits derived from the use of credit cards shall become the property of the CPWA.
12. The credit card shall not impact the cardholder's personal credit references. The CPWA issued credit card is a CPWA liability card, not a personal liability card. However, the cardholder does have the responsibility to use the credit card in an appropriate manner, as described in this document.
13. The Business Manager shall review and recommend approval or denial of credit card invoices prior to payment. The balance due on any credit card account shall be paid in full by the due date listed on the invoice. Copies of credit card statements shall be provided by the Business Manager to the CPWA's Board of Directors for review.
14. Credit card transactions are hereby authorized for the following methods of acquisition:
  - a. In person: the employee shall present the credit card for purchases of goods and services. The employee shall obtain a receipt for all purchases and credits, and submit the receipt to the Business Manager for reconciliation with the credit card invoice.
  - b. Via telephone or mail order: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order or other document and submit this documentation to the Business Manager for reconciliation with the credit card invoice.
  - c. Via the Internet: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order, hardcopy screen printouts, and/or other document, and this documentation shall be submitted to the Business Manager for reconciliation with the credit card invoice.

## Credit Card Policy List of Employees

Name	Limit	Business Approval
Chris Wheland	\$ 4,500	Any business that accepts credit cards
Ron Marshall	\$ 2,500	Lowe's, Home Depot, Tractor Supply
Jim Austin	\$ 2,500	Lowe's, Home Depot, Tractor Supply
Nate Clark	\$ 500	Lowe's, Home Depot, Tractor Supply