

ANCILLARY PROJECT EXPENDITURE POLICY

In keeping with the mission of the Council and the intent of previous policies that funding provided by this Council should generally support water and wastewater utilities to improve facilities, extend service, maintain assets, and to provide reliable and cost effective utility service; requests for funding of ancillary project related equipment, facilities or other assets may be entertained by the Funding Committee with recommendation made to the Council on a case-by-case basis.

Provided that:

1. Acceptable supporting justification is submitted and;
2. The applicant has demonstrated that alternative funding is either, (a) not available to them or, (b) that the terms of such alternative funding would be unduly burdensome and;
3. Requested expenditures are not prohibited by applicable State and Federal requirements and;
4. Requested expenditures are a “Cost” as set forth in WV Code §31-15A-2(c) and;
5. Adequate funding is available to the project as specified in the binding commitment and;
6. Procurement and purchasing procedures comply with applicable State and Federal requirements.

Examples

By way of guidance, examples of eligible items may include: additional customer meters and meter reading equipment and systems (beyond the original scope of the existing project), construction of relatively simple storage facilities (i.e. buildings) to provide protection from the elements for utility assets; provision of a generator and appurtenances to provide reliable utility service; rehabilitation of finished water storage facilities to enhance reliability; pumping equipment to act as a replacement, stand-by or back-up; essential computer systems; telemetry; certain vehicles for utility use; certain construction equipment; etc. Other unique items may also be brought before the Committee and considered by the Council on a case-by-case basis. (These examples should not be viewed as an “all inclusive” list.)

Planning

Applicants shall make all reasonable efforts to plan in-advance for the purchase of vehicles, construction equipment and other items. Such planning efforts would provide, at a minimum that the cost of such equipment shall be included in the cost estimates provided as part of the binding commitment request process.

Justification

Regardless of whether the request is made pre or post bid, the applicant must justify, to the satisfaction of the Funding Committee, all requests and clearly demonstrate the need for all

requested items and equipment. They must also clearly demonstrate the use and utility of the proposed purchases and how it would enhance proper and efficient operation and maintenance of the system.

Purchasing

Purchasing of all items must be in full compliance with all applicable State and Federal requirements including the need to obtain bids and multiple quotes pursuant to applicable State Purchasing Requirements. Further, the applicant must agree to utilize the blanket State of West Virginia, Division of Administration, Statewide Purchasing Contracts for the purchase of commodities, vehicles, equipment and similar items wherever the use of such contracts provide a cost-effective and reasonable means of procurement.

Attest:

Executive Director