

MINUTES of the **ANNUAL MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 28th day of April, 2016.

PRESENT: Earl L. Jann, Commissioner
 Jerome D. Schad, Commissioner
 Robert Anderson, Commissioner
 Joseph T. Burns, Secretary to the Authority
 Robert F. Gaylord, Executive Director
 Robert J. Lichtenthal, Jr., Deputy Director
 Russell J. Stoll, Executive Engineer
 Karen A. Prendergast, Comptroller
 Jacqueline Mattina, Deputy Associate Attorney
 Ashley W. Johnson, Deputy Associate Attorney
 Susan Rinaldo, Cash Manager
 Paul H. Riester, Director of Administration
 Daniel J. NeMoyer, Director of Human Resources
 Terrence D. McCracken, Director of Employee Relations
 Paul Whittam, Director of Water Quality
 John Mogavero, Chemist/Chief WPTO
 Steven V. D'Amico, Business Office Manager

ATTENDEES: Sean Dwyer
 Allen Herb
 Mike Adams

CALL TO ORDER

PLEDGE TO THE FLAG

I. - ROLL CALL

ITEM 1 - NOMINATION OF TEMPORARY SECRETARY

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to appoint Mr. Joseph T. Burns Temporary Secretary for the Annual Meeting.

ITEM 2 - NOMINATION OF TEMPORARY CHAIRMAN

Motion by Mr. Earl L. Jann seconded by Mr. Robert Anderson and carried to appoint Mr. Jerome D. Schad Temporary Chairman for the Annual Meeting.

ITEM 3 - NOMINATION OF CHAIRMAN

Nominations were opened for the office of Chairman.

Motion by Mr. Jerome D. Schad seconded by Mr. Robert Anderson and carried to nominate Mr. Earl L. Jann as Chairman of the Erie County Water Authority for the ensuing year.

Motion by Mr. Jerome D. Schad seconded by Mr. Robert Anderson and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson

Noes: None

Motion carried to elect Earl L. Jann as Chairman.

At this point, Mr. Jerome D. Schad turned the meeting over to the newly elected Chairman.

ITEM 4 - NOMINATION OF VICE CHAIRMAN

Nominations were opened for the office of Vice Chairman.

Motion by Mr. Robert Anderson seconded by Mr. Earl L. Jann and carried to nominate Mr. Jerome D. Schad as Vice Chairman of the Erie County Water Authority for the ensuing year.

Motion by Mr. Robert Anderson seconded by Mr. Earl L. Jann and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson

Noes: None

Motion carried to elect Jerome D. Schad as Vice Chairman.

ITEM 5 - NOMINATION OF TREASURER

Nominations were opened for the office of Treasurer.

Motion by Mr. Jerome D. Schad seconded by Mr. Earl L. Jann and carried to nominate Mr. Robert Anderson as Treasurer of the Erie County Water Authority for the ensuing year.

Motion by Mr. Jerome D. Schad seconded by Mr. Earl L. Jann and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

Motion carried to elect Mr. Robert Anderson as Treasurer.

ITEM 6 – NOMINATION OF SECRETARY

Nominations were opened for the office of Secretary.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to nominate Mr. Joseph T. Burns as Secretary to the Erie County Water Authority for the ensuing year.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

Motion carried to elect Joseph T. Burns as Secretary to the Erie County Water Authority.

ITEM 7 - NOMINATION OF ASSISTANT TREASURER

Nominations were opened for the office of Assistant Treasurer.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad, and carried to nominate Mr. Terrence McCracken as Assistant Treasurer of the Erie County Water Authority for the ensuing year.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

Motion carried to elect Terrence McCracken as Assistant Treasurer.

ITEM 8 – NOMINATION OF ASSISTANT SECRETARY

Nominations are open for the office of Assistant Secretary.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to nominate Mr. Robert J. Lichtenthal, Jr. as Assistant Secretary to the Erie County Water Authority for the ensuing year.

Motion by Mr. Robert Anderson seconded by Mr. Jerome D. Schad and carried to move that nominations be closed.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

Motion carried to elect Robert J. Lichtenthal, Jr. as Assistant Secretary to the Authority.

ITEM 9 - RENEWAL OF COMMERCIAL CRIME POLICY

Motion by Mr. Anderson seconded by Mr. Schad and carried that the Erie County Water Authority ratify the continuation of Public Employee Dishonesty coverage in the amount of \$250,000 for the scheduled positions of Treasurer and Bill Collector and \$500,000 for all other employees.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 10 - AUTHORIZATION TO DESIGNATE DEPOSITORIES FOR FUNDS

Motion by Mr. Jann seconded by Mr. Schad and carried that the Erie County Water Authority designate the financial institutions listed below as depositories for funds collected by the Treasurer:

BANK OF AMERICA
 FIRST NIAGARA BANK
 JP MORGAN CHASE BANK, N.A.
 KEY BANK OF NEW YORK
 M&T BANK
 UBS FINANCIAL SERVICES, INC.
 WILIMINGTON TRUST, N.A.

And furthermore, the Treasurer is hereby authorized and directed to execute all necessary signature cards and other financial institution documents necessary for funds collected by the Treasurer to be deposited in the named institutions.

Ayes: Three; Commrs. Jann, Schad and Anderson
 Noes: None

ITEM 11 - AUTHORIZATION TO APPROVE THE FOLLOWING TO EXECUTE ERIE COUNTY WATER AUTHORITY CHECKS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to execute Erie County Water Authority checks on behalf of the Authority:

Assistant Treasurer
 Executive Director
 Secretary to the Authority
 Treasurer

Ayes: Three; Commrs. Jann, Schad and Anderson
 Noes: None

ITEM 12 - AUTHORIZATION TO APPROVE THE FOLLOWING TO MAKE WIRE TRANSFERS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to make wire transfers on behalf of the Erie County Water Authority:

Assistant Manager of Accounting Services
Cash Manager

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 13 - AUTHORIZATION FOR THE FOLLOWING TO APPROVE WIRE TRANSFERS VIA BANK CALL BACKS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to approve wire transfers via bank call backs on behalf of the Erie County Water Authority:

Business Office Manager
Chief Account Clerk
Comptroller

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 14 - AUTHORIZATION TO APPROVE THE FOLLOWING TO MAKE AUTOMATED CLEARING HOUSE (ACH) TRANSFERS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to make payroll ACH transfers on behalf of the Erie County Water Authority:

See attached list

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

APPROVED STAFF FOR ACH TRANSFERS

	NYS Retirement	Payroll Direct Deposit	Payroll Withholding Taxes	Accounts Payable
Asst. Mgr. of Accounting Services	X	X	X	X
Cash Manager		X	X	X
Comptroller	X	X	X	X

ITEM 15 - AUTHORIZATION TO APPROVE THE FOLLOWING TO VIEW ALL DEPOSITORY, COLLATERAL AND INVESTMENT ACTIVITY ON THE INTERNET ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to view all depository, collateral and investment activity on the Internet on behalf of the Erie County Water Authority:

Assistant Manager of Accounting Services
Business Office Manager
Cash Manager
Chief Account Clerk
Comptroller
Deputy Director

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 16 - AUTHORIZATION TO APPROVE THE FOLLOWING TO EXECUTE ALL FEDERAL AND STATE TAX RETURNS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY

Motion by Mr. Anderson seconded by Mr. Schad and carried to authorize the following to execute all Federal and State Tax Returns on behalf of the Erie County Water Authority:

Assistant Manager of Accounting Services
Cash Manager

Comptroller

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

**ITEM 17 - AUTHORIZATION TO APPROVE THE ERIE COUNTY WATER
AUTHORITY'S ANNUAL INVESTMENT REPORT WITH AUDIT AND
THE ANNUAL INVESTMENT GUIDELINES**

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the Annual Investment Report with attached Audit and the Investment Guidelines for the ensuing year or until such time as the Erie County Water Authority deems it necessary to amend said Guidelines.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

**ERIE COUNTY WATER AUTHORITY
FEES
2015**

M&T

Bond Fees

Series 1998D	6,000.00
Series 2003F	6,000.00
Series 2007	4,500.00
Series 2008	3,000.00

19,500.00

Environmental Facilities Corp

Admin Fee-Series 1998D	13,537.00
Admin Fee-Series 2003F	8,732.00

22,269.00

Total Corporate & Fiscal

41,769.00

M&T Custodian

500.00

Total

42,269.00

ERIE COUNTY
WATER AUTHORITY
*Schedule of Cash and Investments and Schedule of
Income from Cash and Investments for the
Year Ended December 31, 2015 and
Independent Auditors' Report*

Drescher & Malecki LLP
 3083 William Street, Suite 5
 Cheektowaga, New York 14227
 Telephone: 716.565.2299
 Fax: 716.565.2201



Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

The Board of Commissioners
 Erie County Water Authority

We have audited the accompanying schedule of cash and investments of the Erie County Water Authority (the "Authority") as of December 31, 2015, and the related schedule of income from cash and investments (the "schedules") for the year then ended, and the related notes to the schedules.

Management's Responsibility for the Schedules

The Authority's management is responsible for the preparation and fair presentation of the schedules in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the schedules that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these schedules based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the schedules are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the schedules. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the schedules.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the schedule of cash and investments and schedule of income from cash and investments referred to above present fairly, in all material respects, the cash and investments of the Authority as of December 31, 2015 and income from investments for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matter

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the Erie County Water Authority as of and for the year ended December 31, 2015, and our report thereon, dated March 24, 2016 expressed an unmodified opinion on those financial statements.

Handwritten signature in dark ink, appearing to read "Duescher & Mitchell LLP".

March 24, 2016

ERIE COUNTY WATER AUTHORITY
Schedule of Cash and Investments
Year Ended December 31, 2015

	<u>Market Value</u>	<u>Amortized Cost</u>
Working Funds:		
Extension and improvement accounts:		
Money market funds	\$ 6,910,618	\$ 6,910,618
Certificates of deposit	<u>2,894,000</u>	<u>2,894,000</u>
Total extension and improvement Accounts	<u>9,804,618</u>	<u>9,804,618</u>
Operating and Maintenance Accounts:		
NOW accounts	7,396,271	7,396,271
Money market funds	21,326,356	21,326,356
State and Local Government Series treasury bonds	<u>549,983</u>	<u>549,983</u>
Total operating and maintenance accounts	<u>29,272,610</u>	<u>29,272,610</u>
Customer Deposit Accounts:		
NOW accounts	433,973	433,973
Money market funds	<u>363,732</u>	<u>363,732</u>
Total customer deposit accounts	<u>797,705</u>	<u>797,705</u>
Employee Pension Contribution Account:		
NOW accounts	<u>15,519</u>	<u>15,519</u>
Total employee pension contribution accounts	<u>15,519</u>	<u>15,519</u>
Total working fund investments	<u>39,890,452</u>	<u>39,890,452</u>
Fiscal Agent Funds:		
Debt service reserve accounts:		
Money market funds	39	39
State and Local Government Series treasury bonds	<u>8,903,158</u>	<u>8,903,158</u>
Total debt service reserve accounts	<u>8,903,197</u>	<u>8,903,197</u>
Debt service accounts:		
Money market funds	886,098	886,098
U.S. treasury securities	<u>1,465,807</u>	<u>1,465,924</u>
Total debt service accounts	<u>2,351,905</u>	<u>2,352,022</u>
Total fiscal agents funds	<u>11,255,102</u>	<u>11,255,219</u>
Total	<u>\$ 51,145,554</u>	<u>\$ 51,145,671</u>

The accompanying notes are an integral part of these schedules.

ERIE COUNTY WATER AUTHORITY
Schedule of Income from Cash and Investments
Year Ended December 31, 2015

Working Funds:	
Extension and improvement account	\$ 24,271
Operating and maintenance account	42,383
Customer deposit account	428
Employee pension contribution account	<u>2</u>
Total working fund investments	<u>67,084</u>
Fiscal Agent Funds:	
Debt service reserve	286,997
Debt service	<u>1,129</u>
Total fiscal agent funds	<u>288,126</u>
 Net decrease in the fair market value of investments	 <u>(80)</u>
 Total income from investments	 <u>\$ 355,130</u>

The accompanying notes are an integral part of these schedules.

ERIE COUNTY WATER AUTHORITY
Notes to the Schedules of Cash and Investments and
Income from Cash and Investments
Year Ended December 31, 2015

1. ORGANIZATION AND FUNCTION OF THE AUTHORITY

The Erie County Water Authority (the "Authority") is a public benefit corporation created in 1949 by the State of New York for the purpose of constructing, operating and maintaining a public water supply for certain parts of Erie County.

The Authority operates its business activities on a direct service basis where the Authority owns the assets and is responsible for their operation, maintenance, improvement and replacement; on a leased managed service basis where the Authority is responsible for the operation and maintenance of the assets while the lessor is responsible for the improvement and replacement of assets; and on a bulk sales basis where the Authority contracts with the customer to provide water while the customer owns the assets and is responsible for their operation, maintenance, improvement and replacement as well as billings and customer collections.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Investments are made by the Authority in accordance with the Bond Resolutions relating to the Series 1998D, Series 2003F, Series 2007, Series 2008 and Series 2012 Bonds. At December 31, 2015, the Authority had invested substantially all of its funds in the following:

Security	Interest Rate
US Government obligations	0.02% - 4.81%
Cash equivalents (including money market funds)	.01% - .10%
Certificates of Deposit	.45% - .80%

Investments are carried at market value for those investments subject to market forces and at amortized cost for investments not subject to market forces. The amortized cost recorded is either original cost (government obligations and asset-based securities) or face value (money market funds). Any premium or discount resulting from the purchase of government securities is included in cost and amortized into income over the term of the security.

Income from investments is recorded on the accrual basis and includes realized gains and losses from sales of investments.

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INVESTMENT GUIDELINES
FOR THE ERIE COUNTY WATER
AUTHORITY PURSUANT TO ARTICLE 9,
SECTION 2925
OF THE PUBLIC AUTHORITIES LAW

I. SCOPE

These investment guidelines apply to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

These guidelines have been constructed pursuant to the laws detailed in Exhibit I.

II. OBJECTIVES

The primary objectives of the Authority's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Deputy Director, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Erie County Water Authority to operate effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Erie County Water Authority to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. LIQUIDITY

Per the current Board of Commissioners Guidelines, unrestricted cash will be maintained at 20% of the Authority's budgeted gross revenues. These funds will be invested in accordance with the Authority's Investment Guidelines.

The Authority will maintain operating cash of \$4 million, which will be available on a daily basis. These funds should be in the Authority's NOW accounts or money market accounts for easy access. If the Authority is aware of an event for which additional operating funds will be required, this amount can be adjusted.

The remaining unrestricted cash may be invested until it is needed for operating expenditures. A cash flow schedule should be reviewed to determine how long the funds may be invested. Depending on the economic environment, it may be advantageous to invest these funds on a short term basis. They can then be reinvested periodically until the funds are required.

VII. INTERNAL CONTROLS

The Deputy Director is responsible for establishing and maintaining an internal

control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VIII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies

are: Depository Name

Key Bank of New York
 Bank of America
 First Niagara Bank
 JP Morgan Chase
 Bank
 M&T Bank
 UBS Financial Services Inc.
 Wilmington Trust, NA

IX. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Erie County Water Authority, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the guidelines.
2. At the time investments are made collateral requirements are established to protect the underlying investments. The collateral is monitored daily until the extinguishment of the investments.
3. Current market values will be reviewed monthly.

X. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party, bank or trust company subject to written security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure the Authority's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Authority to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Authority, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Erie County Water Authority or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Authority, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.

Securities issued in the Authority's name, for example commercial paper, will also be held by the custodian. These securities may not be released without prior written approval of the Authority.

XI. PERMITTED INVESTMENTS

All investments of the Erie County Water Authority shall comply with:

1) The Authority's bond covenants contained in the following:

- Fourth General Water Revenue Bond Resolution dated July 9, 1992
 - First Supplemental Resolution dated July 9, 1992 (Series 1992)
 - 1998 Supplemental Resolution dated August 28, 1997, September 25, 1997 and February 5, 1998
 - Supplemental Resolution dated April 30, 1998 (Series 1998D)
 - 2003 Supplemental Resolution dated October 31, 2002 (Series 2003F)
 - 2007 Supplemental Resolution dated August 16, 2007 (Series 2007)
 - 2008 Supplemental Resolution dated June 19, 2008 (Series 2008)
 - 2012 Water Revenue Bond Resolution dated May 29, 2012 (Series 2012)

2) Existing Statutory Law

3) Recommendations of the New York State Comptroller and other applicable government agencies

Per the above, the Erie County Water Authority authorizes the Deputy Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs as follows:

a) Moneys held in the Funds and Accounts in respect of the Series 1998D, 2003F, 2007, 2008 and 2012 bonds shall only be invested in the following obligations:

1) Direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America.

2) Obligations of any agency, subdivision, department division or instrumentality of the United States of America; or obligations fully guaranteed as to interest and principal by any agency, subdivision, department, division or instrumentality of the United States of America.

3) New Housing Authority Bonds issued by public agencies or municipalities and fully secured as to the payment of both principal and interest by a pledge of annual contributions under an annual contributions contract or contracts with the United States of America or any agency thereof; or Project Notes issued by public agencies or municipalities and fully secured as to the payment of both principal and interest by a requisition or payment agreement with the United States of America or any agency thereof;

4) Direct obligations of, or obligations guaranteed as to principal and interest by, any state or direct obligations of any agency or public authority thereof, provided such obligations are rated, at the time of purchase, in one of the two highest rating categories by at least two nationally recognized Bond Rating Agencies;

5) Bank time deposits evidenced by certificates of deposit and bankers' acceptances issued by any bank or trust company (which may include the Trustee with respect to any series of the Authority's bonds) which is a member of the Federal Deposit Insurance Corporation, provided that such time deposits and bankers' acceptance (a) do not exceed at any one time in the aggregate five percent (5%) of the total of the capital and surplus of such bank or trust company, or (b) are secured by obligations described in items (1), (2), or (3) above, which such obligations at all times have a market value (exclusive of accrued interest) at least equal to such time deposits so secured;

6) Repurchase agreements with any bank or trust company (which may include the Trustee with respect to any series of the Authority's bonds), which is a member of the Federal Deposit Insurance Corporation, which such agreements are secured by securities which are

obligations described in items (1), (2) or (3) above provided that each such repurchase agreement (a) is in commercially reasonable form and is for a commercially reasonable period, and (b) results in transfer to the Trustee for the Authority's bonds or the Authority of legal title to, or the grant to the Trustee for the Authority's bonds or the Authority of a prior perfected security interest in, identified securities referred to in items (1), (2) or (3) above which are free and clear of any claims by third parties and are segregated in a custodial or trust account held by a third party (other than the repurchaser) as the agent solely of, or in trust solely for the benefit of, the Trustee for the Authority's bonds or the Authority; provided that such securities acquired pursuant to such repurchase agreements shall be valued at the lower of the then current market value of such securities or the repurchase price thereof set forth in the applicable repurchase agreement; and provided that such repurchase agreements comply with the restrictions specified in Section XIV of these guidelines.

Obligations consisting of notes, bonds and debentures which are direct obligations of a solvent corporation existing under the laws of the United States or any state thereof, provided that such investments shall be rated in the two highest rating categories established by at least two nationally recognized bond rating agencies;

7) Commercial paper which is rated at the time of purchase in the single highest classification, "A-1+" by Standard & Poor's and "P-1" by Moody's Investor Services, and which matures not more than 270 days after the date of purchase. However, funds held with respect to the 1998D Series may not be invested in commercial paper;

8) Certificates or other obligations that evidence ownership of the right to payments of principal of or interest on obligations of the United States of America or any state of the United States of America or any political subdivision thereof or any agency or instrumentality of the United States of America or any state or political subdivision, provided that such obligations shall be held in trust by a bank or trust company or a national banking association meeting the requirements for a Trustee under the Authority's Bond Resolutions, and provided further that, in the case of certificates or other obligations of a state or political subdivision, the payments of all principal of and interest on such certificates or such obligations shall be fully insured or unconditionally guaranteed by, or otherwise unconditionally payable pursuant to a credit support arrangement provided by, one or more financial institutions or insurance companies or associations which shall be rated in the highest rating category by Moody's Investors Service, Inc. and Standard & Poor's Corporation, or, in the case of an insurer providing municipal bond insurance policies insuring the payment, when due, of the principal of and interest on municipal bonds, such insurance policy shall result in such municipal bonds being rated in the highest rating category by Moody's Investors Service, Inc. and Standard & Poor's Corporation;

9) Investment agreements rated, or the issuer of which is rated, in one of the two highest rating categories by at least two nationally recognized rating agencies and if rated by

Moody's Investors Service or Standard & Poor's Corporation such investment agreements or the long term unsecured debt obligations of the issuer thereof must be rated in one of the two highest rating categories by the respective agency rating such investment agreements; and

10) Bonds, notes or other evidences of indebtedness rated "AAA" by Standard and Poor's Corporation and "Aaa" by Moody's Investor Services issued by the Federal National Mortgage Association (FNMA) or the Federal Home Loan Mortgage Corporation (FHLMC) with remaining maturities not exceeding three years. However, funds held with respect to the 1998D Series may not be invested in bonds, notes or other evidences of indebtedness issued by FNMA or FHLMC;

11) Investments in a money market fund rated "AAAm" or "AAAm-G" or better by Standard & Poor's Corporation;

12) Such other investments with respect to any Series of Bonds as shall be specified in the supplemental resolution pursuant to which such Series of Bonds was issued.

All investment obligations shall be payable or redeemable at the option of the Erie County Water Authority within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Erie County Water Authority within two years of the date of purchase.

XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Erie County Water Authority shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Authority conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Erie County Water Authority. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Deputy Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

If the Authority deems it advisable to retain an investment banker, broker, agent, dealer or other investment advisor or agent to transact business with the Authority, it shall establish criteria for said individuals or firms covering the quality, reliability, experience, capitalization, size and any other factors that at the time the Authority feels pertinent before qualifying said firm to transact business with the Authority.

The Authority must have discretion over all investment transactions and must be supplied with adequate documentation for each transaction. All agreements must comply with the Investment Advisor's Act of 1940 and applicable New York State and Federal laws. In addition, a separate agreement will be entered into with a third party custodian to hold all securities purchased by the investment advisor.

See Exhibit II for Authorized Financial Institutions and Dealers.

XIII. PURCHASE OF INVESTMENTS

The Authority shall enter into a written contract covering each investment made by the Authority unless it shall determine by resolution that a written contract is not practical or that written contracts are not a regular business practice with respect to any specific investment or transaction.

The Deputy Director is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Section 1054 of the Public Authorities Law where the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All investments in U.S. Government Securities shall be kept in "Book-Entry" form, and the securities may be retained by the banking institution involved. In such instances, the Authority shall have a duly executed agreement passing title to said securities to the Authority.

The written contract shall fully secure the Authority's financial interest in each investment except where these guidelines describe circumstances where the Authority's financial interest in any investment may be less than fully secured or collateralized.

Said contract shall recite the type and amount of collateral or insurance for each investment.

It shall establish a method of valuation of the collateral at not less than market value. The Deputy Director, or someone delegated to act in his behalf, shall monitor the valuation of the collateral security not less than once every six (6) months and keep a record setting forth the valuation of said collateral security.

All purchased obligations, unless registered or inscribed in the name of the Authority, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Erie County Water Authority by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Authority, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities.

The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.

XIV. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- ▶ All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- ▶ Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- ▶ Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- ▶ No substitution of securities will be allowed.
- ▶ The custodian shall be a party other than the trading partner.

- ▶ Maximum dollars to be invested with each bank or Trust Company is \$30 million except for proceeds received from a banking institution or state authority in relation to issuance of Authority bonds.

XV. LOCKBOX

1. A written contract must be entered into for lockbox services.
2. Customer water bill payments processed by a lockbox will be deposited into a Water System Revenue Account. This account will be collateralized in accordance with Section IX of these guidelines.

XVI. ON-LINE BANKING SERVICE AGREEMENTS

1. The customer water bill payments made on-line with a service organization acting on behalf of the paying bank will be electronically transferred into the Water System Revenue Account. In addition, customer deposits will be transferred into the Customer Deposit Account. These accounts will be collateralized in accordance with Section IX of these guidelines.
2. A written contract must be entered into for the transmission of customer payments made on-line.

XVII. REPORTING

1. The Deputy Director of the Authority shall report to the Authority's Board on the investments of the Authority not less than once each month.
2. The independent accounting firm retained by the Authority to perform the yearly audit of the Authority's books and records shall audit the investments of the Authority and make its report available to the members of the Authority at the time the members conduct the annual review and approval of these investment guidelines.
3. The Deputy Director shall annually prepare for approval by resolution of the Authority an investment report which shall include these investment guidelines, any amendments to such guidelines since the last investment report, an explanation of these guidelines and amendments, the results of the annual independent audit of the schedule of investments, the investment income records of the Authority and a list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer or advisor rendering investment associated services to the Authority since the last investment report. This investment report may be made a part of the Authority's annual report.

The Deputy Director shall submit the annual investment report to the Chief Fiscal Officer of the County of Erie and to the Authority Budget Office. Copies of this report shall be made available to the public upon reasonable request thereof.

APPENDIX A

Schedule of Eligible Securities
for Collateralization of Deposits

(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

(v) Currency of the United State of America which constitutes legal tender.

EXHIBIT I

The Erie County Water Authority Investment Guidelines have been constructed pursuant to the following laws:

General Municipal Law 10, 11 and
39 Banking Law 107a
Public Authorities Law 1055, 2824, 2890 and 2925
New York Office of the State Comptroller's Investment Guidelines
for Public Authorities (Advisory Only)
New York Office of the State Comptroller's Financial Management

Guide Erie County Water Authority Bond Covenants
Investment Advisor's Act of 1940

EXHIBIT I

Authorized Financial Institutions and Dealers:

Key Bank of New York
Bank of America
Bank of New York
Federal Home Loan Bank of New York
First Niagara Bank
Fitch Ratings
JPMorgan Chase Bank
M&T Bank
Moody's Investors Service
New York State Environment Facilities Corporation
PFM Asset Management, LLC
Public Financial Management
Standard & Poor's Rating Services
UBS Financial Services Inc.
United States Treasury
Wilmington Trust, NA

**ITEM 18 - AUTHORIZATION TO APPROVE THE ERIE COUNTY WATER
AUTHORITY'S PURCHASING POLICY**

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the attached Erie County Water Authority's Purchasing Policy for the ensuing year or until such time as the Erie County Water Authority deems it necessary to amend said Policy.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None



ERIE COUNTY WATER AUTHORITY
PURCHASING POLICIES

Revised 04/30/2013

4/28/16

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POLICY

Mission Statement

The Erie County Water Authority purchases goods and services according to its enabling legislation and charter granted by the State of New York. The purpose of this Policy and Guideline is to assist each department in the procurement process, while protecting the Erie County Water Authority and its rate payers by promoting fairness in contracting with the business community.

The Authority maintains an Open Vendor Policy and welcomes any and all potential bidders. MBE/WBE/DBE must be certified by the State of New York and/or the County of Erie for acceptance. The Authority will consider all such business interests.

The Authority's Central Purchasing Office oversees a bidding process for informal purchases and supervises all purchasing. The Office of the Secretary to the Authority supervises all formally bid purchases.

The Authority welcomes purchases through contracts let by the County of Erie and State of New York Office of General Services.

The Guidelines are a deliberate effort to balance the need to preserve open and fair competition with the goal of allowing each department flexibility to procure in a manner which contributes to the fulfillment of their operational mission.

CODE OF ETHICS

The Erie County Water Authority has adopted a Code of Ethics Policy, which all buyers are responsible for being familiar with and must adhere to in the procurement process. The policy can be found at ecwa.org.

Open Vendor Policy

The Erie County Water Authority invites all vendors to bid in an open-competitive environment. A vendor may forward to the Central Purchasing Department, by way of U.S. mail, e-mail, internet, or fax, all relevant information pertaining to their enterprise. A new Vendor Application form is available on the ECWA website. A list of approved vendors is developed from this information. Requests for bids or quotes will be solicited off this list. Buyers select appropriate vendors from the Vendor List for bids and quotes. Vendors are required to meet our credit and insurance requirements. Certificates of Insurance are required to be current and approved by Risk Management.

Freedom of Information

The Erie County Water Authority maintains and adheres to all related Freedom of Information regulations. To ensure proper response, requests should be made in writing to the Secretary of the Authority. Telephone requests on results of informal purchases may be made to buyers. Response by this method is at the convenience of the Authority.

Disadvantaged Business Opportunity

It is the desire of the Erie County Water Authority to promote and assist participation by DBEs, MBEs and WBEs and facilitate a fair share of the awarding of contracts.

The Director of EEO shall maintain a list of all MBE, WBE and DBE entities certified to perform public work, supply items for purchase contracts or perform personal or professional services of a kind and nature which may be needed by the Authority.

Buyers will be responsible for referencing such list prior to the publication of a notice of procurement opportunity or informal solicitation to determine the availability of certified DBE, MBE and WBE entities.

PROCUREMENT DISCLOSURE POLICY

Vendor and Employee Responsibility

It is the responsibility of all Erie County Water Authority vendors and employees to understand the Policy and State statutes on Procurement Lobbying and recognize that during the Restricted Period, all contacts with vendors must be through the designated contact person or Procurement Officer exclusively.

Purpose

As a public benefit corporation, the Erie County Water Authority (the “Authority”) must conduct its operations in a manner that best serves the interests of its rate payers and the general public. The Authority expects all members, officers and employees to comply and cause the Authority to adhere to all the laws and regulations governing business transactions, including State Finance Law 139j and 139k (the “Statutes”).

This Procurement Disclosure Policy is intended to assure the Authority’s procurement process conforms to the requirements of the statutes.

Article 1 – Definitions

Article of Procurement

A commodity, service, technology, public work, construction, revenue contract; the purchase, sale or lease of real property; or an acquisition or granting of other interest in real property that is the subject of a Governmental Procurement.

Contact

Any oral, written or electronic communication with a Governmental Entity under circumstances where a reasonable person would infer that the communication was intended to influence the Governmental Procurement.

Governmental Entity

Any department, board, bureau, commission, division, office, council, committee or officer of the public authority and/or public benefit corporation.

Offerer

The individual or entity, or any employee, agent, consultant or person acting on behalf of such individual or entity, that contacts a Governmental Entity about a Governmental Procurement during the Restricted Period of such a Governmental Procurement.

Procurement Contract

Any contract or other agreement for an Article of Procurement involving an estimated annualized expenditure in excess of Ten Thousand Dollars (\$10,000). Grants, Article 11b State Finance Law contracts (i.e. any contract providing for a payment under a program appropriation to a not-for-profit corporation), intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders and eminent domain transactions shall not be deemed procurement contracts.

Procurement Officer

The authorized contact person for a Governmental Procurement.

Procurement Record

The procurement record is the collection of all documents related to a purchase. Documentation of contacts during the Restricted Period are attached to the Project File, and/or the Purchasing System.

Proposal

Any bid, quotation, offer, or response to the Authority's solicitation of submissions related to a procurement.

Restricted Period

The period of time commencing when by way of resolution the Board of Commissioners authorize to advertise and/or solicit a Request for Proposal, or bid and/or any other method of soliciting a response from Offerers, intending to result in a procurement contract, and ending with the contract awarded by the Board.

Solicitation Materials

Any written materials or invitations, electronic or otherwise.

Article 2 – Ethics Officer

The Ethics Board shall be the voting members of the Board of Commissioners. On an annual basis, the voting members of the Authority shall appoint a Chairperson of the Ethics Board. For the purpose of this Policy, that person shall be designated as the "Ethics Officer."

Article 3 – Procurement Officers

For each and every governmental solicitation subject to this Statute, the Executive Director and/or Director of Administration shall recommend for Board approval a

“Procurement Officer”, who shall be the designated contact person to whom Offerers shall make all contacts during the Restricted Period.

Article 4 – Contacts by Offerers

All contacts between an Offerer and the Authority during the Restricted Period for each procurement contract (annualized in excess of \$10,000) shall be made through the applicable Procurement Officer, unless one of the following exceptions applies:

- (a) Submission of written proposals in response to a Request for Proposal, Invitation for Bid, or any other method of soliciting a response from Offerers intending to result in a procurement contract.
- (b) Submission of written questions to a designated contact set forth in any solicitation materials.
- (c) Participation in a pre-bid conference set forth in solicitation materials.
- (d) Complaints made in writing addressed to any empowered legal authority, or addressed to the Authority’s Board of Commissioners regarding the procurement process.
- (e) Contact by Offerers, who have been tentatively awarded and have been so notified, for the sole purpose of negotiating the contract.
- (f) Contact by an Offerer to designated Authority staff in which an Offerer requests the review of a procurement award.
- (g) Contact by an Offerer before the award with the Claims Representative/Risk Manager regarding insurance, and/or, with the Director of Equal Employment Opportunity regarding certifications, relative to meeting terms of the contract to insure that the contract obligations can be met.

Article 5 – Prohibited Offerer Activities

In addition to utilizing the designated Procurement Officer for all contacts with the Authority, the following additional rules apply to the Offerer:

- (a) Offerer should not attempt to influence the Authority’s procurement in a manner that would result in a violation of any State or Authority ethics or conflict of interest statute or policy.
- (b) Offerer is prohibited from contacting any member, officer, or employee of a governmental entity other than the Authority (see Law for exceptions) during the Restricted Period of a pending procurement.

Article 6 – Procurement Record

The procurement record is the entire document or documents related to a purchase.

Article 7 – Required Disclosure

The Authority shall incorporate into its Solicitation Materials a summary of the policy and prohibitions of the Statutes, as well as any and all rules, regulations and standard Authority Policies and Procedures for said RFP, quotations or bid.

Article 8 – Requirements of the Authority Prior to Awarding Procurement Contracts

The Authority will make the final determination of award in accordance with its existing procurement procedures and in compliance with its Code of Ethics Policy, Conflict of Interest Policy, and State Finance Law provisions.

Article 9 – Procedure for Alleged Violation of Inappropriate Contacts

- (a) Any member, officer, or employee of the Authority who becomes aware that an Offerer may have violated this Policy or the Statutes shall immediately notify the Ethics Officer who shall immediately investigate.
- (b) If the Ethics Officer finds there is sufficient cause to believe the alleged violation has occurred, he/she shall provide the violating Offerer reasonable notice (in the form of a certified letter, return receipt requested) informing them of the allegations and providing them with the opportunity to be heard regarding said allegations.
- (c) Following the opportunity to be heard, if the Ethics Officer determines that the Offerer has knowingly and willfully violated this Policy, the aforementioned Statutes, or any other applicable procurement disclosure standards affecting members, officers, or employees of the Authority, the Offerer shall be subject to sanctions described in Article 10 hereof.
- (d) The Ethics Officer shall report violations to the ethics officer of the appropriate state agency responsible for reviewing or investigating such matters at the Authority and shall be designated as the person to receive similar communications.

Article 10 – Sanctions

Upon a finding by the Ethics Officer that an Offerer has knowingly and willfully violated this Policy, the aforementioned Statutes, or any other applicable procurement disclosure standards affecting members, officers, or employees of the Authority, the Offerer shall be subject to the following sanctions, as well as any other penalty permitted by law:

- (a) The Offerer shall be deemed “non-responsible” and shall not be awarded the Procurement contract unless the following special circumstances exist:
 - i. The award to the offending Offerer is necessary to protect the public property or public health or safety; and/or
 - ii. The offending Offerer is the only source capable of supplying the required article of procurement within the necessary time frame.
- (b) In addition, the Ethics Officer shall notify the State Office of General Services of the finding of non-responsibility. A second finding of non-responsibility within a four-year period will render the Offerer and its subsidiaries ineligible to submit a proposal or to be awarded any Procurement Contract for a period of four (4) years from the date of the second finding of non-responsibility (unless a special circumstance as outlined in Section A of the State Finance Law).

Erie County Water Authority Report of Contact

Background

New York State Finance Law §139-k (4) obligates every Governmental Entity during the Restricted Period of a Procurement Contract to make a written record of any Contacts made. The term “Contract” is defined by statute and refers to those oral, written or electronic communications that a reasonable person would infer are attempts to influence the Governmental Procurement. In addition to obtaining the required identifying information, the Governmental Entity must inquire and record whether the person or organization that made the Contact was the Offerer or was retained, employed or designated on behalf of the Offerer to appear before or Contact the Governmental Entity.

It should be noted that State Finance Law §139-k (6) provides: Any communications received by a governmental entity from members of the state legislature, or legislative staffs, when acting in their official capacity, shall not be considered to be a “contact” within the meaning of this section and shall not be recorded by a governmental entity pursuant to this section.

Instructions

This form is for each Procurement Contract governed by State Finance Law §139-k. All recorded Contacts shall be included in the procurement record for the Procurement

Contract. This form was designed to collect information about initial and subsequent Contacts on the specified procurement contract during the Restricted Period. However, a separate form must be completed for each person or organization that Contacts the Authority about each Procurement Contract. Additional information and guidance on the "restricted period" and permissible Contacts can be found in the guidelines issued by the Advisory Council on Procurement Lobbying, which can be found [:http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html](http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html).

Every Offerer and those designated, employed or retained by Offerers must be informed of the intention to record the Contact. It is also the Authority's responsibility that information is provided to Offerers and others on the statutory Restricted Period, Designated Contacts and the Permitted Contacts.

**Erie County Water Authority Report of Contact
Under State Finance Law §139-k (4)**

Procurement Record Regarding the following

Project No. _____	Contract No. _____
Vendor No. _____	Budget Item No. _____
Master Purchase Order No. _____	Purchase Order No. _____

Designated project contact persons of record

(Name and Title)

Was the person making the Contact informed that the Contact would be documented? Yes No

I had contact with the below named individual(s) regarding the above identified procurement. The term "contact" is defined in State Finance Law §139-k (1) (c). In accordance with State Finance Law §139-k (4), the following information was obtained.

Name _____	Occupation _____
Company _____	Telephone No. _____
Address _____	

Is the above named person or organization the "Offerer" in this governmental procurement? Yes No

If no, was the above named person or organization retained, employed or designated by the "Offerer" to:

- appear before the governmental entity about the governmental procurement?	Yes	No
- contact the governmental entity about the governmental procurement?	Yes	No

Contact List

Dates: _____ Summary of contact (e.g., email, letter, conversation) and topic of the communication

Use additional pages or copies of written communications as necessary. Also properly identify all attachments.

Designated Contact Person: _____ Date: _____
(Signature)

I:\FORMS\PURCHASING-FORMS\ReportofContactForm.doc

**ITEM 19 - AUTHORIZATION TO APPROVE AND EXECUTE
PURCHASE ORDERS AFTER DEPARTMENTAL AND
BOARD APPROVAL**

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the Director of Administration and, in the absence of the Director of Administration the Comptroller to authorize and execute purchase orders after departmental and Board approval.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

**ITEM 20 - AUTHORIZATION TO APPROVE AND EXECUTE
ASSOCIATED PURCHASING AGREEMENTS, WARRANTEES
AND MAINTENANCE AGREEMENTS ON DEPARTMENTAL
AND BOARD APPROVED PURCHASE ORDERS NOT TO
EXCEED AN AGGREGATE OF \$20,000 PER CALENDAR YEAR PER
VENDOR**

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the Director of Administration to authorize and execute associated purchasing agreements, warrantees and maintenance agreements on departmental and Board approved purchase orders not to exceed an aggregate of \$20,000 per calendar year per vendor.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 21 - AUTHORIZATION TO APPROVE ECWA MEMEBERSHIP AND PARTICIPATION IN JOINT PURCHASING ALLIANCES AS PERMITTED BY LAW

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the Director of Administration to authorize and execute membership agreements, and other documents as needed, to enter into joint purchasing associations and alliances as deemed appropriate and permitted by law, and for the Director of Administration to have supervisory capacity to manage these procurement relationships.

Ayes: Three; Commrs. Jann, Schad and Anderson

Noes: None

ITEM 22 - AUTHORIZATION TO APPOINT A LABOR-MANAGEMENT HEALTHCARE COALTION REPRESENTATIVE

Motion by Mr. Anderson seconded by Mr. Schad and carried to appoint Karen A. Prendergast, Comptroller as the Authority's representative for the Labor-Management Healthcare Coalition, Inc. for the ensuing year.

Ayes: Three; Commrs. Jann, Schad and Anderson

Noes: None

ITEM 23 - COMMITTEES

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve that the following committee assignments for the coming year be made and that the Chairman of the Erie County Water Authority will continue to be empowered to name new committees and assign members.

	Finance Committee	Audit Committee	Governance Committee	Ethics Committee	ECWA Advance Steering Committee
Earl L. Jann, Chairman	X	X	X	X	
Jerome D. Schad, Vice Chairman	X	X	X	X	
Robert Anderson, Treasurer	X	X	X	X	
Robert F. Gaylord, Executive Director					X
Robert J. Lichtenthal, Jr., Deputy Director					X
Russell J. Stoll, Executive Engineer					X
Karen A. Prendergast, Comptroller					X
Joseph T. Burns, Secretary to the Authority					X

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 24 - ADJOURNMENT

Motion by Mr. Anderson seconded by Mr. Schad and carried to adjourn this annual organization meeting until the next organization meeting to be held on the first regularly scheduled board meeting after the 27th day of April, 2017.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

Joseph T. Burns
Secretary to the Authority

SLZ

4/28/16

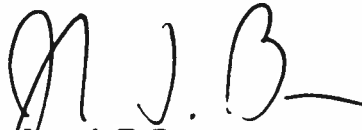
	Finance Committee	Audit Committee	Governance Committee	Ethics Committee	ECWA Advance Steering Committee
Earl L. Jann, Chairman	X	X	X	X	
Jerome D. Schad, Vice Chairman	X	X	X	X	
Robert Anderson, Treasurer	X	X	X	X	
Robert F. Gaylord, Executive Director					X
Robert J. Lichtenthal, Jr., Deputy Director					X
Russell J. Stoll, Executive Engineer					X
Karen A. Prendergast, Comptroller					X
Joseph T. Burns, Secretary to the Authority					X

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None

ITEM 24 - ADJOURNMENT

Motion by Mr. Anderson seconded by Mr. Schad and carried to adjourn this annual organization meeting until the next organization meeting to be held on the first regularly scheduled board meeting after the 27th day of April, 2017.

Ayes: Three; Commrs. Jann, Schad and Anderson
Noes: None


Joseph T. Burns
Secretary to the Authority

SLZ

4/28/16