TO: Terrence D. McCracken, Secretary to the Authority
FROM: Dennis A. Ball, Director of Operations
SUBJECT: Board Authorization for Hydrant/Valve Replacements

Please be advised that Authority personnel have recently replaced various hydrants and
valves that were obsolete, defective or unrepairable. These hydrants and valves are located
within the Direct Service areas of the Erie County Water Authority Service Area.

Since the hydrants and valves are assets of the Authority, the old hydrant or valve must
be removed from our inventory. This is referred to as “retired”. The new hydrant or valve then
replaces the retired asset. The make, size, model and cost of the new hydrant or valve is then
included as a current asset.

The action to retire an old hydrant or valve and to replace it with a new hydrant or valve
requires authorization from the Board. As such please find the following:

- Blue Authorization form for Board Resolution for hydrant and valve replacements.
- Construction Authorization forms for the subject hydrant or valve that was replaced;
  along with a pink “Property Removed from Service” form for each hydrant and valve.
  These two documents identify all the pertinent data including the cost of the new asset.

Please advise if you require additional information.