

MINUTES of the GOVERNANCE COMMITTEE MEETING of the ERIE COUNTY WATER AUTHORITY held in the office, 350 Ellicott Square Building, Buffalo, New York, on the 17th day of December, 2015.

PRESENT: Earl L. Jann, Chairman
Jerome D. Schad, Vice Chairman
Robert Anderson, Treasurer
Robert J. Lichtenthal, Jr., Assistant Secretary to the Authority
Robert F. Gaylord, Executive Director
Wesley C. Dust, Executive Engineer
Karen A. Prendergast, Comptroller
Ashley W. Johnson, Deputy Associate Attorney
Ronald P. Bennett, Associate Attorney
Paul H. Riester, Director of Administration
Paul Whittam, Director of Water Quality
John Mogavero, Chemist/Chief WTPO
Daniel J. NeMoyer, Director of Human Resources
Steven D'Amico, Business Office Manager

ATTENDEES: Sean Dwyer

CALL TO ORDER

PLEDGE TO THE FLAG

I. - ROLL CALL

II. - READING OF MINUTES

Motion by Mr. Anderson seconded by Mr. Schad and carried to waive the reading of the Minutes of the Governance Committee Meeting held on 24th day of September, 2015.

III. - APPROVAL OF MINUTES

Motion by Mr. Anderson seconded by Mr. Schad and carried to approve the Minutes of the Governance Committee Meeting held on the 24th day of September, 2015.

IV. - REPORTS

V. - COMMUNICATIONS AND BILLS

VI. - UNFINISHED BUSINESS

12/17/15

VII. - NEW BUSINESS

A. Website Assessment for PARA and PAAA Statutory Compliance

Ashley Johnson distributed a memo and spreadsheet to the Board regarding his review of the ECWA website for PAAA and PARA Statutory Compliance. He gave a summary to the Board of his findings and advised that ECWA is currently in compliance.



**ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM**

12/16/2015

To: Commissioners Jann, Schad, and Anderson
From: Ashley W. Johnson, Deputy Associate Attorney *AWJ*
Subject: Website Review for PAAA and PARA Statutory Compliance

Commissioners:

As discussed in the previous Governance Committee meeting, I have performed an audit of our website's compliance with the legal reporting requirements under the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009 as passed by the New York State Legislature. These requirements are further outlined in §§2800, 2801, and 2802 of the Public Authorities Law, as well as additional sections of the New York State Consolidated Laws.

Based upon the reviewing the above legal requirements in conjunction with our website, all the required items are up to date.

A more detailed breakdown of the requirements are in the attached spreadsheet.

**ATTORNEY CLIENT PRIVILEGE
CONFIDENTIAL**

12/17/15

ECWA Website Review for Statutory Compliance under PABA of 2009 and PAAA of 2005

Information To Be Posted on Public Authority's Website	Explanation of Requirements If any	Posted on ECWA Website	Location on Website	Comments
Authority Mission Statement		Yes	http://www.ecwa.org/home - http://www.ecwa.org/publications	
Authority Enabling Statute		Yes	http://www.ecwa.org/publications	
Authority By-Laws		Yes	http://www.ecwa.org/publications	
Authority Code of Ethics		Yes	http://www.ecwa.org/publications	
Authority Organizational Chart	posting at minimum, Authority's executive structure and major organizational units	Yes	http://www.ecwa.org/about	
Report on Operations and Accomplishments	Description of Authority's operations, completed and active projects, and any material changes in Authority's operations or programs	Yes	http://www.ecwa.org/content/publications/operationsaccomplishments_all?POP=1	
Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute		No		ECWA does not have these entities

ECWA Website Review for Statutory Compliance under PARA of 2009 and PAAA of 2005

Information To Be Posted on Public Authority's Website	Explanation of Requirements if any	Posted on ECWA Website	Location on Website	Comments
List of Authority Board Members	include relevant biographical information, such as appointing entity, appointment dates, term, and professional experience, background and qualifications	Yes	http://www.ecwa.org/management	
Executive Management Team	limited to those making over \$100,000 in annual salary. Include professional background, experience, and qualifications	Yes	http://www.ecwa.org/management	
Authority Performance Measures		Yes	http://www.ecwa.org/publications	
Authority Performance Measures Report		Yes	http://www.ecwa.org/publications	
Authority Schedule of Debt		Yes	http://www.ecwa.org/content/publications/annualreport_all?POP=1	
Management's Assessment of the Authority's Internal Control Structure and Procedures	Include a description of operating and financial risks	Yes	http://www.ecwa.org/content/publications/annualreport_all?POP=1	
Board meeting minutes		Yes	http://www.ecwa.org/boardmeetingminutes	

Prepared by Ashley W. Johnson, Deputy Associate Attorney

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ECWA Website Review for Statutory Compliance under PARA of 2009 and PAAA of 2005

Information To Be Posted on Public Authority's Website	Explanation of Requirements if any	Posted on ECWA Website	Location on Website	Comments
Board meeting webcasts		No		Only State Authorities Required to webcast
Schedule and notices of board meetings		Yes	http://www.ecwa.org/publications	
List of Committees and Committee Members		Yes	http://www.ecwa.org/about	
Committee meeting notices		Yes	http://www.ecwa.org/publications	
Committee meeting minutes and webcasts		Yes to Minutes	http://www.ecwa.org/boardmeeting/minutes	Only State Authorities Required to webcast
Annual Budget Report and details of 4-year plan		Yes	http://www.ecwa.org/content/publications/annualbudgetreport_all?POP=1	
Annual Independent Certified Financial Audit		Yes	http://www.ecwa.org/content/publications/annualreport_all?POP=1	
Independent audit report on internal controls		Yes	http://www.ecwa.org/content/publications/annualreport_all?POP=1	
Independent audit management letter		Yes	http://www.ecwa.org/content/publications/managementletters_all?POP=1	
List of Real Property owned by the Authority		Yes	http://www.ecwa.org/procurementreports	
Property Acquisition and Disposition Policies		Yes	http://www.ecwa.org/business	

ECWA Website Review for Statutory Compliance under PARA of 2009 and PAAA of 2005

Information To Be Posted on Public Authority's Website	Explanation of Requirements if any	Posted on ECWA Website	Location on Website	Comments
Personal and Real Property Transactions		Yes	http://www.ecwa.org/procurementrep	
Policies for the procurement of all goods and services		Yes	http://www.ecwa.org/business	
Annual Procurement Report	post reports generated from PARIS Procurement Report, and include name of Authority's Procurement Officer	Yes	http://www.ecwa.org/procurementrep	
Investment Policies		Yes	http://www.ecwa.org/publications	
Annual Investment Report	Include the investment audit results and management letter, record of investment income of the authority and a list of fees paid for investment services	Yes	http://www.ecwa.org/publications	
Fee Schedule	list of any and all service or administrative fees charged	Yes	http://www.ecwa.org/custserv	
Current Year Official Statement	If authority issued debt in that year	No (no debt issued)		

VIII. – ADJOURNMENT

Motion by Mr. Anderson seconded by Mr. Schad and carried that the meeting adjourn.


Joseph T. Burns
Secretary to the Authority

SLZ