

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 24th day of March, 2016.

PRESENT: Earl L. Jann, Chairman
Jerome D. Schad, Vice Chairman
Robert Anderson, Treasurer
Robert F. Gaylord, Executive Director
Joseph T. Burns, Secretary to the Authority
Robert J. Lichtenthal, Jr., Deputy Director
Russell Stoll, Executive Engineer
Ashley W. Johnson, Deputy Associate Attorney
Daniel J. NeMoyer, Director of Human Resources
Karen A. Prendergast, Comptroller
Steven V. D'Amico, Budget and Financial Analyst
Terrence McCracken, Director of Employee Relations
Paul Whittam, Director of Water Quality
John Mogavero, Chemist/Chief WPTO

ATTENDEES: Sean Dwyer
John Jennings

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 December 17, 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 December 17, 2015.

IV. - REPORTS

V. - COMMUNICATIONS AND BILLS

VI. - UNFINISHED BUSINESS

VII. - NEW BUSINESS

- A. Authorities Budget Office Submission of Summary Form, Mission Statement and Performance Measurements Report
- B. PARIS Filing

PARIS Filing and Authorities Budget Office Submission of Summary Form, Mission Statement and Performance Measurements Report

A proposed PARIS filing and the Summary Form, Mission Statement and Performance Measurements Report for the Authorities Budget Office were distributed to the Board.

Motion by Mr. Schad seconded by Mr. Anderson and carried that a recommendation be made to the Board for the approval of the PARIS filing and the Authorities Budget Office Submission of Summary Form, Mission Statement and Performance Measurements Report at the Authority's Board Meeting.

Summary Results of Confidential Evaluation of Board Performance

Criteria	Agree #	Somewhat Agree #	Somewhat Disagree #	Disagree #
Board members have a shared understanding of the mission and purpose of the Authority.	3			
The policies, practices and decisions of the Board are always consistent with this mission.	2	1		
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	3			
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	2	1		
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	2	1		
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	3			
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	3			
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	2	1		
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	3			
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	3			
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	2	1		
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	2	1		
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	3			
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	3			
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	2	1		
Board members demonstrate leadership and vision and work respectfully with each other.	3			

Name of Authority: Erie County Water Authority

Date Completed: March 23, 2016

AUTHORITY MISSION STATEMENT AND PERFORMANCE MEASUREMENTS

NAME OF PUBLIC AUTHORITY: ERIE COUNTY WATER AUTHORITY

PUBLIC AUTHORITY'S MISSION STATEMENT:

THE MISSION OF THE ERIE COUNTY WATER AUTHORITY IS TO PROVIDE ALL OF ITS CUSTOMERS A PLENTIFUL SUPPLY OF SAFE, HIGH QUALITY AND AFFORDABLE DRINKING WATER THROUGH A RELIABLE INFRASTRUCTURE.

DATE ADOPTED: APRIL 24, 2014

LIST OF PERFORMANCE GOALS:

The Authority believes its mission imposes a responsibility to provide our customers with a plentiful supply of safe, clean drinking water at an affordable rate, with outstanding service through dedication, professionalism and a progressive vision within a framework of a sound long term financial policy. The elements of that policy are:

- 1. An unqualified commitment to meet all obligations to the bondholders in the full letter and spirit of the Authority's General Revenue Bond Resolutions and the covenants made therein;**
- 2. An integrated program of inspection, maintenance, repair, rehabilitation and capital improvements to insure the continued integrity of its infrastructure and facilities and the health of its customers;**
- 3. Control of expenditures to the fullest extent consistent with prudent management and responsible administration;**
- 4. Provide the lowest possible rates and outstanding service which at the same time enables the Authority to meet its obligations and responsibilities to provide for adequate financial reserves and capital improvements.**

PERFORMANCE MEASUREMENTS

- 1.(a) Affirmation of credit ratings from bond rating firms
- 2.(a) Preparation of a capital budget for the coming year and the next succeeding four years which is reviewed by the Board.
- 3.(a) Financial statements consisting of a Balance Sheet, Income Statement, and an Investment Report are prepared monthly, usually within fifteen (15) days of the last day of each month.
- 3.(b) An independent audit firm retained to annually review and provide a report on the financial statements and expenditures at the end of the fiscal year.
- 3.(c) Various regular reports related to review and monitoring of the operating and capital improvement budgets by management, the Finance Committee and the Authority Board to allow for the containment of controllable expenses throughout the year.
- 4.(a) A series of budget hearings are held with each department head, the Executive Director, the Deputy Director and the Budget Director. A final annual operating and capital budget is reviewed, approved and adopted by the Board.
- 4.(b) The Authority has commissioned several customer surveys focusing on the customer's perception of the service they receive.

Additional Questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Yes, Board Members have acknowledged that they have read and understood the mission of the Authority. The Board Members have all signed the Acknowledgement of Fiduciary Duties and Responsibilities.

2. Who has the power to appoint the management of the public authority?

The Board of Commissioners hire the Secretary to the Authority, Executive Director, Deputy Executive Director, Executive Engineer, Comptroller, Attorney and Associate Attorneys.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

The Authority follows all applicable policies, rules and regulations of the New York State Civil Service Commission as overseen by the Erie County Department of Personnel.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board is the governing body of the Authority and is responsible for periodically reviewing the Authority's mission, vision, and goals and accomplishments. The Board establishes policies to promote a plentiful supply of safe, clean drinking water with outstanding service at an affordable rate through the dedication and professionalism of the Authority's employees. The Board reviews the financial, legal and operational management reports and oversees the Authority's internal controls. Management has the task of implementing policies and procedures to achieve the Authority's goals and report on the status of them to the Board and Board Committees on a periodic basis. The Board oversees the fiscal stability of ECWA through the performance of various functions, including but not limited to, the following: Annual review of the budget and four year financial plans; approval of contracts that exceed \$5,000; approval of proposed collective bargaining agreements; approval of budget modifications in excess of approved thresholds; approval of the annual operating and capital budget and approval of capital borrowings.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions:

Yes, the Board has acknowledged that it has read and understood the responses of each of these questions.

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Select Fiscal Year

Annual Report Instructions

Section 2800 of the Public Authorities Law and Sections 30 and 859 of the General Municipal Law require public authorities to file an Annual Report that includes information on their operations, finances, indebtedness, compensation and benefits, property transactions, internal controls and other management activities, policies and governance practices. The Annual Report tab should also be used to submit information required by Sections 2806 (Personnel Schedule) and 2896 (Property Report) as well as any additional information requested by ABO and/or OSC. To enter this information, select from the menu on the left.

The required information can be entered and saved, but the authority is not considered to be in compliance until the CEO, CFO or another designated official acknowledges that the information contained in this submission is complete and accurate. To submit this information, select and complete the Annual Report Submittal link.

[Cancel](#)

Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

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Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

ENTER GOVERNANCE INFORMATION (AUTHORITY-RELATED)

* Required Field

No items found Current Document List

Action	Document Name	Document Type	Date Attached
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Operations and Accomplishments

* 1 Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by Section 2800 of PAL?

Yes No

If Yes, provide the URL link to the document and attach the document below:

Document Type: Operations and Accomplishments

Select Document:

* 2 As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?

Yes No

If Yes, provide the URL link to the document below:

* 3 Has the lead audit partner for the independent audit firm changed in the previous five years in accordance with section 2802(4) of PAL?

Yes No

* 4 Does the independent auditor provide audit services to the Authority?

Yes No

* 5 Does the Authority have an organization chart?

Yes No

If Yes, provide the URL link to the document below:

* 6 Are any Authority staff also employed by another government agency?

Yes No

If Yes, identify the Agency:

Authority Mission Statement

* 7 Has the Authority posted their mission statement to their website?

Yes No

If Yes, provide the URL link to the document below:

* 8 Has the Authority's mission statement been revised and adopted during the reporting period?

Yes No

If Yes, attach the new mission statement: [Mission Statement template](#)

Document Type: Mission Statement

Select Document:

Authority Measurement Report

* 9 Attach the Authority's measurement report, as required by Section 2824-e of PAL and provide the URL:

Document Type: Measurement Report

Select Document:

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Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

VIEW GOVERNANCE INFORMATION (BOARD-RELATED)

* 1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?

Yes No

* 2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?

Yes No

* 3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?

Yes No

* 4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):

<http://www.ecwa.org/about>

* 5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?

Yes No

* 6. Provide a URL link to the minutes of the Board and committee meetings held during the current fiscal year:

<http://www.ecwa.org/publications>

* 7. Has the Board adopted bylaws and made them available to Board members and staff?

Yes No

If Yes, provide the URL link to the document below:

<http://www.ecwa.org/publications>

* 8. Has the Board adopted a code of ethics for Board members and staff?

Yes No

If Yes, provide the URL link to the document below:

<http://www.ecwa.org/publications>

* 9. Does the Board review and monitor the Authority's implementation of financial and management controls?

Yes No

* 10. Does the Board exercise oversight of the CEO and management in accordance with Section 2824(1) of PAL?

Yes No

* 11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL:

Salary and Compensation

Yes No

Time and Attendance

Yes No

Whistleblower Protection

Yes No

Defense and Indemnification of Board Members

Yes No

* 12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?

Yes No

* 13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?

Yes No

* 14. Was a performance evaluation of the Board completed?

Yes No

* 15. Was compensation paid by the Authority made in accordance with employee or union contracts?

Yes No

https://portal.osc.state.ny.us/wps/myportal!/ut/p/c5/jZLBj0lwE1YfqWNbKh4rbloL210KVf... 3/15/2016

* 15. Has the Board adopted a conditions/additional compensation policy governing all employees?

Yes No

If Yes, provide the URL link to the document below:

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Erie County Water Authority (0321)
 Fiscal Year End Date: 12/31/2016
 Status: Unsubmitted

BOARD OF DIRECTORS LIST

Enter all filled and vacant board member positions. To enter a board member, select the 'New' button. To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button.

Public Authority Board Members
3 items found, displaying all items

Action	Last Name	First Name	Chair	Appointed by	Term Exp. Date
View Modify Delete	Anderson	Robert	No	Other	04/27/2016
View Modify Delete	Jain	Earl	Yes	Other	04/27/2017
View Modify Delete	Schad	Jerome	No	Other	04/27/2016

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Erie County Water Authority(0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

SEARCH STAFF

Enter all staff of the Authority. To enter a staff member, select the 'New' button. To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button. To indicate that the Authority has no staff, select the 'No Staff' button.

To view a list of all staff, enter the wildcard (*) in the 'Last Name' or 'First Name' fields, then select 'Submit'. To conduct a partial name search, you must also include the wildcard. For example, to retrieve a list of all staff members whose last name contains the letter 'C', you would enter "C*" in the 'Last Name' field. Any combination of search criteria can be entered to conduct the search. All search results are sorted by 'Last Name' in ascending order.

Last Name:
 First Name:
 Group:
 Annualized Salary Range: \$ to \$
 Total Compensation Range: \$ to \$

Search Results
 No items found

Action	Last Name	First Name	Title	Exempt	Group	Annualized Salary	Total Compensation
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BENEFITS LIST

The benefits data submitted successfully.

The table below displays benefits for all Board Members and for staff whose annualized salary is greater than \$100,000. To enter or modify this information, and to answer the questions at the bottom of the page, select "Modify".

- Any benefit available to board members.
- Extraordinary benefits available to staff earning over \$100,000 in annualized salary by virtue of their position.

An extraordinary benefit should only be reported if it is provided for the exclusive use of a staff member. For example, you should report:

- A car assigned to a staff member for personal use.
- A financial package provided at retirement or the end of a contract that exceeds the normal conventions of annual vacation time, or
- Some other benefit that is not otherwise available to staff and the staff.

Do not report benefits that are equally available to all staff. For example, you should not report:

- Staff use of a credit card for business travel.
- The right to annual vacation time and benefits to all staff for business use only, or
- The right of all staff to convert annual vacation time as a condition of employment.

BOARD MEMBERS

Name	Title	Compensation Package	Permitted for Board Member Leave	Club Membership	Use of Corporate Credit Cards	Permitted Leave	Professional Liability	Club Membership	Use of Corporate Credit Cards	Permitted Leave	Professional Liability	Health Insurance	Retirement / Pension	Life Insurance	Health Insurance	Retirement / Pension	Life Insurance	Health Insurance	Retirement / Pension	Life Insurance	Other
Anderson, Robert	Board of Directors	<input type="checkbox"/> Select All																			
John Earl L.	Board of Directors	<input type="checkbox"/> Select All																			
David James D.	Board of Directors	<input type="checkbox"/> Select All																			

STAFF

Name	Title	Compensation Package	Permitted for Board Member Leave	Club Membership	Use of Corporate Credit Cards	Permitted Leave	Professional Liability	Club Membership	Use of Corporate Credit Cards	Permitted Leave	Professional Liability	Health Insurance	Retirement / Pension	Life Insurance	Health Insurance	Retirement / Pension	Life Insurance	Health Insurance	Retirement / Pension	Life Insurance	Other
APPEL SCOTT A	ELECTRICAL ENGINEER	<input type="checkbox"/> Select All																			
BALDO ANTHONY J	DEPUTY ADMINISTRATIVE DIRECTOR ECHA	<input type="checkbox"/> Select All																			
BIRNBAUM JERRY T	SECRETARY TO THE AUTHORITY - PERSONNEL DIRECTOR	<input type="checkbox"/> Select All																			
BOGGS STEVEN V	BUSINESS OFFICE MANAGER	<input type="checkbox"/> Select All																			
BOYD WESLEY C	EXECUTIVE ENGINEER	<input type="checkbox"/> Select All																			
BRUN JAMES K	SERVICES DISTRIBUTION ENGINEER	<input type="checkbox"/> Select All																			
CHAPMAN JEROME F	EXECUTIVE DIRECTOR	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	MANAGER OF DATA PROCESSING	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	DISTRIBUTION ENGINEER	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	ATTORNEY	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	DEPUTY DIRECTOR	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	DIRECTOR OF EMPLOYEE RELATIONS	<input type="checkbox"/> Select All																			
CHAPMAN JERRY T	PRODUCTION ENGINEER	<input type="checkbox"/> Select All																			

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Erie County Water Authority(0321)
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SUBSIDIARY/COMPONENT UNIT LIST

This list should include only those subsidiaries and component units that are active and whose information is included in the PARIS reports certified by this Authority.

*Is this list accurate and complete?
 Yes No

If an entity needs to be removed from the list, select the 'Delete Subsidiaries/component units' button. If an entity needs to be added to the list, select the 'Add Subsidiaries/Component Units' button. If the name of an entity currently in the list is incorrect, use the 'Requested Changes' column to enter modifications.

*Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?
 Yes No

Be aware that changes will not be immediately reflected in the list. Requested changes will be reviewed by the Office of the State Comptroller and the Authority Budget Office, and will be reflected in the list for the next reporting period.

No Items found

Name of Subsidiary/Component Unit	Status	Requested Changes
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Erie County Water Authority (0321)
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SUMMARY FINANCIAL INFORMATION

[Modify](#) [Delete](#)

SUMMARY STATEMENT OF NET ASSETS

Assets	
Current Assets	
Cash and cash equivalents	\$30,506,965.00
Investments	1,380,791.00
Receivables, net	4,193,746.00
Other assets	14,123,839.00
Total Current Assets	50,207,341.00
Noncurrent Assets	
Restricted cash and investments	18,707,815.00
Long-term receivables, net	2,797,701.00
Other assets	1,104,011.00
Capital Assets	
Land and other nondepreciable property	5,475,876.00
Buildings and equipment	227,081,098.00
Infrastructure	276,529,738.00
Accumulated depreciation	248,455,560.00
Net capital assets	360,641,152.00
Total Noncurrent Assets	382,850,679.00
Total Assets	433,058,020.00
Liabilities	
Current Liabilities	
Accounts payable	3,398,738.00
Pension contribution payable	0.00
Other post-employment benefits	0.00
Accrued liabilities	3,369,180.00
Deferred revenues	0.00
Bonds and notes payable	9,197,236.00
Other long-term obligations (short-term year)	1,709,625.00
Total Current Liabilities	17,674,779.00
Noncurrent Liabilities	
Deferred contributions payable	29,223,842.00
Other post-employment benefits	58,254,844.00
Bonds and notes payable	0.00
Long term obligations	0.00
Other long-term obligations	4,689,761.00
Total Noncurrent Liabilities	92,168,447.00
Total Liabilities	109,843,226.00
Net Assets (Equity)	
Net Assets	
Invested in capital assets, net of related debt	293,189,072.00
Restricted	11,255,102.00
Unrestricted	18,770,920.00
Total Net Assets	633,218,094.00
SUMMARY STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS	
Operating Revenues	
Charges for services	168,889,124.00
Rental & financing income	546,085.00
Other operating revenues	160,028.00
Total Operating Revenue	69,595,215.00
Operating Expenses	
Salaries and wages	15,712,783.00
Other employee benefits	10,797,688.00
Professional services contracts	161,406.00
Supplies and materials	3,668,896.00
Depreciation & amortization	12,494,708.00
Other operating expenses	14,599,395.00
Total Operating Expenses	57,435,644.00
Operating Income (Loss)	12,189,871.00

Nonoperating Revenues	
Investment earnings	355,130.00
State subsidies/grants	0.00
Federal subsidies/grants	0.00
Municipal subsidies/grants	0.00
Public authority subsidies	0.00
Other nonoperating revenues	239,440.00
Total Nonoperating Revenues	594,570.00
Nonoperating Expenses	
Interest and other financing charges	2,642,469.00
Subsidies to other public authorities	0.00
Grants and donations	0.00
Other nonoperating expenses	0.00
Total Nonoperating Expenses	2,642,469.00
Income (Loss) Before Contributions	10,111,673.00
Capital Contributions	4,134,020.00
Change in net assets	14,245,692.00
Net assets (deficit) beginning of year	308,969,402.00
Other net assets changes	0.00
Net assets (deficit) at end of year	6323,218,094.00

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Erie County Water Authority (0321)
 Fiscal Year End Date: 12/31/2015
 Status: Unaudited

CURRENT DEBT

*** Required Field**

If both questions below are answered "No," select "Save" and exit the Current Debt function.

If Question 1 is "Yes" and Question 2 is "No," select "Save" and then select the "Schedule of Debt" link and complete the schedule of debt function.

If both questions are answered "Yes," select "Save," then select the "New Debt Issuances" link to complete the new debt function, and then select the "Schedule of Debt" link and complete the schedule of debt function.

1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?
 Yes No

2. If yes, has the Authority issued any debt during the reporting period?
 Yes No

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Erie County Water Authority (0321)
 Fiscal Year End Date: 12/31/2015
 Status: Unadmitted

NEW DEBT ISSUANCES LIST

New Debt Issuances List
No items found

Action	Type of Debt	Program	Total Amount	Bond Closing Date	Project Name
Click here for definitions					

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Erie County Water Authority (0321)
Fiscal Year End Date 12/31/2015
Status: Unsubmitted

SCHEDULE OF DEBT

Action	Type of Debt (1)	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuance (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
	State Obligation					
	State Guaranteed					
	State Supported					
	State Contingent Obligation					
	State Moral Obligation					
	Other State Funded					
	Authority Obligation					
	General Obligation					
	Revenue	0.00	74,973,384.00	0.00	8,528,000.00	66,445,384.00
	Other Non-State Funded					
	Conduit					
	Conduit Debt					
	Conduit Debt - PEBK Increment Financing					
	Total	0.00	74,973,384.00	0.00	8,528,000.00	66,445,384.00

(1) Do not report First Instance Advances/Appropriated Loans here.
[Click here for definitions](#)

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REAL PROPERTY ACQUISITION/DISPOSAL

Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

REAL PROPERTY ACQUISITION/DISPOSAL LIST

In accordance with the Public Authorities Law, please provide information on any real property of the authority having an estimated fair market value in excess of \$15,000 that the authority either acquired or disposed of during the reporting period.

Real Property Acquisition/Disposal List

No items found.

Action	Transaction Date	Transaction Type	Purchase/Sale Price	Property Address	City	Description
<input type="button" value="New"/> <input type="button" value="Bulk Load"/> <input type="button" value="No Transactions"/>						

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Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

PERSONAL PROPERTY DISPOSAL LIST

In accordance with the Public Authorities Law, please provide information on any personal property of the authority having an estimated fair market value in excess of \$5,000 that the authority disposed of during the reporting period.

Personal Property Disposal List
18 items found, displaying all items

Action	Transaction Date	Sale Price	Property Description
View Modify Delete	02/25/2015	\$15,300.00	2006 Ford F450 SD Regular Cab 4WD Pickup Truck
View Modify Delete	02/25/2015	\$15,000.00	2008 Ford F350 SD Supercab 4WD
View Modify Delete	04/08/2015	\$34,800.00	2006 Pilling 9500 Dump Truck Pickup Truck
View Modify Delete	05/27/2015	\$26,101.00	2007 Caterpillar 418E Backhoe
View Modify Delete	05/17/2015	\$8,610.00	2006 Pilling FT-30PT T8 Bed Trailer
View Modify Delete	05/17/2015	\$8,100.00	2004 Sterling Acterra 6500 Line Truck
View Modify Delete	08/10/2015	\$19,700.00	2007 International 7400 Dump Truck
View Modify Delete	08/10/2015	\$9,500.00	2002 Ford F350 Super Cab 4X4
View Modify Delete	08/01/2015	\$2,500.00	2007 International 7400 Dump Truck
View Modify Delete	08/08/2015	\$16,377.00	2012 Ford F250 Pickup Truck
View Modify Delete	09/16/2015	\$19,500.00	2012 Ford F150 XLT Supercab 4X4 Pickup Truck
View Modify Delete	09/16/2015	\$11,800.00	2012 Ford F350 4X4 Extended Cab Pickup Truck
View Modify Delete	10/01/2015	\$21,000.00	2012 Ford F150 XLT Supercab 4X4 Pickup Truck
View Modify Delete	10/01/2015	\$20,300.00	2012 Ford F250 Extended Cab Pickup Truck
View Modify Delete	10/15/2015	\$18,100.00	2012 Ford F350 Pickup Truck
View Modify Delete	10/15/2015	\$17,000.00	2012 Ford F350 4X4 Supercab Pickup Truck
View Modify Delete	11/04/2015	\$22,900.00	2012 Ford F350 XL 4X4 Pickup Truck
View Modify Delete	11/04/2015	\$22,800.00	2012 Ford F250 4X4 Pickup Truck

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Property Documents

VIEW PROPERTY DOCUMENTS

1. In accordance with Section 2896(3) of PAL, the authority is required to prepare a report at least annually of all real property of the authority. Has this report been prepared?

Yes No

If Yes, provide the URL link to the document below:

<http://www.ecwa.org/procurementreports>

2. Has the authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?

Yes No

If Yes, provide the URL link to the document below:

<http://www.ecwa.org/procurementreports>

3. In accordance with Section 2896(1) of PAL, has the authority named a contracting officer who shall be responsible for the authority's compliance with and enforcement of such guidelines?

Yes No

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P&ITs | Enrollments | Authority menu Page | Search for Authority | **Version 3.1.6**

Budget Report | Annual Report | Procurement Report | Investment Report | Certified Financial Audit

Procurement Transactions Select Fiscal Year

Procurement Information

One County Water Authority (0221)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

Procurement Report Instructions

Sections 2879 and 2824(e) of the Public Authorities Law requires public authorities to adopt and annually review and approve comprehensive procurement guidelines and reports. To enter this information, select from the menu on the left.

The required information can be entered and saved, but the authority is not considered to be in compliance until the CEO, CFO or another designated official acknowledges that the information contained in this submission is complete and accurate. To submit this information, select and complete the Procurement Report Submittal link.

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Erie County Water Authority (0321)
 Fiscal Year End Date: 12/31/2015
 Status: Unsubmitted

SEARCH PROCUREMENT TRANSACTIONS

Enter all procurement transactions open during the reporting period with an actual or estimated value of \$5,000 or more. To enter a procurement transaction, select the 'New' button. To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button. To indicate that the authority has no open procurement transactions, select the 'No Transactions' button.

To view a list of all procurement transactions, enter the wildcard ("*") in the 'Vendor Name' field, then select 'Submit'. To conduct a partial name search, you must also include the wildcard. For example, to retrieve a list of all vendors whose name contains the letter "A", you would enter "A*" in the 'Vendor Name' field. Any combination of search criteria can be entered to conduct the search. The search results will be sorted by 'Vendor Name' in ascending order.

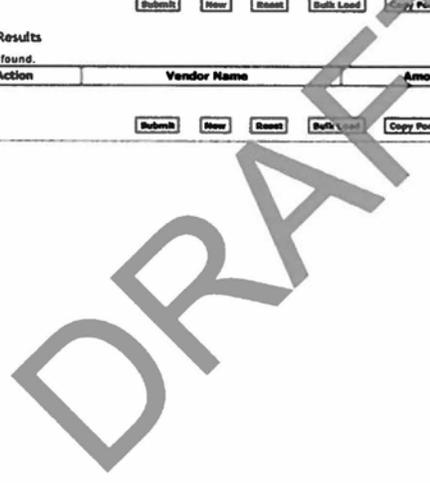
Only report 'Non Contract Procurement/Purchase Order' and 'Purchased Under State Contract' transactions if all purchases made from a single vendor total \$5,000 or more during the reporting period. These purchases should be reported as a single transaction for the total amount, not as individual transactions.

Vendor Name:
 Amount Minimum: \$ Amount Maximum: \$
 Award Date From: To:

Search Results

No items found.

Action	Vendor Name	Amount	Award Date
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Company Name	Address	City	State	Zip	Phone	Fax	Website	Industry	NAICS	Employees	Revenue	Assets	Liabilities	Equity	Debt	Rating	Notes
12345 COMPANY INC	12345 Main St	Anytown	CA	90210	(555) 123-4567		www.12345.com	Manufacturing	3300	100	\$10M	\$5M	\$5M	\$5M	A	Publicly Traded	
67890 ENTERPRISE LLC	67890 Park Ave	Springfield	IL	62701	(618) 987-6543		www.67890.com	Technology	5400	50	\$2M	\$1M	\$1M	\$1M	B	Private	
11111 SERVICES GROUP	11111 Commerce St	Denver	CO	80202	(303) 555-1111		www.11111.com	Professional Services	8000	200	\$50M	\$25M	\$25M	\$25M	A-	Publicly Traded	
22222 MANUFACTURING CO	22222 Industrial Blvd	Chicago	IL	60606	(773) 444-2222		www.22222.com	Manufacturing	3300	150	\$15M	\$8M	\$8M	\$8M	B+	Private	
33333 FINANCIAL INSTITUTION	33333 Wall St	New York	NY	10001	(212) 333-3333		www.33333.com	Finance	6000	300	\$100M	\$50M	\$50M	\$50M	A+	Publicly Traded	
44444 RETAIL STORES INC	44444 Retail Plaza	Los Angeles	CA	90001	(213) 444-4444		www.44444.com	Retail	5200	400	\$30M	\$15M	\$15M	\$15M	B	Publicly Traded	
55555 ENERGY CORP	55555 Energy Dr	Houston	TX	77001	(281) 555-5555		www.55555.com	Energy	1300	120	\$20M	\$10M	\$10M	\$10M	A-	Publicly Traded	
66666 TRANSPORTATION LLC	66666 Transport Way	Phoenix	AZ	85001	(602) 666-6666		www.66666.com	Transportation	4000	300	\$12M	\$6M	\$6M	\$6M	B+	Private	
77777 HEALTHCARE SERVICES	77777 Health Center	San Diego	CA	92101	(619) 777-7777		www.77777.com	Healthcare	8000	250	\$40M	\$20M	\$20M	\$20M	A-	Publicly Traded	
88888 CONSTRUCTION CO	88888 Construction Blvd	Atlanta	GA	30301	(404) 888-8888		www.88888.com	Construction	2700	200	\$18M	\$9M	\$9M	\$9M	B	Private	
99999 MEDIA & ENTERTAINMENT	99999 Media Plaza	Los Angeles	CA	90001	(213) 999-9999		www.99999.com	Media & Entertainment	7100	180	\$25M	\$12M	\$12M	\$12M	A-	Publicly Traded	
00000 REAL ESTATE GROUP	00000 Real Estate Dr	Phoenix	AZ	85001	(602) 000-0000		www.00000.com	Real Estate	6500	150	\$10M	\$5M	\$5M	\$5M	B+	Private	

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Erie County Water Authority (0331)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

VIEW PROCUREMENT INFORMATION

Procurement Information was created successfully.

No items found. Current Document List

Action	Document Name	Document Type	Date Attached
<p>Procurement Guidelines</p> <p>1. Does the Authority have procurement guidelines? <input checked="" type="radio"/> Yes <input type="radio"/> No http://www.ecwa.org/procurementreports</p> <p>2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>3. Does the Authority allow for exceptions to the procurement guidelines? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 4. Does the Authority assign credit cards to employees for travel and/or business purchases? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 5. Does the Authority require prospective bidders to sign a non-collusion agreement? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 7. Did the Authority designate a person or persons to serve as the accounting contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Impermissible Contacts</p> <p>* 8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, was a record made of this Impermissible Contact? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center;"><input type="button" value="Modify"/></p>			

PARTS | Enrollment | Authority Home Page | Search for Authority | Budget Report | Annual Report | Procurement Report | Investment Report | Certified Financial Audit | Version 3.1.6

Investment Information | Select Fiscal Year

Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

Investment Report Instructions

Section 2925 of the Public Authorities Law requires public authorities to adopt and annually review and approve comprehensive investment guidelines and reports. To enter this information, select from the menu on the left.

The required information can be entered and saved, but the authority is not considered to be in compliance until the CEO, CFO or another designated official acknowledges that the information contained in this submission is complete and accurate. To submit this information, select and complete the Investment Report Submittal link.

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Version 3.1.0
Certified Financial Audit

Erie County Water Authority (0321)
 Fiscal Year End Date: 12/31/2015
 Status: Unsubmitted

VIEW INVESTMENT INFORMATION

Annual Investment Report

* 1. Has the authority prepared an Annual Investment Report for the reporting period as required by section 2925(8) of PAL?

Yes No

If Yes, provide the URL link to the document below:

<http://www.ecwa.org/publications>

* 2. Are the authority's investment guidelines reviewed and approved annually? **Investment Guidelines**

Yes No

Investment Audit Report

* 3. Did the authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?

Yes No

<http://www.ecwa.org/publications>

* 4. Has the authority's independent auditor issued a management letter to the authority in connection with its annual audit of investments? **Management Letter**

Yes No

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PAERS | Enrollment | Authority Home Page | Search for Authority | Budget Report | Annual Report | Procurement Report | Investment Report | Certified Financial Audit | Version 3.1.6

Financial Documents | Select Fiscal Year

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One County Water Authority (0321)
Fiscal Year End Date 12/31/2015
Status Unsubmitted

Certified Financial Audit Instructions

Section 2802 of the Public Authorities Law requires public authorities to submit a copy of their annual independent audit report, performed by a certified public accounting firm in accordance with generally accepted government auditing standards. To enter this information, select from the menu on the left.

The required information can be entered and saved, but the authority is not considered to be in compliance until the CEO, CFO or another designated official acknowledges that the information contained in this submission is complete and accurate. To submit this information, select and complete the Certified Financial Audit Submittal link.

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Version 3.1.6

Erie County Water Authority (0321)
Fiscal Year End Date: 12/31/2015
Status: Unsubmitted

ENTER FINANCIAL DOCUMENTS

*** Required Field**

To answer a question that requires a URL link and an attachment:

1. Answer the question by selecting 'Yes' or 'No'.
2. Enter a URL link where the document is located.
3. Select the 'Browse' button to open the 'Choose File' window. Highlight the appropriate file, then select the 'Open' button. The path of the file will be placed in the 'Select Document' text box.
4. Select the 'Update to List' button. When the upload has completed successfully, all text boxes will be cleared and a new record will appear in the 'Current Document List' at the top of the page.

No items found **Current Document List**

Action	Document Name	Document Type	Date Attached	URL
Audit Report				
* 1. Attach the independent audit of the authority's financial statements				
Provide the URL link to the document and attach the document below:				
<input type="text"/>				
Audit Report				
Document Type: Audit Report				
Select Document: <input type="text"/>				
<input type="button" value="Browse..."/>				
<input type="button" value="Update to List"/>				
Management Letter				
* 2. Has the authority's independent auditor issued a management letter to the authority in connection with its audit of the authority's financial statements?				
Yes <input checked="" type="radio"/> No <input type="radio"/>				
If Yes, provide the URL link to the document and attach the document below:				
<input type="text"/>				
Management Letter				
Document Type: Management Letter				
Select Document: <input type="text"/>				
<input type="button" value="Browse..."/>				
<input type="button" value="Update to List"/>				
Internal Controls				
* 3. Has the authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the authority?				
Yes <input checked="" type="radio"/> No <input type="radio"/>				
If Yes, provide the URL link to the document and attach the document below:				
<input type="text"/>				
Internal Controls				
Document Type: Internal Controls				
Select Document: <input type="text"/>				
<input type="button" value="Browse..."/>				
<input type="button" value="Update to List"/>				
Additional Communications				
4. Attach any additional communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the authority's independent auditor in connection with its annual audit of the authority's financial statements.				
Additional Communications				
Document Type: Additional Communications				
Select Document: <input type="text"/>				
<input type="button" value="Browse..."/>				
<input type="button" value="Update to List"/>				
<input type="button" value="Save"/>				

2015 Department Accomplishments

➤ Administration Department

- ↳ ECWA Advance: Major planning completed on the first technology change in decades at the Authority. In December the implementation of Cityworks, an industry standard work asset management program, was rolled out to our workers putting advanced technology in the hands of our crews to more efficiently manage field work orders.
- ↳ Design of a wide area network to provide real time connectivity to our major operation and business centers was started. The network will be constructed in 2016 and 2017. Lastly, the development of a new water system control system is being designed to provide mobile control with first class monitoring of all our customers in the future. ECWA Advance will build a new foundation for many years to come.
- ↳ To improve efficiency, the Administration Department has created new technical training and business analytical teams to address changes to our operations and analyze data to best serve our customers.
- ↳ The Administration Department has accomplished outstanding results in inventory control with the Stores Unit and overall control of materials and supplies. Cell tower revenues continue to rise and new prospective tenants have been secured. A three year Fleet Management Replacement Program is resulting in lower monthly cost of ownership expenses.

➤ Distribution Department / Engineering Department

- ↳ Water main replacements - Village of Williamsville: This replacement project completed the work necessary for the successful conversion of Williamsville to direct service.
- ↳ Water main replacement along Seneca Street in the Town of West Seneca. This work involved replacing old and failing cast iron water mains with new cement lined ductile iron water mains that will perform well for years to come.
- ↳ The ECWA worked cooperatively again with the Town of Cheektowaga to coordinate a road reconstruction project with a water main replacement to result in efficiencies for both entities.
- ↳ Along with the Administration Department, began the implementation of Cityworks, a web based technology upgrade initially involving a Work Order and Asset Management system. This implementation will continue through 2016.

➤ **Finance Department**

- ↳ Successful implementation of annualized hydrant billing to all municipalities resulted in a 92% reduction in the number of bills generated for public fire protection service. In total, 792 fewer bills and payments were mailed and processed.
- ↳ The elimination of customer fees has increased the number of ACH payments 63%, from 45,025 in 2014 to 73,656 in 2015. Overall, new payment contracts resulted in a 19% increase in all electronic payments received in 2015.
- ↳ In continuing efforts to reduce the amount of paper generated and stored, 110 utility accounts payable were converted to paperless billing and automatic payments, resulting in over 1,000 fewer invoices processed and checks generated each year. Payment vouchers have also been digitized, significantly reducing the need for space at our storage facility.
- ↳ In an effort to improve service to our customers, and increase operating efficiency, oversight of the Meter Shop has been moved to the Business Office. Rerouting monthly meter reading routes and realigning billing cycles is one example of increasing efficiencies.

➤ **Human Resources**

↳ **Training 2015**

- During the course of 2015, the ECWA HR Department coordinated over four thousand, five hundred and ninety eight (4598) hours of classroom training for our employees. This was an increase from the previous year total of 4285 hours and is indicative of the commitment which the ECWA has made to improving the safety and competence of our entire workforce. When hands-on training hours, such as those involved in the Line Maintenance Operator program are included, the total number of employee training hours for 2015 totaled 13,726 hours.
- For 2015, in an effort to offset some of the costs associated with this increased training program, the ECWA HR department applied for grants through the New York State, Department of Labor Hazardous Abatement Program. The ECWA program was approved for a total of \$14,334 in reimbursements from this program and has received payment of \$12,334 to date.

↳ **Safety and Equipment**

- In 2015 the ECWA Human Resources Department increased the Authority's efforts to reduce workplace injuries and accidents by initiating new tool and uniform purchases in various departments.

- Purchased battery powered tools such as impact wrenches, saws, and lights to replace older, heavier, gas- powered equipment, we have helped departmental supervisors discover safer ways to perform necessary tasks.
- Issuance of additional, more comprehensive, reflective safety gear to Line Maintenance Personnel in a continuing effort to reduce injuries and accidents.

➤ Information Technology

↳ New Online Customer Payment Options:

- As of January 2015, registered and unregistered customers, may now make a payment online via ACH without incurring a convenience fee, or pay via credit card incurring a substantially reduced convenience fee with the change in vendors from Pay Connection to Paymentus.

↳ Configured MS Azure Servers for City Works and ECWA GIS:

- As part of the ECWA Advance Project, we configured cloud based servers to host our GIS and newly purchased Asset Management System, City Works. In addition to these production servers, we also setup identical development servers for testing purposes. Data Processing along with the GIS group exported data from our current systems for folks at EMA could import it into the new systems. Employees are now able to view and update information real time in the field via tablets and laptops using an app or browser.

↳ Reengineered Customer Billing System:

- Modified the ECWA Billing System to eliminate a new customer's initial bill thus reducing annual postage costs.

↳ Van de Water Video Camera Upgrade:

- Existing coaxial video cameras were upgrade to IP cameras at the Van de Water Main plant and the Raw Water building. IP cameras give us a higher resolution picture and also provides the capability to add as many cameras as necessary (scalability) to the system as needed for the future. It also eliminates the need to have separate power supplied at the camera head since Power Over Ethernet (POE) network switches provide power and data over the same line. This project required POE switches be installed throughout the Main plant and a Microwave Radio link be established between the Main plant and Raw Water Plant.

↳ High Speed Production Scanners:

- The production scanners located at the Service Center and Ellicott Square were replaced and an additional scanner was installed for Ellicott Square to not only provide backup of

the main scanner but to also allow multiple people to scan at one time. Newer technology not only increases the pages per minute (PPM) that can be scanned but also gives us higher quality images. Invoices, Purchasing Documentation and Post Cards are some of the items imaged.

↳ **Create Image Copy of Voucher Packs:**

- Creating an image copy of voucher packages which consist of the voucher, a copy of the AP check, images of all the paid invoices, and extracts of all related purchase orders allows us to attach the images to the corresponding invoices and purchase orders. Since these documents are stored electronically, physical storage of the hard copy at our Ellicott Square location is no longer needed.

➤ **Production**

↳ **Control and Treatment Plants**

- Install (2) new pumps at Eden I pump station
- Install (2) new pumps at Keller Rd Pump station
- Paint East Aurora Tank and Chestnut Ridge tank
- The Sturgeon Point Decant project was completed, these improvements enhanced plant operations, allowing for the backwashing of all 10 filters within a 24 hour period. Having the ability to keep all 10 filters in-service, allows the Authority to meet production demands and NYSDOH regulations of maintaining the drinking water turbidity < 0.30 ntu. In addition the Decant upgrades provides for efficient handling of sludge residuals and increases our lagoon capacities.
- The Authority's SCADA team consisting of Water Treatment Plant Operators, Instrumentation Technicians and Control Operator's collaborated with the Information Technology Department and EMA Engineering Firm on the design concept, replacement specification of a new Distribution SCADA system. The final product will enhance the automation of the Authority's Control operations, at the water treatment plants and in the transmission and distribution systems.

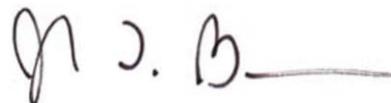
➤ **Water Quality**

- ↳ ECWA's Water Quality Department insured that all of its regulatory compliance requirements were met during 2015. All of the water quality results in the water system were within their acceptable limits. There were no maximum contaminant level (MCL) or monitoring violations during 2015.

- During the summer of 2015 Lake Erie recorded its largest algae bloom on record. ECWA's Water Quality Department proactively provided additional monitoring for toxic blue green algae to ensure the quality and safety of its drinking water.
- During 2015 ECWA performed additional testing of its drinking water for a variety of currently unregulated compounds including additional volatile organics, various pharmaceutical compounds and hormones.
- A disinfection study was undertaken in 2015 by ECWA's departments of Water Quality, Production and Engineering to ensure that the Authority's current disinfection methods provide optimum protection of the drinking water while meeting all of its regulatory requirements.
- ECWA's Water Quality Department along with other various departments within the Authority, participated in the 2015 National Drug Take Back events assisting county, state and federal agencies in the collection, removal and proper disposal of pharmaceuticals and personal care products. This semi-annual effort helps take drugs off the street, away from public misuse and keeps them from entering the source water that is used to produce our drinking water.

VIII. – ADJOURNMENT

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

A handwritten signature in black ink, appearing to read "J. T. Burns", followed by a horizontal line.

Joseph T. Burns
Secretary to the Authority

SLZ