

MINUTES of the AUDIT COMMITTEE MEETING of the ERIE COUNTY WATER AUTHORITY held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 8th day of August 2019.

PRESENT: Jerome D. Schad, Chairman
Mark S. Carney, Vice Chairman
E. Thomas J. Jones, Jr., Treasurer
Terrence D. McCracken, Secretary to the Authority
Karen A. Prendergast, Chief Financial Officer
Margaret A. Murphy, Attorney
Russell J. Stoll, Executive Engineer
Daniel J. NeMoyer, Director of Human Resources
Lavonya C. Lester, Director of Administration
Sabrina A. Figler, Director of Water Quality
Joyce A. Tomaka, Comptroller
Jeffrey Schlierf, Acting Manager of Information Technology
Steven V. D'Amico, Business Office Manager

ATTENDEES: Brian Gould
Danielle Anderson
Jeanne Beiter

CALL TO ORDER at 9:30 a.m.

PLEDGE TO THE FLAG

I. - ROLL CALL

II. - READING OF MINUTES

Motion by Mr. Carney seconded by Mr. Jones and carried to waive the reading of the Minutes of the Meeting held on March 26, 2019.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

III. - APPROVAL OF MINUTES

Motion by Mr. Carney seconded by Mr. Jones and carried to approve the Minutes of the Meeting held on March 26, 2019.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

IV. - REPORTS

V. - COMMUNICATIONS AND BILLS

VI. - UNFINISHED BUSINESS

VII. - NEW BUSINESS

A. Audit Services RFP

Discussion

Karen Prendergast distributed a proposed RFP for Audit Services. She explained the last time an RFP was sent out for Audit Services was in 2014. Drescher and Malecki was then retained to perform these services for a three-year period and two (2) one-year extensions. That has been exhausted, so an RFP is now needed. Ms. Prendergast is recommending that the Audit Committee recommend to the full Board approve the solicitation of this RFP. Chairman Schad asked if the contract was a fixed price contract or hourly. Ms. Prendergast replied that because it's an RFP the bidder can present it in any way they choose. She asked for a fixed amount for the audit and an indication of how many hours was anticipated. They could do either a fixed amount or an hourly rate for the agreed-upon procedures and for the bonds. Vice Chairman Carney asked what month the audit is completed. Ms. Prendergast replied that the auditors come in before the end of the calendar year sometime in the last quarter to do some preliminary testing for internal controls. The Authority requires that their report be completed and presented to the Board by the end of March so sometime between mid-February and the end of March is when they come in and do their testing.

Motion by Mr. Carney to recommend to the Erie County Water Authority's Board to approve the authorization to solicit request for proposals to provide Audit and Accounting Advisory Services for each of its fiscal years ending December 31, 2019, 2020 and 2021, seconded by Mr. Jones.

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None

VIII. - ADJOURNMENT

Motion by Mr. Carney seconded by Mr. Jones and carried that the meeting adjourn

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, Carney and Jones

Noes: None



Terrence D. McCracken
Secretary to the Authority