



**ERIE COUNTY WATER AUTHORITY**  
INTEROFFICE MEMORANDUM

February 13, 2019

To: Jerome D. Schad, Chair  
Mark S. Carney, Vice Chair  
E. Thomas Jones, Treasurer

Cc: Terrence D. McCracken, Secretary

From: Margaret A. Murphy, Attorney  
Karen A. Prendergast, Comptroller  
Shari Zajdel, Confidential Secretary (Legal)

Subject: Service Connection Work Orders

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The last item on the Board's agenda is the Service Connection Work Orders. "It has been the practice of the Authority, to request the Board approve and/or ratify the issuance of these workorders after they have been reviewed by the Distribution Engineer and Comptroller." Despite this past practice, we see no reason why the Board needs to approve or ratify the ministerial act of issuing work orders.

The Board already approves the Tariff, establishing the connection fees for small and large services. New services are installed by contractors who are the lowest, responsible bidders, whom the Board awards small and large service contracts. The Authority has the necessary internal control by requiring payments to be posted by the cash manager prior to the issuance of the work orders. Work orders are then reviewed and approved by the Distribution Engineer. The Comptroller gives a final review after the work orders have been issued and in most case after the work has been completed. It serves no purpose for the Board to rubber stamp these work orders.

We now pose this question to the Board: Do you wish to continue the practice of approving or ratifying service connection work orders?