

ERIE COUNTY WATER AUTHORITY  
 AUTHORIZATION FORM  
 For Approval/Execution of Documents  
 (check which apply)

<b>Contract:</b> _____	<b>Project No.:</b> _____
<b>Project Description:</b> <u>LEAK ALLOWANCE REQUEST</u> <u>2 LEAK ALLOWANCES FOR A TOTAL OF \$1,669.84</u>	

**Item Description:**

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>LEAK ALLOWANCES</u>			

**Action Requested:**

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>BOARD APPROVAL</u>	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Department Head	<u>[Signature]</u>	Date: <u>7/29/19</u>
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____

**APPROVED AS TO FORM:**

<input type="checkbox"/> Legal	_____	Date: _____
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**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>7/30/19</u>
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**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

July 29, 2019

To: The Board of Commissioners

From: Karen A. Prendergast, Chief Financial Officer

Subject: Leak Allowance Request

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Below is a leak allowance request submitted by our customer and processed by our billing department. Since the leak allowance amount is in excess of \$500, it requires your approval.

Leak Allowance:

Customer: David Moe  
100 Fletcher St.  
Tonawanda, N.Y. 14150

Sometime between mid December of 2016 and mid March of 2017, the above customer had a toilet malfunction resulting in excess water usage. The customer made the necessary repairs and consumption returned to normal as verified by subsequent meter readings taken by our Meter Shop.

Other details on this account are as follows:

Water Billing During Period of Leakage	\$	2,045.65
Less Normal Billing		<u>(58.08)</u>
Total Excess	\$	1,987.57
ECWA Portion of Excess*	\$	989.50
Customer Portion of Excess*		<u>998.07</u>
	\$	1,987.57
½ of Excess	\$	989.50
Less Administration Fee		(10.00)
Plus District Surcharges		<u>150.92</u>
Leak Allowance Request	\$	1,130.42

\* NOTE: Any difference in consumption is due to rounding an odd number of gallons and due to the high consumption a portion of the bill was calculated using a lower rate. The Authority's portion includes the amount billed at the lower rate. Both portions represent ½ of the consumption.



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## INTEROFFICE MEMORANDUM

July 29, 2019

To: The Board of Commissioners  
From: Karen A. Prendergast, Chief Financial Officer  
Subject: Leak Allowance Request

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Below is a leak allowance request submitted by our customer and processed by our billing department. Since the leak allowance amount is in excess of \$500, it requires your approval.

Leak Allowance:

Customer: Robert Williams  
105 Hobnail Dr.  
East Amherst, N.Y. 14051

Sometime between mid June of 2017 and mid June of 2018, the above customer had a leak on their water service resulting in excess water usage. The customer made the necessary repairs and consumption returned to normal as verified by subsequent meter readings taken by our Meter Shop.

Other details on this account are as follows:

Water Billing During Period of Leakage	\$	1,111.12
Less Normal Billing		<u>(58.14)</u>
Total Excess	\$	1,052.98
ECWA Portion of Excess*	\$	523.26
Customer Portion of Excess*		<u>529.72</u>
	\$	1,052.98
½ of Excess	\$	523.26
Less Administration Fee		(10.00)
Plus Late Charges		<u>26.16</u>
Leak Allowance Request	\$	539.42

\* NOTE: Any difference in consumption is due to rounding an odd number of gallons and due to the high consumption a portion of the bill was calculated using a lower rate. The Authority's portion includes the amount billed at the lower rate. Both portions represent ½ of the consumption.