

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

Contract: _____ **Project No.:** _____
Project Description: Creation of One Position of Director of Cybersecurity & Informational Technology, One Position of Sr. Systems Engineer and One Position of Operational Analyst & Solution Programmer

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>Creation of three (3) new positions</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>Creation of three (3) new positions</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|-----------------------------|-----------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u>Karen Prendergast/tf</u> | Date: <u>04/08/21</u> |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TCD</u> | Date: <u>04/08/21</u> |
|--|------------|-----------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair
Mark S. Carney, Vice Chair
Peggy A. LaGree, Treasurer

Cc: Margaret A. Murphy, General Counsel
Karen A. Prendergast, Chief Financial Officer
Russell J. Stoll, Chief Operating Officer
Leonard F. Kowalski, Executive Engineer

From: Terrence D. McCracken, Secretary

Date: April 8, 2021

Subject: Creation of New Positions relative to the Information Technology Department

The Erie County Water Authority (the “Authority”) operates a federally-designated critical infrastructure system whose assets, systems, and networks, whether physical or virtual, are so vital that their incapacity or destruction would have a debilitating impact on the physical or economic security, and the public health and safety, to residential, commercial, and industrial users including hospitals, health care facilities, and nursing homes. Amidst a pandemic, the Authority-driven mission to deliver affordable potable water is the reason why public water systems have been designed as a “federally-designated critical infrastructure system.”

It is the Authority’s duty to prevent cyberattacks of their system such as accessing the Authority’s facilities through cloud-based, open portals and exploiting system vulnerabilities due to security breaches and unsupported software lacking the necessary security patches. As discussed in a previous attorney-client meeting, the Board of Commissioners and the Authority’s Executive staff agree that a thorough restructuring of the Information Technology Department is necessary to prevent these attacks along with the need to create positions for highly skilled security positions using civil service rules. Job specifications for Director Cybersecurity and Information Technology, Senior Systems Engineer and Operational Analyst & Solution Programmer were prepared by General Counsel have been approved by civil service.

The creations for these positions are on today’s agenda for the Board’s approval. If you have any questions, please do not hesitate to contact me. Thank you.

TMD:tf