



## **ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM**

TO: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: June 2, 2025

SUBJECT: Amendment to Incumbency Certificate

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As you are aware, WIFIA is a federal loan program administered by the Environmental Protection Agency and was established by the Water Infrastructure Finance and Innovation Act of 2014. Periodically, the Authority participates in this program and receives WIFIA loans. A requirement when submitting WIFIA disbursement requests is an Incumbency Certificate. To streamline the process, it has been recommended that the Incumbency Certificate be amended to update the approved signers.

I am recommending the Board approve amending the Authority's Incumbency Certificate by designating the Authority's Chief Financial Officer and Executive Engineer, with the Comptroller and Director of Distribution serving as alternates, as authorized signatories for agreements and written instructions with regarding any matters pertaining to the WIFIA Loan Documents, acting as the Authority's authorized representative.

A resolution to approve amending the Authority's Incumbency Certificate has been included for your consideration at the meeting of June 12, 2025.

Thank you for your consideration in this matter.

TDM:alh

**ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Board Meeting Documents**

**Document Name:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Item Description:**

Choose one:

Other: \_\_\_\_\_

**Action Requested:**

Choose one:

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer  Date: 06/02/2025

Chief Operating Officer \_\_\_\_\_ Date: 06/02/2025

Claims Rep. – Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_

Comptroller \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_

Director of Distribution \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Director of IT \_\_\_\_\_ Date: \_\_\_\_\_

Director of Production \_\_\_\_\_ Date: \_\_\_\_\_

Director of Water Quality \_\_\_\_\_ Date: \_\_\_\_\_

Executive Engineer \_\_\_\_\_ Date: \_\_\_\_\_

General Counsel (Legal)  Date: 6/3/2025

Other: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority  Date: 6/3/2025

**Remarks:** \_\_\_\_\_

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

**ANNEX A TO EXHIBIT I**  
**INCUMBENCY CERTIFICATE**

The undersigned certifies that he is the Secretary of the ERIE COUNTY WATER AUTHORITY, a public benefit corporation created under the laws of the State of New York (the “Borrower”) and as such he is authorized to execute this certificate and further certifies that the following persons have been elected or appointed, are qualified, and are now acting as officers or authorized persons of the Borrower in the capacity or capacities indicated below, and that the signatures set forth opposite their respective names are their true and genuine signatures. He further certifies that any of the officers listed below is authorized to sign agreements and give written instructions with regard to any matters pertaining to the WIFIA Loan Documents as the Borrower’s authorized representative (each as defined in that certain WIFIA Loan Agreement, dated as of the date hereof, between the Borrower and the United States Environmental Protection Agency, acting by and through the Administrator):

<u>Name</u>	<u>Title</u>	<u>Signature</u>
Joyce Tomaka	Chief Financial Officer	_____
Jessica Brown	Comptroller	_____
Leonard Kowaski	Executive Engineer	_____
Michael Quinn	Director of Distribution	_____

IN WITNESS WHEREOF, the undersigned has executed this certificate as of this 12<sup>th</sup> day of June, 2025.

ERIE COUNTY WATER AUTHORITY,  
by its Authorized Representative

By:

Name: Terrence D. McCracken

Title: Secretary to the Authority