

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

Contract: _____ **Project No.:** _____
Project Description: Annual filing of PARIS Report

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>PARIS reports</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>Approve Filings</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|---------------------------|-------------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u>Karen A. Bendegast</u> | Date: <u>03/17/2021</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TZD</u> | Date: <u>03/17/21</u> |
|--|------------|-----------------------|

Remarks: _____

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



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

March 25, 2021

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

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: 2020 PARIS Filing

The Authorities Budget Office requires the 2020 reports listed below to be submitted through the Public Authorities Reporting Information System (PARIS) by March 31, 2021.

- Annual Report which summarizes our financial statements, provides information about the governance of the Authority, a list of our staff and their compensation, benefits provided to select employees, property disposals during the year and a list of our real property
- Certified Financial Audit which includes the financial statements, management letter, and the auditor's report on internal control
- Investment Report which includes our latest guidelines, a copy of the audit performed by our independent auditors and a schedule of investment and trustee fees paid in 2020
- Procurement report which includes our adopted guidelines and details for all procurements by vendor exceeding \$5000 in 2020.

Copies of these reports are attached. Please review the submissions, a resolution authorizing the PARIS filing is on the March 25, 2021 meeting agenda for your consideration.

cc T. McCracken
M. Murphy
R. Stoll
J Tomaka