ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 17, 2025

To: Jennifer Hibit, Secretary to the Authority

From: William W. Wheeler, PE, Director of Planning & Water Supply

Subject: 2025 O&M Budget Transfer
Power Purchase
Unit 1020 O&M Item 14

The Engineering Department is requesting the transfer of funds from various Control Operations O&M items for the purchase of power in the following item:

- Unit 1020 – Control Operations
    - Item 14 – Power Purchase

This budget item is required for the purchase of power for our pump stations and tanks. The updated Fluent Energy forecast was utilized to establish the remaining two months of power costs. The cost of power to date has exceeded Fluent's 2025 projections that were utilized when developing the 2025 Annual Budget.

A total of $425,000.00 is being requested to be transferred from the following 2025 O&M Items:

- Unit 1020 – Control Operations
    - Item 19 – Payment to Contractor – Other
    - Item 20 – Miscellaneous
    - Item 38 – Studies
    - Item 46 – Dues and Subscriptions
    - Item 78 – Gas, Oil, and Grease

Funds are available in these budgeted items as ECWA workforces performed additional work in house vs utilizing outside contractors, tasks being performed within capital budgets vs studies (Smart Hydrants), and maintenance materials being lower than expected.

WWW:jmf
Attachments
cc: C.Eaton
J.Tomaka
J. Brown
L.Kowalski
M.Quinn
L.Lester

P:\FILE\P202000315\2025-11-20 Memo Budget Transfer (1020 O&M Power)\2025-11-17 Memo Budget Transfer (1020 O&M Power).docx

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

Document Name: ______________________ **Project No.:** ______________

Description: 2025 O&M Budget Amendment - Power Purchase (see attached)

Item Description:

Choose one: Budget Amendment - O&M

Other: ______________________

Action Requested:

Choose one: Board Authorization to Execute

Other: ______________________

Approvals Required:

APPROVED AS TO CONTENT:

			Date
✔	Chief Financial Officer	Joyce Johnson	11/17/2025
✔	Chief Operating Officer	[signature]	11/17/2025
☐	Claims Rep. – Risk Manager		
✔	Comptroller	Jessica R Brown	11/17/2025
☐	Director of Administration		
☐	Director of Distribution		
☐	Director of Human Resources		
☐	Director of IT		
☐	Director of Operations		
✔	Director of Planning & Water Supply	William W Wheeler	11-17-2025
☐	Director of Production		
☐	Director of Water Quality		
✔	Executive Engineer	Leonard F. Kowalski	11/17/2025
☐	General Counsel (Legal)		
☐	Other: ______________		

APPROVED FOR BOARD RESOLUTION:

			Date
✔	Secretary to the Authority	[signature]	11/18/25

Remarks: ______________________

Resolution Date: ______________ Item No: ______________

Budget Transfer Authorization

Budget Transfer No: ____________ **Date:** November 13, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	100	19	Payment to Contractor – Other	$310,000
1020	100	20	Miscellaneous	$10,000
1020	100	38	Studies	$75,000
1020	100	46	Due and Subscriptions	$20,000
1020	100	78	Gas, Oil, and Grease	$10,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	100	14	Power Purchased	$425,000

Statement as to Necessity of Budget Transfer:

Additional funds are required for the purchase of power. Funds being transferred from the various Items above are available as ECWA workforces performed additional work in house vs utilizing outside contractors, tasks being performed within capital budgets vs studies (Smart Hydrants), and maintenance materials being lower than expected.

Required Approvals*

Unit Head: 11-14-25

Dept. Head 11-14-25

Business Office Manager: 11/17/2025

Executive Engineer: 11/17/2025

Comptroller: 11/17/2025

Chief Financial Officer: 11/17/2025

Chief Operating Officer: 11/17/2025

Board Resolution Date: ____________

*** See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Require for Creation of New Budget Items", Schedule B**

Revised 8/14/2020

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

If the Budget Transfer is:	Necessary Approvals: Unit Head	Department Head	Budget/Financial Analyst	Executive Engineer	Comptroller	Deputy Director	Executive Director	ECWA Board
Transfer of up to $75,000 ($100,000 in Capital) Within the Same Unit	X	X	X					
Transfer of up to $75,000 ($100,000 in Capital) Between Units in Same Dept								
Units in Production Department	X	X	X	X				
Units in Distribution Department	X	X	X	X				
Units In Engineering Department	X	X	X	X				
Water Quality Unit	X	X	X	X				
Transfer of up to $75,000 ($100,000 in Capital) Between Units in Same Dept:								
Administrative Departments	X	X	X		X			
Transfer of up to $75,000 ($100,000 in Capital) Between Depts	X	X	X	X	X	X	X	
Excess of $75,000 ($100,000 in Capital)	X	X	X	X	X	X	X	X

Schedule "B"

Approvals Required for Creation of New Budget Items:

If the New Budget Item is:	Necessary Approvals: Unit Head	Department Head	Budget/Financial Analyst	Executive Engineer	Comptroller	Deputy Director	Executive Director	ECWA Board
Under $10,000	X	X	X	X	X	X	X	
$10,000 and over	X	X	X	X	X	X	X	X

Revised 9/17/2008