



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

A handwritten signature in blue ink, consisting of a stylized 'W' followed by a flourish.

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

**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:

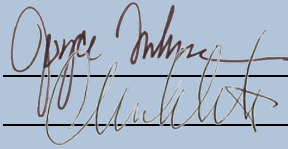
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 11/17/2025

Chief Operating Officer

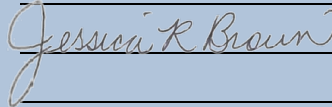


Date: 11/17/2025

Claims Rep. – Risk Manager

Date: _____

Comptroller



Date: 11/17/2025

Director of Administration

Date: _____

Director of Distribution

Date: _____

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Operations



Date: _____

Director of Planning & Water Supply

Date: 11-17-2025

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 11/17/2025

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 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: William W Wheeler 11-14-25

Dept. Head: William W Wheeler 11-14-25

Business Office Manager: Oppe Imme 11/17/2025

Executive Engineer: Leonard F. Konaleski 11/17/2025

Comptroller: Jessica R Brown 11/17/2025

Chief Financial Officer: Oppe Imme 11/17/2025

Chief Operating Officer: Charles 11/17/2025

Board Resolution Date: _____

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

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

<u>If the Budget Transfer is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
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:

<u>If the New Budget Item is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
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