



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 6, 2022

TO: Terrence D. McCracken, Secretary to the Authority

FROM: Lavonya C. Lester, Director of Administration *LCL*

SUBJECT: 2022 O&M Budget Transfer
Unit 7615, Line Item 78 – Gas, Oil and Grease

In 2021, the Administration department projected \$340,000 for gas, oil and grease based on anticipated 2022 usage and projected costs¹. Unfortunately, the cost for gas increased significantly during 2022 causing a large shortfall in Line Item 78 in Unit 7615 – Transportation Clearing.

Unit 7615 has currently met this budget in line item 78 and anticipates that an additional ~\$200,000 will be needed to cover expenses throughout the remainder of 2022.

Funds for this will be transferred from a vacant Auto Mechanic position in unit 7615 – Transportation Clearing that has not been filled in 2022 as well as money available in unit 7510 – General Expense under Line Item 10 – Miscellaneous. Unit 3070- Facilities has additional funding from salaries and fringe benefits which will be used as well to cover the overall transfer.

¹ U.S. Energy Information Administration (EIA) – statistics and analysis agency that forecasts the cost of fuel & oil.

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

Contract: _____
Project Description: 2022 O&M Budget Transfer to Gas, Oil, and Grease

Item Description:

- Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other Budget Transfer

Action Requested:

- Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other Approve Budget Transfer

Approvals Needed:

APPROVED AS TO CONTENT:

- Other (if Applicable) _____ Date: _____
 Chief Operating Officer _____ Date: _____
 Executive Engineer Leonard F. Koralicki _____ Date: 10/10/2022
 Director of Administration Raymond L. Lister _____ Date: 10/06/2022
 Risk Manager _____ Date: _____
 Chief Financial Officer Karen A. Prudenogask _____ Date: 10/07/2022
 Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

- Secretary to the Authority [Signature] _____ Date: 10/11/22

Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: September 21, 2022

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
7615	Trans Clr	184600 184602	Labor	\$ 62,000
7615	Trans Clr	184600 184608	Fringes	\$ 32,000
7615	Trans Clr	184600 184610	Material and Supplies	\$ 6,000
7510	General Exp	401000 924020	Miscellaneous	\$ 80,000
3070	Facilities	401000 680001	Salaries	\$ 18,000
3070	Facilities	401000 680008	Fringe Benefits	\$ 9,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
7615	Trans Clr	184600 184678	Gas, Oil and Grease	\$207,000

Statement as to Necessity of Budget Transfer:

Shortfall due to unexpected increases in commodity prices.

Required Approvals*:

Unit Head:

Dept. Head:

Business Office Manager:

Executive Engineer:

Comptroller:

Chief Financial Officer:

Chief Operating Officer:

Board Resolution Date:

<i>Raymond Justice</i>	10/06/2022
<i>Steven V. D'Amico</i>	
<i>Samuel F. Kowalik</i> 10/10/2022	
<i>John J. ...</i> 10/07/2022	
<i>Kevin A. Rendegeast</i> 10/06/2022	
<i>Michael J. ...</i> 10/6/2022	

* 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