



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 3, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Wymer, Senior Production Engineer *MWW*

Subject: 2022 O&M Budget Transfer of Funds
Unit 1015, Van de Water WTP – Line Item 13 Chemicals

The Engineering Department is requesting the transfer of funds to the Van de Water WTP Operating and Maintenance Budget to cover the increase in overall chemical supply costs.

The scale of the unit price increases on bids received for chemicals, specifically the significant increase in the cost of chlorine, were not anticipated at the time of the approval of the original 2022 O&M budget.

In total we are requesting a transfer of \$110,000.00 to Unit 1015, O&M Budget Item 13, Chemicals.

Funds for this transfer would originate from Unit 1015 O&M Budget Item 2, Labor (\$80,000.00), Item 38, Studies (\$20,000.00), and Item 39, Payment to Contractors – Outside Labs (\$10,000.00).

Sufficient funds will remain in these accounts to cover expenses through the end of the 2022 budget year.

MWW:mww

Attachment

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

Contract: _____ **Project No.:** _____
Project Description: 2022 O&M Budget Amendment (see attached)

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 _____

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 _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Sr Production Engineer	<u><i>Richard W. [Signature]</i></u>	Date: <u>11/3/2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>[Signature]</i></u>	Date: <u>11/4/2022</u>
<input checked="" type="checkbox"/> Executive Engineer	<u><i>Jenard F. [Signature]</i></u>	Date: <u>11/04/2022</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u><i>[Signature]</i></u>	Date: <u>11/04/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>[Signature]</i></u>	Date: <u>11/7/22</u>
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Remarks: Budget Transfer – Van de Water 1015 O&M - 13 Chemicals

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

Budget Transfer Authorization

Budget Transfer No: 15

Date: November 3, 2022

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1015	100	02	Labor	\$80,000.00
1015	100	38	Studies	\$20,000.00
1015	100	39	Payments to Contr-Outside Labs	\$10,000.00

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
1015	100	13	Chemicals	\$110,000.00

Statement as to Necessity of Budget Transfer:

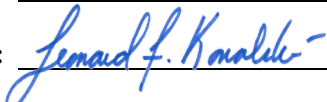
Additional funds are necessary to cover remainder of 2022, due to significant increases in chemical costs.

Required Approvals*

Unit Head:  11/03/2022 _____

Dept. Head  11/3/2022 _____

Business Office Manager: 

Executive Engineer:  11/03/2022

Comptroller: vacant

Chief Financial Officer:  11/3/2022

Chief Operating Officer:  11/3/2022

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