



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: November 20, 2024

SUBJECT: Restructuring of the Engineering Department

Recently the United States Environmental Protection Agency issued the final Lead and Copper Rule Improvements (“LCRI”) which mandates, among other things, that all water systems replace all lead service lines under their control no later than ten years after the LCRI compliance date of December 30, 2027. As you are aware, this will be very taxing on many levels for the Authority. The Authority’s Engineering Department has been tasked with numerous new responsibilities as a result of this mandate. It is the Authority's responsibility to ensure that departments have the necessary structure and resources to facilitate a positive workflow. I am of the opinion that the Engineering Department needs to undergo a reorganization to effectively manage its numerous responsibilities. The restructuring of the Engineering Department will enhance their operational efficiency while also offering support to other departments within the Authority.

In an effort to provide the Engineering Department the appropriate framework and resources at this challenging time, I recommend creating one (1) position of Director of Distribution (Water System), one (1) position of Director of Production (Water System), and one (1) position of Director of Planning and Water Supply. These positions will provide the Engineering Department, as well as the entire Authority, with the necessary structure needed to provide all of its customers with safe, high quality and affordable drinking water through a reliable infrastructure.

The titles of Director of Distribution (Water System), Director of Production (Water System), and Director of Planning and Water Supply will be Salary Grade 34E and have a starting salary of \$150,999.68. I have requested and received authorization from the Erie County Department of Personnel to add these positions to the Authority’s inventory.

A resolution to approve said positions has been included for your consideration at the meeting of November 21, 2024.

Thank you for your consideration in this matter.

TDM:alh

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

Contract: _____ **Project No.:** _____

Project Description: Creation of one (1) Director of Planning and Water Supply, one (1) Director of Distribution (Water System) and one (1) Director of Production (Water System) positions

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 | | | |

Other Creation of one (1) Director of Planning and Water Supply, one (1) Director of Distribution (Water System) and one (1) Director of Production (Water System) positions

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 | |

Other Creation of one (1) Director of Planning and Water Supply, one (1) Director of Distribution (Water System) and one (1) Director of Production (Water System) positions

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 type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority  Date: 11/20/2024

Remarks: _____

Resolution Date: _____

Item No: _____