




# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

April 1, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer 

Subject: 2024 Capital Budget Transfer  
ECWA Project No. 202200057  
GP-011 – Water System Improvements, Union Road Corridor

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The Engineering Department is requesting the transfer of funds to the 2024 capital budget for the above-referenced distribution system improvement project.

Funding was not budgeted for this project in 2024. However, subsequent to the budget preparation in mid-2023, the Authority applied for a grant under the Congressional Community Project Funding Program. In late March of 2024, the Authority was notified that they had received a grant in the amount of \$959,752. In order to make full use of the funding a second phase of the Union Road project was advertised for bids. Additional funding is required for construction and construction phase engineering services (construction administration and resident inspection) which is anticipated to begin in May 2024.

A total of \$860,000.00 is being requested to be transferred to Contract GP-011 from Contract W-030 and Distribution Project G. Funds are available in Contract W-030 due to design delays related to work in National Grid Rights of Way resulting in less construction anticipated to be completed in 2024. Distribution Project G was intended to be used to fund a combination of a new distribution system design project and the replacement of a small section of main on Kensington Avenue as part of betterment with Erie County. These funds are available as the County will not be completing their project as anticipated and a new distribution system design project will not be started in 2024.

MJQ:jmf  
Attachments  
cc: J.Tomaka  
L.Kowalski  
L.Lester  
S.D'Amico

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

<b>Contract:</b> <u>GP-011</u>	<b>Project No.:</b> <u>202200057</u>
<b>Project Description:</b> <u>2024 Capital Budget Amendment (see attached)</u> <u>GP-011.</u>	

**Item Description:**


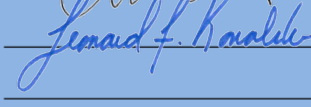

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input type="checkbox"/> Other _____			

**Action Requested:**


<input checked="" 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	
<input type="checkbox"/> Other _____	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Sr. Distribution Engineer		Date: <u>4/2/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>04/02/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>4/5/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>04/03/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>4/5/2024</u>
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**Remarks:** \_\_\_\_\_

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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# Budget Transfer Authorization

**Budget Transfer No:** \_\_\_\_\_

**Date:** March 28, 2024

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101676	Distribution Project G	\$660,000
2595	250	101362	W-030 – Transmission Main Replacement	\$200,000

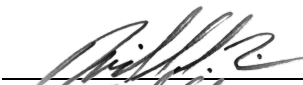
**Transfer To:**

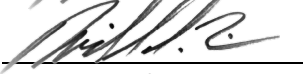
Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101675	GP-011 Distribution System Upgrades – Union Road Corridor	\$860,000

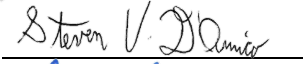
**Statement as to Necessity of Budget Transfer:**

Funds are necessary to complete the construction and engineering of the improvements under GP-011. Project was not originally budgeted for construction in 2024 but ECWA was awarded a federal grant to complete this phase of the project. Funds are available in W-030 due to delays in design and bidding and in Distribution Project G as the project that this funding was intended for (Kensington Ave Replacement) has been delayed by the ECDPW.


**Required Approvals\***

Unit Head:  4/2/2024

Dept. Head:  4/2/2024

Business Office Manager:  4/2/2024

Executive Engineer:  4/5/2024

Comptroller:  4/2/2024

Chief Financial Officer:  04/03/20

Chief Operating Officer:  04/02/2024

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