



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

December 6, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Quinn, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to be "MQ", is written over the name "Michael Quinn".

Subject: 2022 Capital Budget Transfer
Contract BL-002
Water System Improvements, Town of Amherst
ECWA Project Number 202100032

The Engineering Department is requesting the transfer of funds to fund the balance of construction an engineering fees (construction administration and resident inspection) associated with the distribution improvement project:

- BL-002 – Water System Improvements, Town of Amherst

This budget transfer is intended to fund work remaining in 2022. Additional funding is required due to the fact that the contractor has completed a larger portion of the work than originally anticipated. Funds are also required for engineering fees for construction administration and resident inspection.

A total of \$800,000.00 is being requested to be transferred from Contract W-033 to fund the work. Funds are available due to the project, originally funded for completion in 2022, being delayed to at the earliest 2024. Attached find a fully executed Budget Transfer Form.

MJQ:jmf
Attachments
cc: R.Stoll
K.Prendergast
L.Kowalski
L.Lester
S.Damico

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

Contract: BL-002 **Project No.:** 202100032

Project Description: 2022 Capital Budget Amendment (see attached)
Water System Improvements, Town of Amherst

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>12/5/2022</u> |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: <u>12/5/2022</u> |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>12/05/2022</u> |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>12/05/2022</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|---|------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>12/5/2022</u> |
|--|---|------------------------|

Remarks: _____

Resolution Date: _____

Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: December 5, 2022

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101595	W-033, Waterline Replacement	\$300,000

Transfer To:

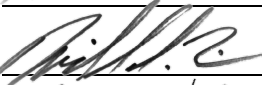
Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101592	BL-002, Waterline Replacement	\$300,000

Statement as to Necessity of Budget Transfer:

Additional funds are necessary to cover construction and engineering costs originally anticipated to be incurred in the 2023 construction season.

Required Approvals*

Unit Head:  12/5/2022

Dept. Head:  12/5/2022

Business Office Manager: 

Executive Engineer:  12/05/2022

Comptroller: _____

Chief Financial Officer:  12/05/2022

Chief Operating Officer:  12/5/2022

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

Revised 8/14/2020

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