



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

April 27, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to read "MJQ", is written over the name "Michael J. Quinn".

Subject: 2023 Capital Budget Transfer

GHD-008 – Residuals Handling Upgrades, Van de Water WTP

WSA-015 – Water System Improvements, Town of Hamburg, City of Lackawanna

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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 following water treatment plant and distribution system improvement projects:

- GHD-008 – Residuals Handling Upgrades, Van de Water WTP (PN 201900208)
- WSA-015 – Water System Improvements, Town of Hamburg, City of Lackawanna (PN 202000058)

This budget transfer is required to fund work remaining in 2023 that was anticipated to be completed in 2022. Additional funding is required for GHD-008 as the construction schedule has slipped significantly due to equipment delivery delays and contractor coordination issues. WSA-015 could not be completed in 2022 as anticipated due to ongoing delays related to permitting and railroad crossing construction requirements established by Norfolk Southern Railroad. Additional funding for both projects is also required for engineering fees for construction administration and resident inspection.

A total of \$2,300,000.00 is being requested to be transferred to Contract GHD-008 from Contract GHD-009, Van de Water Raw Water PS and Sturgeon Point WTP Powdered Activated Carbon System Improvements to fund the work. Funds are available due to the project, originally funded for completion in 2022, being delayed to at the earliest the winter of 2023/24 to accommodate treatment plant processes (i.e., the existing carbon system must remain active from June 1 to November 1). A total of \$1,200,000 is being requested to be transferred to Contract WSA-015 from Contract W-030, Water System Improvements, 36-inch Transmission Main Replacement Project, Town of Amherst. Funds are available in this contract due to ongoing project delays caused by property access/acquisition issues with National Grid, The State University at Buffalo and an adjacent privately owned property. Attached find a fully executed Budget Transfer Form.

MJQ:jmf

Attachments

cc: R.Stoll

J.Tomaka

L.Kowalski

L.Lester

S.Damico

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

**Contract:** \_\_\_\_\_ **Project No.:** 2020000315

**Project Description:** 2022 Capital Budget Amendment (see attached)  
GHD-008 and WSA-015.

**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: 4/27/2023  |
| <input checked="" type="checkbox"/> Chief Operating Officer   |  | Date: 4/28/2023  |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 05/15/2023 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 05/15/2023 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                 |
|--|--|-----------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 5/16/2023 |
|--|--|-----------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_

## Budget Transfer Authorization

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

Date: April 27, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	101503	Carbon System Improvements - STP	\$1,200,000
2515	250	101507	Carbon System Improvements - VDW	\$1,100,000
2595	250	101362	W-030 Transmission Main Replacement	\$1,200,000

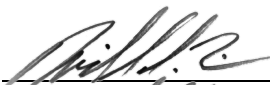
Transfer To:

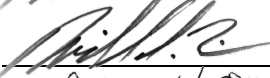
Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101537	GHD-008 VDW WTP Residuals	\$2,300,000
2590	250	101518	WSA-015 Waterline Replacement	\$1,200,000

### Statement as to Necessity of Budget Transfer:

Additional budget required to complete construction including CA/RI originally anticipated for 2022 construction season. Funds are available in identified contracts due to project delays.

### Required Approvals\*

Unit Head:  4/27/2023

Dept. Head:  4/27/2023

 4/28/2023

Business Office Manager: 

Executive Engineer: \_\_\_\_\_

Comptroller:  5/1/2023

Chief Financial Officer: \_\_\_\_\_

Chief Operating Officer:  4/28/2023

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

Revised 9/17/2008