

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

Contract: _____ **Project No.:** 2020000258
Project Description: 2020 Capital Budget Amendment (see attached) – Budget Transfer –
Sturgeon Point Chemicals

Item Description:


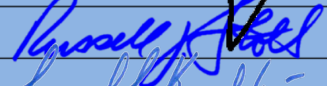
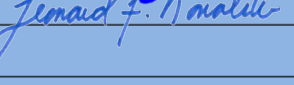
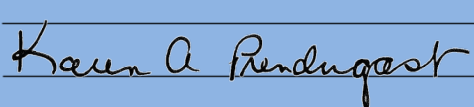
☐ Agreement ☐ Professional Service Contract ☒ Amendment ☐ Change Order
☐ BCD ☐ NYSDOT Agreement ☐ Contract Documents ☐ Addendum
☐ Recommendation for Award of Contract ☐ Recommendation to Reject Bids
☐ Request for Proposals
☐ Other _____

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		Date: 11/19/2020
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 11/19/2020
<input checked="" type="checkbox"/> Executive Engineer		Date: 11/19/2020
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 11/19/2020
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

☒ Secretary to the Authority  Date: 11/23/20

Remarks: Sturgeon Point Chemicals

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 19, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Sr. Production Engineer *DMP*

Subject: 2020 Budget Transfer Request No. 17
Sturgeon Point Water Treatment Plant
O&M Line Item No. 13 – Chemicals

The Production Department is requesting to reallocate Operations and Maintenance Budget funding within the 1010 Sturgeon Point Water Plant unit, as follows:

From:

- 1010 O&M Budget Line Item No. 14 “Power Purchase” \$150,000.00

To:

- 1010 O&M Budget Line Item No. 13 Chemicals” \$150,000.00

The transfer is requested to cover costs associated with the additional chemicals that were needed due to the significantly reduced raw water quality resulting from the lake not freezing last winter. The additional funds requested will cover all costs anticipated through the end of 2020.

Please note the 2021 approved budget, for the STP Chemicals O&M line item, has been developed based on chemical usage with the lake not freezing and resulting poor raw water quality.

It has been determined that the remaining funds of Line Item No. 19 – Power Purchase, will be sufficient to cover all power costs remaining through the end of the year.

Budget Transfer Authorization

Budget Transfer No: 17

Date: November 16, 2020

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1010	100	14	Power Purchase	\$150,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1010	100	13	Chemicals	\$150,000.00

Statement as to Necessity of Budget Transfer:

Additional funds are necessary due to the increased chemical usage, resulting from the lake NOT freezing last winter, thereby resulting in significantly reduced source water quality. The additional funds proposed are based to cover all remaining 2020 chemical costs.

Required Approvals*

Unit Head: D J M Patti 11/16/2020

Dept. Head: Theresa D. Quinn 11/17/2020

Business Office Manager: Steven W. D'Amico

Executive Engineer: Lemard F. Koralick 11/18/2020

Comptroller: Oppe John 11/18/2020

Chief Financial Officer: Karen A. Rendugast

Chief Operating Officer: Russell J. Fied 11/18/2020

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