




# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

June 9, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer 

Subject: 2023 Capital Budget Transfer  
ECWA Project No. 202000315  
NC-044 – Water System Improvements, Town of Amherst

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The Engineering Department is requesting the re-establishment of a 2023 budget item and transfer of funds to 2023 engineering services for the above referenced distribution system improvement project.

Additional funding is required to account for engineering design phase services completed in 2023. During the development of the 2023 capital budget, it was anticipated that all design phase services would be completed, and the project was not scheduled for construction so this contract was not included in the budget. Coordination issues between the Authority and the New York State Department and the Erie County Department of Public Works regarding main alignment and pavement restoration requirements lead to delays in the design in the fall of 2022.

A total of \$50,000.00 is being requested to be transferred to Contract NC-044 from Contract JMD-001. Funds are available in this item due to delays in advertising the project for bids. Attached find a fully executed Budget Transfer Form.

MJQ:jmf  
Attachments  
cc: R.Stoll  
J.Tomaka  
L.Kowalski  
W.Wheeler  
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)  
NC-044.

**Item Description:**



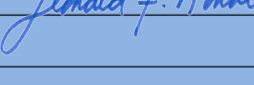

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                            | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> 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: 6/9/2023   |
| <input checked="" type="checkbox"/> Chief Operating Officer   |  | Date: 6/12/2023  |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 06/12/2023 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 06/09/2023 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                  |
|--|--|------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 06/12/2023 |
|--|--|------------------|

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

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

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

## Budget Transfer Authorization

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

Date: June 8, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101596	JMD-001 Waterline Replacement	\$50,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101676	NC-044 Waterline Replacement	\$50,000.00

### Statement as to Necessity of Budget Transfer:

Budget transfer required for engineering fees incurred in 2023. Funds available in JMD-001 due to delays in project advertisement and award.

### Required Approvals\*

Unit Head:  6/8/2023

Dept. Head:  6/8/2023

Business Office Manager: 

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

Comptroller:  6/9/2023

Chief Financial Officer:  06/09/2023

Chief Operating Officer:  6/9/2023

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