



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

May 11, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

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

Subject: 2023 Capital Budget Transfer
Sheridan Drive Water System Improvements
PN 202200206

The Engineering Department is requesting the transfer of funds to fund the construction and engineering fees (construction administration and resident inspection) associated with the above referenced distribution system improvement project.

This budget transfer is required to fund work to be completed in 2023. When the 2023 budget was being developed, the complete scope of the NYSDOT project was not completely identified. Coordination with NYSDOT continued after the budget process and ECWA tailored our project to match the limits provided by NYSDOT. Based on the scope of work for the NYSDOT project, a substantial amount of problematic main can be replaced, improvements can be made to the system hydraulics as well as provide for improved operations and maintenance.

A total of \$6,000,000.00 is being requested to be transferred to this project split equally between Contract W-030, Transmission Main Replacement – Town of Amherst and Contract MP-090 – Sturgeon Point Filter Gallery Piping Replacement. Funds are available Contract W-030 due to ongoing project delays caused by property access/acquisition issues with National Grid, The State University at Buffalo, and an adjacent private lot. Funds are available in Contract MP-090 due to delays associated with rebidding the project. Attached find a fully executed Budget Transfer Form.

MWW: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.:** 202200206

Project Description: 2023 Capital Budget Amendment (see attached)
Sheridan Drive Water System Improvements.

Item Description:



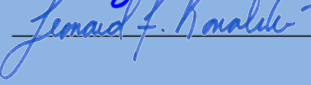
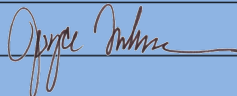
- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> 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: 5/11/2023 |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: 5/12/2023 |
| <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: 05/11/2023 |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-----------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 5/15/2023 |
|--|--|-----------------|

Remarks: _____

Resolution Date: _____

Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: May 10, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$3,000,000
2510	250	101506	Filter Gallery Piping Design	\$3,000,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101704	Sheridan Drive Main Replacement	\$6,000,000

Statement as to Necessity of Budget Transfer:

Additional budget required to complete construction and CA/RI to account for the increase in project scope originally anticipated prior to the development of the 2023 capital budget. Funds are available in identified contracts due to project delays.

Required Approvals*

Unit Head:  5/11/2023

 5/11/23

Dept. Head  5/11/2023

Business Office Manager: 

Executive Engineer:  05/15/2023

Comptroller:  5/11/2023

Chief Financial Officer:  05/11/2023

Chief Operating Officer:  5/12/2023

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