



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

May 9, 2022

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Executive Engineer *LFK*

Subject: 2022 Capital Budget Amendment – Unit 2595 Eng/Const Transmission Mains & 3070 Facilities

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The Engineering Department is requesting to reallocate funding from Unit 2595 Engineering/Construction Transmission Mains to Unit 3070 Facilities.

A budget item needs to be created under Unit 3070 to pay for paving that was performed at the Service Center. The pavement in the area used to temporarily store excavated material has deteriorated over the years and contained large voids that created unsafe conditions for dump trucks. In addition to the safety issues, large areas had been coned off and the overall usable footprint for storage had been greatly reduced. Due to these safety concerns and restrictions on operations, the area was repaved.

Excess funds have been identified in Unit 2595, MP-084. MP-084 is a transmission main project that is currently in the queue to be advertised, the Authority is waiting for final comments from National Grid prior to advertising. We anticipate advertising this project in late May or early June, based on this schedule the entire budget will not be utilized in 2022 and the excess funds can be transferred to pay for the paving.

A total of \$125,000 is being requested to be transferred.

LFK:jmf  
cc: R.Stoll  
M.Quinn  
ECWA-135-2002

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)  
Unit 2595 Eng/Const Transmission Mains & 3070 Facilities

**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. Distribution Engineer		Date: 5/9/2022
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 5/9/22
<input checked="" type="checkbox"/> Executive Engineer		Date: 05/10/2022
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 05/09/2022
<input type="checkbox"/> Legal		Date: 5/9/2022

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: 5/10/22
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**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_

## Budget Transfer Authorization

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

**Date:** 05/09/2022

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	Eng/Const	101521	MP-084 Trans Main Replacement	\$125,000

**Transfer To:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
3070	Facilities	101679	Service Center - Spoils Area Paving	\$125,000

**Statement as to Necessity of Budget Transfer:**

The pavement in the area used to temporarily store excavated material has deteriorated over the years and ~~contained large voids that created unsafe conditions for dump trucks. In addition to the safety issues,~~ large areas had been coned off and the overall usable footprint for storage had been greatly reduced. Due to these safety concerns and restrictions on operations the area was repaved.

**Required Approvals\***

Unit Head:  5/9/2022

Dept. Head John M Catanzaro

Business Office Manager: Karen A Bendugast

Executive Engineer: Jenard F. Kmaliki 05/09/2022

Comptroller: \_\_\_\_\_

Chief Financial Officer: Karen A Bendugast

Chief Operating Officer: Russell J. Felt 5/9/22

Board Resolution Date: \_\_\_\_\_





for Steve D'Amico

\* 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