



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 11, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Wymer, Senior Production Engineer *MW*

Subject: 2022 Budget Capital Budget Transfer
William Pump Station Drainage Improvements
Creation of New Capital Budget Item

The Engineering Department is requesting the creation of a new Capital Budget Item and the transfer of funds from Capital Budget Item No. 1020-100-101578, Windom Pump Station Automated Gate to the new budget item within Unit 1015.

An USEPA inspection in September 2021 identified drainage and infiltration issues at the William Pump Station, requiring the Authority to complete study, design, and construction services for improvements at the Station to address the issues. These services will be completed by an engineering consultant.

EPA's correspondence requiring the engineering work was received after completion of the 2022 budget, therefore a new budget item and transfer of funds is required.

A Request for Proposals has been prepared and will be distributed to multiple consultants upon creation of the new budget item. It is anticipated that the consultant engineering services will continue through 2023.

Funds are available for transfer from the Windom Pump Station Automated Gate Project as the low bid for the new gate was received substantially below the amount budgeted for 2022.

Accordingly, to complete the consultant engineering services, we are requesting a total of \$70,00.00 to be transferred to the new budget item.

MWW
Attachments
cc: R.Stoll
K Prenderast
L Kowalski
L.Lester
M.Wymer

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

Contract: _____ **Project No.:** 202200080
Project Description: 2021 Capital Budget Amendment (see attached)

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 checked="" 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 Production Engineer	<u><i>Michael W. Wilson</i></u>	Date: <u>7/11/2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Russell J. Hill</i></u>	Date: <u>7/11/2022</u>
<input checked="" type="checkbox"/> Executive Engineer	<u><i>Jemaid F. Koralik</i></u>	Date: <u>07/11/2022</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u><i>Karen A. Pendugast</i></u>	Date: <u>07/05/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>T. J. [Signature]</i></u>	Date: <u>7/11/22</u>
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Remarks: New budget item – William Pump Station Drainage Improvements

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: 7/1/2022

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
1020	100	101578	Windom PS Automated Gate	\$ 70,000.00

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
2520	250	101680	William PS Drainage Improvement	\$ 70,000.00

Statement as to Necessity of Budget Transfer:

An USEPA inspection in September 2021 identified drainage and infiltration issues at the William Pump Station, requiring ECWA to complete study, design, and construction services for of improvements at the Station to address the issues. EPA's correspondence requiring the engineering work was received after completion of the 2022 budget, therefore a new budget item and transfer of funds is required. Funds are available for transfer from the Windom Pump Station Automated Gate Project as the low bid for the new gate was received substantially below the budgeted amount.

Required Approvals*:

Unit Head:	<u>Clyde J. Johnson</u>	<u>7/11/22</u>
Dept. Head:	<u>Michael W. Johnson</u> 7/1/2022	<u>Phillip C. ...</u> 7/11/2022
Business Office Manager:	<u>Steven V. ...</u>	
Executive Engineer:	<u>Samuel F. ...</u> 07/05/2022	
Comptroller:	<u>...</u> 07/11/2022	
Chief Financial Officer:	<u>... A. ...</u>	
Chief Operating Officer:	<u>Russell J. ...</u> 7/1/2022	
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