

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

Contract: _____ **Project No.:** 202000258
Project Description: 2021 Capital Budget Amendment (see attached) – Budget Transfer
STP Warehouse Personnel Lift

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:

Sr. Production Engineer *Theresa D'Agostino* Date: 4/29/2021
 Chief Operating Officer *Joseph J. Bell* Date: 4/29/2021
 Executive Engineer *Jeanne F. Kovalick* Date: 05/04/2021
 Director of Administration _____ Date: _____
 Risk Manager _____ Date: _____
 Chief Financial Officer *Karen A. Bendegast* Date: 05/04/2021
 Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *[Signature]* Date: 05/04/2021

Remarks: STP Warehouse Personnel Lift

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



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

April 23, 2021

To: Steve D'Amico, Business Office Manager

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

Subject: 2021 Capital Budget Amendment and Budget Transfer
STP Elec. Warehouse Personnel Lift

The Engineering Department is requesting the creation of a new Capital Budget Item and the transfer of funds from Capital Budget Item No. 1010-100-101471, Decant Submersible Mixers Replacements to the new requested budget item within unit 1010.

The existing warehouse type man-lift at Sturgeon Point, which is utilized within the lower-level areas to access elevated instrumentation, valves, and various other process equipment is no longer operable and has well past its normal use/life expectancy and requires replacement. The purchase of the new lift will allow for the discontinuation of the rental that is needed frequently to complete maintenance.

The funds are being transferred from the Decant Submersible Mixers Replacements line item as the adequate funds are remaining due to receiving lower bids than expected for the mixers.

A total of \$25,000 is being requested to be transferred.

DMP:jmf
Attachments
cc: R.Stoll
M.Wymer
L.Lester

Budget Transfer Authorization

Budget Transfer No: 2

Date: April 23, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1010	100	101471	Decant Submersible Mixers	\$25,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1010	100	NEW	STP Warehouse Personnel Lift	\$25,000.00

Statement as to Necessity of Budget Transfer:

The existing warehouse type man-lift at Sturgeon Point, which is utilized within the lower-level areas to access elevated instrumentation, valves, and various other process equipment is no long operable and has well past it's normal use/life expectancy and requires replacement. The purchase of the new lift will allow for the discontinuation of the rental that is needed frequently to complete maintenance.

The funds are being transferred from the Decant Submersible Mixers Replacements line item as the necessary funds are remaining due to receiving lower bids than expected for the mixers.

Required Approvals*

Unit Head: D J M Patto 04/23/2021

Dept. Head: Richard Aguirre 4/23/2021

Business Office Manager: Steven W. Domico

Executive Engineer: Lemard F. Kovalick 04/27/2021

Comptroller: Oppe Inman 4/28/2021

Chief Financial Officer: Karen A. Pruden

Chief Operating Officer: Russell J. Stoll 4/26/21

Board Resolution Date: _____

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Require 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