

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

Contract: _____ **Project No.:** 202100020

Project Description: 2021 Capital Budget Amendment (see attached)

Item Description:



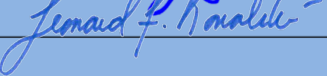

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> 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 |  | Date: 1/12/2021 |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: 1/12/2021 |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: 1/12/2021 |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: 01/12/2021 |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 01/13/2021 |
|--|--|------------------|

Remarks: New budget item – Sturgeon Point Washwater Tank Replacement

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 13, 2021

To: Steve D'Amico, Business Office Manager

From: Michael Wymer, Senior Production Engineer *MWW*

Subject: 2021 Capital Budget Transfer
Sturgeon Point WTP Washwater Tank Replacement
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. 2595-250-101267, W-027 Transmission Main Replacement to the new budget item within Unit 2510.

The existing washwater supply tank at the Sturgeon Point Water Treatment Plant is in need of repair, however the tank cannot be removed from service to complete the repair work due to the lack of an alternate filter washwater source.

An investigation completed in December of 2020 as part of Contract MP-85 identified the construction of a new washwater tank as the recommended option to provide washwater supply from an economic, operational, and constructability standpoint.

It is desired to complete design and bidding of the tank in 2021 to allow construction to begin in the spring of 2022. The estimated construction cost for the new tank is \$2,510,000.

Contract W-27, Transmission Main Replacement, is scheduled to be completed early, and thus excess funds budgeted for W-27 in the 2021 budget are available to transfer to the new washwater tank budget item.

A total of \$200,000 is being requested to be transferred.

MWW:jmf
Attachments
cc: R.Stoll
K.Prendergast
L. Kowalski
L.Lester
M.Quinn

Budget Transfer Authorization

Budget Transfer No: _____

Date: January 12, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101267	W-27Transmission Main Replacement	\$200,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	NEW	Sturgeon Pt. Washwater Tank Replacement	\$200,000.00

Statement as to Necessity of Budget Transfer:

The existing washwater supply tank at Sturgeon Point is in need of repair but cannot be removed from service to complete the work due to the lack of an alternate filter wash water source. An investigation completed under Task 4 of Contract MP-85 identified construction of a new tank as the most feasible option from an economic, operational, and constructability standpoint. Contract W-27, Transmission Main Replacement is scheduled to complete early, and thus funds budgeted for 2021 are available to transfer to the new washwater tank budget item.

Required Approvals*

Unit Head: D J M Puth 1/12/2021

Dept. Head: Richard Aguirre 1/12/21

Bill H. C. 1/12/2021

Business Office Manager: Steven V. D. Amico

Executive Engineer: Lemard F. Kmalike 1/12/2021

Comptroller: Oppe John 01/12/2021

Chief Financial Officer: Thomas A. Bendergast 01/12/21

Chief Operating Officer: Russell J. Felt 1/12/21

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

Revised 8/14/2020

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