



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

February 15, 2022

To: Steve D'Amico, Business Office Manager

From: Michael Quinn, Senior Distribution Engineer 

Subject: 2022 Capital Budget Transfer  
**W-027** - Transmission Main Replacement  
**CPL-005** – Waterline Replacement  
**CPL-007** – Waterline Replacement

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The Engineering Department is requesting to reallocate funding within Units 2590 (Engineering/Construction Distribution Mains) and 2595 (Engineering/Construction Transmission Mains). All three projects listed below were completed in prior years, paperwork delays have resulted in the need to reestablish the budget line items and provide funding in order to close out the projects.

Three budget items need to be created and funded for 2022 as follows:

- W-027 (Transmission Main Replacement, Town of Amherst) – All project work was completed in 2021. Inspection hour estimate included in the professional services agreement was not adequate to cover the required inspection effort. Funds are required to cover the actual inspection effort utilized on the project.
- CPL-005 (Distribution Main Replacement – Village of Sloan) – All construction work was completed in 2021 however final closeout documents were not received in time to complete project closeout and final payment until 2022.
- CPL-007 (Distribution Main Replacement, French Road, Town of Cheektowaga) – All work was completed in late 2021, but ECWA did not receive invoicing until 2022. Project needs to reopened and funded to complete

Excess funds have been identified in Unit 2595, BC-003. BC-003 includes the condition assessment and transient analysis of two transmission mains between the Sturgeon Point WTP and the Windom Pumping Station. The project was anticipated to be completed in 2022 however due to the timing of the construction portion of the project, it is unlikely that the full inspection process will be completed until the spring of 2023. We therefore recommend reallocating the funds to the three projects mentioned above.

A total of \$110,000.00 is being requested to be transferred.

MJQ:jmf

Attachments

cc: R.Stoll

K.Prendergast

L.Kowalski

L.Lester

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)  
For Contract No. W-027, CPL-005, and CPL-007

**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: 2/15/2022  |
| <input checked="" type="checkbox"/> Chief Operating Officer   |  | Date: 2/15/2022  |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 02/15/2022 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 02/15/2022 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |   |               |
|--|---|---------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 2/15/22 |
|--|---|---------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_

## Budget Transfer Authorization

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

Date: \_\_\_\_\_

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101611	BC-003 48" and 42" Transmission	\$110,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101267	W-027 Transmission Main Replacement	\$60,000.00
2590	250	101409	CPL-005 Waterline Replacement	\$20,000.00
2590	250	101520	CPL-007 Waterline Replacement	\$30,000.00

### Statement as to Necessity of Budget Transfer:

All three projects were completed in prior years and were not closed out due to various reasons. Budget Item Numbers need to be reestablished for each project and each project needs to be funded in order to close out each project. W-027 requires funding to pay for resident inspection costs incurred in 2021. CPL-005 requires funding to pay for construction costs incurred in 2020. CPL-007 funding for engineering costs incurred in 2021.

### Required Approvals\*

Unit Head:  2/15/2022

Dept. Head:  2/15/2022

Business Office Manager: 

Executive Engineer:  02/15/2022

Comptroller:  02/15/2022

Chief Financial Officer: 

Chief Operating Officer:  2/15/2022

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

# 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