



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

May 2, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer

A handwritten signature in black ink, appearing to read "MJQ", is positioned to the right of the "From:" line.

Subject: 2024 Capital Budget Transfer
ECWA Project No. 201800138
GHD-007, Guenther Pump Station Rehabilitation

The Engineering Department is requesting the re-establishment of capital budget item, Unit 2525, Item 101358, and the transfer of funds to the 2024 capital budget for the above referenced pump station rehabilitation project.

In December 2023, the Board approved Amendment No. 2 to the above referenced Professional Services Agreement to fund additional construction phase services (Construction Administration and Resident Inspection) required to complete the project. Subsequent to that amendment, all work has been completed and the consultant (GHD) has submitted final invoices. This budget transfer is required to provide final compensation.

A total of \$275,000.00 is being requested to be transferred to Contract GHD-007 from Contract W-030. Funds are available in Contract W-030 due to design delays related to work in National Grid Rights of Way resulting in less construction anticipated to be completed in 2024.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski

L.Lester

S.Damico

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

Contract: <u>GHD-007</u>	Project No.: <u>201800138</u>
Project Description: <u>2024 Capital Budget Amendment (see attached)</u> <u>GHD-007.</u>	

Item Description:

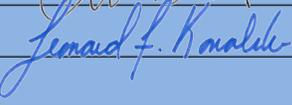
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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: <u>5/2/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>05/03/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>5/13/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>05/10/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>5/13/2024</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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Budget Transfer Authorization

Budget Transfer No: _____

Date: April 30, 2024

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$275,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101358	GHD-007 Guenther Pump Station Rehab	\$275,000

Statement as to Necessity of Budget Transfer:

Reestablishment of budget item for Contract GHD-007 and transfer of funds for additional CA and RI. Funds are available in Contract W-030 due to delays in design resulting in less construction being completed in 2024.

Required Approvals*

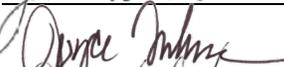
Unit Head:  5/2/2024

Dept. Head  5/2/2024

Business Office Manager:  5/2/2024

Executive Engineer:  5/13/2024

Comptroller:  5/3/2024

Chief Financial Officer:  05/13/2024

Chief Operating Officer:  05/03/2024

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