

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

**Contract:** \_\_\_\_\_ **Project No.:** 201800212

**Project Description:** Furnish, Deliver, and Install One Two-Stage Basic Compressor for Van de Water Sludge Plant. 2019 CAPITAL BUDGET AMENDMENT (SEE ATTACHED)

**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 Budget Transfer

**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 Board Authorization to Transfer Funds from 2018 to 2019 Capital Budget

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

Department Head [Signature] Date: 4/1/19  
 Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Engineer [Signature] Date: 4/1/19

**APPROVED AS TO FORM:**

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority [Signature] Date: 4/9/19

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

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

April 1, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Senior Production Engineer 

Subject: Furnish, Deliver, and Install One Two-Stage Basic Compressor  
for Van de Water Sludge Plant  
ECWA Project No. 201800212

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On November 29, 2018, the Authority awarded the contract to Furnish, Deliver, and Install One Two-Stage Basic Compressor for Van de Water Sludge Plant. Due to this contract being awarded late in the 2018 year this product and service could not be completed in 2018. I am requesting that the budgeted dollars from 2018 for \$18,900.00 be transferred to a new 2019 capital budget line. This new capital Budget line for 2019 in department 1015 and is necessary to have this product and service installed.

Attached please find the following documents:

- Blue Authorization Form.
- One Copy of the Budget Transfer Authorization Form

DMP:PDM:jmf

Attachments

cc: R.Stoll

VAWA-178-1801-I-186

**ITEM - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER  
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR FISCAL YEAR 2019**

Motion by seconded by

**WHEREAS**, In a resolution dated November 1, 2018, the Erie County Water Authority (the "Authority") adopted its Annual Capital Budget for the fiscal year 2019; and

**WHEREAS**, From time to time, due to changes in spending priorities, availability of funds, or changes in other circumstances, the Authority finds it proper to amend its Budget to reflect such changes; and

**WHEREAS**, The Authority has been advised by David Patton, Sr. Production Engineer, that funding is needed to pay for an Air Compressor initially budgeted and expected to be delivered in 2018; and

**WHEREAS**, Due to the contract being awarded late, the purchase and delivery of the compressor could not be completed in 2018; and

**WHEREAS**, In order to provide funding for this, funds within the Capital Budget will need to be re-allocated as follows:

<u>Unit No</u>	<u>Capital No:</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
1015	101361	Air Compressor	\$ <u>18,900</u>	
1015	101244	Sludge Plant Study		\$ <u>18,900</u>
		Totals	\$ 18,900	\$ 18,900

**NOW, THEREFORE, BE IT RESOLVED:**

That the Authority's Annual Capital Budget for the fiscal year 2019 be amended as listed above.

## Budget Transfer Authorization

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

Date: 3-27-2019

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
1015	100	101244	Sludge Plant Study	18,900

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
1015	100	101361	Air Compressor	18,900

Statement as to Necessity of Budget Transfer:

Unit was bid and awarded in 2018 but could not be delivered or installed until 2018, need to pay in 2019

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Approvals\*:

Unit Head:

Dept. Head:

Budget/Financial Analyst:

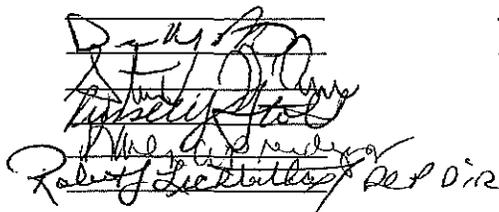
Executive Engineer:

Comptroller:

Deputy Director:

Executive Director:

Board Resolution Date:

  
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\* 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