




ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
December 9, 2021

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer 

Subject: 2021 Capital Budget Transfer
GHD-008 –Residuals Handling Upgrades Van de Water Treatment Plant
Project No. 201900208

The Engineering Department is requesting the transfer of funds for the following projects:

GHD-008 Van de Water Residuals Handling Upgrades:

Funds must be transferred to fund the construction of the improvements completed in 2021. The initial 2021 project budget (construction to be completed in 2022) was developed based upon an initial cashflow at the start of construction. Based on the contractor's production, the contractor was able to invoice more than expected.

Excess funds are available in Unit 2515 Item 101510 HVAC & Electrical Study due to the project being placed on hold following completion of design. The available funds were to be used to begin the construction phase of the project which has been delayed until 2023.

A total of \$500,000 is being requested to be transferred.

MJQ:jmf
Attachments
cc: R.Stoll
K.Prendergast
S.D'Amico
L.Kowalski
L.Lester

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

Contract: GHD-008 **Project No.:** 201900208
Project Description: 2021 Capital Budget Amendment (see attached)
for Residuals Handling Upgrades Van de Water Treatment Plant Construction Contract

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:

<input checked="" type="checkbox"/> Sr. Distribution Engineer		Date: <u>12/9/2021</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>12/9/2021</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>12/09/2021</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>12/09/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>12/14/21</u>
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: December 9, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101510	HVAC & Electrical Study	\$500,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101537	GHD-008 VDW Residuals	\$500,000

Statement as to Necessity of Budget Transfer:

Additional funds required for GHD-008 to fund all work completed in 2021. Budget developed based on initial cash flow projections. Contractor exceeded anticipated production rate. Funds are available in the HVAC & Electrical Study project as the design was completed and the construction phase was placed on hold.

Required Approvals*

Unit Head:  12/9/2021

Dept. Head:  12/9/2021

Business Office Manager: 

Executive Engineer:  12/09/2021

Comptroller: _____

Chief Financial Officer:  12/09/2021

Chief Operating Officer:  12/9/21

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