



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 12, 2022

To: Steve D'Amico, Business Office Manager

From: Clayton Johnson PE, Production Engineer *CJJ*

Subject: 2022 Capital Budget Item Creation and Transfer
Dept. 100 Unit 1020 Capital Item Transfer from 101665 Pump Station Chlorine
Boosting to Capital Item Pump Station Pump Replacement (to be created)

The Production Department is requesting the creation of a new Capital Budget Item and transfer of Capital funds to pay for pump replacements at the Hamburg and Lakeview Pump Stations.

On April 29, 2021, the Authority and Fluid Kinetics, Inc. entered into a materials and supplies contract for the Authority's purchase of booster pumps and motors for the Hamburg and Lakeview Pump Stations. Supply chain issues relative to the Covid-19 pandemic have caused delays and Fluid Kinetics has requested additional time to deliver the booster pumps and motors to the Authority. The replacement pumps were not budgeted in the 2022 capital budget.

Funds are available within Unit 1020 (Control Operations) Capital Budget Item No. 101665 Pump Station Chlorine Boosting.

A total of \$128,000 is being requested to be transferred into Unit 1020 Capital Budget, Item No. 101665 Pump Station Chlorine Boosting to a new Capital Budget Item titled, Pump Station Pump Replacement.

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.:** 202000154

Project Description: 2022 Capital Budget Amendment (see attached)

For Unit 1020 Creation of Capital Budget Item Pump Station Pump Replacement

Item Description:



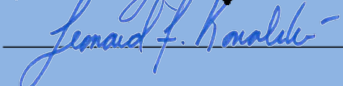
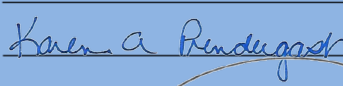

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> 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. Production Engineer |  | Date: 1/12/22 |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: 1/12/2022 |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: 01/12/2022 |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: 1/12/2022 |
| <input type="checkbox"/> Legal |  | Date: 1/12/2022 |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|---|---------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 1/13/22 |
|--|---|---------------|

Remarks: _____

Resolution Date: _____

Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: January 12, 2022 _____

Transfer From:

Unit	Dept	Capital Item	Description	Amount
1020	100	101665	Pump Station Chlorine Boosting	\$128,000

Transfer To:

Unit	Dept	Capital Item	Description	Amount
1020	100	To be Created	Pump Station Pump Replacement	\$128,000

Statement as to Necessity of Budget Transfer:

On April 29, 2021, the Authority and Fluid Kinetics, Inc. entered into a materials and supplies contract for the Authority's purchase of booster pumps and motors for the Hamburg and Lakeview Pump Stations. Supply chain issues relative to the Covid-19 pandemic have caused delays and Fluid Kinetics has requested additional time to deliver the booster pumps and motors to the Authority. Due to the supply chain issues, the pump replacements were not budgeted in the 2022 budget.

Required Approvals*

Unit Head: Clayton J. Johnson 1/12/22 _____

Dept. Head: Richard D. Jones 1/12/22 _____

Business Office Manager: Steven W. Dumas

Executive Engineer: Leonard F. Kowalek 01/12/2022 _____

Comptroller: Oppe John

Chief Financial Officer: Karen A. Bendugast

Chief Operating Officer: _____

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