

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 2020 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 \_\_\_\_\_

**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:**

Other (if Applicable) \_\_\_\_\_ Date: 5/12/2020  
 Chief Operating Officer [Signature] \_\_\_\_\_ Date: 5/12/2020  
 Executive Engineer [Signature] \_\_\_\_\_ Date: 5/12/2020  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Financial Officer [Signature] \_\_\_\_\_ Date: 05/12/2020  
 Legal \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority [Signature] \_\_\_\_\_ Date: 05/13/2020

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

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



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 12, 2020

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Executive Engineer

A handwritten signature in blue ink, appearing to be "LFK", is written over the name Leonard F. Kowalski.

Subject: Budget Transfer

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The Engineering Department is requesting to reallocate funding within Unit 2595 Engineering/Construction Transmission Mains and transfer funds from Unit 2595 to Unit 2590 Engineering/Construction Distribution Mains.

Each unit and budget item were reviewed and updated based on recent bid results and actual fees from Professional Service Agreements. Based on the budget review it was determined that ten budget items within units 2590 and 2595 required additional funds. Excess funds are available in Unit 2595 Item 101352 NC-40 Transmission Main Replacement. NC-40 was funded for construction in 2020 and due to issues with finalizing the new alignment for the transmission main, the project will not start construction until mid-2021.

A total of \$1,790,000 is being requested to be transferred.

cc: R.Stoll

## Budget Transfer Authorization

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

Date: 5/12/2020

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
2595		101352	NC-040	\$1,790,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
2590		101409	CPL-005	\$610,000
2590		101516	EA-012	\$90,000
2590		101518	WSA-015	\$30,000
2590		101519	DA-010	\$30,000
2590		101520	CPL-007	\$60,000
2595		101351	CH-010	\$620,000

Statement as to Necessity of Budget Transfer:

2595		101413	CH-11 RT 5 Tran.	\$250,000
2595		101414	MP-081 Routing Study	\$10,000
2595		101522	WSA-016	\$70,000
2595		101533	NC-041	\$20,000
<b>Total:</b>				<b>\$1,790,000</b>

Required Approvals\*:

Unit Head:

Dept. Head:

Budget/Financial Analyst:



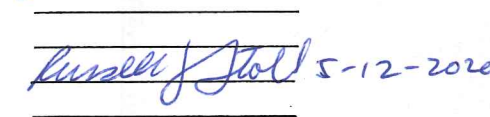
Executive Engineer:

Comptroller:

Deputy Director:

Executive Director:

Board Resolution Date:

 5/12/20  
 5-12-2020  
 5-12-2020

\* 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