

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 2020 Capital Budget Amendment

**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 type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer	<i>Russell J. Stoll</i>	Date: <u>5/13/2020</u>
<input checked="" type="checkbox"/> Executive Engineer	<i>Jeanne F. Konalick</i>	Date: <u>05/13/2020</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<i>Karen A. Prindigast</i>	Date: <u>05/13/2020</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	_____	Date: _____
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**Remarks:** \_\_\_\_\_

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



ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM

To: Steve D'Amico, Business Office Manager  
From: Sabrina A. Figler, Director of Water Quality  
Date: May 12, 2020  
Re: 2020 Capital Budget Transfer

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The Water Quality Department is requesting to transfer from Unit 1030 Ion and Liquid Chromatography 101454 to Unit 1030 newly created budget line for "Instrumentation Laboratory HVAC".

The new chemistry analytical instrumentation was installed in its new laboratory at Van de Water in the beginning of 2020. The new instruments collectively generate a considerable amount of heat, raising the temperature of the lab by 8-9 degrees C. The current HVAC system in place in the lab and tied in with the WQ office space is not able to maintain normal room temperature in either space. Nor is it able to maintain a temperature within a restrictive 1-degree operational range required by one of the instruments to run and generate data accurately.

The budget is allocated to design of a HVAC system, acquisition of equipment, and installation. A total of \$40,000 is being requested to be transferred.

Cc: Russ Stoll

### Budget Transfer Authorization

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

Date: May 11, 2020

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
1030	Water Q	101454	Ion & Liquid Chromotography	\$40,000.00

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
1030	Water Q		HVAC ANALYICAL CHEM	\$40,000.00

Statement as to Necessity of Budget Transfer:

Monies needed to evaluate, design and install new HVAC system for new Analytical Chem Lab and new water quality office space.

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Required Approvals\*:

Unit Head: \_\_\_\_\_

Dept. Head: *[Signature]* \_\_\_\_\_

Budget/Financial Analyst: \_\_\_\_\_

Executive Engineer: \_\_\_\_\_

Comptroller: \_\_\_\_\_

Deputy Director: \_\_\_\_\_

Executive Director: \_\_\_\_\_

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