

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:

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <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    | <u>Russell Flett</u>       | Date: <u>2/5/20</u>   |
| <input checked="" type="checkbox"/> Executive Engineer         | <u>James F. Kowalski</u>   | Date: <u>2-5-2020</u> |
| <input checked="" type="checkbox"/> Director of Administration | <u>Lawrence Jester</u>     | Date: <u>2/5/2020</u> |
| <input type="checkbox"/> Risk Manager                          | _____                      | Date: _____           |
| <input checked="" type="checkbox"/> Chief Financial Officer    | <u>Karen A. Pendergast</u> | Date: <u>2/5/20</u>   |
| <input type="checkbox"/> Legal                                 | _____                      | Date: _____           |

APPROVED FOR BOARD RESOLUTION:

- |  |                    |                     |
|--|--------------------|---------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>2/5/20</u> |
|--|--------------------|---------------------|

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

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





ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM

February 5, 2020

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Executive Engineer

Subject: Budget Transfer

A handwritten signature in blue ink, appearing to be "LFK", is written over the "From:" line.

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The Engineering Department is requesting to reallocate funding within Unit 2590 Engineering/Construction Distribution Mains and transfer money to Unit 2595 Engineering/Construction Transmission Mains. One additional design project in 2590 is being requested and two additional design projects in 2595 are being requested. The Route 5 Transmission Main replacement projects also requires additional funding based on the cost estimate that NYSDOT provided with the HC-140

The WSA-014 bid opening was on 2/4/2020 and the project came in less than what was budgeted. I am proposing that the excess funds be used to fund three additional design projects and to fully fund the Route 5 project. A total of \$730,000 is being requested to be transferred.

cc: R.Stoll

## Budget Transfer Authorization

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

Date: 2-4-2020

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
2590	Eng/Const	101412	WSA-014	<del>430,000</del>
				730,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
2590	Eng/Const	101531	Waterline Replacement #7	130,000
2595		101532	Transmission Main Replacement	150,000
2595		101533	Transmission Main Replacement	150,000
2595		101413	RTS Transmission Main Replacement	300,000

Statement as to Necessity of Budget Transfer:

See Memo

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Approvals\*:

Unit Head:

Dept. Head:

Budget/Financial Analyst:

Executive Engineer:

Comptroller:

Deputy Director: C.F.O

Executive Director:

Board Resolution Date:

Jeff F. Knudsen 2-5-2020 \_\_\_\_\_

Jeff F. Knudsen 2-5-2020 \_\_\_\_\_

Jeff F. Knudsen 2-5-2020 \_\_\_\_\_

Jeff F. Knudsen 2-5-2020 \_\_\_\_\_

\* 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