



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 15, 2021

To: Steven D'Amico, Business Office Manager

From: Michael J. Quinn, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to read "MJQ", is written over the name "Michael J. Quinn".

Subject: 2021 Capital Budget Transfer

CPL-005 – Water System Improvements, Village of Sloan

ECWA Project No. 202100077 – Evaluation of Pump Station Improvements
Windom, Horner, East Aurora, and Hamburg Pump Stations

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

CPL-005 – Water System Improvements, Village of Sloan:

Funds must be transferred to complete the construction of the improvements. Due to a number of factors, construction could not be completed during the 2020 construction season as anticipated. Due to the timing of the budgeting process within the ECWA, the Engineering Department was unable to predict the amount of work and associated cost remaining to be completed in 2021 in time to include adequate funds in the 2021 budget.

A total of \$150,000 is being requested to be transferred for this project as follows:

Transfer from: 2021 Budget Unit 2590, Item 101518, WSA-015 Watermain Replacement

Transfer to: 2020 Budget Unit 2590, Item 101409, CPL-005 Waterline Replacement

ECWA Project No. 202100077 – Evaluation of Pump Station Improvements – Windom, Horner, East Aurora and Hamburg Pump Stations

A 2021 ECWA Capital Budget Item will be created under Unit 2520 Eng/Const Control to fund this project that was slated to begin in 2022, but since additional funds are available within Unit 2590, it has been decided to expedite this project. This project in general will involve completing a comprehensive condition assessment of each of the four facilities. Once complete, the consultant will develop Basis of Design documents to preliminary design level detail establishing a capital improvement plan for each facility.

A total of \$100,000 is being requested to be transferred to create the budget item for this project as follows:

Transfer from: 2021 Budget Unit 2590, Item 101588, WSA-015 Watermain Replacement

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Funds for both of these projects are available from WSA-015 due to the fact that bidding has been delayed to allow for review and approval of the project by two railroads (Norfolk and Southern and South Buffalo Railway) and National Grid. It is anticipated that construction will begin in 2021 and be completed in 2022 while funds for the entire project were budgeted for 2021.

MJQ:jmf
Attachments
cc: R.Stoll
K.Prendergast
L.Kowalski
L.Lester
M.Wymer
C.Johnson
ECWA-722-2101-X-16

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

Contract: _____ **Project No.:** 202100077
Project Description: 2021 Capital Budget Amendment (see attached) – Budget Transfer
– Evaluation of Pump Stations Improvements – Windom, Horner, East Aurora, and
Hamburg Pump Stations.

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. Production Engineer		Date: 6/16/2021
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 6/16/2021
<input checked="" type="checkbox"/> Executive Engineer		Date: 06/16/2021
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 06/16/2021
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: 6/16/2021
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: June 15, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101518	WSA-015 Watermain Replacement	\$250,000

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101409	CPL-005 Watermain Improvements, Village of Sloan	\$150,000
2520	250		PN 202100077 – Evaluation of Pump Station Improvements – Windom, Horner, East Aurora and Hamburg Pump Stations	\$100,000

Statement as to Necessity of Budget Transfer:

Funds are necessary complete the construction of the improvements under CPL-005 that could not be completed during the 2020 construction season as anticipated and to create budget line items to fund the Pump Station Improvement project. Funds are available in Contract WSA-015 due to a change in construction staging resulting in a portion of the work being shifted to 2022.

Required Approvals*

Unit Head:  6/15/2021


Dept. Head:  6/15/2021

Business Office Manager: 

Executive Engineer:  06/16/2021

Comptroller:  06/16/2021

Chief Financial Officer: 

Chief Operating Officer:  6/16/2021

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