



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 22, 2021

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Quinn, Senior Distribution Engineer 

Subject: 2021 Capital Budget Transfer
GHD-007 – Gunther Pump Station Improvements
ECWA Project No. 201800138

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

GHD-007 Guenther Pump Station Improvements:

Funds must be transferred to fund the construction of the improvements completed in 2021. The initial 2021 project budget (construction to be completed in 2022) was developed based upon an initial cashflow at the start of construction. Based on the Contractor's production and early procurement of materials and equipment to be included in the project both in 2021 and in 2022, the contractor was able to invoice more than expected. The amount of funds to be transferred will be adequate to pay the outstanding October invoice as well as anticipated invoices for November and December.

Excess funds are available in Unit 2595 Eng/Const Transmission Mains and are being requested to be reallocated fully fund GHD-007. The three projects were slated for construction in 2021, but have been delayed due issues encountered during design.

A total of \$3,000,000 is being requested to be transferred for this project as follows:

Transfer from:

- 2021 Budget Unit 2595, Item 101362, W-030 Transmission Main Replacement (\$1,000,000)
- 2021 Budget Unit 2595, Item 101522, WSA-016 Transmission Main Replacement (\$1,000,000)
- 2021 Budget Unit 2595, Item 101533, NC-041 Transmission Main Replacement (\$1,000,000)

Transfer to: 2021 Budget Unit 2590, Item 101358, GHD-007 Guenther Pump Station Improvements

MJQ:jmf

Attachments

cc: R.Stoll

K.Prendergast

L.Kowalski

L.Lester

M.Quinn

CONT-GHD-007-1801-X-14

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

Contract: _____	Project No.: 201800138
Project Description: 2020 Capital Budget Amendment (see attached) For GHD-007 Construction Contract	

Item Description:




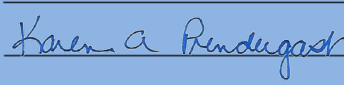
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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. Distribution Engineer		Date: 11/23/2021
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 11/24/2021
<input checked="" type="checkbox"/> Executive Engineer		Date: 11/23/2021
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 11/24/2021
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: 11-29-21
--	---	----------------

Remarks: _____

Resolution Date: _____	Item No: _____
-------------------------------	-----------------------

Budget Transfer Authorization

Budget Transfer No: _____

Date: November 22, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$1,000,000
2595	250	101522	WSA-016 Transmission Main Replacement	\$1,000,000
2595	250	101533	NC-041 Transmission Main Replacement	\$1,000,000

Transfer To:

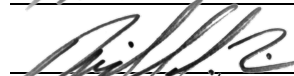
Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101358	GHD-007 Guenther Rehab	\$3,000,000

Statement as to Necessity of Budget Transfer:

Additional funds required for GHD-007 to fund all work completed in 2021. Budget developed based on initial cash flow projections. Contractor exceeded anticipated production rate and also procured a significant amount of equipment and materials to be installed in 2022. Funds are available in the three projects which were slated for construction in 2021 but have been delayed due issues encountered during design.

Required Approvals*

Unit Head:  11/23/2021


Dept. Head:  11/23/2021

Business Office Manager: 

Executive Engineer:  11/23/2021

Comptroller: _____

Chief Financial Officer:  11/24/2021

Chief Operating Officer:  11/24/2021

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

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