




# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

February 3, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Director of Distribution 

Subject: 2025 Capital Budget Transfer  
ECWA Project No. 202200159  
BC-004 Water Distribution System Hydraulic Model Development

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The Engineering Department is requesting the re-establishment and funding of the following 2024 Capital Budget Item:

- Unit 2520 – Engineering/Construction Control
- Item 101668 – Distribution System Water Quality Study

Funding is required to account for engineering services competed in late 2024 for which the associated invoice was not received until after the 2024 was closed. The project has been completed and as such no funds were included in the 2025 Capital Budget

A total of \$20,000.00 is being requested to be transferred to Contract BC-004 from Contract MP-086, Ball Pumping Station Improvements. Funds are available in this contract due to the anticipated bidding schedule and long lead time equipment and materials as it is unlikely that all of the funds budgeted for 2025 will be spent.

MJQ:jmf  
Attachments  
cc: C.Eaton  
J.Tomaka  
L.Kowalski  
L.Lester  
S.D'Amico

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

<b>Contract:</b> <u>BC-004</u>	<b>Project No.:</b> <u>202200159</u>
<b>Project Description:</b> <u>2025 Capital Budget Amendment (see attached)</u> <u>BC-004.</u>	

**Item Description:**


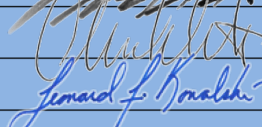
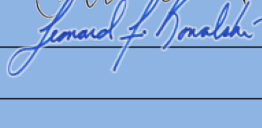
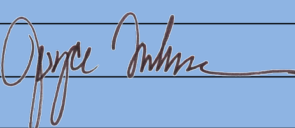
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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"/> Director of Distribution		Date: <u>2/4/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>02/04/2025</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>2/10/2025</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>02/04/2025</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>02/10/2025</u>
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**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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# Budget Transfer Authorization

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

**Date:** February 3, 2025

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101512	MP-086 Ball Pumping Station Improvements	\$20,000

**Transfer To:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101592	BC-004 Distribution System Hydraulic Model Development	\$20,000

**Statement as to Necessity of Budget Transfer:**

Budget item reestablishment and transfer of funds required for engineering fees incurred in 2024 but invoiced in 2025. Funds are available in contract MP-086 due to bid schedule and long lead time equipment and materials.

**Required Approvals\***

Unit Head: William W. Wheeler 02/04/25

Dept. Head: [Signature] 2/4/2025

Business Office Manager: Steven V. Donato 2/4/2025

Executive Engineer: Leonard F. Kmalah 2/10/2025

Comptroller: Jessica R. Brown 2/4/2025

Chief Financial Officer: [Signature] 02/04/2025

Chief Operating Officer: [Signature] 02/04/2025

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