



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

September 8, 2021

To: Steve 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

GP-008 – Water System Improvements, Towns of Hamburg and West Seneca, City of Lackawanna

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The Engineering Department is requesting the transfer of funds to complete the construction and associated consulting engineer services for the above referenced distribution system improvement project.

A number of factors lead to the delays in the project resulting in the need to complete construction in 2021 rather than 2020 as anticipated. In general, factors resulting in the extension of the contracts include the complexity of bidding and awarding the comparatively large number of projects that were contemplated as compared to recent years and the COVID-19 pandemic. 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. The project has recently been completed so there is a accurate accounting of funds required for final payment.

A total of \$300,000 is being requested to be transferred into Capital Budget Unit 2590, Item 101432.

Funds for this amendment will be transferred from Capital Budget Unit 2590, Item 101518, WSA-015 Watermain Replacement. Funds will be available from this project due to the fact that bidding had been delayed to allow for review and approval of the project by two railroads (Norfolk and Southern and South Buffalo Railway) and National Grid. Construction will begin in 2021 and be completed in 2022. Excess funds are available to be transferred due to the late construction start and the actual contract bid amount was less than originally budgeted.

MJQ:jmf

Attachments

cc: R.Stoll

K.Prendergast

L. Kowalski

L.Lester

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

**Contract:** GP-008 **Project No.:** 201900076

**Project Description:** 2021 Capital Budget Amendment (see attached)  
For Project No. 201900076

**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: 9/8/2021   |
| <input checked="" type="checkbox"/> Chief Operating Officer   |  | Date: 9/8/21     |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 09/08/2021 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 09/08/2021 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |   |                |
|--|---|----------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 09/08/21 |
|--|---|----------------|

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

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_

## Budget Transfer Authorization

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

Date: September 7, 2021

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101518	WSA-015 Watermain Replacement	\$300,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101432	GP-008 Watermain Improvements, Towns of Hamburg & West Seneca, City of Lackawanna	\$300,000

### Statement as to Necessity of Budget Transfer:

Funds are necessary to complete the construction of the improvements under GP-008 that carried over from the 2020 construction season. During budgeting for 2021, the amount of work to be completed in 2021 was unknown. 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 as well as the actual bid amount being less than originally budgeted.


### Required Approvals\*

Unit Head:  9/8/2021

Dept. Head:  9/8/2021

Business Office Manager: 

Executive Engineer:  09/08/2021

Comptroller: Joyce Tomaka 

Chief Financial Officer: 

Chief Operating Officer: 

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

Revised 9/17/2008