



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

September 8, 2021

To: Steve D'Amico, Business Office Manager

From: Clayton Johnson, Production Engineer

A handwritten signature in black ink, appearing to be "CJ", is written next to the name Clayton Johnson.

Subject: 2021 O&M Budget Transfer

Dept. 100 Unit 1020 O&M Item No. 19 – Payments to Contractors-Other

The Production Department is requesting the transfer of O&M funds to complete contracted maintenance work associated with the pump stations in Unit 1020 Control Operations.

A significant amount of contracted maintenance work, including: building/equipment painting, site/building security upgrades, and rehabilitation has been performed at the pump stations in 2021. The funds initially budgeted in Unit 1020 O&M Item No. 19 – Payments to Contractors-Other, are insufficient to cover the cost of the maintenance work and funds need to be reallocated to the proper budget lines to cover the costs.

Funds are available within other Unit 1020 (Control Operations) and 1035 (Maintenance Unit) O&M budget items to cover the cost of the additional contracted work.

A total of \$195,000 is being requested to be transferred into Unit 1020 O&M Budget, Item No. 19 – Payments to Contractors-Other.

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: _____ **Project No.:** _____
Project Description: 2021 O&M Budget Amendment (see attached)
For Dept. 100, Unit 1020 Item 19 - Payments to Contractors-Other

Item Description:

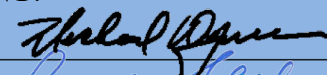

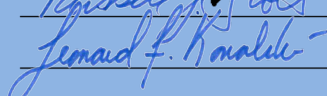
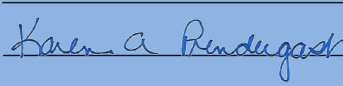
☐ Agreement ☐ Professional Service Contract ☒ Amendment ☐ Change Order
☐ BCD ☐ NYSDOT Agreement ☐ Contract Documents ☐ Addendum
☐ Recommendation for Award of Contract ☐ Recommendation to Reject Bids
☐ Request for Proposals
☐ Other _____

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: 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 8, 2021

Transfer From:

| Unit | Dept | O&M Item No. | Description | Amount |
|------|------|--------------|------------------------|-----------|
| 1020 | 100 | 10 | Materials and Supplies | \$170,000 |
| 1020 | 100 | 20 | Miscellaneous | \$10,000 |
| 1020 | 100 | 27 | Safety Equipment | \$5,000 |
| 1035 | 100 | 20 | Miscellaneous | \$10,000 |

Transfer To:

| Unit | Dept | O&M Item No. | Description | Amount |
|------|------|--------------|---------------------------------|-----------|
| 1020 | 100 | 19 | Payments to Contractors - Other | \$195,000 |

Statement as to Necessity of Budget Transfer:

Additional funds are required in Unit 1020-Control Operations O&M Item No. 19-Payments to Contractors-Other in order to complete existing and upcoming maintenance work within the pump stations. A significant amount of contracted maintenance work, including: building/equipment painting, site/building security upgrades, and rehabilitation has been performed at the pump stations in 2021. The funds initially budgeted are insufficient to cover the cost of the maintenance work. Funds are available within other Unit 1020 (Control Operations) and 1035 (Maintenance Unit) O&M budget items to cover the cost of the additional contracted work.

Required Approvals*

Unit Head: Clayton Johnson 9/08/2021

Dept. Head: Richard Rogers 9/8/2021

Business Office Manager: Steven W. Domico

Executive Engineer: Lemard F. Koralik 09/08/2021

Comptroller: Joyce Tomaka *JP*

Chief Financial Officer: Karen A. Bendugast

Chief Operating Officer: Russell J. Stoll

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