



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 6, 2023

To: Terrence McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to be "MJQ", is written over the "From:" line.

Subject: 2023 Capital Budget Transfer

GHD-007 – Guenther Pump Station Improvements (PN
201800138) ECWA PN 202000315

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 resident inspection (RI) and construction administration (CA) services provided in 2023. Due to a number of factors including the pandemic, the construction contract ran significantly longer than anticipated. This additional time resulted in a larger effort for CA than was anticipated. Also, during the design of the project, a new Generator Building was added. This building addition was not considered in the original design concept and as such, Amendment No. 1 to the contract was developed to include additional design and CA services. Due to the unknown duration of the additional construction efforts, the Engineering Department chose not to include additional RI fees in the original Amendment. Now that construction has been completed, the total RI costs can be calculated. A total of \$350,000 is being requested to be transferred to Unit 2520, Eng/Const Control, Item 101358, GHD-007 Guenther Rehabilitation for this project.

Funds will be transferred from Unit 2595 Eng/Const Transmission Mains, Item No. 101521, MP-084 Transmission Main Replacement (PN 202000084). Excess funds are available in this project due to ongoing construction delays caused by unforeseen underground conditions including the identification of areas of trash that require specialized handling and potentially contaminated soils.

Attached find a copy of the fully executed Budget Transfer Form.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski, PE

L.Lester

M.Wymer, PE

C.Johnson, PE

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

Contract: _____ **Project No.:** 2020000315

Project Description: 2022 Capital Budget Amendment (see attached)
GHD-007 (Engineering).

Item Description:


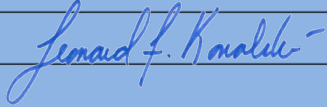
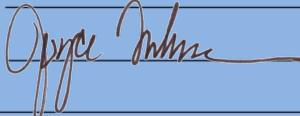
- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input checked="" type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> 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: 11/6/2023 |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: 11/06/2023 |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: 11/06/2023 |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-----------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 11/7/2023 |
|--|--|-----------------|

Remarks: _____

Resolution Date: _____

Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: November 6, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101521	MP-084 Transmission Main Replacement	\$350,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101358	GHD-007 Guenther Rehab	\$350,000

Statement as to Necessity of Budget Transfer:

Additional funds are required for GHD-007 to fund construction administration and resident inspection services for 2023. Project duration ran longer than expected due to pandemic and other factors. Funds are available in MP-084 due to ongoing delays caused by unforeseen underground conditions.


Required Approvals*

Unit Head:  11/6/2023

Dept. Head  11/6/2023

Business Office Manager:  11/6/2023

Executive Engineer: _____

Comptroller:  11/6/23

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

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