

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

Contract: _____ **Project No.:** 2020000315
Project Description: 2020 Capital Budget Amendment (see attached)
Emergency Transmission Main Repair

Item Description:


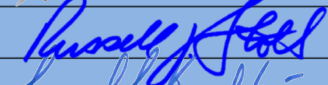
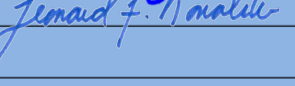
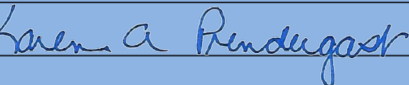
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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: 12/8/2020
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 12/9/2020
<input checked="" type="checkbox"/> Executive Engineer		Date: 12/08/2020
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 12/08/2020
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: 12/9/2020
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Remarks: _____

Resolution Date: _____ **Item No:** _____



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

December 8, 2020

To: Steve D'Amico, Business Office Manager

From: Michael J. Quinn, Senior Distribution Engineer

A handwritten signature in black ink, appearing to read "MJQ", is written over the name "Michael J. Quinn".

Subject: Budget Transfer

The Engineering Department is requesting to reallocate funding within Units 2590 Engineering/Construction Distribution Mains and 2595 Engineering/Construction Transmission Mains as follows:

From:	2590 250 101409	CPL-005 Waterline Replacement	\$180,000
	2590 250 101412	WSA-014 Waterline Replacement	\$150,000
	2595 250 101352	NC-040 Transmission Main Replacement	\$140,000

To:	2595 250 101536	Emergency Transmission Main Repair	\$470,000
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The transfer is requested to cover the cost of pipe and fittings provided by the ECWA for the repairs. In addition, funds must be transferred to provide additional compensation to the contractor. Due to the unknown nature of the necessary repairs, the initial budget was assumed and would not be verified until all work was completed. Similarly, the amount, size and type of pipe and fittings required to be provided could not have been identified until work was completed.

The projects noted to be used to provide the additional funding, primarily distribution and transmission main replacement project, have adequate budgets to complete the work identified for 2020.

MJQ:jmf

Attachment

cc: K.Prendergast

R.Stoll

L.Kowalski

L.Lester

Budget Transfer Authorization

Budget Transfer No: _____

Date: December 8, 2020

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101409	CPL-005 Waterline Replacement	\$180,000
2590	250	101412	WSA-014 Waterline Replacement	\$150,000
2595	250	101352	NC-040 Transmission Main Replacement	\$140,000

Transfer To:

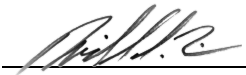
Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101536	Emergency Transmission Main Repair	\$470,000

Statement as to Necessity of Budget Transfer:

Additional funds are necessary to account for ECWA provided pipe and fittings as well as additional compensation for the contractor.

Required Approvals*

Unit Head: _____

Dept. Head  12/8/2020 _____

Business Office Manager: _____

Executive Engineer: _____

Comptroller: _____

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