



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 24, 2025

TO: Terrence D. McCracken, Secretary to the Authority

FROM: John M. Catanzaro, Director of Operations *JMC*

SUBJECT: Board Authorization for Hydrant/Valve Replacements

Please be advised that Authority personnel have recently replaced various hydrants and valves that were obsolete, defective or unrepairable. These hydrants and valves are located within the Direct Service areas of the Erie County Water Authority Service Area.

Since the hydrants and valves are assets of the Authority, the old hydrant or valve must be removed from our inventory. This is referred to as "retired". The new hydrant or valve then replaces the retired asset. The make, size, model and cost of the new hydrant or valve is then included as a current asset.

The action to retire an old hydrant or valve and to replace it with a new hydrant or valve requires authorization from the Board. As such please find the following:

- Blue Authorization form for Board Resolution for hydrant and valve replacements.
- Construction Authorization forms for the subject hydrant or valve that was replaced; along with a pink "Property Removed from Service" form for each hydrant and valve. These two documents identify all the pertinent data including the cost of the new asset.

Please advise if you require additional information.

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

Contract: _____ **Project No.:** _____
Project Description: HYDRANT AND VALVE REPLACEMENTS

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input 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 checked="" type="checkbox"/> Other <u>EC'S</u>			

Action Requested:

<input 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 checked="" type="checkbox"/> Other <u>BOARD RESOLUTION</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Director of Operations	<u>John M Catanzaro</u>	Date: <u>02/07/2025</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer	<u>Leonard F. Kowalewski</u>	Date: <u>2/10/2025</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Chief Financial Officer	_____	Date: _____
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>02/10/2025</u>
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Remarks: _____

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

FOR RECORD PURPOSES ONLY; WORK DONE
WHEN NECESSARY FOR MAINTENANCE PURPOSES

**ERIE COUNTY WATER AUTHORITY
CONSTRUCTION AUTHORIZATION**

Project No. 202500029
Budget No. 250909

Authorization No.: EC 7474, R 250002
Date: 01/08/25
Inputted By/Date: 01/24/25 Imp

01/08/25 Estimate Starting Date
01/08/25 Estimate Complete Date
 yes no Retirement Involved
 Public Street
Private Right of Way
On Authority's Prop
Tax Districts _____

TITLE OF PROJECT: Replaced existing 6" valve at Algiers Ln. and S. Creek Dr. CHTN

Name of Grantor of Easement _____
Date of Easement _____

DETAILED DESCRIPTION AND PURPOSE:
Originally installed in 1960, under EC 990, was scrapped, retired under #R 250002 and replaced with a 6" resilient seat valve under EC 7474. Old 6" gate valve was unrepairable. Work done by ECWA forces at ECWA expense.

CLASS OF MAIN INSTALLATION:
System Betterment
Bldr/Cont/Dev. Agree.
Owner Occupant Cont.
Special Revenue Cont.

ESTIMATE COST

RESTORATION ESTIMATED

(1) Total Est. Cost	\$ <u>3,077.00</u>
(2) _____ Meters and Service @ _____	\$ _____
(3) Removal Cost Less Salvage	\$ _____
(4) Gross Investment	\$ _____

RATIFICATION

DEDUCT

(5) Const. Advance	\$ _____
(6) Service Conn.	\$ _____
(7) Refunds	\$ _____
(8) Net Auth. Invest.	\$ _____

BUDGETARY DATA

(9) Tot. Budget Expnd.	\$ _____
(10) This Authorization	\$ _____
(11) Pre Approved	\$ _____
(12) Tot. Apvl. To Date	\$ _____
(13) Bal. Budget Expnd.	\$ _____

APPROVALS

Preparation S. Spier
Director of Oper. [Signature]
Exec. Engr. [Signature] 2-4-2025
Admn. Director _____
Legal Dept. _____
Acct. Dept. _____

RESOLUTION APPROVING

Adopted _____
Item No. _____

ERIE COUNTY WATER AUTHORITY
Property Removed From Service

Inputted By/Date	01/24/25 Imp	Project No.:	202500029
G.L. No.	186.000		
Pri. No.		Location:	CHTN
Auth No.		(Town)	Date: 01/08/25
Date Installed:	1960	Public St.	(X)
Under Auth. No.:	EC 990	or	
Date Removed:	01/08/25	Private-Right-of-Way	()
Replaced Under:	EC 7474	Disp.	1. Book Value
	(EC#, OWIP, BI#)	Code:	2. Cost of Removal
			3. Salvage (Trade-in)

Complete description of unit retired: (Record numbers if possible)

1-6" gate valve

Department Head

FOR ACCOUNTING DEPT. USE ONLY. DO NOT WRITE BELOW THIS LINE.

Item Retired			Disp. Code	Qty	Unit Used	Book Cost		Cost to Remove	Salvage, Trade-in Realized
CPR	Page	& Line				Per unit	Total		

General Ledger #	Primary Number	RWIP Auth. #	Disp. Code	Amount
JE 32 (Dr)	186.000			
JE 32 (Cr)	101.000	XXXXXXXXXX	XXXXXX	
JE 33 (Dr)	108.00	XXXXXXXXXXXX		
JE 33 (Cr)	186.00			