



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

October 7, 2024

To: Terrence D. McCracken, Secretary to the Authority

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: 2024 Capital Budget Transfer

**GHD-008** –Residuals Handling Upgrades Van de Water Treatment Plant

Project No. 201900208

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The Engineering Department is requesting the transfer of funds for the following projects:

**GHD-008 Van de Water Residuals Handling Upgrades:**

Funds must be transferred to fund the construction of the improvements completed in 2024. Due to numerous construction delays in the project, additional funding is required to cover work originally anticipated to be completed earlier in the project schedule.

Excess funds are available in Contract W-030 (PN 201800074) due to the project schedule being delayed due to the lengthy property easement acquisition and regulatory approval processes.

A total of \$400,000 is being requested to be transferred.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

S.D'Amico

L.Kowalski

L.Lester

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

<b>Contract:</b> <u>GHD-008</u>	<b>Project No.:</b> <u>201900208</u>
<b>Project Description:</b> <u>2024 Capital Budget Amendment (see attached)</u> <u>GHD-008</u>	

**Item Description:**



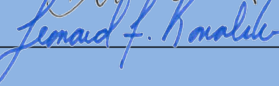
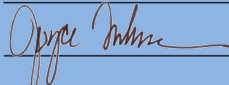
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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: <u>10/7/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>10/07/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>10/7/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>10/07/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>10/7/2024</u>
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**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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# Budget Transfer Authorization

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

**Date:** October 7, 2024

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$400,000

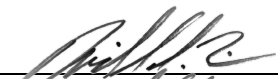

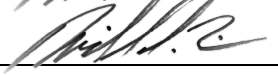

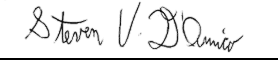



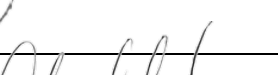
**Transfer To:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101537	GHD-008 VDW WTP Residuals	\$400,000

**Statement as to Necessity of Budget Transfer:**

Additional funds required for GHD-008 to fund construction work originally anticipated to be completed in 2023. Funds are available in Contract W-030 due to delays in the construction schedule.

**Required Approvals\***

Unit Head:  10/7/2024   
 Dept. Head:  10/7/2024  10/7/2024  
 Business Office Manager:  10/7/2024  10/7/2024  
 Executive Engineer:  10/7/2024  
 Comptroller:  10/7/2024  
 Chief Financial Officer: \_\_\_\_\_  
 Chief Operating Officer:  10/07/2024  
 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