



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

July 25, 2024

To: Steve D'Amico, Business Office Manager

From: Michael W. Wymer, Sr. Production *MWW*

Subject: 2024 Capital Budget Amendment and Budget Transfer  
Portable Generator Alternator

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The Production Department is requesting the creation of a new Capital Budget Item and the transfer of funds from Capital Budget Item No. 1020-100-101752, Lakeview Pump Station Rehabilitation to the newly requested budget item within Unit 1020.

The Erie County Water Authority relies on generator units in the event of the loss of power to our pumping stations. Our fleet of generators includes portable units that may be positioned as required, generally at our smaller stations. One of the existing portable generators requires a new alternator unit to return its full function.

The funds are being transferred from the Lakeview Pump Station Rehabilitation project. This project has been put on hold until the effect of the proposed Hamburg Tank on the operation of the station can be fully evaluated.

A total of \$25,000 is being requested to be transferred.

MWW:mww  
Attachments  
cc: L. Kowalski  
W. Wheeler  
L. Lester  
S. Klubek

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 2024 Capital Budget Amendment - Unit 1020 Portable Generator Alternator

**Item Description:**



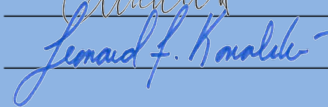

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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. Production Engineer	<u></u>	Date: <u>7/29/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u></u>	Date: <u>07/30/2024</u>
<input checked="" type="checkbox"/> Executive Engineer	<u></u>	Date: <u>8/2/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u></u>	Date: <u>07/30/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>8/5/2024</u>
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**Remarks:** New budget item (see attached)

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_

Kinsley Power  
 14 CONNECTICUT SOUTH DRIVE  
 EAST GRANBY CT 06026

Quote	QTE13792
Date	7/15/2024
Page	1

**Bill To:**

ERIE COUNTY WATER AUTHORITY  
 295 MAIN STREET ROOM 350  
 BUFFALO NY 14203

**Ship To:**

ERIE COUNTY WATER AUTHORITY  
 295 MAIN STREET ROOM 350  
 BUFFALO NY 14203

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
150REOZJD	ERIWAT		DELIVERY	Net 30 Days	0/0/0000	74,390
Quantity	Item Number	Description	UOM	Discount	Unit Price	Ext. Price
1	GC17563-32	Alternator	Each	\$0.00	\$22,956.00	\$22,956.00

Subtotal	\$22,956.00
Misc	\$0.00
Tax	\$0.00
Freight	\$532.60
Trade Discount	\$0.00
<b>Total</b>	<b>\$23,488.60</b>

# Budget Transfer Authorization

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

**Date:** 07/25/2024

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	100	101752	Lakeview PS Rehabilitation	\$25,000.00

**Transfer To:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	100	101762	Portable Generator Alternator	\$25,000.00

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

The Erie County Water Authority relies on generator units in the event of the loss of power to our pumping stations. Our fleet of generators includes portable units that may be positioned as required, generally at our smaller stations. One of the existing portable generators requires a new alternator unit to return its full function.

The funds are being transferred from the Lakeview Pump Station Rehabilitation project. This project has been put on hold until the effect of the proposed Hamburg Tank on the operation of the station can be fully evaluated.

**Required Approvals\***

Unit Head: William W. Wheeler 07/29/24

Dept. Head: Richard Wagner 7/25/2024

Business Office Manager: Steven V. Donio 7/25/2024

Executive Engineer: Lemard F. Kowalik 7/25/2024

Comptroller: Jessica R. Brown 7/25/2024

Chief Financial Officer: Oppe Inman 07/25/2024

Chief Operating Officer: Chucklot 07/25/2024

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