



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 7, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael Quinn, Senior Distribution Engineer

A handwritten signature in black ink, appearing to read "MQ", is written over the name "Michael Quinn" in the "From:" line.

Subject: 2023 Operations and Maintenance Budget Transfer
AST-001 – Satellite Leak Detection Survey
ECWA Project No. 202300151

The Engineering Department is requesting the transfer of funds for the above referenced Professional Services Contract.

During 2023, the Engineering Department has been evaluating a variety of technologies to afford a more proactive approach to leak detection in the ECWA transmission and distribution systems. Over the past several years, technology involving the use of satellite imagery to identify leaks that are not visible at the surface has become more prevalent in the industry. Funds are requested to fund the first phase of the project.

A total of \$150,000.00 is being requested to be transferred as follows:

Transfer From:

Department 750, Unit 7510, Item 20 – Miscellaneous

Transfer To:

Department 250, Unit 2502, Item 19 – Payments to Contractors Other

Funds are available for this transfer at this time and is anticipated that this transfer will not negatively affect future funding required from this budget Item. Attached find a fully executed Budget Transfer Form. Funding for the second phase of the project will be included in the 2024 budget request for Department 250, Unit 2502, Item 19 – Payments to Contractors Other.

MJQ:jmf

Attachments

cc: J. Tomaka

L. Kowalski

L. Lester

S. Damico

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

Contract: AST-001 **Project No.:** 202300151
Project Description: 2023 Operations & Maintenance Budget Transfer:
Satellite Leak Detection Survey

Item Description:


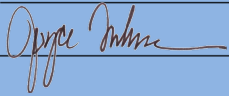
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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>Budget Transfer</u>			

Action Requested:


<input type="checkbox"/> Board Authorization to Execute	<input checked="" 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>Budget Transfer</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Sr. Distribution Engineer		Date: <u>8/7/2023</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>08/07/2023</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>08/07/2023</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>8/7/2023</u>
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Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: August 7, 2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
7510	750	20	Miscellaneous	\$150,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2502	250	19	Payments to Contractors – Other	\$150,000.00


Statement as to Necessity of Budget Transfer:

Budget transfer required to fund the first phase of the satellite lead detection project (Contract AST-001).
Funds are available for this transfer.


Required Approvals*

Unit Head:  8/7/2023

Dept. Head:  8/7/2023

Business Office Manager:  Steven V. Dominic 8/7/2023

Executive Engineer:  Leonard F. Konalik 08/07/2023

Comptroller:  Jessica R. Brown 8/7/23

Chief Financial Officer:  Opjee John 08/07/2023

Chief Operating Officer: _____

Board Resolution Date: _____

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Require 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>							
	Unit Head	Department Head	Budget/Financial Analyst	Executive Engineer	Comptroller	Deputy Director	Executive Director	ECWA Board
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>							
	Unit Head	Department Head	Budget/Financial Analyst	Executive Engineer	Comptroller	Deputy Director	Executive Director	ECWA Board
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and over	X	X	X	X	X	X	X	X