



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 15, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, 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
ECWA Project No. 202200014
MP-090 – Filter Gallery Piping Design

The Engineering Department is requesting the transfer of funds to the 2024 capital budget for the above-referenced project. This budget transfer is required to fund ongoing construction efforts at the Sturgeon Point Water Treatment Plant.

A total of \$3,00,000.00 is being requested to be transferred to Contract MP-090 from Contract MP-091 – Corrosion Control Program Management. Funds are available in Contract MP-091 due to the fact that lead service line replacements will not begin in 2024 and as such, the 2025 ECWA capital budget request includes the appropriate funding.

MJQ:jmf
Attachments
cc: C.Eaton
J.Tomaka
L.Kowalski
L.Lester
S.D'Amico

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

Contract: <u>MP-090</u>	Project No.: <u>202200014</u>
Project Description: <u>2024 Capital Budget Amendment (see attached)</u> <u>MP-090.</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>10/15/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>10/15/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>10/15/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>10/15/24</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>10/15/24</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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Budget Transfer Authorization

Budget Transfer No: _____

Date: October 15, 2024

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1030	110	101664	Corrosion Control Program Management	\$3,000,000

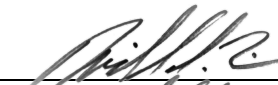
Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	101506	MP-090 Filter Gallery Piping design	\$3,000,000

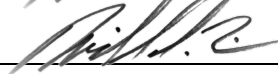
Statement as to Necessity of Budget Transfer:

Funds required for MP-090 to fund ongoing construction project. Funds are available in the Corrosion Control PM Project due to delays in beginning the lead service line replacement program.

Required Approvals*

Unit Head:  10/15/2024

Sabrina Figler 10/15/2024

Dept. Head:  10/15/2024

Sabrina Figler 10/15/2024

Business Office Manager: Steven V. D'Amico 10/15/2024

Executive Engineer: Jeanard F. Konaleski 10/15/2024

Comptroller: Jessica R. Braun 10/15/2024

Chief Financial Officer: _____

Chief Operating Officer:  10/15/2024

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