



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

May 23, 2024

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, PE, Senior Distribution Engineer

Subject: 2024 Capital Budget Transfer
ECWA Project No. 202000072
NC-041 – Transmission Main Replacement
City of Lackawanna and Town of West Seneca

The Engineering Department is requesting the reestablishment of the budget item and transfer of funds to the 2024 capital budget for the above referenced transmission main replacement project.

Funding is required to account for engineering design services anticipated to be completed and billed in 2023 but were not budgeted for this project in 2024. In addition, funding is required for additional services for coordination with National Grid.

A total of \$75,000.00 is being requested to be transferred to Contract NC-041 from the Betterment Budget Item. Funds are available in this item as we do not anticipate any additional betterment work in 2024.

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>NC-041</u>	Project No.: <u>202000072</u>
Project Description: <u>2024 Capital Budget Amendment (see attached)</u> <u>NC-041.</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>5/23/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>05/23/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>5/24/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>05/23/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>5/24/2024</u>
--	--	------------------------

Remarks: _____

Resolution Date: _____	Item No: _____
-------------------------------	-----------------------

Budget Transfer Authorization

Budget Transfer No: _____

Date: May 23, 2024

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101188	Betterments	\$75,000

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101533	NC-041 - Transmission Main Replacement	\$75,000

Statement as to Necessity of Budget Transfer:

Funds are necessary to account for design services originally anticipated for 2023 as well as additional coordination with National Grid. Funds are available in the Betterment item due to the fact that we do not anticipate any additional betterment work in 2024.

Required Approvals*

Unit Head:  5/23/2024

Dept. Head  5/23/2024

Business Office Manager: Steven V. D'Amico 5/23/2024

Executive Engineer: Lenaud F. Kovalik 5/24/2024

Comptroller: Jessica R Brown 5/23/2024

Chief Financial Officer: _____

Chief Operating Officer:  05/23/2024

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