



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 13, 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 positioned to the right of the "From:" line.

Subject: 2024 Capital Budget Transfer  
ECWA Project No. 202200135  
MP-091 Corrosion Control Program Management

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The Engineering Department is requesting the transfer of funds to the 2024 capital budget for the above-referenced project. This budget transfer will ensure that the Authority will be in the best possible position to compete for grant funding through the NYSEFC Water Infrastructure & Improvement (WIIA) program. In order to be eligible for this grant, a funding source must be identified prior to the application deadline on June 14, 2024.

A total of \$8,447,400.00 is being requested to be transferred to Contract MP-091 from Contracts MP-090 (\$6,447,400) and W-030 (\$2,000,000). Funds are available in Contract MP-090 due to the overall construction sequence and anticipated delays in construction and in W-030 due to design delays related to work in National Grid Rights of Way resulting in less construction anticipated to be completed in 2024.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski

L.Lester

S.D'Amico

# Budget Transfer Authorization

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

**Date:** June 3, 2024

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	101506	Filter Gallery Piping Design	\$6,447,400
2595	250	101362	W-030 – Transmission Main Replacement	\$2,000,000

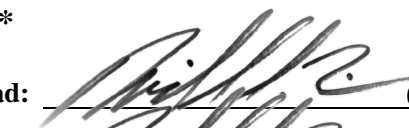

**Transfer To:**

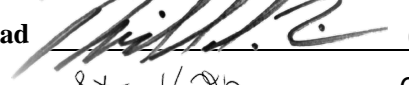
Unit	Dept	Capital / O&M Item No.	Description	Amount
1030	250	101664	Corrosion Control Program Management (MP-091)	\$8,447,400

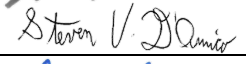
**Statement as to Necessity of Budget Transfer:**

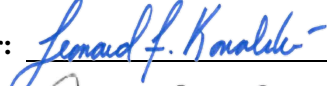
Funds are necessary to begin the engineering and construction of the lead service line replacement program. Project funding is intended to begin the program and position the ECWA for grant funding to begin the first phase of the project. Funds are available in MP-090 due to construction sequence anticipated delays in construction and W-030 due to delays in design and bidding.


**Required Approvals\***


Unit Head:  6/3/2024  6/3/2024


Dept. Head:  6/3/2024 \_\_\_\_\_

Business Office Manager:  6/3/2024

Executive Engineer:  6/3/2024

Comptroller:  6/3/2024

Chief Financial Officer:  06/03/2024

Chief Operating Officer:  06/03/2024

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

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

<b>Contract:</b> <u>MP-091</u>	<b>Project No.:</b> <u>202200135</u>
<b>Project Description:</b> <u>2024 Capital Budget Amendment (see attached)</u> <u>MP-091.</u>	

**Item Description:**


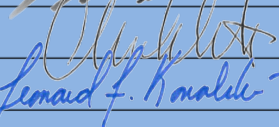
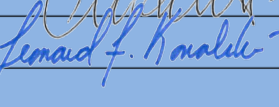
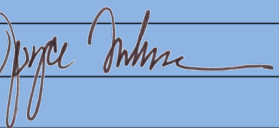
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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 checked="" type="checkbox"/> Other _____	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Sr. Distribution Engineer		Date: <u>5/13/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>05/13/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>5/13/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>05/13/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>5/13/2024</u>
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**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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