



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

March 5, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Director of Distribution

A handwritten signature in black ink, appearing to read "MJQ", is written over the "From:" line.

Subject: 2025 Capital Budget Transfer
Contract NC-041, Project B
Water System Improvements, Town of West Seneca
ECWA Project No. 202000072

The Engineering Department is requesting additional funding of the following 2025 Capital Budget Item:

- Unit 2595 – Eng/Const Transmission Mains
- Item 101533 NC-041 Transmission Main Replacement

Funding is required to account for construction phase costs of the above-referenced project. The contract was bid as Project A and Project B, which was inclusive of Project A and the Authority had an option to choose which Project to award. At the time of the development of the 2025 Capital Budget, this project was only funded to construct Project A. Due to the condition and location of sections of the existing main, as well as the need to return an existing currently isolated railroad crossing to service, the Engineering Department recommends that the Authority move forward with replacement of the entire length of main (Project B).

A total of \$1,750,000.00 is being requested to be transferred to Contract NC-041 as follows:

- \$200,000.00 from Transmission Main/Design (2595-101756). No new transmission main design projects are contemplated for 2025
- \$250,000.00 from Distribution Project A (2590-101801). No new distribution system design projects are contemplated for 2025
- \$700,000.00 from Contract WSA-018 (2590-101672). Project bids were significantly under budget.
- \$600,000.00 from Service Center Fuel Tank (3070-101800). Fuel tank replacement project has been delayed

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 Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one:

Other: _____

Action Requested:

Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer _____  Date: 03/06/2025

Chief Operating Officer _____  Date: 03/06/2025

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____  Date: 3/6/2025

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____  Date: 3/6/2025

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____  Date: 03/10/2025

Remarks: _____

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

Budget Transfer Authorization

Budget Transfer No: _____

Date: March 5, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101756	Transmission Main Design	\$200,000
2590	250	101801	Distribution Project A	\$250,000
2590	250	101672	WSA-018 – Distribution System Upgrades	\$700,000
3070	300	101800	Underground Fuel Tanks – Service Center	\$600,000

Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101533	NC-041 Transmission Main Replacement	\$1,750,000

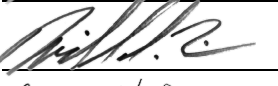
Statement as to Necessity of Budget Transfer:

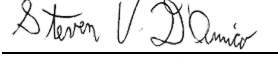
Additional funds are required to complete the replacement of the entire alignment. 2025 Capital Budget only contemplated partial replacement. Funds are available for transfer as follows:


- 2595-101756 – No transmission main design projects under consideration
- 2590-101801 – No new distribution design projects under consideration
- 2590-101672 – Bids came in lower than anticipated/budgeted
- 3070-101800 – Fuel tank replacement project delayed.

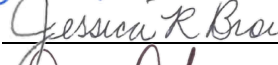
Required Approvals*


Unit Head:  3/6/2025


Dept. Head:  3/6/2025

Business Office Manager:  3/6/2025

Executive Engineer:  3/6/2025

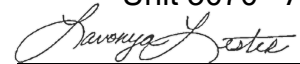
Comptroller:  3/6/25


Chief Financial Officer:  03/06/2025

Chief Operating Officer:  03/06/2025

Board Resolution Date: _____

Unit 3070 - Approval

 03/06/2025

 03/06/2025

* 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>							
	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