



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

December 6, 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. 202200014
MP-090 STP Filtration System Improvements

The Engineering Department is requesting the transfer of funds to the 2024 capital budget for the above-referenced project. This budget transfer will fund ongoing construction efforts at the plant through the end of 2024. In June 2024, funding was transferred from this project into Contract MP-091 to fund the initial phase of the Lead Service Line Replacement (LSLR) Program and ensure that the Authority will be in the best possible position to compete for grant funding through the NYSEFC Water Infrastructure & Improvement (WIIA) program.

A total of \$4,500,000.00 is being requested to be transferred to Contract MP-090 from Contract MP-091. Funds are available in Contract MP-091 due to the fact that the Authority was not awarded the grant and LSLR Program did not proceed as quickly as anticipated.

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:


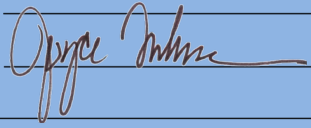
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> 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>12/6/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>12/06/2024</u>
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>12/9/2024</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>12/09/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>12/9/2024</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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Budget Transfer Authorization

Budget Transfer No: _____

Date: December 6, 2024

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1030	250	101664	Corrosion Control Program Management (MP-091)	\$4,500,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2510	250	101506	Filter Gallery Piping Design	\$4,500,000

Statement as to Necessity of Budget Transfer:

Funds are necessary to fund ongoing construction at the STP treatment plant. In June 2024, budgeted funds for this work were previously reallocated to begin the lead service line replacement program and position the ECWA for grant funding for the program. These funds are now available due to the fact that the lead service line program has moved slower than anticipated and the ECWA did not receive the grant funding.

Required Approvals*

Unit Head:  12/6/2024

Dept. Head:  12/6/2024

Business Office Manager:  12/8/2024

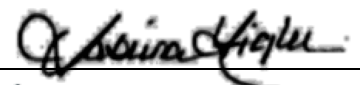
Executive Engineer:  12/9/2024

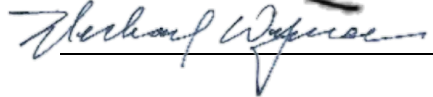
Comptroller:  12/6/2024

Chief Financial Officer: _____

Chief Operating Officer:  12/06/2024

Board Resolution Date: _____

 12/6/2024.....

 12/6/2024

* 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