



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

March 1, 2019

To: Steve D'Amico, Business Office Manager

From: Leonard F. Kowalski, Senior Distribution Engineer

A handwritten signature in black ink, appearing to read "LFK", is written over the name Leonard F. Kowalski.

Subject: Budget Transfer

There were four waterline replacement projects in 2018. All four projects were substantially completed in 2018, but there is restoration remaining on two of the projects and all four projects need a final walk through performed. During the development of the 2019 budget, it was assumed that all four projects would be completely finished in 2018, but that did not happen. The projects ran late into the year and the weather wasn't conducive to performing restoration work. Therefore, a new budget item for each project needs to be created in the 2019 budget and the budget items need to be funded.

The Engineering Department is therefore requesting a budget transfer in the amount of \$80,000 within the same unit, Unit 2590 Engineering/Construction Distribution Mains. The WSA-13 project was recently bid and came in under budget. The excess funds from WSA-13 will be used to fund the unfinished projects from 2018.

cc: R.Stoll

Budget Transfer Authorization

Budget Transfer No: _____

Date: 3-1-19

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
2590	Eng/Const	101350	WSA-13	\$80,000

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
2590	Eng/Const	101263	EA-11	\$20,000
"	"	101264	WSA-12	\$20,000
"	"	101265	NC-36	\$20,000
"	"	101266	CH-9	\$20,000

Statement as to Necessity of Budget Transfer:

The four waterline replacement projects from 2018 have restoration and/or punch list items ~~remaining~~ remaining.
 These projects need to be funded in 2019 in order to complete the projects.

Required Approvals*:

Unit Head:

Samuel F. Knaulh - 3-1-19 _____

Dept. Head:

Budget/Financial Analyst:

[Signature] 3/1/19 _____

Executive Engineer:

[Signature] 3/5/19 _____

Comptroller:

Deputy Director:

[Signature] 3/6/19 _____

Executive Director:

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