



**Financial Services Group**  
**Procurement**  
**Construction and Contract Services**  
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## Memorandum

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**To: Honorable Board of Directors**

**From: Daniel Edwards, Procurement Manager**

**Date: June 8, 2023**

**RE: Contract No. 1802774, Change Order No. 3, Board Item No. 2023-149  
Scrivener's Error**

Contract No. 1802774 Change Order No. 3 (Springwells Water Treatment Plant 1930 Sedimentation Basin Sluice Gates, Guides, and Hoist Improvements), Board Item No. 2023-149 was presented to and approved by the GLWA Board of Directors on May 24, 2023. However, the change order number on the board letter was numbered as "Change Order No. 2" and should have been numbered as "Change Order No. 3".

Change Order No. 2 was executed on September 27, 2022, for language only and did not require board approval. Therefore, the board item presented to the Board of Directors on May 24, 2023, is Change Order No. 3.

Please consider this a communication of a Scrivener's error as it pertains to the change order number.