



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
October 27, 2025

To: Jennifer Hibit, Secretary to the Authority

From: Michael J. Quinn, PE, Director of Distribution

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

Subject: 2025 Capital Budget Transfer
ECWA Project No. 201900208
Contract GHD-008, Van de Water WTP Residuals Improvements

The Engineering Department is requesting a transfer of funds for the following 2025 Capital Budget Item:

- Unit 2515 – Engineering/Construction Van de Water
- Item 101537 – GHD-008 VDW WTF Residuals

Funding is required to fund additional construction tasks and for costs associated with delays in the schedule for the referenced contract with Hohl Industrial Services Inc.

A total of \$360,000 is being requested to be transferred from the following 2025 Capital Budget Item:

- Unit 2520 – Engineering/Construction Control
- Item 101512 – Ball PS – Pumping Improvements

Funds are available in the Ball PS Project due to delays in the completion of the design and subsequent bidding schedule for construction. The project is now anticipated to be advertised for bids in late 2025.

MJQ:jmf
Attachments
cc: C.Eaton
J.Tomaka
L.Kowalski
D.Seider
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:

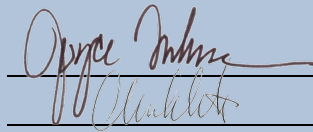
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 11/10/2025

Chief Operating Officer



Date: 10/27/2025

Claims Rep. – Risk Manager

Date: _____

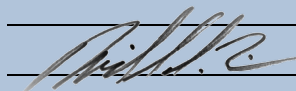
Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution



Date: 10/27/2025

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Operations

Date: _____

Director of Planning & Water Supply

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 11/6/2025

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 11/10/25

Remarks: _____

Resolution Date: _____ Item No: _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: October 31, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101512	Ball Pumping Station Pumping Improvements	\$360,000.00

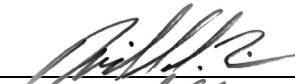
Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101537	GHD-008-Van de Water WTP Residuals	\$360,000.00

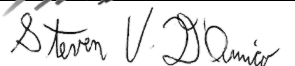
Statement as to Necessity of Budget Transfer:

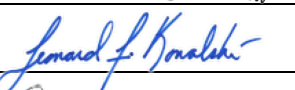
Funds required for GHD-008 to fund additional construction incurred due to additions to the work and delays in construction. Funds are available in the Ball Pump Station project due to delays in the project design and bid schedule.

Required Approvals*

Unit Head:  10/27/2025 _____

Dept. Head:  10/27/2025 _____

Business Office Manager:  10/28/2025

Executive Engineer:  11/6/2025

Comptroller:  10/27/2025

Chief Financial Officer:  11/07/2025

Chief Operating Officer:  10/27/2025

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

Revised 8/14/2020

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

Revised 9/17/2008