ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 3, 2026

To: Jennifer L. Hibit, Secretary to the Authority

From: Michael Quinn, Director of Distribution

Subject: 2026 Capital Budget Transfer
ECWA Project No. 202000177
MP-086 – Ball Pumping Station – Pumping Improvements

The Engineering Department is requesting the transfer of funds to the 2026 capital budget for the above-referenced project. This budget transfer is required to fund ongoing construction efforts at the Ball Pumping Station. Additional funding is required due to a slightly earlier bid advertisement date and more work being completed in 2026 than originally anticipated.

A total of $6,00,000.00 is being requested to be transferred to Contract MP-086 from a combination of Contract HE-001 – Sturgeon Point Line Maintenance Facility ($1,500,000) and the Lead Service Line Inventory program ($4,500,000). Funds are available in Contract HE-001 due to the fact that bids for the project, advertised in the summer of 2026, came in higher than anticipated when originally budgeted. Project will be rebid for construction in 2027. Funds are available in the Lead Service Line Inventory project due to less work being required.

The following lists the applicable budget items:

- Contract MP-086
  - Unit 2520 – Engineering/Construction Control
  - Item 101512 – Ball Pump Station – Pumping Improvements
- Contract HE-001
  - Unit 2510 – Engineering/Construction Sturgeon Point
  - Item 101504 – Line Maintenance Storage Facility
- Lead Service Line Inventory
  - Unit 2590 - Engineering/Construction Distribution Mains
  - Item 101802 - Lead Service Line Inventory

MWW:jmf
Attachments
cc: C.Eaton
J. Tomaka
L. Kowalski
L.Lester

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ERIE COUNTY WATER AUTHORITY AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents

Requestor/Project Mgr.: Michael Quinn **Project No.:** 202000177

Document Name/Description: 2026 Capital Budget Amendment, MP-086 Ball Pumping Station Improvements

Item Description: **Choose one:** Budget Amendment - Capital

Other:

Action Requested: **Choose one:** Board Authorization to Execute

Other:

☐ ***If Applicable*, the MPO Amendment Form has been submitted to Central Purchasing.**

APPROVED AS TO CONTENT:

✓**Required Approvals:**

☑	Chief Financial Officer		Date:	11/06/2026
☑	Chief Operating Officer		Date:	11/03/2026
☐	Claims Rep. – Risk Manager		Date:	
☐	Comptroller		Date:	
☐	Director of Administration		Date:	
☑	Director of Distribution		Date:	11/3/2026
☐	Director of Human Resources		Date:	
☐	Director of Cybersecurity & IT		Date:	
☐	Director of Planning & WS		Date:	
☐	Director of Production		Date:	
☐	Director of Water Quality		Date:	
☑	Executive Engineer		Date:	11/4/2026
☐	General Counsel (Legal)		Date:	
☐	Sr. Director of Operations & Infra.		Date:	
☐	Other:		Date:	

APPROVED FOR BOARD RESOLUTION

Secretary to the Authority _____ Date: 11/9/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: Michael Quinn

Date: 11/03/2026

Transfer From:

Unit	Dept.	Item No. O&M	Item No. Capital	Description	Amount
2510	Engineering		101504	Sturgeon Point Line Maintenance Facility (HE-001)	$ 1,500,000.00
2590	Engineering		101802	Lead Service Line Inventory	$ 4,500,000.00
Unit:	Department:				

Transfer To:

Unit	Dept.	Item No. O&M	Item No. Capital	Description	Amount
2520	Engineering		101512	Ball Pumping Station - Pumping Improvements (MP-086)	$ 6,000,000.00
Unit:	Department:				
Unit:	Department:				

Explanation Regarding the Need for Budget Transfer:

Additional funds required for Contract Mp-086 due to a slightly earlier bid advertisement date and more work completed in 2026 than originally anticipated. Funds are available in contract HE-001 do higher than budgeted ~~bids resulting in the need to rebid. Construction scheduled for 2027. Funds are available in the Lead Service~~ Line Inventory contract do to less work than anticipated.

Required Approvals*:

		Signature	Date
☑	**Unit Head:**		11/3/2026
☑	**Dept. Head:**		11/3/2026
☐	**Business Office Manager:**		
☐	**Executive Engineer:**		11/4/2026
☐	**Comptroller:**		
☑	**Chief Financial Officer:**		
☐	**Chief Operating Officer:**		11/03/2026
☐	**Board Resolution:**		

***See Next page for Schedule A "Approvals Required for Budget Transfers" and Schedule B "Approvals Required for Creation of New Budget Items".**

Schedule “A”

Approvals Required for Budget Transfers:

If the Budget Transfer is:	Necessary Approvals							
	Unit Head	Dept. Head	Business Office Manager	Executive Engineer	Comptroller	Chief Financial Officer	Chief Operating Officer	ECWA Board
Up to $75,000 (O&M) or $100,000 (Capital) within the same Unit	X	X	X					
Up to $75,000 (O&M) or $100,000 (Capital) between Units in same Dept.:								
Administrative Department	X	X	X		X	X		
Distribution Department	X	X	X	X				
Engineering Department	X	X	X	X				
Production Department	X	X	X	X				
Water Quality	X	X	X	X				
Up to $75,000 (O&M) or $100,000 (Capital) between Depts.	X	X	X	X	X	X	X	
$75,000 and above (O&M) or $100,000 (Capital)	X	X	X	X	X	X	X	X

Schedule “B”

Approvals Required for Creation of New Capital Budget Items:

Amount Requested:	Necessary Approvals							
	Unit Head	Dept. Head	Business Office Manager	Executive Engineer	Comptroller	Chief Financial Officer	Chief Operating Officer	ECWA Board
Under $10,000	X	X	X	X	X	X	X	
$10,000 and above	X	X	X	X	X	X	X	X