



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 6, 2026

To: Jennifer Hibit, Secretary to the Authority

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

Subject: 2026 Operation and Maintenance Budget Transfer
Frozen Service Repairs

The Engineering Department is requesting a transfer of funds for the following 2026 O&M Budget Item:

- Unit 2525 – New Services
- Item 15 – Payments to Contractors - Repair

The 2026 budget did not take into consideration the large number of frozen services that required thawing and/or replacement due to extreme cold temperatures experienced during the winter of 2026. Additional funds are required to replenish funds spent on work completed by Russo Development, Inc. and Mark Cerrone, Inc. to perform these services.

A total of \$200,000.00 is requested to be transferred from the following units, which should be sufficient to cover the remainder of the 2026 O&M budget year:

- Unit 7510 – General Expenses
- Item 20 – Miscellaneous
- Amount - \$100,000.00

- Unit 2535 – Restoration
- Item 18 – Payments to Contractors – Restoration
- Amount - \$100,000.00

Attached find a fully executed Budget Transfer Form.

MJQ:jmf
Attachments
cc: L.Kowalski
J.Tomaka
L.Lester

**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:

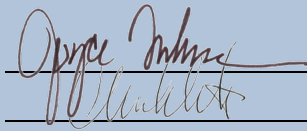
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 08/10/2026

Chief Operating Officer



Date: 08/06/2026

Claims Rep. – Risk Manager

Date: _____

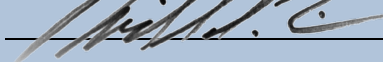
Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution



Date: 8/6/2026

Director of Human Resources

Date: _____

Director of IT

Date: _____

Sr. Director of Operations & Infra

Date: _____

Director of Planning & Water Supply

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 8/6/2026

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 08/10/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: _____

Date: _____

Transfer From:

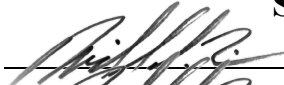
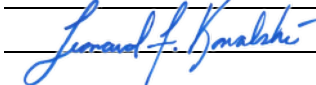
Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Transfer To:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Explanation Regarding the Need for Budget Transfer:

Required Approvals*:

	Signature	Date
Unit Head:		8/6/2026
Dept. Head:		8/6/2026
Business Office Manager:		
Executive Engineer:		8/6/2026
Comptroller:		
Chief Financial Officer:		
Chief Operating Officer:		08/06/2026
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