




ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
May 2, 2025

To: Terrence D. McCracken, Secretary to the Authority

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

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 phase engineering services for the referenced contract with GHD Consulting Services associated with the extended construction duration

A total of \$265,000.00 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. Less construction work will be completed in 2025 than originally anticipated.

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:

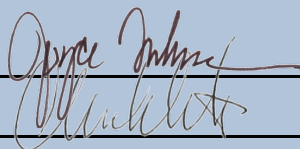
Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 05/05/2025

Chief Operating Officer



Date: 05/02/2025

Claims Rep. – Risk Manager

Date: _____

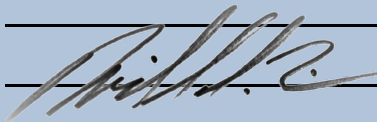
Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution



Date: 5/2/2025

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 5/2/2025

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 05/05/2025

Remarks: _____

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: May 2, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	250	101512	Ball PS - Pumping Improvements	\$265,000


Transfer To:


Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	250	101537	GHD-008 VDW WTP Residuals	\$265,000

Statement as to Necessity of Budget Transfer:

Funds required for GHD-008 to fund additional engineering services incurred due to extended construction schedule. Funds are available in the Ball Pumping Station project due to delays in the project design and bid schedule.

Required Approvals*

Unit Head:  5/2/2025 _____

Dept. Head  5/2/2025 _____

Business Office Manager:  5/2/2025 _____

Executive Engineer:  5/2/2025 _____

Comptroller:  5/2/2025 _____

Chief Financial Officer:  05/02/2025 _____

Chief Operating Officer:  05/02/2025 _____

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