



## ERIE COUNTY WATER AUTHORITY

### INTEROFFICE MEMORANDUM

January 23, 2026

To: Jennifer Hibit, Secretary to the Authority

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

Subject: 2025 Capital Budget Transfer  
MP-084 – Transmission Main Replacement

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The Engineering Department is requesting a budget transfer for additional funding of the following 2025 capital budget item:

- Unit 2595 – Engineering/Construction Transmission Mains
- Item 101521 – MP-084 Transmission Main Replacement

There was significant schedule delays associated with this project, which pushed more work into 2025 than originally anticipated, therefore funds need to be reallocated within this unit to cover the work performed in 2025.

A total of \$525,000.00 is being requested to be transferred from Contract W-030 as follows:

- Unit 2520 – Engineering/Construction Control
- Item 101362 – W-030 Transmission Main Replacement

Attached find a fully executed Budget Transfer Form.

MJQ:jmf

Attachments

cc: C.Eaton  
J.Tomaka  
L.Kowalski  
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: 01/23/2026

Date: 2/3/2026

Chief Operating Officer

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Claims Rep. – Risk Manager

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Comptroller

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

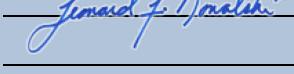
Director of Administration

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

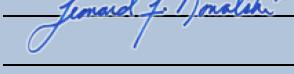
Director of Distribution

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Human Resources

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of IT

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Operations

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Planning & Water Supply

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Production

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Water Quality

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Engineer

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

General Counsel (Legal)

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

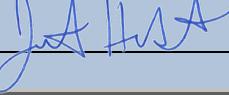
Date: \_\_\_\_\_

Date: \_\_\_\_\_

Other: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 2/3/26

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:**

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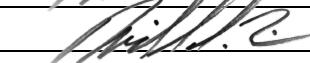
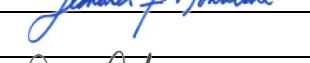


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**Required Approvals\*:**

	Signature	Date
Unit Head:		1/16/2026
Dept. Head:		1/16/2026
Business Office Manager:		1/23/2026
Executive Engineer:		1/23/2026
Comptroller:		01/23/2026
Chief Financial Officer:		01/23/2026
Chief Operating Officer:		01/23/2026
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:

<b>If the Budget Transfer is:</b>	<b>Necessary Approvals</b>							
	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:

<b>Amount Requested:</b>	<b>Necessary Approvals</b>							
	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