



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

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

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:

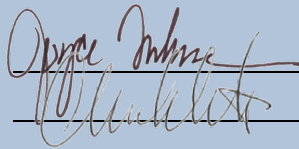
Choose one: _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



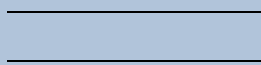
Date: 01/23/2026

Chief Operating Officer



Date: 2/3/2026

Claims Rep. – Risk Manager



Date: _____

Comptroller



Date: _____

Director of Administration



Date: _____

Director of Distribution



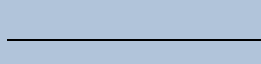
Date: 1/23/2026

Director of Human Resources



Date: _____

Director of IT



Date: _____

Director of Operations



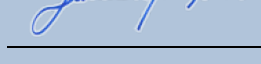
Date: _____

Director of Planning & Water Supply



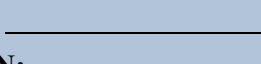
Date: _____

Director of Production



Date: _____

Director of Water Quality



Date: _____

Executive Engineer



Date: 1/23/2026

General Counsel (Legal)



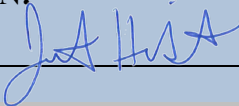
Date: _____

Other: _____

Date: _____

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:

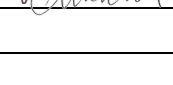
Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Transfer To:

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

Explanation Regarding the Need for Budget Transfer:

Required Approvals*:

	Signature	Date
Unit Head:		1/16/2026
Dept. Head:		1/16/2026
Business Office Manager:		
Executive Engineer:		1/23/2026
Comptroller:		
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:

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