ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 6, 2026

To: Jennifer Hibit, Secretary to the Authority

From: Daniel J. Seider, PE, Director of Production DJS

Subject: 2026 Capital Budget Amendment and Budget Transfer
Van de Water WTP 1-inch Sample Line Installation
PN 202600269

To place the north discharge header at Van de Water WTP into service requires the installation of a 1-inch sample line. This line will be connected to the 48-inch transmission main, approximately 60 feet outside the building and extend to the laboratory inside the treatment plant. The sample line will supply the on-line instruments that measure chlorine residual, pH, and fluoride residual. This work will allow us to take south discharge header out of service for repairs to a 3-inch and 1-inch connection.

The Production Department is requesting the creation of 2026 Capital Budget Item 101929 and the transfer of funds from the following budget line:

Department: 100 - Production
Unit: 1015 – Van de Water Plant
Item: 101825 – Filter 1 Valves and Actuators Replacement

The funds are available in the above-referenced project due to long lead times associated with the new butterfly valves and venturi meter being installed as part of that project.

A total of $75,000 is being requested to be transferred. The work will be completed by Kandey Company, Inc. since it will require a tapping saddle and tap on pre-stressed concrete cylinder pipe (PCCP). The work inside the building will be completed by ECWA personnel.

DJS:jmf
cc: L.Kowalski, PE
P.Miklos
VAWA-771-202601

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

Requestor/Project Mgr.: Daniel J. Seider, PE **Project No.:** 202600269

Document Name/Description: 2026 Capital Budget Amendment, Van de Water WTP 1-inch Sample Line Installation

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:	11/9/2026
☑	Chief Operating Officer	Date:	11/09/2026
☐	Claims Rep. – Risk Manager	Date:	
☐	Comptroller	Date:	
☐	Director of Administration	Date:	
☐	Director of Distribution	Date:	
☐	Director of Human Resources	Date:	
☐	Director of Cybersecurity & IT	Date:	
☐	Director of Planning & WS	Date:	
☑	Director of Production	Date:	11/9/26
☐	Director of Water Quality	Date:	
☑	Executive Engineer	Date:	11/9/2026
☐	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: Daniel J. Seider, PE

Date: 11/04/2026

Transfer From:

Unit	Dept.	Item No. O&M	Item No. Capital	Description	Amount
1015	Production		101825	Filter 1 Valves & Actuators Replacement	$ 75,000.00
Unit:	Department:				
Unit:	Department:				

Transfer To:

Unit	Dept.	Item No. O&M	Item No. Capital	Description	Amount
1015	Production		101929	Van de Water WTP 1-inch Sample Line Installation	$ 75,000.00
Unit:	Department:				
Unit:	Department:				

Explanation Regarding the Need for Budget Transfer:

Installation of a 1" sample line for the north 48" transmission main at the VDW Treatment Plant.

Required Approvals*:

		Signature	Date
✔	Unit Head:	Daniel J. Seider	11/9/26
✔	Dept. Head:	Daniel J. Seider	11/9/26
☐	Business Office Manager:		
☐	Executive Engineer:		
☐	Comptroller:		
☐	Chief Financial Officer:		
☐	Chief Operating Officer:		11/09/2026
☐	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 (0&M) or $100,000 (Capital) within the same Unit	X	X	X					
Up to $75,000 (0&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 (0&M) or $100,000 (Capital) between Depts.	X	X	X	X	X	X	X	
$75,000 and above (0&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