



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

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

Subject: 2025 Capital Budget Transfer
ECWA Project No. 202500057 and 202500089
Lead Service Line Inventory

The Engineering Department is requesting a transfer of funds for the following 2025 Capital Budget Item:

- Unit 2590 – Engineering/Construction Distribution Mains
- Item 101802 – Lead Service Line Inventory

Funding is required to fully fund Lead Service Line Investigation – Contract 1 (PN 202500057, which was bid in April 2025), Lead Service Line Investigation – Contract 2 (PN 202500089, which will be bid later in the spring of 2025) and associated engineering fees for construction phase services for each contract.

A total of \$3,500,000.00 is being requested to be transferred from the following 2025 Capital Budget Item:

- Unit 2590 – Engineering/Construction Distribution Mains
- Item 101804 – Lead Service Line Replacement

Funds are available in this item due to the fact that the Engineering Department chose relatively small projects to begin this program in 2025 due to the unknowns of how they would progress as well as a slightly delayed program schedule.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski

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: 05/02/2025

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: 5/5/2025

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 |
|------|------|---------------------------|-------------------------------|-------------|
| 2590 | 250 | 101804 | Lead Service Line Replacement | \$3,500,000 |
| | | | | |
| | | | | |

Transfer To:

| Unit | Dept | Capital / O&M Item No. | Description | Amount |
|------|------|---------------------------|-----------------------------|-------------|
| 2590 | 250 | 101802 | Lead Service Line Inventory | \$3,500,000 |

Statement as to Necessity of Budget Transfer:

Additional funding is necessary due to the need to complete a second lead service line investigation project in 2025. Funds are available in the Lead Service Line Replacement item due to a slightly delayed project schedule and smaller projects being considered in 2025.

Required Approvals*

Unit Head:  5/2/2025

Dept. Head:  5/2/2025

Business Office Manager:  5/2/2025

Executive Engineer:  5/7/2025

Comptroller:  For Jessica Brown 05/02/2025

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