



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
October 3, 2025

To: Jennifer Hibit, Secretary to the Authority

From: William W. Wheeler, PE, Director of Planning & Water Supply

A handwritten signature in blue ink, appearing to be "WW", enclosed within a blue circular scribble.

Subject: 2025 Capital Budget Transfer  
Windom Garage Extension (Locker/Break Area)  
PN 202500222

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The Engineering Department is requesting the establishment and funding of a new 2025 Capital Budget Item:

- Unit 1020 – Control Operations
  - Item 101882 – Windom Garage Extension (Locker/Break Area)

This budget item is required to provide employees with a clean environment to have meetings, breaks, and storage of personal belongings outside an active maintenance garage. The addition will be built with ECWA forces for a cost-effective improvement of the work environment for the Pump Mechanic Group.

A total of \$30,000.00 is being requested to be transferred from the following 2025 Capital Budget Items:

- Unit 1020 – Control Operations
  - Item 101749 – Pump Station Pump Replacement (\$15,000)
  - Item 101750 – PS CL2 Boosting and Water Quality (\$15,000)

Funds are available in this budget item due to material cost reduction for the Horner 2 Pump replacement and the CL2 vaults and buildings.

WWW:jmf  
Attachments  
cc: C.Eaton  
J.Tomaka  
L.Kowalski  
M.Quinn  
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:**

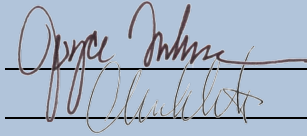
Choose one \_\_\_\_\_

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

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer



Date: 10/03/2025

Chief Operating Officer



Date: 10/03/2025

Claims Rep. – Risk Manager

\_\_\_\_\_

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

Comptroller

\_\_\_\_\_

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

Director of Administration

\_\_\_\_\_

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

Director of Distribution

\_\_\_\_\_

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

Director of Human Resources

\_\_\_\_\_

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

Director of IT

\_\_\_\_\_

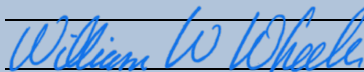
Date: \_\_\_\_\_

Director of Operations

\_\_\_\_\_

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

Director of Planning & Water Supply



Date: 10-03-25

Director of Production

\_\_\_\_\_

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

Director of Water Quality

\_\_\_\_\_

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

Executive Engineer



Date: 10/6/2025

General Counsel (Legal)

\_\_\_\_\_

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

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

\_\_\_\_\_

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority



Date: 10/06/2025

Remarks: \_\_\_\_\_

Resolution Date: \_\_\_\_\_ Item No: \_\_\_\_\_

## Budget Transfer Authorization

Budget Transfer No: \_\_\_\_\_

Date: October 3, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	250	101749	Pump Station Pump Replacement	\$15,000
1020	250	101750	PS CL2 Boosting and Water Quality	\$15,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1020	250	101882	Windom Garage Extension (Locker/Break Area)	\$30,000

### Statement as to Necessity of Budget Transfer:

Creation of a 2025 Capital Budget Item and funding to purchase materials for a building addition at the Windom Maintenance Garage. The purchase of these materials was contemplated in 2025, however funding was not included due to projected scheduling conflicts with other budgeted projects. Project material delays have opened time for the Pump Mechanic Group to complete the project. Funds are available in this budget item due to material cost reduction for the Horner 2 Pump replacement and the CL2 vaults and buildings.

### Required Approvals\*

Unit Head: William W Wheeler 10-03-25 \_\_\_\_\_

Dept. Head: William W Wheeler 10-03-25 \_\_\_\_\_

Business Office Manager: Steven V. Domico 10/6/2026 \_\_\_\_\_

Executive Engineer: \_\_\_\_\_

Comptroller: \_\_\_\_\_

Chief Financial Officer: [Signature] 10/03/2025

Chief Operating Officer: [Signature] 10/03/2025

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