




ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
January 23, 2026

To: Jennifer Hibit, Secretary to the Authority 
From: William W. Wheeler, PE, Director of Planning & Water Supply
Subject: 2026 Capital Budget Transfer
Windom Garage Extension (Locker/Break Area)
PN 202500222

The Engineering Department is requesting the reestablishment and funding of a new 2026 Capital Budget Item:

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

This was a budgeted item in 2025 which funds were not entirely expended due to material delays (~25% utilized). This budget item is required to fund the completion of construction of the locker/break area at the Windom maintenance garage. The improvements will be built with ECWA forces.

A total of \$30,000.00 is being requested to be transferred from the following 2026 Capital Budget Items:

- Unit 1020 – Control Operations
 - Item 101879 – Pump Station Pump Replacement (\$30,000)

Funds are available in this budget item due to material cost reduction for the Jewett-Holmwood Pumps 1, 2, and 3 replacements.

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

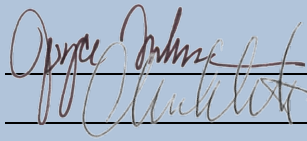
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



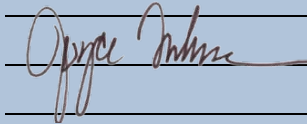
Date: 01/23/2026

Chief Operating Officer



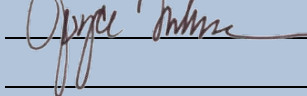
Date: 2/3/2026

Claims Rep. – Risk Manager



Date: _____

Comptroller



Date: 2/3/2026

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: 01-23-2026

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 2/2/2026

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 2/3/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: _____

Date: _____

Transfer From:



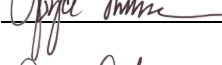
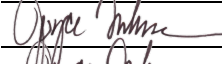

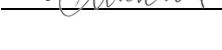

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Transfer To:

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

Explanation Regarding the Need for Budget Transfer:

Required Approvals*:

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