



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 6, 2026

To: Jennifer Hibit, Secretary to the Authority

From: Michael J. Quinn, PE, Director of Distribution

Subject: 2026 Capital Budget Transfer

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

The Engineering Department is requesting a budget transfer for additional funding of the following 2026 capital budget item:

- Unit 3070 – Service Center
- Item 101334 – Comprehensive Facilities Plan

Additional funds are required for the following capital projects:

- AppleTree relocation and furniture costs for Customer Service, Legal, and Finance.
- Service Center restroom renovations and Van de Water WTP women's locker room design.
- Service Center Condition Assessment and Capital Planning.
- Replacement of the Service Center Garage Heaters.
- Replacement of a small portion of the Service Center roof.

During 2026 several new projects were brought to our attention that were not contemplated during the 2026 budget process that will require funding for this fiscal year. The complete scope of work for the AppleTree relocation was recently developed, which assisted with finalizing the funds required for the project. The Van de Water WTP women's locker room design progressed through 2026 which required additional design fees for completion. In addition to the garage heaters and minor roof repair project at the Service Center, it was decided to move forward with a condition assessment and capital planning project for short-term and long-term capital project planning at this facility.

A total of \$1,250,000.00 is being requested to be transferred from Lead Service Line Inventory budget as follows:

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

Funds are available in this budget item due to a combination of competitive bid prices for the lead service line work and a lower than expected number of lead service lines requiring identification.

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

Requestor/Project Mgr.: Michael J. Quinn, PE **Project No.:** 202300077

Document Name/Description: 2026 Capital Budget Amendment, LA-007, Ph-3, AppleTree Business Park

Item Description: **Choose one:** Budget Amendment - Capital

Other: _____

Action Requested: **Choose one:** Board Authorization to Execute

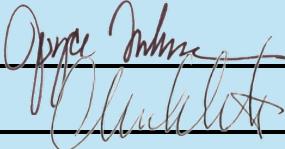
Other: _____



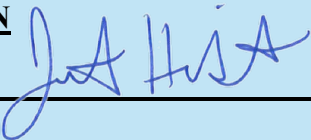
If Applicable, the MPO Amendment Form has been submitted to Central Purchasing.

APPROVED AS TO CONTENT:

✓Required Approvals:

☒	Chief Financial Officer	<u></u>	Date: <u>10/06/2026</u>
☒	Chief Operating Officer	<u></u>	Date: <u>10/06/2026</u>
☐	Claims Rep. – Risk Manager	_____	Date: _____
☐	Comptroller	_____	Date: _____
☐	Director of Administration	_____	Date: _____
☒	Director of Distribution	<u></u>	Date: <u>10/6/2026</u>
☐	Director of Human Resources	_____	Date: _____
☐	Director of Cybersecurity & IT	_____	Date: _____
☐	Director of Planning & WS	_____	Date: _____
☐	Director of Production	_____	Date: _____
☐	Director of Water Quality	_____	Date: _____
☒	Executive Engineer	<u></u>	Date: <u>10/6/2026</u>
☐	General Counsel (Legal)	_____	Date: _____
☐	Sr. Director of Operations & Infra.	_____	Date: _____
☐	Other:	_____	Date: _____

APPROVED FOR BOARD RESOLUTION

Secretary to the Authority  Date: 10/7/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: Michael J. Quinn, PE

Date: 10/01/2026

Transfer From:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		
2590	Engineering		101802	Lead Service Line Inventory	\$ 1,250,000.00
Unit:	Department:				
Unit:	Department:				

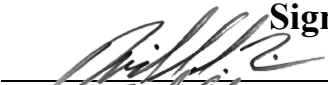
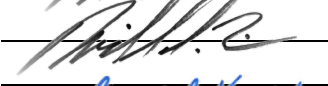
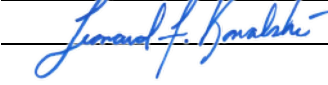
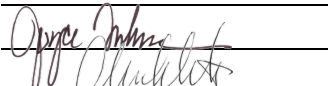
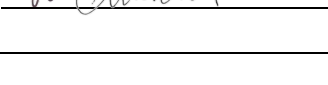
Transfer To:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		
3070	Engineering		101334	LA-007 Comprehensive Facilities Plan	\$ 1,250,000.00
Unit:	Department:				
Unit:	Department:				

Explanation Regarding the Need for Budget Transfer:

Transfer of funds is required for Contract LA-007 for Apple Tree Business Park office renovations and completion of design and capital planning for the existing Service Center. Funds are available in the Lead Service Line Inventory due to less work being required than originally anticipated.

Required Approvals*:

	Signature	Date
☒ Unit Head:		10/6/2026
☒ Dept. Head:		10/6/2026
☐ Business Office Manager:		
☐ Executive Engineer:		10/6/2026
☐ Comptroller:		
☒ Chief Financial Officer:		10/06/2026
☐ Chief Operating Officer:		10/06/2026
☐ 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