



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 25, 2026

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: 2026 O&M Budget Transfer
Water Purchase
Unit 1020 O&M Item 25

The Engineering Department is requesting the transfer of funds within the Control Operations O&M unit for the purchase of water for the following item:

- Unit 1020 – Control Operations
 - Item 25 – Water Purchase

This budget item is required for the purchase of water from the City of Buffalo. The amount of water purchased from the City of Buffalo is elevated this year for two primary reasons: (1) the increased number of breaks this past winter due to the cold which increased pumping through the distribution system and (2) the preventative maintenance on the 48-inch transmission main out of STP.

The original budget was \$175,000; a \$100,000 amendment was previously processed which made the adjusted budget amount \$275,000. The additional \$100,000 that is being requested is anticipated to cover the additional usage for the remainder of 2026.

A total of \$100,000.00 is being requested to be transferred from the following 2026 O&M Item:

- Unit 1020 – Engineering/Construction
 - Item 19 – Payment to Contractors - Other

Excess funding is available in Item 19 due to the limited use of outside contractors in the first half of 2026.

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

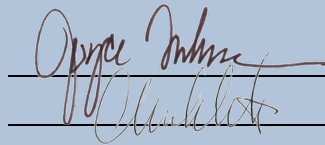
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 08/27/2026

Chief Operating Officer



Date: 08/27/2026

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution

Date: _____

Director of Human Resources

Date: _____

Director of IT

Date: _____

Sr. Director of Operations & Infra

Date: _____

Director of Planning & Water Supply



Date: 08-26-26

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer



Date: 8/28/2026

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 09/04/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: William Wheeler

Date: 08/24/2026

Transfer From:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		
1020	Production	19		Payments to Contractors -Other	\$ 100,000.00
Unit:	Department:				
Unit:	Department:				

Transfer To:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		
1020	Production	25		Water Purchase	\$ 100,000.00
Unit:	Department:				
Unit:	Department:				

Explanation Regarding the Need for Budget Transfer:

With repairs on the 48" main out of STP scheduled in September and October we will need to purchase additional water from the City of Buffalo.

Required Approvals*:

	Signature	Date
☒ Unit Head:	<u>William W Wheeler</u>	<u>08-24-2026</u>
☒ Dept. Head:	<u>William W Wheeler</u>	<u>08-24-2026</u>
☐ Business Office Manager:		
☒ Executive Engineer:	<u>Leonard F. Knaleski</u>	<u>8/28/2026</u>
☐ Comptroller:		
☒ Chief Financial Officer:	<u>Oppe John</u>	<u>08/27/2026</u>
☒ Chief Operating Officer:	<u>Michael</u>	<u>08/27/2026</u>
☒ 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 \$100,000 (O&M) or \$150,000 (Capital) within the same Unit	X	X	X					
Up to \$100,000 (O&M) or \$150,000 (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 \$100,000 (O&M) or \$150,000 (Capital) between Depts.	X	X	X	X	X	X	X	
\$100,000 and above (O&M) or \$150,000 (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 \$15,000	X	X	X	X	X	X	X	
\$15,000 and above	X	X	X	X	X	X	X	X