




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 23, 2025

To: Terrence D. McCracken, Secretary to the Authority

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

Subject: 2025 Capital Budget Transfer
ECWA Project No. 202000134
HS-001 Van de Water WTP Capacity Expansion Project

The Engineering Department is requesting the re-establishment and funding of the following 2024 Capital Budget Item:

- Unit 2515 – Engineering/Construction Van de Water
- Item 101526 – HS-001 Van de Water Capacity Expansion Project

Funding is required to account for engineering services competed from December 1 to December 31, 2024, for which the associated invoice was not received until after the 2024 budget was closed. The project has been completed and as such no funds were included in the 2025 Capital Budget.

A total of \$30,000.00 is being requested to be transferred to Contract HS-001 from Contract MP-086, Ball Pumping Station Improvements. Funds are available in this contract due to the anticipated bidding schedule and long lead time for equipment and materials. It is unlikely that all of the funds budgeted for this project in 2025 will be spent.

DJS:jmf
Attachments
cc: C.Eaton
J.Tomaka
L.Kowalski
D.Seider
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:

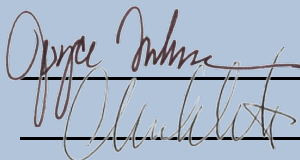
Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 06/24/2025

Chief Operating Officer



Date: 06/24/2025

Claims Rep. – Risk Manager

Date: _____

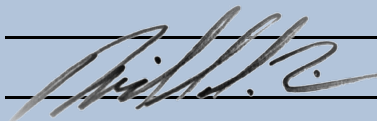
Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution



Date: 6/23/2025

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Production



Date: 7/14/2025

Director of Water Quality

Date: _____

Executive Engineer



Date: 7/10/2025

General Counsel (Legal)

Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 7/14/2025

Remarks: _____

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: June 23, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2520	100	101512	Ball PS – Pumping Improvements	\$30,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2515	100	101526	HS-001, Van de Water WTP Capacity Expansion Project	\$30,000.00

Statement as to Necessity of Budget Transfer:

Budget item reestablishment and transfer of funds required for engineering fees incurred in December 2024 but invoiced in 2025. The funds are available in Budget Item 101512 due to delays in advertising the project for bids and long lead times for equipment and materials.


Required Approvals*

Unit Head:  6/23/2025

Dept. Head:  6/23/2025

Business Office Manager:  6/24/2025

Executive Engineer:  7/10/2025

Comptroller:  6/24/25

Chief Financial Officer:  06/24/2025

Chief Operating Officer:  06/24/2028

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