




**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
July 1, 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. 202000058  
WSA-015 – Water System Upgrades Town of Hamburg and City of Lackawanna

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

- Unit 2590 – Engineering/Construction Distribution Mains
- Item 101518 – WSA-015 Waterline Replacement

Funding is required to account for construction costs and construction phase engineering fees required to complete the project originally budgeted for completion in 2024. Construction completion was delayed due to access issues through Norfolk and Southern Railroad right of way including the requirement for the railroad to construct an access road to the work site.

A total of \$400,000.00 is being requested to be transferred to Contract WSA-015 from the 2025 capital budget as follows:

- Unit 2595 – Engineering/Construction Transmission Mains
- Item 101362 – W-030 Transmission Main Replacement

Funds are available in this contract due to delays in the project schedule and long lead times for materials. It is unlikely that all of the funds budgeted for this project in 2025 will be spent.

MJQ:jmf  
Attachments  
cc: C.Eaton  
J.Tomaka  
L.Kowalski  
M.Bellacose  
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: 07/02/2025

Chief Operating Officer



Date: 07/02/2025

Claims Rep. – Risk Manager

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

Comptroller

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

Director of Administration

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

Director of Distribution



Date: 7/2/2025

Director of Human Resources

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

Director of IT

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

Director of Production

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

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:** July 1, 2025

**Transfer From:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$400,000.00

**Transfer To:**

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101518	WSA-015 Waterline Replacement	\$400,000.00

### **Statement as to Necessity of Budget Transfer:**

Budget item reestablishment and funds transfer for Contract WSA-015 required for construction costs and engineering fees originally anticipated in 2024. Funds are available in Contract W-030 due to project delays and long lead time materials.

### **Required Approvals\***

**Unit Head:**  7/2/2025

**Dept. Head**  7/2/2025

**Business Office Manager:**  7/2/2025

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

**Comptroller:**  7/2/2025

**Chief Financial Officer:**  07/02/2025

**Chief Operating Officer:**  07/02/2025

**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