



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
May 21, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Director of Distribution

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

Subject: 2025 Capital Budget Transfer  
Contract WE-005  
Water System Improvements  
Town of Hamburg  
ECWA Project No. 202200055

---

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

- Unit 2590 – Engineering/Construction Distribution Mains
- Item 101674 – WE-005 Waterline Replacement

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

A total of \$2,000.00 is being requested to be transferred to Contract WE-005, Water System Improvements, Town of Hamburg, from Contract W-030, Transmission Main Replacement. Funds are available in this contract due to the anticipated bidding schedule and long lead time equipment and materials as it is unlikely that all of the funds budgeted for 2025 will be spent.

MJQ:jmf  
Attachments  
cc: C.Eaton  
J.Tomaka  
L.Kowalski  
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:**

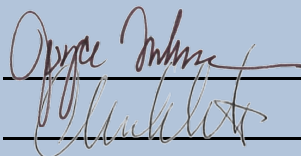
Choose one:

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer



Date: 05/21/2025

Chief Operating Officer



Date: 05/21/2025

Claims Rep. – Risk Manager

\_\_\_\_\_

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

Comptroller

\_\_\_\_\_

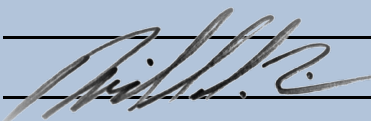
Date: \_\_\_\_\_

Director of Administration

\_\_\_\_\_

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

Director of Distribution



Date: 5/21/2025

Director of Human Resources

\_\_\_\_\_

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

Director of IT

\_\_\_\_\_

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

Director of Production

\_\_\_\_\_

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

Director of Water Quality

\_\_\_\_\_

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

Executive Engineer



Date: 5/21/2025

General Counsel (Legal)

\_\_\_\_\_

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


Other: \_\_\_\_\_

\_\_\_\_\_

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority



Date: 6/2/2025

**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_

## Budget Transfer Authorization

Budget Transfer No: \_\_\_\_\_

Date: May 21, 2025

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2595	250	101362	W-030 Transmission Main Replacement	\$2,000

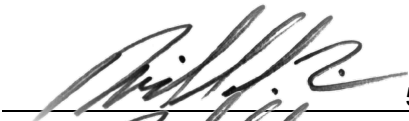
Transfer To:

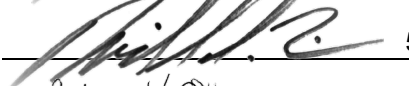
Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101674	WE-005 Waterline Replacement	\$2,000


### Statement as to Necessity of Budget Transfer:

Budget item reestablishment and transfer of funds required for payment of final engineering fees incurred in 2024 but invoiced in 2025. Funds are available in contract W-030 due to bid schedule and long lead time materials.

### Required Approvals\*

Unit Head:  5/21/2025 \_\_\_\_\_

Dept. Head  5/21/2025 \_\_\_\_\_

Business Office Manager:  5/21/2025 \_\_\_\_\_

Executive Engineer:  5/21/2025 \_\_\_\_\_

Comptroller:  5/21/2025 \_\_\_\_\_

Chief Financial Officer:  05/21/2025 \_\_\_\_\_

Chief Operating Officer:  05/21/2025 \_\_\_\_\_

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