



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 name Michael J. Quinn.

Subject: 2025 Capital Budget Transfer
Sheridan Drive Main Replacement
ECWA Project No. 202200206

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

- Unit 2590 – Engineering/Construction Distribution Mains
- Item 101704 – Sheridan Drive Main Replacement

Funding is required to account for engineering services associated with the completion of record drawings. Funding for this work was inadvertently omitted from the 2025 Capital Budget

A total of \$15,000.00 is being requested to be transferred to Sheridan Drive Main Replacement, 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: 05/22/2025

Chief Operating Officer _____ Date: 6/2/2025

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: 5/22/2025

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 6/2/2025

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	\$15,000

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
2590	250	101704	Sheridan Drive Main Replacement	\$15,000

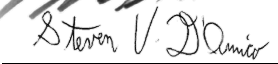
Statement as to Necessity of Budget Transfer:

Budget item reestablishment and transfer of funds required for payment of final engineering fees to complete Record Drawings. Funding was inadvertently omitted from the 2025 capital budget. 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:  5/22/2025

Executive Engineer: _____

Comptroller:  5/22/2025

Chief Financial Officer:  05/22/2025

Chief Operating Officer: _____

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