



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

December 29, 2025

To: Jennifer L. Hibit, Secretary to the Authority

From: Michael Quinn, Director of Distribution 

Subject: 2025 Capital Budget Transfer
MP-088 – Sturgeon Point Washwater Tank Replacement

The Engineering Department is requesting a budget transfer for the following 2025 capital budget item:

- Unit 2510 – Engineering/Construction Sturgeon Point
- Item 101608 - Washwater Tank Replacement

All construction work was completed and the invoice was received by the contractor, DN Tanks, in late 2025.

A total of \$175,000.00 is being requested to be transferred from Contract MP-086 as follows:

- Unit 2520 – Engineering/Construction Control
- Item 101512 – Ball Pumping Station Pumping Improvements

Funds are available in this item due to slight delays in advertisement for bids and long lead time for materials and equipment which will result in less construction being completed in 2025. Attached find a fully executed Budget Transfer Form.

MJQ:lal1
Attachments
cc: C.Eaton
J.Tomaka
J.Brown
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 _____

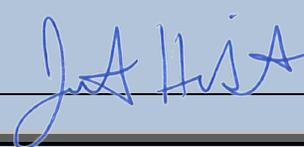
Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer		Date: 12/30/2025
Chief Operating Officer		Date: 01/05/2026
Claims Rep. – Risk Manager	_____	Date: _____
Comptroller		Date: 12/30/2025
Director of Administration	_____	Date: _____
Director of Distribution		Date: 12/29/2025
Director of Human Resources	_____	Date: _____
Director of IT	_____	Date: _____
Director of Operations	_____	Date: _____
Director of Planning & Water Supply	_____	Date: _____
Director of Production	_____	Date: _____
Director of Water Quality	_____	Date: _____
Executive Engineer		Date: 1/5/2026
General Counsel (Legal)	_____	Date: _____
Other: _____	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority  Date: 01/05/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: _____

Date: _____

Transfer From:

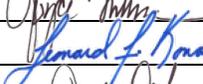
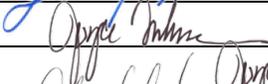
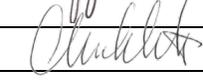
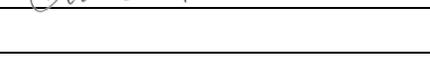
Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Transfer To:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Explanation Regarding the Need for Budget Transfer:

Required Approvals*:

	Signature	Date
Unit Head:		1/6/2025
Dept. Head:		1/6/2025
Business Office Manager:		01/06/26
Executive Engineer:		1/6/2026
Comptroller:		01/06/26
Chief Financial Officer:		01/06/26
Chief Operating Officer:		01/06/26
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 \$75,000 (O&M) or \$100,000 (Capital) within the same Unit	X	X	X					
Up to \$75,000 (O&M) or \$100,000 (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 \$75,000 (O&M) or \$100,000 (Capital) between Depts.	X	X	X	X	X	X	X	
\$75,000 and above (O&M) or \$100,000 (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 \$10,000	X	X	X	X	X	X	X	
\$10,000 and above	X	X	X	X	X	X	X	X