




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

May 27, 2026

To: Jennifer L. Hibit, Secretary to the Authority

From: Michael Quinn, Director of Distribution 

Subject: 2026 Capital Budget Transfer
LA-004 – Van de Water HVAC System Improvements

The Engineering Department is requesting the reestablishment and funding of the following 2023 capital budget item for 2026:

- Unit 2515 – Engineering/Construction Van de Water
- Item 101510 – HVAC and Electrical Study

Originally started in 2022, this project including the evaluation and design of improvements to the HVAC systems at the Van de Water WTP, has been on hold pending budget availability. In the meantime, portions of the system have continued to deteriorate to the point that improvements are required.

A total of \$50,000.00 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 2026. 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: 05/27/2026

Chief Operating Officer _____ Date: 05/27/2026

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: 05/27/2026

Director of Administration _____ Date: _____

Director of Distribution _____ Date: 5/27/2026

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Sr. Director of Operations & Infra _____ Date: _____

Director of Planning & Water Supply _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 6/8/2026

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 6/8/2026

Remarks: _____

Resolution Date: _____ Item No: _____

ERIE COUNTY WATER AUTHORITY

Budget Transfer Authorization

Budget Transfer No. : _____

Requested by: _____

Date: _____

Transfer From:

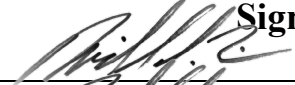



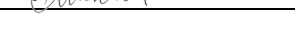


Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

Transfer To:

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

Explanation Regarding the Need for Budget Transfer:

Required Approvals*:

	Signature	Date
Unit Head:		5/27/2026
Dept. Head:		5/27/2026
Business Office Manager:		05/27/2026
Executive Engineer:		6/8/2026
Comptroller:		05/27/2026
Chief Financial Officer:		05/27/2026
Chief Operating Officer:		05/27/2026
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