



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 5, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, PE, Executive Engineer *LFK*  
David M. Patton PE, Senior Production Engineer *DMP*  
Michael W. Wymer, PE, Senior Production Engineer *MWW*

Subject: Request to Attend 2022 AWWA Annual Conference – San Antonio, TX

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The AWWA Annual Conference and Exhibition Conference is scheduled for June 12-15 in San Antonio, Texas. The program offers seventeen technical and management “tracks” with multiple individual seminars under each track. Topics cover in every sector of the water profession and are directly applicable to current Authority projects including treatment process capital construction/expansion, water quality, alternate oxidants, distribution system modeling, and corrosion control (Lead and Copper Rule Revisions).

This conference also provides briefings on upcoming regulations, funding opportunities, and management issues. The exhibition hall also provides the ability to meet with vendors directly to discuss new water utility products and services.

We are requesting travel to attend this conference. Funds are available as noted below.

### **Budget Information**

Unit 2501 – 2022 O&M Budget Item 12 – Travel (Kowalski)

Unit 1010 – 2022 O&M Budget Item 12 – Travel (Patton)

Unit 1020 – 2022 O&M Budget Item 12 – Travel (Wymer)

MWW:mww

Attachment  
cc: R.Stoll

ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Travel/Training 2022 AWWA ACE Conference in San Antonio, Texas  
06/11/2022 to 06/15/2022 for Leonard F. Kowalski, Executive Engineer, Michael W. Wymer,  
Senior Production Engineer, and David M. Patton, Senior Production Engineer.

**Item Description:**

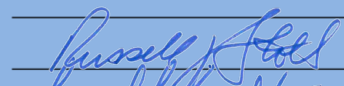
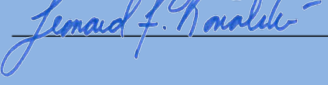
- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |   |                         |
|---|---|-------------------------|
| <input type="checkbox"/> Other (if Applicable)              | _____   | Date: _____             |
| <input checked="" type="checkbox"/> Chief Operating Officer |  | Date: <u>5/6/2022</u>   |
| <input checked="" type="checkbox"/> Executive Engineer      |  | Date: <u>05/05/2022</u> |
| <input type="checkbox"/> Director of Administration         | _____   | Date: _____             |
| <input type="checkbox"/> Risk Manager                       | _____   | Date: _____             |
| <input type="checkbox"/> Chief Financial Officer            | _____   | Date: _____             |
| <input type="checkbox"/> Legal                              | _____   | Date: _____             |

**APPROVED FOR BOARD RESOLUTION:**

- |  |   |                      |
|--|---|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>05/8/22</u> |
|--|---|----------------------|

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

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

# TRAVEL REQUEST

Name Leonard Kowalski Today's Date 5/3/2022  
Job Title Executive Engineer  
Department Engineering  
Destination(s) San Antonio, Texas

**Reason for Travel / (check one):** Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

AWWA ACE 2022 Annual Water Conference  
Receive continuing education hours and training in  
topics relevant to the water industry.

## Dates of Travel

From: Day (M T W T F S S), Date 6/14/2022 To: Day (M T W T F S S), Date 6/15/2022  
Total number of business days: 3

**Estimated Cost** Transportation costs can be obtained from Trish Fabozzi X8456.

Transportation \$ 1,000 Hotel Accommodations \$ 1,500 Meals \$ 200

**TOTAL ESTIMATED COST** \$ 2,700 **W/ REGISTRATION FEE** \$ 3,795

Balance in the travel budget prior to this trip \$ \_\_\_\_\_ G/L Number 401000 662037  
Unit # 2501 Primary # 401000 662037

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

Spouse is traveling with me.

## Approvals:

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Russell Felt Date 5/3/22

Secretary [Signature] Date 5/3/22

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_

# TRAVEL REQUEST

Name David Patton Today's Date 5/4/2022

Job Title Senior Production Engineer

Department Production

Destination(s) American Water Works Association - Annual Conference (ACE) - San Antonio, TX

**Reason for Travel / (check one):** Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

Attendance at the AWWA National Conference will provide technical and management training opportunities related to ECWA's water treatment process, corrosion control, alternate disinfection processes, pumping, storage and distribution.  
It is also an opportunity to hear about new/upcoming regulations and view/discuss products with vendors and suppliers.

## Dates of Travel

From: Day (M) T W T F S S, Date 6/13/2022 To: Day (M T W (T) F S S), Date 6/16/2022

Total number of business days: 4

**Estimated Cost** Transportation costs can be obtained from Shari Zajdel X8459.

\$1,050 flight;

Transportation \$ \$50 transport. Hotel Accommodations \$ \$750 Meals \$ \$300

**TOTAL ESTIMATED COST** \$ 2,150 **W/ REGISTRATION FEE** \$ 2,745

Balance in the travel budget prior to this trip \$ 4,885 G/L Number 640112

Unit # 1010 Primary # 40100

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

## **Approvals:**

Department Head  Date 5/4/2022

Executive Director  Date 5/4/2022

Secretary  Date 5/4/22

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_

# TRAVEL REQUEST

Name Michael Wymer # 872 Today's Date 5/4/2022

Job Title Senior Production Engineer

Department Production

Destination(s) American Water Works Association - Annual Conference (ACE) - San Antonio, TX

**Reason for Travel / (check one):** Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

Attendance at the AWWA National Conference will provide technical and management training opportunities related to ECWA's water treatment process, corrosion control, alternate disinfection processes, pumping, storage and distribution.  
It is also an opportunity to hear about new/upcoming regulations and view/discuss products with vendors and suppliers.

## Dates of Travel

From: Day (M) T W T F S S, Date 6/13/2022 To: Day (M T W (T) F S S), Date 6/16/2022

Total number of business days: 4

**Estimated Cost** Transportation costs can be obtained from Shari Zajdel X8459.

\$850 flight;

Transportation \$ \$50 transport. Hotel Accommodations \$ \$750 Meals \$ \$300


**TOTAL ESTIMATED COST** \$ 1,950 **W/ REGISTRATION FEE** \$ 3,045

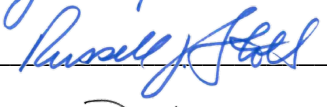
Balance in the travel budget prior to this trip \$ 4,000 G/L Number 620312

Unit # 1020 Primary # 40100

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

## **Approvals:**

Department Head  Date 05/04/2022

Executive Director  Date 5/4/2022

Secretary  Date 5/4/22

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_