



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Terrence D. McCracken, Secretary to the Authority

FROM: Leonard F. Kowalski, Executive Engineer *LFK*

DATE: August 12, 2025

SUBJECT: Request to Attend 2025 NYSAWWA Tifft Symposium

The NYSAWWA Tifft Symposium is scheduled for September 16 - 18, 2025 in Syracuse, New York. The two-day conference includes various technical presentations and an exhibit hall where a variety of vendors from across the drinking water industry are available to the attendees.

At the Board Meeting held on July 23, 2025, the Board authorized Daniel Seider and myself to travel to the above-referenced conference. However, due to the upcoming Board Meeting and Budget Hearing, I cannot attend. Due to time restraints and expenses already paid, I have transferred my conference reservations and travel accommodations to William Wheeler, Senior Distribution Engineer, who will attend in my place.

Budget Information

Unit 1015 - 2025 O&M Budget Item 12 - Travel and Item 37 - Training

LFK:alh

**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: _____

Chief Operating Officer _____ Date: 08/13/2025

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 8/12/2025

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 08/13/2025

Remarks: _____

Resolution Date: _____ **Item No:** _____

TRAINING REQUEST

Date: _____

Employee Name	Job Title	Department
Bill Wheeler	Sr. Distribution Engineer	Engineering

Dates of Training

From: 9/16/2025 To: 9/18/2025 Total number of business days: 2

Training requests which require overnight accommodations must be accompanied by a Travel Request form.

Training Information

Title of Course(s) NYSAWWA Tift Symposium

Description Two day conference with presentations specific to the water industry, plus an exhibit hall.

Is this course needed to meet continuing education or contact hour requirements? Yes

How many credit hours will you receive? 6 to 8

How many credits (per year) required for your license? 12

How many credits do you have year-to-date? 0

Are there 2 or more people attending this seminar? Yes

Are there concurrent sessions? Yes

Why is there a need for 2 or more people to attend this seminar? PDH requirements and attending sessions.

Estimated Cost


Registration Fee \$ 500 Mileage & Tolls \$ 200

TOTAL ESTIMATED COST \$ 700

Balance in the training budget prior to this trip \$ 2,500

Unit Number 2535 Primary Number 401000 G/L Number 921237

Approvals

Department Head  Date 8/12/2025

Chief Operating Officer  Date 08/13/2025

Secretary  Date 08/13/2025

TRAVEL REQUEST

Date: 7/10/2025

Employee Name	Job Title	Department
Bill Wheeler	Sr. Distribution Engineer	Engineering

Destination: Syracuse, NY

Is this training needed to meet professional licensing requirements? Yes

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

NYSAWWA Tift Symposium

Dates of Travel

From: 9/16/2025 To: 9/18/2025 Total number of business days: 2

Estimated Cost

Transportation \$ 200 Hotel Accommodations \$ 800 Meals \$ 100

TOTAL ESTIMATED COST \$ 1,100 W/ REGISTRATION FEE \$ \$1,600

Balance in the training budget prior to this trip \$


Unit Number 2535 Primary Number 401000 G/L Number 921237

Comments (i.e. spouse traveling, preferences):

Approvals

Department Head  Date 8/12/2025

Chief Operating Officer  Date 08/13/2025

Secretary  Date 08/13/2025