



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jennifer Hibit, Secretary to the Authority

FROM: Scott Aiple, Electrical Engineer

CC: Leonard F. Kowalski, Executive Engineer

DATE: July 20, 2026

SUBJECT: Request to Attend Scheider Electric VFD Training – Jared Keller and Aaron Divine

At the Annual Board Meeting this past April, the Board approved the Authority's Procurement Policy which designates select vendors as Standardized Single Source Vendors. Motion AI is included in this list. Motion AI provides the Authority with SCADA Instrumentation equipment, OITs, Proface Modicon PLCs, and Schneider Variable Frequency Drives ("VFD").

In order for the Authority to purchase parts to repair our VFDs, Motion AI requires our employees to attend their training sessions. The next available session is September 29 through October 2, 2026 in Raleigh, North Carolina. This training session will provide in-depth understanding of drive programming, configuration, diagnostics, and repair procedures.

I am requesting Board authorization for two Instrumentation Electrical & Electronic Technicians, Jared Keller and Aaron Divine, to attend the training. A resolution has been included for your consideration at the meeting of August 20, 2026. Thank you.

Budget Information:
1025 401000 620337

SA: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 _____

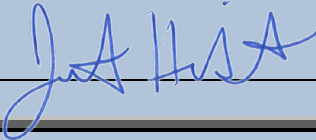
Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer	_____	Date: _____
Chief Operating Officer	_____ 	Date: 08/10/2026
Claims Rep. – Risk Manager	_____	Date: _____
Comptroller	_____	Date: _____
Director of Administration	_____	Date: _____
Director of Distribution	_____	Date: _____
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: 8/10/2026
General Counsel (Legal)	_____	Date: _____
Other: _____	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority	_____ 	Date: 08/10/2026
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Remarks: _____

Resolution Date: _____ Item No: _____

TRAINING REQUEST

Date: 7/17/2026

Employee Name	Job Title	Department
JARED KELLER	INSTRUMENTATION TECH	INSTRUMENTATION
AARON DUNN	INSTRUMENTATION TECH	INSTRUMENTATION

Dates of Training

From: 9/28/26 To: 10/2/26 Total number of business days: 5

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

Training Information

Title of Course(s) SCHNODER ELECTRIC - CUSTOMER VFD TRAINING

Description COURSE TO PROVIDE IN-DEPTH UNDERSTANDING OF DRIVE PROGRAMMING, CONFIGURATION, DIAGNOSTICS, AND REPAIR PROCEDURES

Is this course needed to meet continuing education or contact hour requirements? N/A

How many credit hours will you receive? N/A

How many credits (per year) required for your license? N/A

How many credits do you have year-to-date? N/A

Are there 2 or more people attending this seminar? NO

Are there concurrent sessions? NO

Why is there a need for 2 or more people to attend this seminar? VITAL TRAINING FOR MAINTENANCE AND TROUBLESHOOTING VFDs

Estimated Cost

Registration Fee \$ 5,500 Mileage & Tolls \$ -0-

TOTAL ESTIMATED COST \$ 5,500

Balance in the training budget prior to this trip \$ 13,900

Unit Number 1025 Primary Number 401000 G/L Number 620337

Approvals

Department Head [Signature] Date 7/17/26

Director of Human Resources [Signature] Date 07/17/2026

Secretary [Signature] Date 07/17/2026

TRAVEL REQUEST

Date: _____

Employee Name	Job Title	Department
JARED KELLER	INSTRUMENTATION TECH	INSTRUMENTATION
AARON DEVINE	INSTRUMENTATION TECH	INSTRUMENTATION

Destination: RALEIGH, NCIs this training needed to meet professional licensing requirements? NO

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

SCHNEIDER ELECTRIC VFD TRAINING - COURSE TO PROVIDE
IN-DEPTH UNDERSTANDING OF DRIVE PROGRAMMING, CONFIGURATION,
DIAGNOSTICS, AND REPAIR PROCEDURES.

Dates of TravelFrom: 9/28/26 To: 10/2/26 Total number of business days: 5Estimated CostTransportation \$ 2,000.00 Hotel Accommodations \$ 2,400 Meals \$ 500TOTAL ESTIMATED COST \$ 4,900.00 W/ REGISTRATION FEE \$ 10,400.00Balance in the training budget prior to this trip \$ 13,900Unit Number 1025 Primary Number 401000 G/L Number 620337

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

ApprovalsDepartment Head [Signature] Date 7/17/26Director of Human Resources [Signature] Date 07/17/2026Secretary [Signature] Date 07/17/2026

Proposal

To: Scott Aiple	From: Michael Avery
Fax:	Pages: 1
Phone:	Date: 7/2/2026
Re: Schneider Training	CC:

☐ **Urgent** ☒ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

Scott, I am pleased to present the following quotation for the VFD Training Class that you have requested. This quote is based on 4 days of training at Schneider Electric's Raleigh facility.

Course and title: Distributor Drive Start-up: CTRNSCDSRDU

Length: 4 Days

Number of participants: This quote is based on 2 participant.

Start and end dates: Tuesday, September 29th, 2026 – Friday, October 2nd, 2026

Start and end times: Normal Start: 9:00am – 5:00pm or agreeable schedules.

Course Requirements: Attendees should have a basic understanding of drives

Instructor(s): Damien Walters

Course Location: Raleigh, NC Schneider Electric Facility – RDU HUB 1101 Shiloh Glenn Dr, Suite 100 Morrisville, NC 27560

Day 1 – 8 Hours

- SoMove download and setup
- Walkthrough
- Programming
- Walkthrough of programming in SoMove/HMI
- In-depth review of parameters

- Discussion of settings commonly used under normal conditions

Day 2 – 8 Hours

- Using schematics to determine which program parameters need to be set
- Component details
- Construction of each drive
- In-depth breakdown of each component
- Repair
- Walkthrough of how to replace each component using the manual

Day 3 – 8 Hours

- Repair labs (all participants are expected to participate and perform the repair themselves) a. Small-group, hands-on component replacement activities (maximum of two participants per group), including:
 - Inverter brick
 - Inverter board
 - Rectifier brick

General

- Fan replacement
- AFE board replacement

Day 4 – 8 Hours

- Repair labs continued, if needed
- Hands-on device type recovery
- Hands-on firmware update
- Questions and comments

Total (2) attendee: \$5,500

Please let me know if you have any questions.

This does not include logging or transportation.

**Schneider Electric Services
Customer Training**

1650 W. Crosby Rd.
Carrollton, TX 75006

July 1st, 2026

Motion AI

**38 FORGE PKWY, SUITE 150
FRANKLIN, MA 02038**

Welcome Letter

Dear Valued Partner,

Thank you for joining us for the **Customer VFD Training**. This four-day instructor-led course is designed to provide participants with an in-depth understanding of drive programming, configuration, diagnostics, and repair procedures. Through a combination of classroom instruction, guided demonstrations, and hands-on lab activities, attendees will gain practical experience using SoMove software, interpreting schematics, configuring drive parameters, understanding drive construction, and performing component replacements.

A major focus of this training is hands-on learning. Participants will have the opportunity to work directly with drive hardware, practice repair procedures, perform device recovery activities, and complete firmware updates. By the end of the course, attendees will have developed the

Training Location:

Schneider Electric – RDU HUB
1101 Shiloh Glenn Dr, Suite 100
Morrisville, NC 27560
(Approximately 5–7 minutes walking distance from the hotel)

Hotel Accommodation (Recommended):

Home2 Suites Raleigh Durham Airport
1020 Lower Shiloh Way
Morrisville, North Carolina 27560, USA

Key Contacts:

- **Damien Walters** – Training Facilitator
• Damien.Walters@se.com | ☎ +1 843 818 9512
Damien will be your lead instructor and point of contact for any training-related questions.
- **Timothy Heather** – Customer Training Specialist
• Tim.Heather@se.com | ☎ +1 314 540 3251
- **Alex Ramos** – Services Commercial Training Manager
• Alex.Ramos.US@se.com | ☎ +1 407 256 0719

***See the training agenda below on the next page.**

Training Schedule & Itinerary

(Classes begin at 8:00 A.M. daily unless otherwise communicated by the instructor.)

Tuesday, September 29th – SoMove & Programming Fundamentals

- Welcome and course introduction
- SoMove software download and setup walkthrough
- Programming using SoMove and the HMI
- In-depth review of drive parameters
- Discussion of commonly used settings and best practices for standard applications

Wednesday, September 30th – Schematics, Components & Repair Procedures

- Using schematics to determine required program parameters
- Overview of drive construction and architecture
- Detailed breakdown of individual drive components
- Walkthrough of component replacement procedures using Schneider Electric documentation and manuals

Thursday, October 1st – Hands-On Repair Labs

- Participants will perform component replacement activities in small groups (maximum two participants per group)
- Inverter brick replacement
- Inverter board replacement
- Rectifier brick replacement
- Fan replacement
- Active Front End (AFE) board replacement

Friday, October 2nd – Advanced Service Procedures & Course Wrap-Up

- Completion of repair labs (if needed)
- Hands-on device type recovery
- Hands-on firmware updates
- Open discussion, questions, and comments
- Course review and wrap-up

Please note: While not all sessions explicitly mention hands-on activities, instructors may introduce additional labs to reinforce key concepts at their discretion. The training schedule is tentative and may be adjusted as needed based on class progress, discussions, and hands-on activities.

We look forward to providing you with a valuable and engaging training experience. If you have any additional questions, please feel free to reach out to the key contacts listed above.

Thank you once again for your continued partnership.

Best Regards,