



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

FROM: Jennifer Hibit, Secretary to the Authority

DATE: November 10, 2025

SUBJECT: Request for Chair Jerome D. Schad to represent ECWA at the NYSAWWA Water Utility Council quarterly meeting in Albany, NY

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The NYSAWWA Water Utility Council will hold their quarterly meeting in Albany, New York this January 2026. I am recommending that Chair Schad be approved to represent the Authority at this important NYSAWWA meeting. The Chair, along with NYSAWWA and additional water professionals, will have the opportunity to meet with our elected representatives to address key water policy issues. The Chair's engagement at this meeting will make certain that the Authority's concerns are highlighted.

NYSAWWA will cover a portion of the expenses by paying for one of the two nights at the hotel. A resolution has been included for your consideration at the meeting of November 20, 2025, which authorizes the Chair to travel to Albany, New York for the NYSAWWA Water Utility Council quarterly meeting in January 2026.

Thank you.

JH: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:**

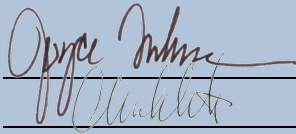
Choose one \_\_\_\_\_

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer



Date: 11/10/2025

Chief Operating Officer



Date: 11/10/2025

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 Operations

\_\_\_\_\_

Date: \_\_\_\_\_

Director of Planning & Water Supply

\_\_\_\_\_

Date: \_\_\_\_\_

Director of Production

\_\_\_\_\_

Date: \_\_\_\_\_

Director of Water Quality

\_\_\_\_\_

Date: \_\_\_\_\_

Executive Engineer

\_\_\_\_\_

Date: \_\_\_\_\_

General Counsel (Legal)



Date: 11/10/2025

Other: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority



Date: 11/10/25

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

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

# TRAVEL REQUEST

Date: \_\_\_\_\_

| Employee Name   | Job Title | Department             |
|-----------------|-----------|------------------------|
| Jerome D. Schad | Chair     | Board of Commissioners |
|                 |           |                        |
|                 |           |                        |
|                 |           |                        |
|                 |           |                        |

Destination: NYSAWWA One Water Legislative Day in Albany, NY

Is this training needed to meet professional licensing requirements? No

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

The NYS AWWA Water Utility Council will hold their quarterly meeting in Albany.

NYS AWWA and water professionals will be meeting with representatives to address

key water policy issues.

## Dates of Travel

From: 01/20/2026 To: 01/22/2026 Total number of business days: 2

## Estimated Cost

Transportation \$ 500.00 Hotel Accommodations \$ 329.00 Meals \$ 150.00

**TOTAL ESTIMATED COST \$** 979.00 **W/ REGISTRATION FEE \$** n/a

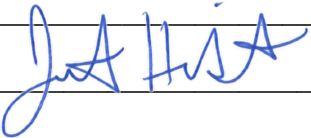
Balance in the training budget prior to this trip \$ \_\_\_\_\_

Unit Number 6000 Primary Number 401000 G/L Number 910012

**Comments** (i.e. spouse traveling, preferences): My spouse is traveling with me but these  
expenses are solely my costs.

## Approvals

Chief Financial Officer  Date 11/10/2025

Director of Human Resources  Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date 11/10/2025