




ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
June 26, 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer 

Subject: Request to Attend 2023 AWWA Water Infrastructure Conference and
WIFIA/SRF Funding Workshop in Philadelphia, PA.

The AWWA Water Infrastructure Conference 2023 and WIFIA/SRF Funding Workshop is scheduled for September 10 – 14 in Philadelphia, PA. The programs will cover a variety of infrastructure issues and solutions, including the latest cost-effective strategies to manage aging infrastructure, control water loss, protection of critical infrastructure, and financing capital projects and operations and maintenance activities.

These conferences will also provide an opportunity to meet with various utilities representatives and vendors and to get information on the new water utility processes, products, and services.

I am requesting Board Authorization to travel to the above-referenced conferences.

Budget Information:

Unit 2501 – 2023 O&M Budget Item 12 – Travel.

MJQ:jmf
cc: L.Kowalski

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

Contract: _____ **Project No.:** _____
Project Description: Travel/Training 2023 AWWA Water Infrastructure Conference and
WIFIA/SRF Funding Workshop in Philadelphia, PA, 09/11/2023 to 09/14/2023 for
Michael J. Quinn, PE, Senior Distribution Engineer.

Item Description:

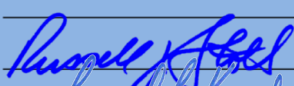
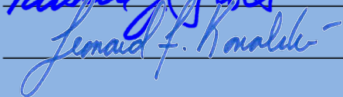
- | | | | |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> 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 and Training 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>6/27/2023</u> |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>07/10/2023</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>7/10/2023</u> |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------|

Remarks: _____

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

TRAVEL REQUEST

Name Michael Quinn Today's Date 6/23/2023

Job Title Sr. Distribution Engineer

Department Engineering - Design

Destination(s) AWWA Water Infrastructure Conference - Philadelphia, PA

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

Is this training needed to meet professional licensing requirements? Yes

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

Attendance will afford technical training and education on a variety of water distribution, transmission and treatment processes and innovations and funding. Will also allow for interaction and networking with other water professionals from across the US.

Dates of Travel

From: Day (M) T W T F S S, Date 9/11/2023 To: Day (M T W T) F S S, Date 9/14/2023

Total number of business days: 4

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

Transportation \$ 50 (tolls/fuel) Hotel Accommodations \$ 1,100 Meals \$ 250

TOTAL ESTIMATED COST \$ 1,350 **W/ REGISTRATION FEE** \$ 1,990

Balance in the travel budget prior to this trip \$ 1,364 G/L Number 921212

Unit # 2501 Primary # 401000

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

Approvals:

Department Head  Date 6/23/2021

Executive Director  Date 6/23/2023

Secretary  Date 6/26/2023

Date of Resolution _____ Item No. _____

WHEN TO USE THIS FORM

Use this form whenever you will be traveling on Authority business. **Complete this form as soon as possible to obtain all the necessary approvals in time to make reservations.** All travel arrangements and cost estimates should be obtained from Trish Fabozzi in Legal at the Ellicott Square Building.

Note: If your travel relates to training, you must also complete a TRAINING REQUEST FORM.

INSTRUCTIONS

1. Complete the top section of the form including, name, date, job title, department, and destination. If your trip includes more than one destination, please list each on the line provided.
2. Indicate the **Reason for Travel**. Training includes any type of seminar, conference, etc.. Examples of Authority Business include meetings, travel to evaluate business or systems operations, etc..
3. If you must obtain continuing education or contact hours to meet professional licensing requirements, please indicate if this course or conference can be applied to those hours.
4. Describe the purpose of your trip. Indicate the topic of the training seminar or conference. You must also attach a copy of the training brochure, if applicable, including hotel information. If you are not attending training, please specify the purpose of your trip and the benefit to the Authority.
5. Indicate the **Dates of Travel**. Circle the day of the week and write the calendar date that you will be leaving and returning.
6. Count the total number of business days you will be away from your duties at the Authority. Do not include weekends or holidays, unless you are scheduled to work on those days.
7. Calculate the **Estimated Cost of Travel and Estimated Cost of Travel including registration fee**. Transportation costs include, airfare, train fare, car rental, etc.. Hotel accommodations should include the total cost for lodging. It should not include meals or other expenses you may charge to your room. Estimate the cost of meals on the line provided.
8. If you are traveling Monday or Friday, find out what the transportation cost would be if you travel on either Saturday or Sunday.
9. Total the estimated cost of transportation, hotel accommodations and meals.
10. Determine how much money is left in the travel budget for your department. Show the account number you will be charging these costs to. Your department head should complete this section for you.
11. Specify if your spouse is traveling with you so arrangements can be made for him/her. Also, if you have a flight preference (such as time or airlines) or hotel preference please indicate on the line provided.
12. Travel requests must be approved by your Department Head, the Executive Director and the Secretary. After receiving approval from the Executive Director, send your request to Trish Fabozzi at the Ellicott Square Building. Further approvals will be coordinated through her. She will notify you when your request is approved or denied by the Board.



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Learn about water infrastructure issues and discuss solutions to these challenges, including the latest cost-effective strategies to manage aging infrastructure, control water loss, protect critical infrastructure, and finance capital projects and operation and maintenance activities. For COVID-19 resources, and health and wellness information, please visit our COVID-19 resources page.

Attend

Program

Exhibit & Sponsor

Hotel

Presenters

Registration now open!

[Register Online](#)

If you require a registration form, please reach out to AWWA Customer Service at service@awwa.org

We look forward to seeing you September 10-13, 2023 in Philadelphia, Pennsylvania!

Who attends the Water Infrastructure Conference & Exposition?

Utility Organizations

- Managers: Process & Facilities
- GM/Directors: Engineering, Planning & Construction, Capital Projects
- Emergency Response, SCADA Systems Engineers
- Collection, Distribution & Dual Distribution Systems Decision Makers
- Security Specialists
- Computer/Process Control Systems Professionals

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OK

- Operators and Maintenance Personnel

Consulting Firms

- Technical Practice Leaders
- Project Managers and Engineers
- Treatment Plant Operations Consultants
- Pipeline Rehabilitation Consultants
- Security, Emergency and Cybersecurity Advisors

If you require a registration form, please reach out to AWWA Customer Service at service@awwa.org.

Registration Type	Early Member Rate - On or Before 8/11/2023	Early Nonmember Rate - On or Before 8/11/2023	Late Member Rate - After 8/12/2023	Late Nonmember Rate - After 8/12/2023
Full-Conference Registration (Best Value!) Includes sessions, exposition, receptions & meals; does not include workshops	\$640	\$840	\$840	\$940
Monday-Only (includes Monday lunch and Monday reception)	\$385	\$585	\$585	\$685
Tuesday/Wednesday-Only (includes Tuesday lunch)	\$385	\$585	\$585	\$685
Student (ID required - Same as Full-Conference)	\$35	\$35	\$50	\$50
Speaker (Discount off of the Full-Conference rate)	\$385	\$585	\$585	\$685
Exhibits-Only (non-booth staff)	\$60	\$90	\$90	\$90
Spouse/Guest Registration (includes admittance to Monday evening reception)	\$35	\$35	\$35	\$35
Sunday Workshops (half day/full day)	\$135/\$260	\$235/\$360	\$235/\$360	\$335/\$460

Cancellation Policy: Cancellations must be received in writing and mailed or emailed to AWWA. Phone cancellations are not accepted. All cancellations postmarked or email-dated by 8/11/23 will receive a refund, minus a 25% administrative fee. After August 11th, cancellations will not be refunded; however, substitute registrants are welcome. Email requests for substitutions or cancellations to service@awwa.org.

Conference Policies & Code of Conduct

Future Years

Water Infrastructure 2024 - September 8-11, Phoenix, Arizona

International attendees: Do you need a letter of invitation from AWWA? Submit the request form. *Requests will be honored for attendees and presenters with the intent to register.*

For questions regarding registration, lodging or general conference questions, please contact the Conferences and Events Group.

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 **Locations**

AWWA Headquarters
6666 W. Quincy Ave.
Denver, CO 80235 USA
Phone: 303.794.7711 or 800.926.7337

AWWA Government Affairs Office
1300 Eye St. NW Suite 701
Washington, DC 20005 USA
Phone: 202.628.8303

AWWAIndia Association
New Delhi, India
<https://www.awwa-india.org>