



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

July 20th, 2026

To: Jennifer Hibit, Secretary to the Authority

From: Dave Aubertine, Director IT & Cybersecurity *DWA*

Subject: IT Travel Request

The GeoSpatial Summit Conference is scheduled for October 7th, 2026 in Skaneateles, NY. The conference provides opportunities for comprehensive education, in-depth discussion, and exchanging ideas. This conference will also provide an opportunity to meet with various utilities GIS representatives and consultants and to obtain information on the new geolocation, mapping and other relevant technologies.

I am requesting Board Authorization to travel to the above-referenced conference for: Ryan Cassens, GIS Planner.

Budget Information:

Unit: 8525

O&M Budget Item 12 – Travel

O&M Budget Item 37 - Training

DWA:

cc:

C. Eaton

J. Tomaka

L Kowalski

L.Lester,

J. Hibit

M. Carney

**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:

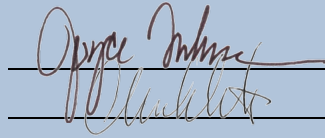
Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 08/10/2026

Chief Operating Officer



Date: 08/06/2026

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration



Date: 08/06/2026

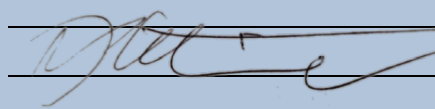
Director of Distribution

Date: _____

Director of Human Resources

Date: _____

Director of IT



Date: 7/30/26

Sr. Director of Operations & Infra

Date: _____

Director of Planning & Water Supply

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer

Date: _____

General Counsel (Legal)



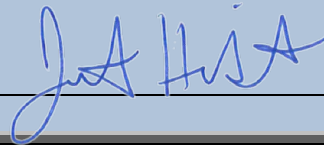
Date: 8/6/2026

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 08/10/2026

Remarks: _____

Resolution Date: _____ Item No: _____

TRAVEL REQUEST

Date: 8/12/2026

Employee Name	Job Title	Department
Ryan Cassens	Planner - GIS	IT

Destination: Skaneateles, New York

Is this training needed to meet professional licensing requirements? Yes

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

The Geospatial Summit has established itself as a premier event in the GIS community in New York State.

Dates of Travel

From: 10/7/2026 To: 10/7/2026 Total number of business days: 1

Estimated Cost

Transportation \$ 204.00 Hotel Accommodations \$ 204.00 Meals \$ 353.0

TOTAL ESTIMATED COST \$ W/ REGISTRATION FEE \$

Balance in the training budget prior to this trip \$ \$15,000.00

Unit Number 8525 Primary Number G/L Number 12

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

Approvals

Department Head Date 12 AUG 26

Director of Human Resources Date 08/12/2026

Secretary Date 08/12/2026

TRAINING REQUEST

Date: 7/14/2026

Employee Name	Job Title	Department
Ryan Cassens	Planner - GIS	IT

Dates of Training

From: 10/7/2026 To: 10/7/2026 Total number of business days: 1

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

Training Information

Title of Course(s) 2026 NYS GIS Association Geospatial Summit - Skaneateles Falls, NY

Description Summit brings together leading professionals and enthusiasts in the field of Geographic Information Systems for an engaging day of presentations, discussions, and networking opportunities.

Is this course needed to meet continuing education or contact hour requirements? Yes
How many credit hours will you receive? 1.3
How many credits (per year) required for your license? 2
How many credits do you have year-to-date? 1.3
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?

Estimated Cost

Registration Fee \$ 149.00 Mileage & Tolls \$ 204.00

TOTAL ESTIMATED COST \$ 353.00

Balance in the training budget prior to this trip \$ 15,000.00

Unit Number \$ 8,525.00 Primary Number G/L Number 12

Approvals

Department Head [Signature] Date 17 JUL 26

Chief Operating Officer [Signature] Date 07/17/2026

Secretary Jennifer Hibit Date 7-17-2026