




ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 2, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: William W. Wheeler, PE, Senior Distribution Engineer 

Subject: Request to Attend Training at Cla-Val Factory Training Center

Authority's Production Department is in the process of selecting a better type of control valve for use in the future. The factory training will give the participants a good indication of the types of valves and possible uses for them in our system.

I am requesting Board Authorization to travel to the above-referenced conference for: William W. Wheeler, PE, Senior Distribution Engineer, Seth L. Krull, PE, Production Engineer, Scott Klubek, Pump Mechanic Crew Chief, Patrick C. Russell, Pump Mechanic, and James L. Wolfe, Pump Mechanic.

Budget Information:

Unit 1035 – 2025 O&M Budget Item 12 – Travel (Budget Transfer to be completed)
Unit 1035 – 2025 O&M Budget Item 37 – Training

WWW:jmf
Attachments

**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: 6/2/2025

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: 6/2/2025

General Counsel (Legal) _____ Date: _____

Other: _____ Date: 06-02-2025

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 6/2/2025

Remarks: _____

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

TRAINING REQUEST

Date: 5/22/2025

Employee Name	Job Title	Department
Scott Klubek	Pump Mechanic Crew Chief	Production
William Wheeler	Sr. Distribution Engineer	Production
Seth Krull	Production Engineer	Production
Patrick Russell	Pump Mechanic	Production
James Wolfe	Pump Mechanic	Production

Dates of Training

From: 6/23/2025 To: 6/25/2025 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) Cla-Val Product/Service Factory Training

Description Factory training on operation and maintenance of Cla-Val brand valves.

Is this course needed to meet continuing education or contact hour requirements? no
How many credit hours will you receive? 0
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? yes
Are there concurrent sessions? no
Why is there a need for 2 or more people to attend this seminar? _____

Estimated Cost

Registration Fee \$ 0.00 Mileage & Tolls \$ 100.00

TOTAL ESTIMATED COST \$ 100.00

Balance in the training budget prior to this trip \$ 2150.00

Unit Number 1035 Primary Number 401000 G/L Number 602137

Approvals

Department Head  Date 05/30/25

Chief Operating Officer  Date 6/2/2025

Secretary  Date 6/2/2025

TRAVEL REQUEST

Date: 3/25/2025

Employee Name	Job Title	Department
Scott Klubek	Pump Mechanic Crew Chief	Production
William Wheeler	Sr. Distribution Engineer	Production
Seth Krull	Production Engineer	Production
Patrick Russell	Pump Mechanic	Production
James Wolfe	Pump Mechanic	Production

Destination: Cla-Val Factory/Training Center; St. Catharines Ontario

Is this training needed to meet professional licensing requirements? no

Description of training or business, and reasons and benefits of attendance: We are in the process of selecting a better type of control valve for use in the future. This training will give us a good indication of the types of valves and possible uses for them in our system.

Dates of Travel

From: 6/24/2025 5 pm To: 6/26/2025 Total number of business days: 2

Estimated Cost

Transportation \$ 100.00 Hotel Accommodations \$ 2,000.00 Meals \$ 1000.00

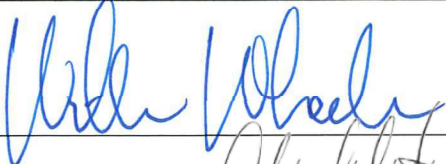
TOTAL ESTIMATED COST \$ 3100.00 **W/ REGISTRATION FEE** \$ 0

Balance in the training budget prior to this trip \$ 3725.00

Unit Number 1020 Primary Number 401000 G/L Number 620337

Comments (i.e. spouse traveling, preferences): Please contact me before booking hotel. Cla-Val would prefer to book the rooms for us then have us pay hotel.(better rates) please see attached)

Approvals

Department Head  Date 05/30/25

Chief Operating Officer  Date 6/2/2025

Secretary  Date 6/2/2025

Scott Klubek

From: Pat Donnelly <pdonnelly@cla-val.com>
Sent: Tuesday, May 20, 2025 8:41 AM
To: Scott Klubek
Subject: RE: [EXTERNAL] RE: 6/25 - 6/26 (1/2 day) Cla-Val University Product/Service Training in Beamsville, Canada

Good morning Scott,

As discussed, you plan to have 6 people attend and here's the hotel information for your group to reserve rooms for the hotel stay.

Holiday Inn Hotel & Suites St.Catharines-Niagara

327 Ontario Street, St Catharines, ON, L2R 5L3, Canada

Regards,

Pat Donnelly
Cla-Val North Eastern US Territory Manager
Cell/office 607-422-1013
Regional Office - 800-451-3030
www.cla-val.com

****We are happy to offer Cla-Val Product/Application training on-site/on-line so please contact me with interest or check out the details on our website****

****PLEASE CHECK OUR SPOTIFY PODCAST <https://open.spotify.com/show/0uu9Qo2wGbuNsdT7UZh9f6>**