



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 2, 2025

To: Jennifer Hibit, Secretary to the Authority

From: Michael J. Quinn, PE, Director of Distribution

Subject: Request for Travel to Philadelphia Area

A handwritten signature in dark ink, appearing to be "MJQ", is written over the "From:" line.

Under Contract BC-005, Brown and Caldwell (B&C) is completing the design of a new surge control system for the 42-inch and 48-inch transmission mains leaving Sturgeon Point WTP. Since this will be a completely new system for the facility, ECWA Engineering, Production and Control Department staff will benefit from site visits at similar operating facilities. B&C has identified two water treatment facilities in the Philadelphia, PA, area (Torresdale and Pinkering) which are similar to the facility currently being designed at Sturgeon Point.

The Authority's staff from Engineering (Michael J. Quinn, PE, Director of Distribution), Control (William W. Wheeler, PE, Director of Planning and Water Supply and Seth L. Krull, PE, Production Engineer) as well as Production (Daniel J. Seider, PE, Director of Production and Christopher Louth, Sr. Water Treatment Plant Operator) are requesting Board Authorization to travel to tour the above-described facilities in November 2025.

Budget Information:

- Department 100 – Production, Unit 1010 – Sturgeon Point Plant, Item 12 – Travel
- Department 100 – Production, Unit 1020 – Control Operations, Item 12 - Travel
- Department 250 – Engineering, Unit 2501 – Design, Item 12 - Travel

MJQ: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: 10/06/2025

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution

Date: 10/6/2025

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Operations

Date: _____

Director of Planning & Water Supply

Date: 10-06-2025

Director of Production

Date: 10/6/2025

Director of Water Quality

Date: _____

Executive Engineer

Date: 10/6/2025

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority

Date: 10/06/2025

Remarks: _____

Resolution Date: _____ Item No: _____

TRAVEL REQUEST

Date: 10/2/2025

Employee Name	Job Title	Department
Mike Quinn	Director of Distribution	Engineering
Bill Wheeler / Seth Krull	Director of Planning/Production Engineer	Control
Dan Seider	Director of Production	Production
Chris Louth	Sr. Water Treatment Plant Operator	Production

Destination: Philadelphia, PA

Is this training needed to meet professional licensing requirements? No

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

Touring two water treatment facilities to view their surge control systems.

Dates of Travel (Tentative. Final dates pending coordination with consultant and utility)

From: 11/4/2025 To: 11/5/2025 Total number of business days: 2

Estimated Cost

Transportation \$ 2,500 \$500/person Hotel Accommodations \$ 1,000 \$200/person Meals \$ 250 \$50/person

TOTAL ESTIMATED COST \$ 3,750 W/ REGISTRATION FEE \$

Balance in the training budget prior to this trip \$

Unit Number Primary Number G/L Number

Production Unit 1010 Item 12, Control Unit 1020 Item 12, Engineering Unit 2501 Item 12

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

Approvals

Department Head  Date 10-02-2025

Chief Operating Officer  Date 10/06/2025

Secretary  Date 10/06/2025