ERIE COUNTY WATER AUTHORITY



INTEROFFICE MEMORANDUM

September 12 2023

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, Executive 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 was 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.

At the Board Meeting held on July 20, 2023, the Board authorized Michael Quinn, Senior Distribution Engineer to travel to the above-referenced conference. However, due to unforeseen circumstances,Mr. Quinn could not attend. Due to time restraints and expenses already paid, Mr Quinn transferred his conference reservations and travel accommodations to Marc Bellacose, Distribution Engineer, who attended in his place.

Budget Information Unit 2501 - 2023 O&M Budget Item 12 - Travel

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 Marc Bellacose, Distribution Engineer.		
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Item Description: Agreement Professional Service Contract Amendment BCD NYSDOT Agreement Contract Docume Recommendation for Award of Contract Recommendation Request for Proposals X Other Travel Request Form and Training Request Form		
X Other Travel Request Form and Training Request Form		
Action Requested: Board Authorization to Execute Board Authorization to Award Board Authorization to Advertise for Bids Execution by the Chairman Execution by the Secretary to the Authority Board Authorization to Solicit Request for Proposals X Other Board Approval		
Approvals Needed: APPROVED AS TO CONTENT: Other (if Applicable) Chief Operating Officer X Executive Engineer Director of Administration Risk Manager Chief Financial Officer	Date: Date: Date: Date: Date: Date:	
	Date:	
Legal	Date.	
APPROVED FOR BOARD RESOLUTION: X Secretary to the Authority	Date:	
Remarks:		

Item No:

Resolution Date:

TRAVEL REQUEST

Date: 8/24/2023

Employee Name	Job Title	Department	
Marc Bellacose	Distribution Engineer	Engineering - Design	
Destination: AWWA Water Infrastructure Conference in Philadelphia, PA			
Is this training needed to meet professional licensing requirements? No			
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 U.S.			
			
Prom: 9/10/2023 To: 9/14/2023 Total number of business days: 4			
Estimated Cost			
Transportation \$50 Hotel A	accommodations \$1,100	Meals \$ <u>250</u>	
TOTAL ESTIMATED COST \$ 1,350 W/ REGISTRATION FEE \$ See Attached Email			
Balance in the training budget prior to this trip \$			
Unit Number <u>2501</u> Primary Number <u>401000</u> G/L Number <u>921212</u>			
Comments (i.e. spouse traveling, preferences):			
Approvals			
Department Head		Date 8/24/2023	
	-		
Chief Operating Officer	/h	Date	
Secretary	*	Date 8/24/2023	