



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

March 5, 2026

To: Jennifer Hibit, Secretary to the Authority

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

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

Subject: Request to Attend AWWA Annual Conference and Expo (ACE 26)

The AWWA Annual Conference and Expo (ACE 26) is scheduled for June 21 - 24, 2026 in Washington DC. 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.

This conference will also provide an opportunity to meet with various utility representatives and vendors and to get information on the new water utility processes, products, and services. In addition, conference attendance provides numerous opportunities for required professional engineering continuing education credits and water treatment plant operator contact hours.

I am requesting Board Authorization to travel to the above-referenced conference for: Leonard Kowalski, PE, Executive Engineer, Michael Quinn, PE, Director of Distribution, William Wheeler, PE, Director of Planning and Water Supply, and Chris Marchitte, WTPO Crew Chief.

Budget Information:

- Unit 2501 – 2025 O&M Budget Item 12 – Travel
- Unit 2501 – 2025 O&M Budget Item 37 Training
- Unit 1020 – 2025 O&M Budget Item 12 – Travel
- Unit 1020 – 2025 O&M Budget Item 37 Training
- Unit 1015 – 2025 O&M Budget Item 12 – Travel
- Unit 1015 – 2025 O&M Budget Item 37 Training

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: 03/05/2026

Claims Rep. – Risk Manager _____

Date: _____

Comptroller _____

Date: _____

Director of Administration _____

Date: _____

Director of Distribution _____

Date: 3/5/2026

Director of Human Resources _____

Date: _____

Director of IT _____

Date: _____

Director of Operations _____

Date: _____

Director of Planning & Water Supply _____

Date: 03/09/2026

Director of Production _____

Date: 03/09/2026

Director of Water Quality _____

Date: _____

Executive Engineer _____

Date: 3/9/2026

General Counsel (Legal) _____

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____

Date: 03/09/2026

Remarks: _____

Resolution Date: _____ Item No: _____

TRAVEL REQUEST

Date: 3/4/2026

Employee Name	Job Title	Department
Michael Quinn (2501/401000/662012)	Director of Distribution	Engineering
Leonard Kowalski (2501/401000/662012)	Executive Engineer	Engineering
William Wheeler (1020/40100/620312)	Director of Planning	Control
Chris Marchitte (1010/401000/640112)	WTPO Crew Chief	Production

Destination: Washington DC

Is this training needed to meet professional licensing requirements? Yes (PE and Operators)

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

AWWA Annual Conference and Expo (ACE). Conference provides a variety of training

Multiple sessions across three day conference relative to the water industry. PE continuing education and operator contact hours available

Dates of Travel

From: 6/21/2026 To: 6/24/2026 Total number of business days: 3

Estimated Cost

Transportation \$2,000 Hotel Accommodations \$5,000 Meals \$1,500

TOTAL ESTIMATED COST \$ \$8,500 W/ REGISTRATION FEE \$ 12,700

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

Unit Number see above Primary Number see above G/L Number see above

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

Approvals

Department Head *Leonard F. Kowalski* Date 3/5/2026

Director of Human Resources *Jennifer Hibit* Date 3-5-2026

Secretary *Jennifer Hibit* Date 3-5-2026

TRAINING REQUEST

Date: 3/5/2026

Employee Name	Job Title	Department
Michael Quinn (2502/401000/662037)	Director of Distribution	Engineering
Leonard Kowalski (2501/401000/662037)	Executive Engineer	Engineering
William Wheeler (1020/40100/620337)	Director of Planning	Control
Chris Marchitte (1010/401000/640137)	WTPO Crew Chief	Production

Dates of Training

From: 6/21/2026 To: 6/24/2026 Total number of business days: 4

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

Training Information

Title of Course(s) AWWA Annual Conference and Expo (ACE)

Description AWWA annual conference in Washington DC

Is this course needed to meet continuing education or contact hour requirements? Yes. PE and Operators

How many credit hours will you receive? 8-12 depending on sessions

How many credits (per year) required for your license? 12/yr for PE, 10/yr operators

How many credits do you have year-to-date? Varies per employee

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? Continuing ed requirement and variety of topics covered in the sessions

Estimated Cost

Registration Fee \$4@\\$1,050=\$4,200 Mileage & Tolls \$ 0

TOTAL ESTIMATED COST \$ 4,200

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

Unit Number _____ Primary Number _____ G/L Number _____

Approvals

Department Head *Leonard Kowalski* Date 3/5/2026

Director of Human Resources *Jennifer Hibit* Date 3-5-2026

Secretary *Jennifer Hibit* Date 3-5-2026