



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

September 15, 2023

To: Terrence D. McCracken, Secretary to the Authority
From: Clayton J. Johnson, Production Engineer *CJJ*
Subject: Request to Attend CLA-VAL CVU-101/201

The CLA-VAL Company's CVU-101/201 Training is scheduled for September 19th - 20th at a CLA-VAL Factory in Beamsville, Ontario, Canada. The program is developed specifically for Waterworks System Operations and Maintenance personnel. The CVU-101 class focuses on basic valve operation along with hands-on training for various applications. The CVU-201 class was developed to provide hands-on training related to valves that perform more than one function in a single valve and where installation, set-up, and operation require more in-depth technical understanding and direction. They will also cover the operation and maintenance of various pump control valves. This course qualifies for 12 contact hours towards the attendees continuing education requirements for their Class D operating licenses.

I believe it is in the best interest of the Authority to send Ronald Norman and Bradley Schreiber, pump mechanics, to this training. Therefore, I am requesting Board Authorization to travel to the above-referenced conferences.

Budget Information:

Unit 1020 Control Operations – 2023 O&M Budget Item 37 – Training Payments

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____
Project Description: Travel/Training CLA-VAL Training in Beamsville, Ontario
09/19/2023 to 09/20/2023 for Ron Norman & Bradley Schreiber, pump mechanics

Item Description:


| | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form and Training Request Form</u> | | | |

Action Requested:

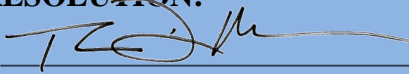
| | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

| | | |
|--|---|-------------------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>09/15/2023</u> |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

| | | |
|--|--|------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>9/15/2023</u> |
|--|--|------------------------|

Remarks: _____

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

TRAVEL REQUEST

Date: 8/18/23

| Employee Name | Job Title | Department |
|-------------------|---------------|------------|
| Ronald Norman | Pump Mechanic | Production |
| Bradley Schreiber | Pump Mechanic | Production |
| | | |
| | | |
| | | |

Destination: _____

Is this training needed to meet professional licensing requirements? yes

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

Maintenance, Repair and Troubleshooting Training for Cla-Val brand valves

Dates of Travel

From: 9/18/23 To: 9/20/23 Total number of business days: 2

Estimated Cost

Transportation \$ 100.00 Hotel Accommodations \$ 440.00 ^{Canadian} Meals \$ 200.00

TOTAL ESTIMATED COST \$ 640.00 W/ REGISTRATION FEE \$ 640.00

Balance in the training budget prior to this trip \$ 2625.00

Unit Number 1020 Primary Number 401000 G/L Number 620337

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

Approvals

Department Head [Signature]

Date 8/18/23

Director of Human Resources [Signature]

Date 8-21-2023

Secretary [Signature]

Date 8/22/23

TRAINING REQUEST

Name Ronald Norman Today's Date 8/18/23

Job Title Pump Mechanic

Department Production

Dates of Training

From: Day (M T W T F S S), Date 9/19/23 To: Day (M T W T F S S), Date 9/20/23

Total number of business days: 2

Location of Training Beamsville, Ontario, Canada

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

Training Information

Title of Course(s) Maintenance, Repair and Troubleshooting of Cla-val brand valves

Description _____

Is this course needed to meet continuing education or contact hour requirements? Yes

How many credit hours will you receive? 12

How many credits (per year) required for your license? 5

How many credits do you have year-to-date? _____

Are there 2 or more people attending this seminar? yes

Are there concurrent sessions? _____

Why is there a need for 2 or more people to attend this seminar? New Style valves - training for maintenance personnel

Estimated Cost

Registration Fee \$ 0 *see attached email* Mileage & Tolls \$ 100.00

TOTAL ESTIMATED COST \$ 100.00 *see Travel Request*

Balance in the training budget prior to this trip \$ 457 G/L Number 1035 401000 602137

Approvals:

Department Head [Signature] Date 8/18/23

Engineer
Executive Director [Signature] Date 8-21-2023

Secretary [Signature] Date 8/21/23

TRAINING REQUEST

Name Bradley Schreiber Today's Date 8/18/23

Job Title Pump Mechanic

Department Production

Dates of Training

From: Day (M T W T F S S), Date 9/19/23 To: Day (M T W T F S S), Date 9/20/23

Total number of business days: 2

Location of Training Beamsville, Ontario, Canada

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

Training Information

Title of Course(s) Maintenance, Repair and Troubleshooting of Cla-Val brand Valves

Description _____

Is this course needed to meet continuing education or contact hour requirements? yes

How many credit hours will you receive? 12

How many credits (per year) required for your license? 5

How many credits do you have year-to-date? _____

Are there 2 or more people attending this seminar? yes

Are there concurrent sessions? _____

Why is there a need for 2 or more people to attend this seminar? New Style Valves - Training for maintenance personell

Estimated Cost see attached email

Registration Fee \$ 0 Mileage & Tolls \$ 100.00

TOTAL ESTIMATED COST \$ 100.00 See Travel Request

Balance in the training budget prior to this trip \$ 457.00 G/L Number 1035 401000 602137

Approvals:

Department Head [Signature] Date 8/18/23

Executive Director [Signature] Date 8-21-2023

Secretary [Signature] Date 8/21/23

Scott Klubek

From: Pat Donnelly <pdonnelly@cla-val.com>
Sent: Wednesday, August 16, 2023 7:26 AM
To: Clayton J. Johnson
Cc: Scott Klubek; Bill Moore
Subject: RE: [EXTERNAL] FW: Cla-Val Canada Valve Training 9/19, 20

This message was sent from outside the organization. Do not open links or attachments unless you recognize the source of this email and know the content is safe.

Good morning Clayton,

Glad to hear you have some attending. You can use this code to sign up at no cost. Promo Code **AGENT2023**

Please let me know if you have any questions or needs with this.

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/0uu9Qo2wGbuNsdTT7UZzh9f6>



Discover Cla-Val's new Asset Management App.  **Link2Valves™**
Designed to catalog control valves, schedule maintenance and assist in budgeting.
For more information please contact me or follow [this link](#)

From: Clayton J. Johnson <cjohnson@ecwa.org>
Sent: Tuesday, August 15, 2023 1:38 PM
To: Pat Donnelly <pdonnelly@cla-val.com>
Cc: Scott Klubek <sklubek@ecwa.org>
Subject: RE: [EXTERNAL] FW: Cla-Val Canada Valve Training 9/19, 20

Pat,

We would like two ECWA staff to attend the Canadian CVU 101/102 on September 19th and 20th.

We can't formally pay for the course until our next Board Meeting, but can you please save us two tickets?

Clayton J. Johnson, PE

Production Engineer

Erie County Water Authority

3030 Union Road | Cheektowaga, New York 14227-1097

Direct: (716) 685-8218 | Cell: (716) 345-5076 | cjohnson@ecwa.org

From: Pat Donnelly <pdonnelly@cla-val.com>
Sent: Monday, July 31, 2023 5:23 PM
To: Clayton J. Johnson <cjohnson@ecwa.org>
Subject: [EXTERNAL] FW: Cla-Val Canada Valve Training 9/19, 20

This message was sent from outside the organization. Do not open links or attachments unless you recognize the source of this email and know the content is safe.

Hi Clayton,

If ECWA has anyone interested, we will be having CV University Classes this fall in Beamsville, ON Canada with details below. Please let me know if you have anyone interested and if any questions on this. They can sign up directly on the website.



Canadian CVU-101/201 Training

We are pleased to offer a Canadian location to our training schedule.

This will be September 19th and 20th .

This is a two day course. Course fee is for 2 days

Register for this event [here](#)

<https://www.cla-val.com/cvu-courses>

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/0uu9Qo2wGbuNsdTT7UZh9f6>**



Discover Cla-Val's new Asset Management App.  **Link2Valves™**
Designed to catalog control valves, schedule maintenance and assist in budgeting.
For more information please contact me or follow [this link](#)

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Date: September 19th and 20th 2023 **Time:** 7:30am to 3:00pm Daily

Location: Cla-Val Company, 4687 Christie Drive, Beamsville, Ontario

Cost: \$350 US Dollars

Course Purpose: Developed specifically for Waterworks System Operations and Maintenance personnel, **CVU-101** is an excellent choice for individuals who are new to the industry or as a refresher course for experienced Operators and Maintenance Personnel. This class focuses on basic valve operation along with hands-on training for various applications. **CVU-201** class was developed to provide hands-on training related to valves that perform more than one function in a single valve and where installation, set-up, and operation require more in-depth technical understanding and direction. We will also cover the operation and maintenance of various pump control valves. **This course qualifies for 12 contact hours.**

Course Outline:

Maintenance, Repair, and Troubleshooting

- 90 Series Pressure Reducing Valves
- 50 Series Pressure Sustaining/Relief Valves
- 136 Series Solenoid Control Valves
- 124 Series Float Control Valves
- 92 Series Pressure Reducing & Pressure Sustaining Valves
- 210 Series Altitude Valves
- Powercheck and Powertrol Main Valves
- 60 Series Pump Control Valves
- 61 Series Pump Control Valves

Hotel Recommendation: Holiday Inn and Suites, St. Catherines located at 327 Ontario Street St. Catherines Hotel rate is \$105 CDN plus taxes. Please contact Darryl Beck dbeck@cla-val.com to reserve a room at this rate.

To register: <https://www.cla-val.com/cvu-courses> **Class size limited to 20**



Cla-Val Canada

Day 1

| | |
|---------------------|---|
| 7:30 am – 7:45 am | Introduction |
| 7:45 am – 8:30 am | Hytrol Introduction and Principals of Operation |
| 8:30 am – 9:15 am | Hytrol Service |
| 9:15 am – 9:30 am | BREAK |
| 9:30 am – 10:15 am | Hytrol Hands-on Teardown |
| 10:15 am – 11:00 am | Hytrol Troubleshooting |
| 11:00 am – 11:30 am | Level and Solenoid Control Valves |
| 11:30 am – 12:15 pm | LUNCH |
| 12:30 pm – 1:30 pm | 90-01 Pressure Reducing Valves |
| 1:30 pm – 2:30 pm | Hands-on CRD Teardown |
| 2:30 pm – 3:00 pm | Wrap Up |

Day 2

| | |
|---------------------|---|
| 7:30 am – 7:45 am | Arrival |
| 7:30 am – 9:00 am | Factory Tour |
| 9:00 am – 9:15 am | BREAK - Breakfast |
| 9:15 am – 10:00 am | 50-01 Pressure Relief/Sustaining Valves |
| 10:00 am – 10:45 am | Hands-on CRL / CRL60 Teardown |
| 10:45 am – 11:30 | Hytrol Accessories |
| 11:30 am – 12:15 pm | LUNCH |
| 12:15 pm – 2:00 pm | Pump Control Valves |
| 2:00 pm – 2:15 pm | BREAK |
| 2:15 pm – 3:00 pm | Electronics Overview |
| 3:00pm - | Wrap Up |