



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
July 1, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Daniel J. Seider, PE, Director of Production *DJS*

Subject: Request to Attend NYSAWWA Tift Symposium

The NYSAWWA Tift Symposium is scheduled for September 16 – 18, 2025 in in Syracuse, NY. The two-day conference includes various technical presentations and an exhibit hall where I can meet with a variety of vendors from across the drinking water industry.

I am requesting Board Authorization to travel to the above-referenced symposium.

Budget Information:

Unit 1015 – 2025 O&M Budget Item 12 – Travel

Unit 1015 – 2025 O&M Budget Item 37 - Training

DJS:jmf
Attachments



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
July 10, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, PE, Executive Engineer *LFK*

Subject: Request to Attend NYSAWWA Tifft Symposium

The NYSAWWA Tifft Symposium is scheduled for September 16 – 18, 2025 in in Syracuse, NY. The two-day conference includes various technical presentations and an exhibit hall where I can meet with a variety of vendors from across the drinking water industry.

I am requesting Board Authorization to travel to the above-referenced symposium.

Budget Information:

Unit 2535 – 2025 O&M Budget Item 12 – Travel
Unit 2535 – 2025 O&M Budget Item 37 – Training

LFK: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: 07/02/2025
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: 7/1/2025
Director of Water Quality	_____	Date: _____
Executive Engineer		Date: 7/2/2025
General Counsel (Legal)	_____	Date: _____
Other: _____	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority		Date: 7/14/2025
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Remarks: _____

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

**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: 7/11/2025

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: 7/14/2025

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 7/10/2025

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 7/14/2025

Remarks: _____

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

TRAINING REQUEST

Date: _____

Employee Name	Job Title	Department
Dan Seider	Director of Production	Production

Dates of Training

From: 9/16/25 To: 9/18/25 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) NYSAWWA Tifft Symposium

Description Two day conference including presentations and exhibit hall. I am also planning to co-present a presentation on the ECWA pipe loop study.

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

How many credit hours will you receive? 6 to 8

How many credits (per year) required for your license? 12

How many credits do you have year-to-date? 0

Are there 2 or more people attending this seminar? not that I know of

Are there concurrent sessions? yes

Why is there a need for 2 or more people to attend this seminar? NA

Estimated Cost

Registration Fee \$ 500 Mileage & Tolls \$ 200

TOTAL ESTIMATED COST \$ 700

Balance in the training budget prior to this trip \$ 5,000

Unit Number 1015 Primary Number 401000 G/L Number 620237

Approvals

Department Head  Date 6/26/2025

Chief Operating Officer  Date 7/10/2025

Secretary  Date 07/10/2025

TRAVEL REQUEST

Date: _____

Employee Name	Job Title	Department
Dan Seider	Director of Production	Production

Destination: Downtown Marriott Hotel, Syracuse, NY

Is this training needed to meet professional licensing requirements? Yes

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

NYSAWWA Tifft Symposium

Dates of Travel

From: 9/16/25 To: 9/18/25 Total number of business days: 2

Estimated Cost

Transportation \$ 200 Hotel Accommodations \$ 800 Meals \$ 100

TOTAL ESTIMATED COST \$ 1100 W/ REGISTRATION FEE \$ 1600

Balance in the training budget prior to this trip \$ 5000

Unit Number 1015 Primary Number 401000 G/L Number 620212

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

Approvals

Department Head  Date 6/26/2025

Chief Operating Officer  Date 7/10/2025

Secretary  Date 07/10/2025

TRAINING REQUEST

Date: _____

Employee Name	Job Title	Department
Leonard Kowalski	Executive Engineer	Engineering

Dates of Training

From: 9/16/2025 To: 9/18/2025 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) NYSAWWA Tift Symposium

Description Two day conference with presentations specific to the water industry, plus an exhibit hall.

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

How many credit hours will you receive? 6 to 8

How many credits (per year) required for your license? 12

How many credits do you have year-to-date? 0

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? PDH requirements and attending sessions.

Estimated Cost

Registration Fee \$ 500 Mileage & Tolls \$ 200


TOTAL ESTIMATED COST \$ 700

Balance in the training budget prior to this trip \$ 2,500

Unit Number 2535 Primary Number 401000 G/L Number 921237

Approvals

Department Head  Date 7/10/2025

Chief Operating Officer  Date 07/10/2025

Secretary  Date 7/14/2025

TRAVEL REQUEST

Date: 7/10/2025

Employee Name	Job Title	Department
Leonard Kowalski	Executive Engineer	Engineering

Destination: Syracuse, NY

Is this training needed to meet professional licensing requirements? Yes

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

NYSAWWA Tift Symposium

Dates of Travel

From: 9/16/2025 To: 9/18/2025 Total number of business days: 2

Estimated Cost

Transportation \$ 200 Hotel Accommodations \$ 800 Meals \$ 100


TOTAL ESTIMATED COST \$ 1,100 W/ REGISTRATION FEE \$ \$1,600

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

Unit Number 2535 Primary Number 401000 G/L Number 921237

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

Approvals

Department Head  Date 7/10/2025

Chief Operating Officer  Date 07/10/2025

Secretary  Date 7/14/2025