



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 27th, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director IT & Cybersecurity *DWA*

Subject: IT Travel Request

The Big 4 Water Authorities, in conjunction with the Department of Homeland Security/Cybersecurity & Infrastructure Service Agency, are coordinating a Cybersecurity Table-top exercise, being hosted at OCWA in Syracuse. Multiple Federal and State agencies will be in attendance, and the Authority will also have several remote participants. The exercise is scheduled for one day on 8/13/25. No fees or overnight stay are required, the request is for tolls and mileage only.

I am requesting Board Authorization to travel to the above-referenced exercise for: Dave Aubertine, Director IT & Cybersecurity

Budget Information:

Unit: 8525

O&M Budget Item 12 – Travel

DWA:

cc:

C. Eaton

J. Tomaka

L Kowalski

L. Lester,

T. McCracken

M. Carney

**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: 06/27/2025

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: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: _____

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 7/14/25

Remarks: _____

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

TRAVEL REQUEST

Date: 6/27/25

Employee Name	Job Title	Department
Aubertine, Dave	Director, Cybersecurity & IT	IT

Destination: Syracuse, NY

Is this training needed to meet professional licensing requirements? N/A

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

CISA/DHS Table-Top Exercise with Big 4 Water Authorities. Day trip only, no overnight.

Dates of Travel

From: 8/13/25 To: 8/13/25 Total number of business days: 1

Estimated Cost

Transportation \$ 239.56 Hotel Accommodations \$ 0 Meals \$ 0

TOTAL ESTIMATED COST \$ 239.56 W/ REGISTRATION FEE \$

Balance in the training budget prior to this trip \$ 9000.00

Unit Number 8525 Primary Number G/L Number 12

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

Approvals

Department Head  Date 6/27/25

Director of Human Resources  Date 6/27/2025

Secretary  Date 6/27/2025