



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: March 6, 2025

SUBJECT: Request for Chair Jerome D. Schad to represent ECWA at the NYSAWWA One Water Legislative Day in Albany, NY and at the AWWA FLY-IN 2025 in Washington, DC

At the request of Secretary McCracken, Chair Schad represented the Authority during the NYSAWWA One Water Legislative Day in Albany, New York, which took place this past January. The Chair, alongside NYSAWWA and other water professionals, met with our elected officials. The group met with over 50 elected officials from across the state and held a special press conference, calling for \$100 million in this year's budget to invest in Lead Service Line Replacement. The Chair's involvement in this important event was of great significance to the Authority, as it allowed for discussions of critical water policy issues. The HR Policy No. 8 Travel & Training Policy & Procedures states the following:

2.1 Reimbursable Expenses. The Authority will reimburse its employees for all necessary, legitimate, and reasonable expenses actually incurred when traveling on authorized Authority business and properly documented on an Expense Report.

Chair Schad utilized his personal vehicle to attend this event and therefore, I recommend that he be reimbursed for mileage in accordance with the standard mileage rate established by the Internal Revenue Service.

As a continuation of the above, the AWWA FLY-IN is an opportunity for water professionals to speak to decision makers in Congress about issues important to the water sector. It gives the members of Congress the opportunity to speak directly to their constituents. This event is scheduled for April 7-9, 2025 in Washington, D.C. I highly recommend Chair Schad represent the Authority at this event. Chair Schad will be able to meet with our congressional representatives to discuss water policy and legislation.

A resolution has been included for your consideration at the meeting of March 20, 2025 approving the Chair's mileage reimbursement for the NYSAWWA One Water Legislative Day and approval for the Chair to travel to Washington, D.C. in April to attend the AWWA FLY-IN event.

Thank you.

TDM:alh

**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: 03/10/2025

Chief Operating Officer _____ Date: 03/10/2025

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: 3/10/2025

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 03/11/2025

Remarks: _____

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

TRAVEL REQUEST

Date: _____

Employee Name	Job Title	Department
Jerome D. Schad	Chair	Board of Commissioners

Destination: AWWA FLY-IN 2025 Washington, D.C.

Is this training needed to meet professional licensing requirements? No

Description of training or business, and reasons and benefits of attendance: Every year, AWWA members from all 50 states converge on Washington D.C. to meet their members of Congress to discuss issues important to the water sector.

Dates of Travel

From: April 6, 2025 To: April 9, 2025 Total number of business days: 3

Estimated Cost

Transportation \$ 474.91 Hotel Accommodations \$ 391.91 Meals \$ 150.⁰⁰

TOTAL ESTIMATED COST \$ 1,016.82 W/ REGISTRATION FEE \$ n/a

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

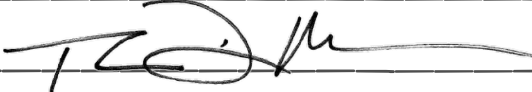
Unit Number 6000 Primary Number 401000 G/L Number 910012

Comments (i.e. spouse traveling, preferences): My spouse is traveling with me but these expenses are solely my costs.

Approvals

Chief Financial Officer
Department Head  Date 03/11/2025

Treasurer _____ Date _____

Secretary  Date 03/11/2025