

# Travel Approval Form

**Department:** Public Works

**Event Name:** Texas On-Site Wastewater Association

**Location:** Waco Convention Center, Waco, Tx

**Event Dates:** March 4-6, 2024

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Francisco Gonzalez                      Don Mitchell

\_\_\_\_\_  
\_\_\_\_\_

**Court Decision:**  
This section to be completed by County Judge's Office

COMMISSIONERS COURT  
NOV 27 2023

**Approved**

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:**



Approved in CC on 9/11/2023

**Select a registrant type \***

Attendee Registration

**Select a Package \***

- Full Conference Registration - \$279.00**  
*CEU hrs offered plus lunch, breaks, morning snacks, reception*
- Exhibit Hall/Guest Pass - \$95.00**  
*CEUs NOT included*
- Pre-Conference High Strength - \$525.00**  
**37 remaining**  
**Monday & Tuesday (Mar. 4-5, 8:30 AM to 5:30 PM)**  
*These classes are pre-registration only to ensure materials*  
*Includes exhibit hall access, Wed. sessions for addt'l CEU hours*  
*High Strength Wastewater Class #0436 - 16 hrs*
- Pre-Conference AMP - \$625.00**  
**30 remaining**  
**Monday & Tuesday (Mar. 4-5, 8:30 AM to 5:30 PM)**  
*These classes are pre-registration only to ensure materials*  
*Includes exhibit hall access, Wed. sessions for addt'l CEU hours*  
*Advanced Maintenance Provider Class #0434 - 16 hrs*
- Design for OSSF: Focus on Non-Standard Systems - \$595.00**  
**Monday (Mar. 4th 8:30 AM to 5:30 PM) - 8 CE Hours**  
*These classes are pre-registration only to ensure materials*  
*Includes exhibit hall access, Tues/Wed. sessions for addt'l CEU hours*
- OSHA-Excavation Safety - \$395.00**  
**Monday (Mar. 4th 1:00 PM to 5:00PM) - 4 CE Hours**  
*These classes are pre-registration only to ensure materials*  
*Includes exhibit hall access, Tues/Wed. sessions for addt'l CEU hours*
- Site Map Development for OSSF Design - \$375.00**  
**Monday (Mar. 4th 1:00 PM to 5:00PM) - 4 CE Hours**  
*These classes are pre-registration only to ensure materials*  
*Includes exhibit hall access, Tues/Wed. sessions for addt'l CEU hours*

Already Registered? View or modify your existing registration  
([https://expotoolsusa.swoogo.com/towa24/sign-in?reg\\_type\\_id=477989](https://expotoolsusa.swoogo.com/towa24/sign-in?reg_type_id=477989))

<b>2024 TOWA Annual Conference - Understanding the Non-Standard, in Texas On-Site! * as of 10/30/23</b>		
<b>March 4, 2024 - Pre-Conference</b>		
<b>Pre-Conference Events</b>		
7:30 - 9:00	<b>Pre-Conference Registration opens at 7:30 AM in the Foyer (Upstairs)</b>	
8:30 - 11:30	<b>Excavation and Trenching Safety TX South (Downstairs)</b>	
12:30 - 1:30	<b>1/2 Day - Score Mentor Program: Startups, Expansion and Exit Strategies TX South (Downstairs)</b>	
8:30 - 5:30	<b>1 Day Class "Design for OSSF: Focus on Non Standard Systems" TX South Room (Downstairs)</b>	
9:00 - 6:00	<b>2 Day Class "Advanced Maintenance Provider" Class TX North Room (Downstairs)</b>	
9:00 - 6:00	<b>2 Day Class "High Strength Wastewater Systems" Class TX Ranger Room (Downstairs)</b>	
4:00 - 6:00	<b>Conference Attendee &amp; Exhibitor Registration opens at 4:00 PM in the Foyer (Upstairs)</b>	
<b>March 5, 2024 - Day 1</b>		
7:00 - 8:00	<b>Rudy's BBQ Breakfast - McLennan Hall</b>	
<b>Keynote Address - Brazos North and South</b>		
8:00 - 9:00	<b>OSSF Rules Revision Update - Donna Cosper, P.E.</b>	
9:00 - 10:00	<b>Exhibit Hall Grand Opening</b> Hall Open from 9:00 AM until 6:00PM; Day-2 HS & AMP Classes 9:00AM until 6:00PM	
<b>Industry Direction Sessions - Brazos North</b>	<b>Design/Regulatory Sessions - Brazos South</b>	
10:00 - 11:00	<b>Standard Operating Procedures for conducting Operation and Maintenance - John Thomas</b>	<b>Non-Standard Design Review - Joseph Hopkins, P.G.</b>
11:00 - 12:00	<b>Can a Tank Float? - Bouyancy Calculations</b> Dennis Hallahan, P.E.	<b>Professional Design Reviews - Dr. Bruce Lesikar, P.E.</b>
12:00 - 1:15	<b>BBQ Luncheon in McLennan Hall - TOWA Annual Meeting</b>	
1:15 - 2:15	<b>Tank Installation Considerations for achieving Watertight Stable Tanks - Dennis Hallahan, P.E.</b>	<b>RV Sites - Important items to consider when designing, installing and operating - Dr. Bruce Lesikar, P.E.</b>
2:15 - 3:15	<b>RV Park Research Updates - Dr. June Wolfe</b>	<b>NS - Anaerobic Treatment Tank Sizing</b> Dr. Bruce Lesikar, P.E.
3:15 - 4:00	<b>Exhibit Hall Break</b>	
4:00 - 5:00	<b>Pump Selection - Calculating the duty point (flow and TDH)</b> Roxanne Groover, P.E.	<b>Flow Splitting Methods for Distributing Flow between Treatment Components - Dr. Bruce Lesikar, P.E.</b>
5:00 - 6:00	<b>Exhibit Hall Mixer</b>	
<b>March 6, 2024 - Day 2</b>		
7:00 - 11:00	<b>Exhibit Hall Open - Chisholm Hall</b> Rudy's BBQ Breakfast 7:00AM - McLennan Hall / AA Round Table Breakfast Session	
<b>General Sessions - Brazos North</b>	<b>Non-Standard Systems Sessions - Brazos South</b>	
8:00 - 9:00	<b>AgriLife Research Updates - Dr. Anish Jantrania</b>	<b>NS - Flow Equalization Tanks - A critical component for system performance and management - Roxanne Groover, P.E.</b>
9:00 - 10:00	<b>Key Concepts for an OSSF Performance Code</b> Dr. Bruce Lesikar, P.E.	<b>NS - Designing Aerobic Treatment Units - Allison Blodig</b>
10:00 - 10:30	<b>Exhibit Hall Break</b>	
10:30 - 11:30	<b>Drip Research Update - Dr. Gabriele Bonaiti</b>	<b>* Professional Ethics in OSSF Design - Dr. Bruce Lesikar, P.E</b>
11:30 - 12:30	<b>TCEQ Licensing Update - Renata Kosicki</b>	<b>NS - Calculating BOD<sub>5</sub> Loading Rates to Treatment Systems</b> John Blount, P.E.
<b>Post-Conference</b>		
12:30 - 1:00	<b>LUNCH for pre-registered Stakeholder Attendee's (McClennan Hall)</b>	
1:00 - 4:00	<b>TCEQ Stakeholder Meeting - Informal OSSF Rules Review (Brazos North and South) TCEQ Staff</b>	
Subject to change and TCEQ approval. Full conference with HS or AMP Class, CEU = 21.5; Plus Post Conf. Class, CEU = 25.5; w/o Pre or Post-Con. Max = 10.5		
* Professional Engineering Ethics, One-hour, CEU Course		

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

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DATE: 11/13/2023 DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston

Person(s) Name Attending: 1. Francisco Gonzalez  
2. Don Mitchell  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: Marriot Courtyard

Hotel Address: 101 Washington City: Waco State: TX Zip: 76701

Hotel Telephone #: 254-752-8686

Function Attending: TOWA 31st Annual Conference

Date of Check in: March 4,2024

Date of Check out: March 6,2024