



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

February 5, 2025

TO: Terrance McCracken, Secretary to the Authority

FROM: Sabrina A. Figler, Director of Water Quality

SUBJECT: Request for Sabrina A. Figler, Director of Water Quality to attend the AWWA FLY-IN 2025 in Washington, DC

The AWWA FLY-IN is scheduled for April 7-9, 2025. The AWWA FLY-IN is an opportunity for water professionals to speak to decision makers in Congress about issues important to the water sector. The event gives members of Congress the opportunity to hear directly from their constituents. This event is sponsored by the National AWWA Water Utility Council (WUC) and each state's AWWA WUC selects members from their own councils to attend and represent their respective state & congressional districts. All travel, meals, and lodging costs will be covered by AWWA.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Sabrina A. Figler".

Sabrina A. Figler

BUDGET INFORMATION: BUDGET YEAR 2025
Water Quality Unit 1030
GL #: 401000 640212
Remaining Balance: \$10,400.00

cc: Jenniber Hibit, Director of Human Resources
Charles Eaton, Chief Operating Officer

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

Contract: _____ **Project No.:** _____
Project Description: TRAVEL REQUEST FOR SABRINA FIGLER DIRECTOR OF WATER QUALITY & GABRIELLA HOLEVINSKI, ANALYTICAL CHEMIST, TO ATTEND THE NYS AWWA ANNUAL WATER EVENT IN SARATOGA SPRINGS, NY

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 TRAVEL REQUEST			

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 TRAVEL REQUEST	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: 2/7/2025
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<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: 2/7/2025
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Remarks: _____

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

TRAVEL REQUEST

Date: 1/31/2025

Employee Name	Job Title	Department
Sabrina A Figler	Director of Water Quality	Water Quality

Destination: AWWA FLY-IN 2025 WASHINGTON DC

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 DC to meet with their members of Congress as part of the DC Fly-In. This is an opportunity for water professionals to speak to decision makers in Congress about issues important to the water sector. NYSAWM will cover all of my travel expenses.

Dates of Travel

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

Estimated Cost

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

TOTAL ESTIMATED COST \$ 0 W/ REGISTRATION FEE \$ 0

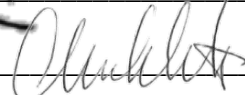
Balance in the training budget prior to this trip \$ n/a

Unit Number _____ Primary Number _____ G/L Number _____

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

Approvals

Department Head  Date 1/31/2025

Chief Operating Officer  Date 2/6/25

Secretary  Date 2/3/25