



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

August 5, 2024

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 and Gabriella Holevinski, Analytical Chemist, to Travel to AWWA WQTC in Schaumburg, Illinois.

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The AWWA WQTC is scheduled for November 17 - 21, 2024. The AWWA WQTC is a scientific and technical conference with the focus on all things related to water quality. Sessions offered are on the LCRI, taste and odor, PFAS detection and removal, microplastics, harmful algal blooms, cyanotoxins, Legionella, microbial and disinfection byproducts, emerging contaminants and biofilms. It is advantageous to send both a chemist and microbiologist to cover all specialties.

Thank you for your consideration.

Sincerely,

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

Sabrina A. Figler

BUDGET INFORMATION: BUDGET  
YEAR 2024 Water Quality Unit 1030

GL #: 401000 640212 TRAVEL  
Remaining Balance: \$4189.00

GL #: 401000 640237 TRAINING  
Remaining Balance: \$5,000.00



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

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

<b>Contract:</b>	<b>Project No.:</b>	
<b>Project Description:</b>	Board Approval for Travel: AWWA WQTC Sabrina Figler & Gabriella Holvinski	

<b>Item Description:</b>			
<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 <u>BOARD APPROVAL</u>			

<b>Action Requested:</b>	
<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 <u>BOARD APPROVAL</u>	

<b>Approvals Needed:</b>	
<b>APPROVED AS TO CONTENT:</b>	
<input type="checkbox"/> Director of HR	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer 	Date: <u>08/06/2024</u>
<input type="checkbox"/> Executive Engineer	Date: _____
<input type="checkbox"/> Director of Administration	Date: _____
<input type="checkbox"/> Claims Rep/Risk Manager	Date: _____
<input type="checkbox"/> Chief Financial Officer	Date: _____
<input type="checkbox"/> Legal	Date: _____
<b>APPROVED FOR BOARD RESOLUTION:</b>	
<input checked="" type="checkbox"/> Secretary to the Authority 	Date: <u>8/6/2024</u>

<b>Remarks:</b> _____ _____
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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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# TRAVEL REQUEST

Date: August 1, 2024

Employee Name	Job Title	Department
Sabrina Figler	Director of Water Quality	Water Quality
Gabriella Holevinski	Analytical Chemist	Water Quality

Destination: Water Quality Technology Conference , Schaumburg, Illinois

Is this training needed to meet professional licensing requirements? no

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

The WQTC covers all aspects of Water Quality including but not limited to microbiology, HAB's, emerging contaminants, microplastics, legionella, biofilms, DBP'S, BIL, iron & manganese, lead, PFAS

### Dates of Travel

From: 11/17/2024 To: 11/21/2024 Total number of business days: 4

### Estimated Cost

Transportation \$ 375 x 2 Hotel Accommodations \$ 936 X 2 Meals \$ 375 x 2


**TOTAL ESTIMATED COST** \$ 4822 **W/ REGISTRATION FEE** \$ (725 x 2) + \$3372


Balance in the training budget prior to this trip \$ \$5000 training (640237) & \$4189 travel (640212)

Unit Number 1030 Primary Number 401000 G/L Number 640237 & 640212

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

### Approvals

Department Head  Date 8/1/2024

Chief Operating Officer  Date 08/06/2024

Secretary  Date 8/1/24



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## WATER QUALITY TECHNOLOGY

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## Water Quality Technology Conference

The premier conference for water quality professionals around the world!

This established and highly regarded conference provides a practical forum for a wide range of water technology professionals to exchange the latest research and information.

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# WQTC 2024 REGISTRATION IS NOW OPEN!

[Register Online](#)

Early Bird Registration Ends October 25th!

*If you require a registration form, please reach out to AWWA Customer Service (service@awwa.org)*

**Schaumburg, Illinois (near Chicago O'Hare Airport)**

November 17-21, 2024

Renaissance Schaumburg Convention Center Hotel

## Who attends WQTC?

Water Quality Specialists

Scientists

Lab personnel

Distributors & Manufacturers

Treatment plant managers

Engineers

Researchers

Consultants

Local & Federal Government

Academics & Students

Water Utility Managers

Regulators

2024 WQTC Registration Rates	Member Early On or Before: 10/25/24	Non-member Early On or Before: 10/25/24	Member Late On or After 10/26/24	Non-member Late On or After 10/26/24
Full-Conference Registration (Best Value!) Includes technical sessions, exposition; meals; does not include workshops	\$725	\$925	\$925	\$1025
Monday-Only (includes Monday lunch & reception)	\$445	\$645	\$645	\$745
Tuesday-Only (includes Tuesday lunch)	\$420	\$620	\$620	\$720
Wednesday-Only	\$375	\$575	\$575	\$675
Exhibits Only	\$60	\$90	\$90	\$90
Student (ID required - Same as Full-Conference)	\$50	\$75	\$50	\$75

Speaker (discount off of the Full-Conference rate)	\$435	\$635	\$635	\$735
Spouse/Guest Registration (non-industry guest access to exhibit hall)	\$50	\$50	\$50	\$50
Pre-Conference Workshops Full/Half-day	\$275/\$150	\$375/\$250	\$375/\$250	\$475/\$350
Facility Tour	\$70	\$70	\$70	\$70

**Cancellation Policy:** *AWWA must receive cancellations in writing. Phone cancellations are not accepted. All cancellations dated by deadline will receive a refund, minus a 25% administrative fee. After deadline, cancellations will not be refunded; however, substitute registrants are welcome. Email requests for substitutions or cancellations to [service@awwa.org](mailto:service@awwa.org).*

Conference Policies & Code of Conduct

## ***Future Years***

WQTC 2025 - November 8-12, Tacoma, Washington

**International attendees:** Do you need a letter of invitation from AWWA? Submit the request form. *Requests will be honored for attendees and presenters with the intent to register.*