



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

August 1, 2023

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 Ryan McKernan, Environmental Chemist, to Travel to AWWA WQTC.

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The AWWA WQTC is scheduled for November 5 - 9, 2023 in Dallas, Texas. The AWWA WQTC is a scientific and technical conference offering sessions in Water Quality Modeling, the LCRR, Cyanobacteria, the UCMR5, and PFAS, microplastics, water aesthetics, opportunistic pathogens and biofilms, manganese, bench and jar testing and DBP research. The Professional Program is: [https://events.tpmi.com/gcmaintenance/awwa/html\\_files/30000227/onlineagenda/index.htm](https://events.tpmi.com/gcmaintenance/awwa/html_files/30000227/onlineagenda/index.htm) . It is to our advantage 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 2023  
Water Quality Unit 1030  
GL #: 401000 640212  
Remaining Balance: \$8525.00



cc: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> _____ Request for travel to AWWA WQTC: Sabrina Figler & Ryan McKernan	

<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 approval for travel			

<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 approval for travel	

<b>Approvals Needed:</b>		
<b>APPROVED AS TO CONTENT:</b>		
<input type="checkbox"/> Director of HR	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer		Date: <u>08/07/2023</u>
<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>8/7/2023</u>

<b>Remarks:</b> _____ _____
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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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# 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
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WQTC Registration Rates	Member Early - On or Before 10/05/2023	Non member Early - On or Before 10/05/2023	Member Late - After 10/05/2023	Non member Late After - 10/05/2023
Full-Conference Registration (Best Value!) Includes technical sessions, exposition; meals; does not include workshops	\$695	\$895	\$895	\$995
Monday-Only (includes Monday lunch & reception)	\$435	\$635	\$635	\$735
Tuesday-Only (includes Tuesday lunch)	\$405	\$605	\$605	\$705
Wednesday-Only	\$360	\$560	\$560	\$660
Exhibits Only	\$60	\$90	\$90	\$90
Student (ID required - Same as Full-Conference)	\$35	\$50	\$35	\$50
Speaker (40% discount off of the Full-Conference rate)	\$415	\$615	\$615	\$715
Spouse/Guest Registration (non-industry guest access to exhibit hall)	\$35	\$35	\$35	\$35
Facility Tour T1 - Bachman Water Treatment Plant	\$65	\$65	\$65	\$65

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**Cancellation Policy:** AWWA must receive cancellations in writing. Phone cancellations are not accepted. All cancellations dated by Friday, October 5, 2023 will receive a refund, minus a 25% administrative fee. After October 5, 2023 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 2024 - November 17-21, Schaumburg, Illinois (Northwest Chicago suburbs)

**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.*

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For questions regarding registration, lodging or general conference questions, please contact the Conference and Education Group.

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**AWWAIndia Association**

New Delhi, India  
<https://www.awwa-india.org>

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## WATER QUALITY TECHNOLOGY

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The premier conference for water quality professionals around the world!

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- Presenters

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OK

TRAVEL REQUEST

Date: 8/1/2023

Table with 3 columns: Employee Name, Job Title, Department. Rows include Sabrina A Figler (Director of Water Quality) and Ryan McKernan (Environmental Chemist Tech).

Destination: AWWA WQTC in Dallas, Texas

Is this training needed to meet professional licensing requirements? no

Description of training or business, and reasons and benefits of attendance: WQTC is established and highly regarded conference providing a practical forum for a wide range of water technology professionals to exchange the latest research and information.

Dates of Travel

From: 11/5/23 To: 11/10/2023 Total number of business days: 5

Estimated Cost

Transportation \$ 690 Hotel Accommodations \$ 920 Meals \$ 450

TOTAL ESTIMATED COST \$ 2060 W/ REGISTRATION FEE \$ 2755 (x2 = \$5510)

Balance in the training budget prior to this trip \$ 8525

Unit Number 1030 Primary Number 401000 G/L Number 641112

Comments (i.e. spouse traveling, preferences): See technical program:

https://events.tpni.com/gcmmaintenance/awwa/html\_files/30000227/onlineagenda/index.htm

Approvals

Department Head [Signature] Date 8/1/23
Director of Human Resources [Signature] Date 8-1-2023
Secretary [Signature] Date 8/2/2023



## WHEN TO USE THIS FORM FOR TRAVEL REQUESTS

Use this form whenever you will be traveling on Authority business. **Complete this form as soon as possible to obtain all the necessary approvals in time to make the necessary accommodations.** All travel arrangements must be made through Amy Hassett in the Office of the Secretary. **Note: You cannot make any reservations/registrations until all the necessary approvals are obtained.**

**If your travel relates to training, you must also complete a Training Request Form.**

## INSTRUCTIONS

1. Complete the top section of the form including, name, date, job title, department, and destination.
2. If you must obtain continuing education or contact hours to meet professional licensing requirements, please indicate if this course or conference can be applied to those hours.
3. Describe the purpose of your trip. Specify the topic of the training seminar or conference. You must also attach a copy of the training brochure, if applicable, including hotel information. If you are not attending training, please specify the purpose of your trip and the benefit to the Authority.
4. Indicate the Dates of Travel.
5. Count the total number of business days you will be away from your duties at the Authority. Do not include weekends or holidays unless you are scheduled to work on those days.
6. Calculate the Estimated Cost of Travel broken down with transportation, hotel accommodation and meals. Transportation costs include airfare, train fare, car rental, etc. Hotel accommodation should include the total cost for lodging. It should not include meals or other expenses you may charge to your room. Estimate the cost of meals on the line provided.
7. Indicate the Total Estimated Cost of Travel.
8. Note the Total Estimated Cost of Travel plus the Registration Fee.
9. Indicate how much money is in your department's budget prior to the class and/or conference. Show the unit, primary and G/L numbers you will be charging these costs to.
10. Specify if your spouse is traveling with you so arrangements can be made for him/her. Also, if you have a flight preference (such as time or airlines) or hotel preference please indicate on the line provided.
11. Travel requests must be approved by your Department Head, Director of Human Resources and the Secretary to the Authority. This travel request form **must** be saved in pdf form in the I drive/ECWA Training/current year.
12. You must email your department head, Human Resources Director and the Secretary requesting them to approve your training request form. A link to the form must be included in your email.
13. After receiving all approvals, the arrangements/registration can now be completed. Amy Hassett will notify you when your request is approved and registration is complete.