



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 10, 2024

TO: Jerome Schad, Chair  
Peggy LaGree, Vice Chair  
Michele Ianello, Treasurer

FROM: Sabrina Figler, Director of Water Quality

SUBJECT: Training/Travel for Jo A Fronczak, Microbiologist, Water Quality

---

Yokogawa Fluid Imaging Technologies, manufacturer and distributor of our Flow-Cam instrument is holding an interactive two-day FlowCam University workshop. Training includes:

- A comprehensive 2-day workshop of FlowCam 8000 series instrumentation and VisualSpreadsheet software with a mix of seminars, expert-guided FlowCam training, and Visual Spreadsheet software exercises
- Hands-on FlowCam training in our analytical lab using samples tailored to your application.
- Individualized training for data management, analyses, and visualization workflows
- Working group discussions on special topics
- Best practices for FlowCam instrument use
- Optimized solutions for FlowCam sample preparation
- Advanced particle imaging analysis techniques with VisualSpreadsheet

Jo is our in-house expert on phytoplankton, zooplankton, cyanobacteria, and zebra mussel veligers. Jo has been using the Flow-Cam instrument for the last two years in-house. She brought the training announcement to me requesting additional training and education. Given the importance of Cyanobacteria and its toxins, as well as the potential impacts of other species of algae and veligers, I support Jo going and I am requesting the Board approves.

There is no cost for training. Participants just need to provide travel and lodging expenses.

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

<b>Contract:</b> <b>Project Description:</b>	<b>Project No.:</b> Training and travel for Jo A Fronczak, Microbiologist, WQ Flow-Cam/Cyanobacteria training, Portland, Maine
---	--

**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 <u>Request for training/travel</u>			

**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 <u>Board Approval for training/travel</u>	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Director of HR	<u>Jennifer Hibit</u>	Date: <u>5/13/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>[Signature]</u>	Date: <u>05/13/2024</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: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>5/13/2024</u>
--	--------------------	------------------------

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
-------------------------------	-----------------------

# TRAVEL REQUEST

Date: 5-10-24

Employee Name	Job Title	Department
<u>Jo Franczak</u>	<u>Microbiologist</u>	<u>Water Quality</u>

Destination: Scarborough Maine

Is this training needed to meet professional licensing requirements? no

Description of training or business, and reasons and benefits of attendance: Aquatic training class is being offered at no cost. I have been using our FlowCam for algae work and can do 1 basic method - a class would increase my knowledge and broaden the use of our equipment.

**Dates of Travel**

From: October 21, 2024 To: Oct 24, 2024 Total number of business days: 4

**Estimated Cost**

Transportation \$ 330 Hotel Accommodations \$ 948 Meals \$ 100

TOTAL ESTIMATED COST \$ 1378 W/ REGISTRATION FEE \$ none

Balance in the training budget prior to this trip \$ 5000 Training 06393-Lowel

Unit Number 1030 Primary Number 401000 G/L Number 64037  
640212

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

**Approvals**

Department Head [Signature] Date 5.10.24

Chief Operating Officer [Signature] Date 05/10/24

Secretary [Signature] Date 05/10/24



## FlowCam University

Join us for comprehensive training on-site at our **Maine headquarters**



We are excited to offer you personalized FlowCam training tailored to aquatic applications! **Save the date: Oct 22-23.**

Our application scientists will teach you FlowCam best practices using a variety of aquatic samples. You will learn method development for your specific application using FlowCam 8100, FlowCam 8400, and FlowCam Cyano instruments.

Training will take place at our headquarters in Scarborough, Maine. You will leave as a more

confident FlowCam user with skills to advance your flow imaging microscopy goals.

*Please complete the form on this page to express your interest in our program.*

## What you can expect:

- A comprehensive 2-day workshop of FlowCam 8000 series instrumentation and VisualSpreadsheet software with a mix of seminars, expert-guided FlowCam training, and VisualSpreadsheet software exercises

- Hands-on FlowCam training in our analytical lab using samples tailored to your application
- Individualized training for data management, analyses, and visualization workflows
- Working group discussions on special topics
- Networking opportunities
- *3-months access to FlowCam University (online) on-demand training – access available one month before training through 2 months after training*
- Complimentary breakfast, lunch, and dinner on Day 1, and breakfast and lunch on Day 2
- Discounted hotel rates
- Training certificate
- No course fees

**First Name\***

**Last Name\***

**Company name\***

**Email\***

**Phone number\***

**Application\***

Please Select

