



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

January 29, 2026

TO: Jennifer Hibit, 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 13-15 2026. 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, which appears to read "Sabrina A. Figler".

Sabrina A. Figler

cc: Charles Eaton, Chief Operating Officer

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one: _____

Other: _____

Action Requested:

Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer

_____ 

Date: _____

Chief Operating Officer

Date: 2/3/2026

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution

Date: _____

Director of Human Resources

_____ 

Date: 2/3/2026

Director of IT

Date: _____

Director of Operations

Date: _____

Director of Planning & Water Supply

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer

Date: _____

General Counsel (Legal)

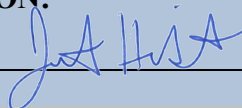
Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority

_____ 

Date: 2/3/2026

Remarks: _____

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

TRAINING REQUEST

Date: 1/29/2026

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

Dates of Training

From: April 13, 2026 To: April 15, 2026 Total number of business days: 3

Training requests which require overnight accommodations must be accompanied by a Travel Request form.

Training Information

Title of Course(s) AWWA FLY IN

Description The Fly-In provides an opportunity for water professionals to engage with policymaker on critical water issues

Is this course needed to meet continuing education or contact hour requirements? no
How many credit hours will you receive? n/a
How many credits (per year) required for your license? n/a
How many credits do you have year-to-date? n/a
Are there 2 or more people attending this seminar? no
Are there concurrent sessions? no
Why is there a need for 2 or more people to attend this seminar? _____

Estimated Cost

Registration Fee \$ 0 Mileage & Tolls \$ 0

TOTAL ESTIMATED COST \$ 0 Travel costs are covered by AWWA National

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

Unit Number _____ Primary Number _____ G/L Number _____

Approvals

Department Head  Date 1/29/2026

Chief Operating Officer  Date 2/3/2026

Secretary  Date 2/3/2026

TRAVEL REQUEST

Date: 1/29/2026

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

Destination: AWWA FLYIN @ Washington, DC

Is this training needed to meet professional licensing requirements? no

Description of training or business, and reasons and benefits of attendance: Represent ECWA and NY utilities and engage policymakers/NYS senators and congress people, on critical water issues

Dates of Travel

From: April 13, 2026 To: April 15, 2026 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 \$ Travel and lodging costs are covered by AWWA National

Unit Number _____ Primary Number _____ G/L Number _____

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

Approvals

Department Head  Date 1/29/2026

Chief Operating Officer  Date 2/3/2026

Secretary  Date 2/3/2026