



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 that reads "Sabrina Figler".

Sabrina A. Figler

cc: Charles Eaton, Chief Operating Officer

TRAINING REQUESTDate: 1/29/2026

| Employee Name | Job Title | Department |
|----------------|---------------------------|---------------|
| Sabrina Figler | Director of Water Quality | Water Quality |
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Dates of TrainingFrom: 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 INDescription The Fly-In provides an opportunity for water professionals to engage with policymaker on critical water issuesIs this course needed to meet continuing education or contact hour requirements? noHow many credit hours will you receive? n/aHow many credits (per year) required for your license? n/aHow many credits do you have year-to-date? n/aAre there 2 or more people attending this seminar? noAre there concurrent sessions? no

Why is there a need for 2 or more people to attend this seminar? _____

Estimated CostRegistration 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 _____

ApprovalsDepartment Head Sabrina Figler Date 1/29/2026Chief Operating Officer Olivia Holt Date 2/3/2026Secretary Jess Hise Date 2/3/2026

TRAVEL REQUEST

Date: 1/29/2026

| Employee Name | Job Title | Department |
|----------------------|---------------------------|-------------------|
| Sabrina Figler | Director of Water Quality | Water Quality |
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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): _____

Department Head Dr. Brian Winkler Date 1/29/2026

Chief Operating Officer Mark W. Johnson Date 2/3/2026

Secretary  Date 2/3/2026