



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

July 16, 2021

TO: Terrance McCracken, Secretary to the Authority

FROM: Sabrina A. Figler, Director of Water Quality

SUBJECT: Request to AWWA ACE Conference, San Antonio, TX

The AWWA ACE Conference is scheduled for June 12-15 in San Antonio, Texas. The ACE program offers workshops and professional programs in every sector of the water profession including but not limited to utility management, water quality, emerging contaminants, distribution system modeling and time studies, climate resilience and managing lead in water. This conference series provides such an extensive wealth of knowledge.

I am requesting travel June 11 – June 16, 2021. Thank you for your consideration.

Sincerely,

Sabrina A. Figler

Sabrina A. Figler

Cc: Russel Stoll, COO

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

Contract: _____ **Project No.:** _____
Project Description: AWWA ACE TRAVEL FOR SABRINA FIGLER, DIRECTOR OF WATER QUALITY

Item Description:

Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other APPROVE TRAVEL

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other APPROVE TRAVEL

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Russell J. Stoll</i></u>	Date: <u>2/2/22</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> 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><i>TCE</i></u>	Date: <u>2/2/22</u>
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Remarks: _____

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