REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
12621 E. 166TH STREET, CERRITOS, CALIFORNIA 90703
2:00 P.M., WEDNESDAY, AUGUST 9, 2006

AGENDA

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For information" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

1. DETERMINATION OF QUORUM

2. PUBLIC COMMENT

3. APPROVAL OF THE MINUTES OF JULY 12, 2006
   Staff Recommendation: Approve the minutes as submitted.

4. MONTHLY TRAINING REPORT
   Staff Recommendation: For information.

5. PARS UPDATE
   Staff Recommendation: For information and discussion.

6. ADMINISTRATIVE CODE REVISIONS
   Staff Recommendation: Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.

7. DEPARTMENT REPORT
   Staff Recommendation: For information.

8. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, August 4, 2006.
MINUTES OF JULY 12, 2006
MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

A regular meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on July 12, 2006 at 2:25 p.m. at the District Office, 12621 E. 166th Street, Cerritos, California. Chairperson Willard H. Murray, Jr. called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM
Attendees included:
Committee: Directors Willard H. Murray, Jr. and Norm Ryan
Staff: Robb Whitaker, Scott Ota, Jenna Shaunessy

2. PUBLIC COMMENT
The Committee welcomed Councilmember Fernando Pedroza of the City of Lynwood. Councilmember Pedroza stated the City has been involved with restructuring from within and had passed its first balanced budget for the year. He noted the City Council has been looking for a new finance director. Councilmember Pedroza also informed the Committee that Central Basin Municipal Water District (CBMWD) Director Olga Gonzales met with the Council to discuss recycled water opportunities.

3. APPROVAL OF THE MINUTES JUNE 14, 2006
The minutes were approved as submitted.

The agenda items were taken out of order.

5. PROFESSIONAL SERVICES AGREEMENT WITH BRIAN BRADY
General Manager Robb Whitaker stated the District has an existing professional services agreement with Brian Brady to provide various management support assistance, specifically, the District’s strategic planning process and board and staff efficiencies. Mr. Whitaker stated staff would like to amend Mr. Brady’s contract and extend it through June 30, 2007 and include an additional $25,000 as budgeted for fiscal year 2006-07.

The Committee concurred with the staff recommendation and requested the item be agendized for board approval.
6. **PROFESSIONAL SERVICES AGREEMENT WITH DON GRAYSON**
Mr. Whitaker stated the District has been using the services of Don Grayson on District management issues, the general manager’s evaluation, staff team building, counsel to the general manager on executive matters, and facilitating staff and board planning meetings. He noted that Dr. Grayson has also been utilized to screen potential staff members as part of the District’s hiring process. Mr. Whitaker stated staff would like to enter into a new agreement with Dr. Grayson beginning the current fiscal year through June 30, 2007 at a not to exceed budgeted amount of $40,000. He explained that staff anticipates the services of Dr. Grayson will continue to be needed this coming year as, among others, a facilitator for the upcoming Desalter Working Group process (as identified in the West Basin Judgment amendment associated with the Desalter).

The Committee concurred with the staff recommendation and requested the item be agendized for board approval.

7. **ADMINISTRATIVE CODE REVISIONS**
Discussion followed on the District’s internship program. The Committee directed the General Manager to provide a stipend to District interns at the comparable hourly market rate.

4. **MONTHLY TRAINING REPORT**
Chief Financial Officer Scott Ota provided an update on training programs WRD employees and Board members have participated in during the month of June noting that new entries are bolded.

Discussion followed on the proposed Ethics Training planned for directors and selected staff members to be held in September 2006 and the Board’s strategic planning workshop in August 2006.

8. **DEPARTMENT REPORT**
Mr. Ota introduced Jenna Shaunessy, the District’s new Controller, to the Committee.

Mr. Ota stated he and the Administration Department have met to discuss staff’s duties and responsibilities. He noted the transition on day to day activities has been smooth.

Director Murray asked Mr. Ota to schedule a meeting with Rewards Strategy Group, consultant to the District on the classification and compensation study.
8. **ADJOURNMENT**
With no other business to come before the Committee, the meeting was adjourned at 3:18 p.m.

__________________________
Chairperson

ATTEST:

__________________________
Director
DATE: AUGUST 9, 2006
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: MONTHLY TRAINING REPORT

SUMMARY
At the request of the Committee, this item is a standing agenda item.
The attached report contains a list of training programs that each manager has planned for staff during the fiscal year as well as the actual programs that staff has attended since the beginning of the year.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
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## STAFF DEVELOPMENT FY07

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## STAFF DEVELOPMENT FY07

| FINANCE |
|-----------------|-----------------|-----------------|
| Scott Ota       |                 |                 |
| Special District Finance 2006 |                 |                 |
| Preparing Better Budget Documents |                 |                 |
| Planning and Sale of Municipal Bonds |                 |                 |
| Preventing, Detecting and Reporting Fraud |                 |                 |
| GASB basic Financial Statements |                 |                 |
| Everyday Ethics: Doing Well by Doing Good |                 |                 |
| Ethics          |                 |                 |
| Jenna Shaunessy |                 |                 |
| Special District Finance 2006 |                 |                 |
| Governmental Accounting |                 |                 |
| Contract Management |                 |                 |
| Ethics          |                 |                 |
| Yen Bui         |                 |                 |
| MIP Annual Training Conference |                 |                 |
| MIP Training Update |                 |                 |
| Liz Betham      |                 |                 |
| MIP Annual Training Conference |                 |                 |
| MIP Training Update |                 |                 |

### EXTERNAL AFFAIRS

<p>| Suja Lowenthal |                 |                 |
| Ethics         |                 |                 |
| Tracey Burke   |                 |                 |
| Adeline Yoong  |                 |                 |
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| Elsa Lopez     |                 |                 |
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**MANDATORY TRAINING:** AB 1234 requires all elected officials, and staff designated by the Board, to receive ethics training every two years.
July 26, 2006

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Re: Director’s Training

«GreetingLine»

The Administrative Committee has asked for information about training classes that the Board of Directors may find useful. Attached course descriptions are from the following providers:

Liebert Cassidy Whitmore - Half-day workshops scheduled by request, approximate price noted on course list.

California Special District Association – District Governance Academy consisting of four classes which may be taken individually or for a reduced price for all four classes. Two classes will be offered in 2006, Board’s Role in Finance/Fiscal Accountability on October 20, and Board’s Role in Human Resources on November 17. Information on the 2007 schedule is not available as yet.

Special District and Local Government Institute – The Special District Finance course is scheduled for October 12, 13, 2006, seminar schedule attached. The seminar information for the Administration and Governance events for 2007 is not available as yet. (The 2006 program descriptions are attached for informational purposes.)

The mandatory training required by AB1234 is not on this list. Staff is currently obtaining information from training sources and is planning training for the Directors in September. You will be contacted for dates which work in your respective calendars.

Please call me if you have any questions. Thank you very much.

Sincerely,

Scott M. Ota, CPA, CIRA
Chief Financial Officer

SO:es
Attach
LIEBERT CASSIDY WHITMORE

Workshops Scheduled by Request, one-half day, $1600 - $2000  
Two workshops may be scheduled in one day for $1500 - $3000

Public Meeting Law and Public Records Act: Review and Update

Includes a review of the fundamentals and an update on recent developments related to these laws. Designed for those most responsible for complying with the legal stipulations outlined in the laws.

Conflicts of Interest

Conflict of interest laws are to insure that the public's interests never take a backseat to private considerations. Governing board members and district employees become entangled in decisions and transactions that violate one or more of these complex rules. This workshop explains the most significant part of these laws and provides concrete examples of pitfalls to avoid.

Privacy Issues in the Workplace

Laws and court decisions dealing with an employee's right to privacy and management's right to information, with emphasis is placed on a continuously developing area of law – privacy issues in the computerized workplace.

Ethics in Public Service

AB 1234 requires ethics training. The class covers all required topics including ethics codes, gift limitations, honoraria prohibitions and conduct upon leaving office.
CSDA's SPECIAL DISTRICT GOVERNANCE ACADEMY

FULL ACADEMY REGISTRATION!

Citizen governance is the backbone of American democracy. The basic assumption of our governance system is that ordinary citizens who are elected or appointed to public boards reflect the beliefs, values and needs of the community. Equally important is that they bring those values to the board table and together, as a unified board, they will set a direction that is responsive to the needs and values of the community.

CSDA's Special District Governance Academy is a curriculum-based set of courses designed specifically for special district directors and trustees. The Academy represents the core set of knowledge created and accepted by the special district community, and encompasses everything directors need to know about Governance Foundations, Setting Direction and Community Leadership, the Board's Role in Finance and Fiscal Accountability and the Board's Role in Human Resources. Although the information that you will obtain from these courses will always be applicable, they will also provide invaluable skills to today's directors to deal with today's challenges, such as the threat of budget cuts.
AGENDA
8:30am - 9:00am - Registration
9:00am - Class Begins
Lunch is included
4:00pm - Adjourn

GOVERNANCE FOUNDATIONS

As the core of CSDA’s Special District Governance Academy, this module serves as the “foundation” for the series on the effective governance of special districts.

The three courses in this module address critical dimensions of governance:
- Special District Trustees as Policy Leaders
- The Effective Special District Board
- The Board’s Responsibilities and Roles in Special Districts

The central part of this module, the Effective Special District Board, covers the four essential steps leading to effective governance for special districts. Directors/Trustees will learn how to:
- Develop a unity of purpose on their board
- Understand and work within the board’s role in the district
- Build a strong, positive operational culture on the board
- Organize the formal structure of the board

FULL ACADEMY REGISTRATION!

REGISTER FOR THIS EVENT!

Select:
- May 17, 2006 – Folsom (near Sacramento)
- April 21, 2006 – Santa Ana
- July 21, 2006 – Santa Cruz
- September 25, 2006 – Squaw Creek

Name:

Title:

http://www.cesda.net/govfoun.htm

7/26/2006
District: 
Address: 
City: ___________________________ State: __________ Zip: __________

Phone: __________________________ Fax: _______________________
E-mail: _______________________________________________________

____________________________

CANCELLATION POLICY
Cancellation Policy: Cancellations MUST be made IN WRITING no later than seven (7) days prior to the event in order to receive a full refund less a $25 processing fee. There will be NO EXCEPTIONS.
1112 I Street, Suite 200
Sacramento, CA 95814
fax: 916.442.7889

☐ Yes, I've read and understand the cancellation policy.

REGISTRATION!

☐ CSDA Members - $ 185.00
☐ SDLF Spons. Organization Member - $ 210.00
☐ Non-CSDA Members - $ 275.00

Payment: 
☐ Check (via mail)
☐ CSDA will bill your district upon receipt of this registration, or you may contact the office at 877.924.CSDA to provide credit card information over the phone.

Register  Clear
BOARD'S ROLE IN HUMAN RESOURCES

The fourth module in the series focuses on what might be the most difficult area for most special district boards: personnel. The main employee hired by the governing board is the general manager. This module will address the board's ongoing relationship with the manager, the senior staff and other staff in the district. It will address general manager evaluation, the board's role in the evaluation of other staff members, and what to do and not do in human resources.

Participants will learn how to:
- Develop guidelines when assessing the performance of the general manager
- Determine a protocol for approving personnel policies
- Create a process for approving job descriptions and organizational structure
- Recognize confidentiality and legal liabilities of a district board member

FULL ACADEMY REGISTRATION!

REGISTER FOR THIS EVENT!

Select:
- October 13, 2006 – Santa Ana
- November 17, 2006 – Monterey

Name:

Title:

District:

Address:

http://www.csda.net/brdhr.htm

7/21/2006
CANCELLATION POLICY
Cancellations MUST be made IN WRITING no later than 10 days prior to the event in order to receive a full refund less a $25 processing fee. There will be NO EXCEPTIONS.

1112 I Street, Suite 200
Sacramento, CA 95814
fax: 916.442.7889

☐ Yes, I’ve read and understand the cancellation policy.

REGISTRATION!

☐ CSDA Members - $185.00
☐ SDLF Spons. Organization Member - $210.00
☐ Non-CSDA Members - $275.00

Payment:

☐ Visa
☐ Mastercard

Acct. Name:

Billing Address:

City: State: Zip:

Account #: (Numbers only please)

Exp. Date: (example: 0105 for January 2005)

Register Clear

http://www.csda.net/brdhr.htm

7/21/2006
AGENDA
8:30am - 8:00am - Registration
9:00am - Class Begins
Lunch is included
4:00pm - Adjourn

HOTEL ACCOMMODATIONS

May 12, 2006
Sacramento
Hilton Sacramento
2200 Harvard Street
Sacramento, CA 95815
(916) 922-4700
Room rate: $119
Room reservation deadline: April 20, 2006

June 9, 2006
Santa Ana
Doubletree Club
7 Hutton Centre Drive
Santa Ana, CA 92707
(714) 751-2400
Room rates: $96 single; $106 double
Room reservation deadline: May 26, 2006

October 20, 2006
Monterey
Hotel Pacific
300 Pacific Street
Monterey, CA 93940
(831) 373-5700
Room rate: $165
Room reservation deadline: September 29, 2006

BOARD’S ROLE IN FINANCE & FISCAL ACCOUNTABILITY

The third module in the series looks at how the special district board carries out its fiduciary responsibility to the district. The budget is arguably the most significant policy document in a special district. It reflects the short and long term goals of the district. Boards do more than just adopt budgets; they also monitor budgets, receive audit reports and understand the principles of facility development. In this time of financial uncertainty, this course becomes even more important.

Participants will learn how to:
• Develop a method for approving the district’s annual budget
• Communicate budget information to the public
• Establish financial goals
• Review district finances
• Develop a process for capital improvement plans and developing a reserves guideline
• Link district finance to:
  - District belief
  - Values
  - Mission
  - Strategic goals

FULL ACADEMY REGISTRATION!

REGISTER FOR THIS EVENT!

Select:
○ May 12, 2006 – Sacramento
○ June 9, 2006 – Santa Ana
○ October 20, 2006 – Monterey

Name:

http://www.csda.net/brdfin.htm

7/21/2006
CANCELLATION POLICY
Cancellation Policy: Cancellations MUST be made IN WRITING no later than 7 days prior to the event in order to receive a full refund less a $25 processing fee. There will be NO EXCEPTIONS.
1112 I Street, Suite 200
Sacramento, CA 95814
fax: 916.442.7889

☐ Yes, I've read and understand the cancellation policy.

REGISTRATION!

☐ CSDA Members - $ 185.00
☐ SDLF Spons. Organization Member - $ 210.00
☐ Non-CSDA Members - $ 275.00

Payment:  
☐ Check (via mail)
☐ CSDA will bill your district upon receipt of this registration, or you may contact the office at 877.924.CSDA to provide credit card information over the phone.

Register  Clear

AGENDA
8:30am - 9:00am -
Registration
9:00am - Class Begins
Lunch is included
4:00pm - Adjourn

HOTEL
ACCOMMODATIONS

April 14, 2006
Folsom (near Sacramento)
Lake Natoma Inn
702 Gold Lake Drive
Folsom, CA 95630
(916) 351-1500
Room rate: $109
Room reservation deadline: March 31, 2006

April 22, 2006
Santa Ana
Doubletree Club
7 Hutton Centre Drive
Santa Ana, CA 92707
(714) 751-2400
Room rates: $96 single; $106
double
Room reservation deadline: April 7, 2006

August 18, 2006
Santa Cruz
Hilton Santa Cruz/Scotts
Valley
6001 La Madrera Drive
Santa Cruz, CA 95060
(831) 440-1000
Room rates: Single, $85;
Double, $149
Room reservation deadline: July 27, 2006

SETTING DIRECTION/COMMUNITY
LEADERSHIP

The second module in the Academy focuses on two critical aspects of
governance: the board's role in setting the long-term direction for the speci-
d district and the board's role in educating the public on the importance of the
agency's agenda.

The Setting Direction portion of this class will provide a step-by-step
discussion of the board's and senior management's roles in establishing the
vision, mission and strategic goals and success indicators for the district.
The Community Leadership portion of the class will address the importance
of the board providing leadership and information to the public on the
essential services provided by the special district in its community.

The Setting Direction element of this course will teach participants to:
• Recognize the importance and benefits of the process of setting direction
  for their districts
• Think strategically
• Be future oriented
• Make the transition from individual board member to a member of a
governance team

The Community Leadership element of this course will teach
participants:
• Why it is important to be engaged with the community
• To interact with the person who approaches you in public on district
  business
• To set protocols for the public's involvement in board meetings
• To develop a board communications plan

FULL ACADEMY REGISTRATION!

REGISTER FOR THIS EVENT!

http://www.csda.net/setdir.htm

7/26/2006
Select:  
(Cancelled) - April 14, 2006 – Folsom (near Sacramento)  
☐ April 22, 2006 – Santa Ana  
☐ August 18, 2006 – Santa Cruz

Name:  
Title:  
District:  
Address:  
City:  
State:  
Zip:  
Phone:  
Fax:  
E-mail:  

CANCELLATION POLICY
Cancellation Policy: Cancellations MUST be made IN WRITING no later than 7 days prior to the event in order to receive a full refund less a $25 processing fee. There will be NO EXCEPTIONS.

1112 I Street, Suite 200
Sacramento, CA 95814
fax: 916.442.7889

☐ Yes, I've read and understand the cancellation policy.

REGISTRATION!

☐ CSDA Members - $ 185.00  
☐ SDLF Spons. Organization Member - $ 210.00  
☐ Non-CSDA Members - $ 275.00

Payment:  
☐ Check (via mail)  
☐ CSDA will bill your district upon receipt of this registration, or you may contact the office at 877.924.CSDA to provide credit card information over the phone.

Register  Clear

http://www.csda.net/setdir.htm  
7/26/2006
FULL ACADEMY REGISTRATION

Full registration includes registration for all classes in the CSDA's Special District Governance Program. Simply indicate below which classes you would be interested in attending by clicking on the appropriate button.

REGISTRATION FORM

Governance Foundations
Select:  
- March 17, 2006 – Folsom (near Sacramento)  
- April 21, 2006 – Santa Ana  
- July 21, 2006 – Santa Cruz  
- September 25, 2006 – Squaw Creek

Setting Directions and Community Leadership
Select:  (Cancelled) - April 14, 2006 – Folsom (near Sacramento)  
- April 22, 2006 – Santa Ana  
- August 18, 2006 – Santa Cruz

Board's Role in Finance & Fiscal Accountability
Select:  
- May 12, 2006 – Sacramento  
- June 9, 2006 – Santa Ana  
- October 20, 2006 – Monterey

Board's Role in Human Resources
Select:  
- June 16, 2006 – Sacramento  
- October 13, 2006 – Santa Ana  
- November 17, 2006 – Monterey

Name:

http://www.csda.net/acad_reg.htm

7/26/2006
CANCELLEATION POLICY
Cancellation Policy: Cancellations MUST be made IN WRITING no later than 10 days prior to the event in order to receive a full refund less a $25 processing fee. There will be NO EXCEPTIONS.
1112 I Street, Suite 200
Sacramento, CA 95814
fax: 916.442.7889

☐ Yes, I've read and understand the cancellation policy.

FULL ACADEMY REGISTRATION!

☐ CSDA Members - $660.00
☐ SDLF Spons. Organization Member - $760.00
☐ Non-CSDA Members - $1020.00

Payment:  
☐ Check (via mail)
☐ CSDA will bill your district upon receipt of this registration, or you may contact the office at 877.924.CSDA to provide credit card information over the phone.

Register  Clear

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<thead>
<tr>
<th>Date(s)</th>
<th>Topic</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday-Friday</td>
<td>*Special District Administration</td>
<td>San Diego</td>
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<tr>
<td>June 1-2, 2006</td>
<td><strong>COMPLIANCE WITH MANDATORY NEW LEGAL REQUIREMENTS FOR SPECIAL DISTRICTS</strong>&lt;br&gt;<em><em>Mandatory Financial and Ethics Requirements of AB 1234 and <em>Sexual Harassment Awareness Training AB 1825</em></em>&lt;br&gt;</em>(Provider certifies that an application is pending for approval of AB 1234 Session by the State Bar of California)<em>&lt;br&gt;</em>(2.0 MCLE Credits approved for AB 1825 Session)*</td>
<td>(Mission Bay) BAHIA HOTEL</td>
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<tr>
<td>Saturday</td>
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<td>Online Direct Reservations:</td>
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<td><a href="https://shop.evanshotels.com/spe0531.html">https://shop.evanshotels.com/spe0531.html</a></td>
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<tr>
<td>June 3, 2006</td>
<td><strong>Special District Finance</strong></td>
<td>Seaside/Monterey</td>
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<td><strong>Brown Act/Public Records Act/Conflict of Interest Workshop</strong>&lt;br&gt;<strong>(Full day Workshop)</strong>&lt;br&gt;<strong>Financial Modeling (Morning Only Workshop)</strong>&lt;br&gt;<strong>(Mandatory Financial and Ethics Requirements of AB 1234)</strong></td>
<td>EMBASSY SUITES <a href="http://www.embassysuites.com">www.embassysuites.com</a></td>
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<tr>
<td>Thursday-Friday</td>
<td>*Special District Governance</td>
<td>San Francisco</td>
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<tr>
<td>October 12-13, 2006</td>
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<td>THE STANFORD COURT</td>
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<tr>
<td>Saturday</td>
<td><strong>Workshops to be announced</strong></td>
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<tr>
<td>October 14, 2006</td>
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<tr>
<td>Thursday-Friday</td>
<td>*Special District Administration</td>
<td>Anaheim</td>
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<td>February 2007</td>
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<td>DISNEY'S PARADISE PIER® HOTEL</td>
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<tr>
<td>Saturday</td>
<td><strong>Workshops to be announced</strong></td>
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<tr>
<td>February 2007</td>
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<tr>
<td>Thursday-Friday</td>
<td>*Special District Finance</td>
<td>Palm Springs</td>
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<tr>
<td>May, 2007</td>
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<td>HILTON PALM SPRINGS RESORT</td>
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<td>Saturday</td>
<td><strong>Workshops to be announced</strong></td>
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<td>May, 2007</td>
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<td>Thursday-Saturday</td>
<td>*Special District Finance</td>
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<td>October, 2007</td>
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<td><strong>Workshops to be announced</strong></td>
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*Course is required for Certification in Special District Leadership and Management*

NOTE: This calendar is for planning purposes only and subject to change due to unavailability of hotels in selected cities, prior speaker conflicts, or other factors beyond our control. Recipients are advised to re-confirm dates and locations or to request an updated schedule at least quarterly by contacting SDI.
COSTS ARE RISING.
MONEY IS GROWING TIGHT.
WHAT SHOULD YOUR AGENCY DO?
Learn how to take control of your agency's financial affairs at the leading seminar on FINANCE for special districts, cities and local governments.

October 12-13, 2006 • Embassy Suites Hotel, Seaside (Monterey), CA
ALSO SPECIAL WORKSHOPS • SATURDAY, OCTOBER 14, 2006
BROWN ACT, PUBLIC RECORDS, CONFLICT OF INTEREST: 8:00 - 3:30 p.m.
Meets AB 1234 Mandatory Training Requirements • Approved for 6.0 MCLE credits
PUTTING FINANCIAL MODELING TO WORK: 8:00 - 12:00 noon
Learn to Use the Power of Excel for Your Financial Modeling
Join California's Best Local Governments

The FINANCE Seminar brings you:

Top notch speakers, comprehensive handbook, and 38 years of experience as the premier local government training institution.

That's why more than a thousand local agencies have used the Special District and Local Government Institute to help train their directors, managers and key staff.

WHO WILL BENEFIT?

EXPERIENCED DIRECTORS AND MANAGERS – an updated refresher seminar on running an effective agency.

NEWLY-ELECTED OFFICIALS – a must-attend seminar to develop essential knowledge and skills.

SENIOR MANAGERS AND STAFF – of special districts, cities, counties, and non-profit organizations.

"As a newly elected official, our board highly recommended SDI as one of the first priorities for me. I found it invaluable and got me up to speed on what it is to be a board member."
E.S., Leucadia Wastewater District

WHAT YOU WILL LEARN:

Provides proven tools and methods for dealing with the financial challenges facing local governments.

Incorporates the latest information, techniques and insights for solving today's financial challenges.

"SDI seminars are excellent in providing board members, managers and staff with the tools, regulations and methods to be efficient, effective and knowledgeable in their roles."
D.C., North County Fire Protection District (Castrovile)

WHAT YOU WILL RECEIVE:

- TOP-NOTCH SPEAKERS, each an expert in their respective fields, chosen for their working knowledge of California local governments.

- A CAREFULLY PLANNED CURRICULUM packed with up-to-date topical information needed by local government officials.

- LARGE, COMPREHENSIVE HANDBOOK containing materials from each presenter. Retail value $100.

- CERTIFICATE PROGRAM, SPECIAL DISTRICT LEADERSHIP AND MANAGEMENT representing over three decades of continuing education experience.

- QUALITY RESORT HOTELS AND AMENITIES daily continental breakfast, full lunch daily, and refreshment breaks.

"This has been the best planned government conference I've attended, with useful materials to take to the workplace."
J.S., Squaw Valley Public Utility District

FINANCE is one of three Seminars in the widely respected Certificate Program for Local Government Leaders.
Thursday, October 12, 2006
CONTINENTAL BREAKFAST & REGISTRATION
7:45-8:15 a.m.

FINANCIAL PERSPECTIVES:
INTRODUCTION TO THE SEMINAR
Glenn M. Reiter

FINANCIAL MANAGEMENT – WHO DOES WHAT?
Robert Rauch
• Your role in long-range financial planning and short-range budgeting
• Keeping watch: monitoring and reporting to assure your agency's financial health
• Responding to the audit

FINANCIAL OVERSIGHT AND CONTROL
Kamil Azoury
• Financial oversight requires measurement and milestones
• Determining cost trends to measure financial health
• Tracking department costs to improve cost control
• How to make operations more cost effective

FINANCIAL BASICS - YOUR BUDGET:
SUCCESSFUL BUDGET FORMATS – GETTING THE MOST OUT OF BUDGETS
Valerie Pryor
• How to assure that the budget reflects the agency's mission
• Tips for including stakeholders in the budget process
• Guide to developing all elements of a complete budget
• Review samples of understandable budgets

MARKETING YOUR BUDGET SUCCESSFULLY
Martin Rauch
• Avoid the numbers trap – make your budget an effective planning tool
• Budget techniques that build support for your agency's finances
• Clearly communicating your budget message

RAISING REVENUE:
RAISING REVENUE: SETTING RATES, CHARGES, FEES AND ASSESSMENTS
Glenn M. Reiter
• Keys to establishing the necessary funding to provide the desired level of service
• Setting rates in today's litigious climate
• Developing rates that the public will perceive as fair and equitable

FINANCIAL WORKSHOP:
QUESTIONS & ANSWERS
Speakers Panel
• Dealing with real-world financial issues
• Bring your questions to the experts

EVENING RECEPTION 5:00 – 6:30 p.m.
Meet your fellow attendees while enjoying complementary hors d’oeuvres.

Friday, October 13, 2006
CONTINENTAL BREAKFAST
7:30-8:00 a.m.

STRATEGIC FINANCIAL PLANNING AND CONTROL:
STRATEGIC FINANCIAL PLANNING
Glenn M. Reiter
• Defining the elements of a financial plan
• Structuring the plan to accommodate unforeseen circumstances
• Benefits of financial planning
• Why financial planning is not an option but a must-do
• Financial modeling as a tool

UNDERSTANDING AND USING YOUR DISTRICT'S AUDIT EFFECTIVELY
Steve Northcoate
• How well is your organization's money managed?
• Meaningful tools to help judge the performance of your management team
• Understand the importance and value of the audit process
• Highlights of the GASB requirements

LEGAL REQUIREMENTS AND FINANCING:
UNDERSTANDING THE LEGAL REQUIREMENTS OF FINANCE
Janet Morningstar
• Procedures for adopting various types of fees, charges and assessments

FINANCING CAPITAL PROJECTS AND MAKING THE "BIG MONEY" DECISIONS
James Cervantes
• Legal provisions that allow agencies to incur debt
• Debt financing versus pay-as-you-go
• Alternative financing structures

OBTAINING A FAVORABLE BOND RATING
James Cervantes
• Getting the best financing for your agency

FINANCES AND YOUR CUSTOMERS:
RAISING REVENUE (WITHOUT BEINGLYNCHED)
Martin Rauch
• Gaining support for your rates, bonds and charges
• How to talk money and succeed
• Effective public outreach techniques
• Examples from successful programs
• Apply your knowledge with a practical exercise

SEMINAR ENDS: 4:15 P.M.
Faculty
Expert Speakers Share Their Knowledge and Experience

Every member of our faculty is an active expert in a chosen field as a consultant, manager, or director. As a group, the faculty team has decades of direct, real-world experience with hundreds of local governments of all types and sizes throughout California.

KAMIL AZOURY is general manager/district engineer of Goleta Sanitary District, Santa Barbara County. As a consulting engineer and management consultant, he served public and private agencies in the San Francisco Bay area for 20 years. He is currently second vice president of the California Association of Sanitary Agencies, and president of the Southern California Alliance of Publicly Owned Treatment Works. He is a registered Civil Engineer.

JAMES CERVANTES is managing director in charge of Public Finance with Stone and Youngberg, underwriters of municipal bonds. He has specialized in California public agency financings since 1986. His experience includes Mello-Roos and assessment financings, water and sewer enterprise bonds, lease-backed certificates of participation, and tax-exempt redevelopment bonds.

JANET MORNINGSTAR is in private practice as Janet Morningstar, a Law Corporation. She is general counsel for Rowland Water District and special counsel to Municipal Water District of Orange County. Previously, Janet was a partner with McCormick, Kidman & Behrens. She advises governing bodies of local government agencies on the Ralph M. Brown Act, the Public Records Act, and the California Environmental Quality Act.

STEVEN NORTHCOSE is managing partner with Leaf and Cole, a San Diego-based CPA firm specializing in auditing local governments in California. With 25 years experience in governmental accounting and auditing, Steve has received awards for educational achievement in governmental accounting and auditing.

VALERIE PRYOR serves as the administrative services manager/chief financial officer of Castaic Lake Water Agency, and is responsible for budget preparation. She is a veteran of 17 years working with local government. Previously, she worked for the City of Los Angeles in several key administrative positions, where she conducted budget analysis and preparation.

MARTIN RAUCH is a senior consultant with Rauch Communication Consultants. He leads a team that has developed and conducted customized strategic outreach programs for special districts across the state, as well as strategic planning for local governments.

ROBERT RAUCH is a senior consultant with Rauch Communication Consultants. He specializes in planning and implementing focused public information programs, providing management consulting, and conducting strategic planning retreats. With over 30 years experience, Mr. Rauch has served as a consultant to the White House.

GLENN M. REITER is a Principal with Reiter Lowry Consultants, an engineering, computer, and financial consulting firm. He has over 45 years experience in local government. Mr. Reiter has been General Manager, Chief Engineer and a Director. He specializes in financial planning, the setting of rates and fees, including the financing of capital improvements.

Special Workshops
Offered on Saturday, October 14, 2006

REGISTRATION & CONTINENTAL BREAKFAST: 8:00-8:30 a.m.

BROWN ACT, PUBLIC RECORDS ACT AND CONFLICT OF INTEREST
8:30 a.m. - 3:30 p.m.

Janet Morningstar
(Meets Requirements for AB 1234 Ethics Training and Approved for 6.0 MCLE Credits)
- Brown Act
- Public Records Act
- Conflict of Interest
- Misuse of Public Funds
- Due Process
- Competitive Bidding
- Incompatible Offices
- Bribery/Embezzlement

PUTTING FINANCIAL MODELING TO WORK
8:30 a.m. - 12 Noon

Glenn M. Reiter
- Learn to use the power of Excel for your financial planning
- Structuring the logic for your spreadsheet
- Use of drop down menus to facilitate "what if" scenarios
- Use of embedded notes to explain your logic
- Leave a logic trail
- Readable formats
- Use of Pivot Tables to analyze data
EMBASSY SUITES HOTEL:
1441 Canyon Del Rey, Seaside, CA 93955
Reservation Phone: 800/559-4308 or 831/393-1115
Be sure and mention the Special District
Institute for special discounted rates.

This beautiful hotel is just minutes from the beach and the renowned Monterey Bay Aquarium as well as numerous other destinations.

Take advantage of the special rate of $132 single/double per room per day during the event and for two days before and after. Reservations must be made by September 20, 2006. Please reserve early to ensure that discounted rooms are available.

Children under 18 may share a suite with parents at no extra charge.

Complimentary breakfast, parking, evening reception and Monterey airport shuttle.

PROGRAM INFORMATION:
CERTIFICATION PROGRAM:
You are automatically enrolled as a candidate for the Certificate Program in Special District Leadership and Management. Seminars can be taken in any order and completed within a three-year period.

TEAM DISCOUNTS:
Attendance of groups of four or more from the same organization, enrolling at the same time, are entitled to a 10% discount.
Not good with any other discounts.

CANCELLATIONS AND REFUNDS:
Written cancellation received on or before September 12, 2006 will receive a refund, less a $50 processing fee. Full payment is required if cancellation is received on or after September 13, 2006 – no refunds and no credits for a future event will be granted. However, substitutions may be made at any time. $25 fee charged for checks returned for insufficient funds or for credit cards denied. SDI reserves the right to make changes in programs and speakers, or to cancel programs, when conditions beyond its control prevail. Every effort will be made to contact each enrollee if a program is cancelled. If a program is not held, SDI’s liability is limited to the refund of the program fee only.
Finance Enrollment Form
October 2006 • Monterey Bay, CA

(A) $550 SPECIAL DISTRICT FINANCE SEMINAR (TWO DAYS)
(B) $775 FINANCE SEMINAR + ALL-DAY WORKSHOP (THREE DAYS):
    Brown Act/Public Records Act/Conflict of Interest
(C) $690 FINANCE SEMINAR + HALF-DAY WORKSHOP
    (TWO & ONE-HALF DAYS):
    Financial Modeling Workshop
(D) $250 ALL-DAY WORKSHOP ONLY:
    Brown Act/Public Records Act/Conflict of Interest
(E) $165 HALF-DAY FINANCIAL MODELING WORKSHOP ONLY

ORDER HANDBOOKS ONLY: Shipped the week after the event
PLEASE ADD 7.75% TAX + SHIPPING

(F) $65 Order Binder Only – Brown Act/Public Records
    Act/Conflict of Interest
(G) $65 Order Binder Only – Financial Modeling Workshop
(H) $100 Order Binder Only – Special District Finance Seminar

MEAL PACKAGES:
(I) $50 Guest Meal Package for Workshop
(J) $100 Guest Meal Package for Seminar

DISCOUNTS: if applicable:

$ __________

$ __________

$ __________

$ __________

$ __________

$ __________

$ __________

SUBTOTAL FROM ABOVE

$ __________

$ __________

$ __________

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Celebrating 38 Years of Service to Local Governments
SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE

GOVERNANCE

Celebrating 36 Years of Service to Local Governments

LEARN PROVEN TECHNIQUES TO BE A LEADER IN YOUR DISTRICT

A COMPLETELY UPDATED SEMINAR

February 16-17, 2006 - Disney's Paradise Pier, Hotel, Anaheim, California

GOVERNANCE is one of three seminars in the widely respected Certificate Program for Local Government Leaders.

SEE INSIDE FOR MORE INFORMATION ON THE WORKSHOP AND CHOICE OF AFTERNOON SESSIONS PRESENTED ON SATURDAY, FEBRUARY 18, 2006

WORKSHOP: Brown Act & Public Records Act* 7:30 a.m. - 12:00 p.m.

SESSIONS: Conflict of Interest* 1:00 - 3:30 p.m. or Board Secretaries 1:00 - 4:00 p.m.

*Provider certifies that an application is pending for approval of this activity for MCLE credits by the State Bar of California.
REGISTRATION & CONTINENTAL BREAKFAST
7:45-8:15 a.m.

PERSPECTIVES:
INTRODUCTION TO GOVERNANCE
Glenn M. Reiter, Reiter Lowry Consultants
WHERE SPECIAL DISTRICTS ARE TODAY
Dr. Stephen Morgan, Oracle Corporation
- Tracks historical antecedents of special districts
- Attempts at taking funds, consolidating, or privatizing of districts
- Future of special districts

LEADERSHIP:
EFFECTIVE DISTRICT LEADERSHIP
Glenn M. Reiter, Reiter Lowry Consultants
- Management and leadership styles
- How the Board relates to the public, employees, and other governments
- Dealing with complex issues
- Working with disruptive Board members

PLANNING YOUR DISTRICT’S FUTURE
Robert Rauch, Rauch Communication Consultants, LLC
- Creating a mission and a strategic vision for your agency
- Identifying the priority issues
- Implementing goals and objectives, the action plan
- Assuring your agency’s future

YOUR ROLE IN HUMAN RESOURCES
Irma Rodriguez-Molla, Liebert Cassidy Whitmore
- Labor and employment law issues
- Employer liability for harassment
- Labor relations

FINANCE:
MANAGING YOUR FINANCIAL RESOURCES
Glenn M. Reiter, Reiter Lowry Consultants
- Your fiduciary responsibility in financial oversight
- The job of the Board in financial management
- The Treasurer’s job
- Budgets and reporting
- The Board’s role in monitoring and control

CONTINENTAL BREAKFAST
8:00-8:30 a.m.

LAW:
WHAT YOU NEED TO KNOW ABOUT LOCAL GOVERNMENT LAW
Jeff Ferre, Best Best & Krieger
- Clarifying the powers of the board and the agency
- Avoiding conflicts of interest
- Your personal liability as a public official
- Where does the board stop and management begin

OVERVIEW OF THE BROWN ACT AND PUBLIC RECORDS ACT
Jill Willis, Best Best & Krieger
- The intent and application of the acts
- Recent changes
- Practical aspects and highlights
- Recent court rulings

POLITICS:
ETHICS IN GOVERNMENT - CREATING AN ETHICS PROGRAM FOR YOUR AGENCY
Karen Gorman, Los Angeles County Metropolitan Transportation Authority
- Develop an ethical agency culture
- Establish policies and procedures
- Educate employees and managers
- Enforcement

COMMUNICATION:
BUILDING EFFECTIVE BOARD/MANAGER RELATIONSHIPS
Robert Rauch, Rauch Communication Consultants, LLC
- Role of the Director and role of the manager – maintaining the right balance
- Improving communications between Board members and between the Board and the manager
- Solving differences and working together

BUILDING COMMUNITY SUPPORT
Martin Rauch, Rauch Communication Consultants, LLC
- Gain public support for controversial projects
- Turning the tide when your agency is under attack
- Dealing with vocal activist groups
- Guidelines for working with the press

HOW DOES YOUR AGENCY MEASURE UP?
A SELF-ASSESSMENT TOOL
Speakers’ Panel

SEMINAR END: 4:30 p.m.
June 1-2, 2006 * Bahia Resort Hotel, Mission Bay, San Diego, California

A COMPLETELY UPDATED SEMINAR
LEARN PROVEN TECHNIQUES FOR RUNNING A WINNING PUBLIC AGENCY

SPECIAL COMPREHENSIVE WORKSHOP OFFERED ON SATURDAY, JUNE 3, 2006:
See Inside for More Information on Our New Workshop

SATISFY YOUR MANDATORY TRAINING REQUIREMENTS

MORNING SESSION: Compliance Training for the Mandatory Financial and Ethics Requirements of AB 1234

AFTERNOON SESSION: Meeting the Mandatory Human Resource Requirements of AB 1825

*The afternoon session meets your AB 1825 training requirements and is approved for 2.0 MCLE credits.

*Provider certifies that an application is pending for approval of the morning session for MCLE credits by the State Bar of California.
CREATING A WINNING PUBLIC AGENCY:
YOUR JOB: PLAN, ORGANIZE, DIRECT, CONTROL AND COMMUNICATE
- An overview on running a successful public agency
- Key tools your agency will need

PRINCIPLES FOR RUNNING A SUCCESSFUL AGENCY
Glenn M. Retter, Retter Lowry Consultants
- Profile of a successful agency
- How do you compete with the best?
- A Self-Assessment Exercise
- Key signs to watch for to avoid trouble
- Steps to correct problems

MANAGEMENT - STAFF AND BOARD PERSPECTIVES:
TRANSLATE YOUR STRATEGIC PLAN
INTO A PRACTICAL WORK PLAN
Michael Bardin, Santa Fe Irrigation District
- Tips for effective staff and work plans
- Turning your strategic plans into reality
- Make practical and achievable action plans

PRACTICAL TOOLS FOR BUILDING COMMUNITY UNDERSTANDING AND SUPPORT
Martin Rauch, Rauch Communication Consultants, LLC
- How to gain public support when you really need it
- Tricks of the trade for cost-effective outreach
- Proven guidelines for dealing with vocal opponents and the press
- Whose job is it? Right roles for staff, governing board and consultants

DEVELOPING A STRONG MANAGEMENT TEAM
Charles Guenther, Eastern Plumas Health Care District
- Developing core values
- Maintaining collaborative and cooperative communication
- Building an effective team
- Role of the management team

SOLVING REAL MANAGEMENT PROBLEMS
(INACTIVE SESSION)
Facilitated Speaker Panel and Group Discussion

EVENING RECEPTION:
6:30 - 8:00 p.m.
Aboard the SS Bahia Belle

BETTER BOARD MEETINGS AND POLICIES:
MAKING YOUR BOARD MEETINGS...
RELEVANT AND PRODUCTIVE
Robert Rauch, Rauch Communication Consultants, LLC
- Simple things count-agendas, packets, and minutes
- Governing board and staff roles at the meeting
- Making the meeting a positive experience
- Dealing with problem directors

DEVELOPING AND ORGANIZING EFFECTIVE AGENCY POLICIES
Glenn Retter, Retter Lowry Consultants
- Do you know your agencies policies
- Policies drive agency actions and costs
- Sample policy manuals
- Guidance for effective staff and board policies

SPECIAL GUEST SPEAKER:
YOUR AGENCY'S PLACE IN LOCAL GOVERNMENT - A LAFCO PERSPECTIVE
Guest Speaker, Bob Braithwaite, Santa Barbara LAFCO
- LAFCO's job: what the law says
- Taking a regional view
- Advice to local agencies

EFFECTIVE ADMINISTRATION:
PAINLESSLY HANDLING MANDATORY RECORDS MANAGEMENT
Donna Bartlett-May, Felix Water District
Charlene Webster, Guest's Solutions
- Why records management is important, who is responsible
- How long you should keep various records
- Selecting the best imaging and storage technologies for your agency
- Making documents readily available when needed

PROVIDING OUTSTANDING CUSTOMER SERVICE
Arlene Post, Las Virgenes Municipal Water District
- What makes customer service outstanding?
- How to measure success and improve your service
- How to find out what your customers want and need
- Practical guidelines for providing effective customer service

HUMAN RESOURCES:
HIRING AND KEEPING GREAT EMPLOYEES
Mark Meyerhoff, Siebert Cassidy Whitmore
- The success of your agency depends on your employees
- Hiring the right candidate
- Retaining good employees
- Maintaining good morale with consistent personnel policies

SEMINAR END: 4:30 p.m.
DATE: AUGUST 9, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: PARS UPDATE

SUMMARY

Public Employees' Retirement System (PERS) - In 1994, the Board adopted Resolution No. 94-484 where the District elected to pay normal member contributions as employer paid member contributions (EPMC) and report same as compensation to the Public Employees Retirement System (PERS). In essence, this increases the retirement benefit to staff and directors by increasing the compensation reported to PERS by the EPMC (the employer contribution rate).

Public Agency Retirement Services (PARS) – The District has not made the EPMC election for PARS. For equity purposes, the President requested information for the inclusion of employer paid member contributions (EPMC) as compensation reported to PARS. After contacting PARS, we have been instructed to do the following:

- DRAFT RESOLUTION – Attached is a draft resolution for the Board’s consideration which will give notice of its intention to commence reporting the value of the EPMC as a compensation for all members of a group or class.
- LETTER TO PARS – Also attached is a draft letter to PARS which will instruct them to include the EPMC in the calculation of retirement benefits for Directors.

FISCAL IMPACT
After discussion with PARS personnel, the incremental increase will be approximately 8% of director’s compensation. Therefore, based on the current compensation of $228.82 per meeting, the maximum annual expense will be about $2,200 per director.

STAFF RECOMMENDATION
For information and discussion.
RESOLUTION NO. 06 - XXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
TO PAY NORMAL MEMBER-CONTRIBUTIONS AS EMPLOYER-PAID
CONTRIBUTIONS AND REPORT SAME AS COMPENSATION TO THE
PUBLIC AGENCY RETIREMENT SYSTEM (PARS)

WHEREAS, the Board of Directors adopted the PARS Retirement
Enhancement Plan as part of the District Retirement Program, effective as of
January 1, 2003;

WHEREAS, the Water Replenishment District of Southern California has
an agreement which specifically provides for the inclusion of normal member
contributions paid by the employer on behalf of the members;

WHEREAS, the following is a statement of the proposed change in
reporting compensation to PARS:

The Water Replenishment District of Southern California elects to pay
100 percent of the normal member contributions as employer paid
member contributions (EPMC) and report same percent to PARS as
compensation.

NOW, THEREFORE, BE IT RESOLVED that effective ______________ the
governing body of the Water Replenishment District of Southern California
shall implement California Government Code Sections 53215-53224 by
paying the normal member-contribution percent as employer-paid member
contributions and reporting the same percent to PERS as compensation
for all PARS members.

PASSED, APPROVED, AND ADOPTED THIS ____________ DAY
OF __________.

_________________________________________
President

ATTEST:

_________________________________________
Secretary
Mr. Dennis Yu  
PARS Phase II Systems  
5141 California Ave., Suite 150  
Irvine, CA 92617-3069

Re: Plan ID KY-REP03A

Dear Mr. Yu:

Enclosed is a certified copy of Resolution No. 06 - XXX, A Resolution of the Board of Directors of the Water Replenishment District of Southern California to Pay Normal Member-Contributions as Employer-Paid Contributions and Report Same as Compensation to the Public Agency Retirement System (PARS). This resolution was adopted on ____________, and is to be effective ____________.

Please call me should you have any questions.

Sincerely,

Scott Ota, CPA, CIRA  
Chief Financial Officer

Encl: Resolution No. 06 – XXX.
DATE: AUGUST 9, 2006
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: ADMINISTRATIVE CODE REVISIONS

SUMMARY
Changes to the Administrative Code will be presented and discussed at the meeting.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Discuss any Administrative Code revisions and recommend the Board consider adoption of any such revisions as recommended by the Committee.
DATE: AUGUST 9, 2006

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: DEPARTMENT REPORT

SUMMARY
Staff will provide an update of department activities.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.