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 THE MEETING OF DECEMBER 10, 2007
   Staff Recommendation: Approve as submitted.

4. HEALTH REIMBURSEMENT PROGRAM ADMINISTRATOR CONTRACT
   Staff Recommendation: (1) Execute a contract with Flex Plan Services Incorporated, subject to approval of form by District Counsel, for administration of the District's Health Reimbursement Account (HRA) and Flexible Spending Account (FSA) plans.
   (2) Adopt Resolution No. 08-818 - A Resolution of the Board of Directors of the Water Replenishment District of Southern California amending Resolution No. 05-759 and Resolution No. 05-760.

5. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 6 OF THE WRD ADMINISTRATIVE CODE RELATING TO POLICY AND PROCEDURES FOR DIRECTORS’ COMPENSATION
   Staff Recommendation: Approve for consideration by the Board of Directors Resolution No. 08-819, adopting Policy and Procedures pertaining to Directors’ Compensation amending Chapter 6 of the Administrative Code to reflect same.

6. ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 7 OF THE WRD ADMINISTRATIVE CODE RELATING TO POLICY AND PROCEDURES FOR REIMBURSEMENT OF EXPENSES FOR MEMBERS OF THE BOARD OF DIRECTORS AND DISTRICT EMPLOYEES
   Staff Recommendation: Approve for consideration by the Board of Directors Resolution No. 08-820 for consideration by the Board of Directors, adopting Policy and Procedures pertaining to reimbursement for expenses incurred by Directors and District employees in performance of official duties and amending
Chapter 7 and partially repealing Chapter 13 of the Administrative Code to reflect the same.

7. STUDENT INTERNSHIP PROGRAM
   *Staff Recommendation:* For approval. The existing guidelines (April 4, 2004 version) are modified to reflect the features presented to the Water Resources Committee.

8. TRAVEL REQUEST FOR CHIEF OF ENGINEERING AND PLANNING
   *Staff Recommendation:* Retroactive approval of the out-of-state travel as provided in section 13.2.4 of the District's Administrative Code.

9. STAFF DEVELOPMENT REPORT FY 2007-08
   *Staff Recommendation:* For Information.

10. DEPARTMENT REPORT
    *Staff Recommendation:* For information.

11. DIRECTOR’S REPORTS, INQUIRIES AND REVIEW OF DIRECTIONS TO STAFF

12. ADJOURNMENT

Posted by Abigail C. Andom, Deputy Secretary, February 29, 2008.
MINUTES OF DECEMBER 10, 2007
SPECIAL MEETING OF THE ADMINISTRATIVE COMMITTEE
OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

A special meeting of the Administrative Committee of the Board of Directors of the Water Replenishment District of Southern California was held on December 10, 2007 at 2:15 p.m. at the District Office, 4040 Paramount Boulevard, Lakewood, California. Chairperson Lillian Kawasaki called the meeting to order and presided thereover. Deputy Secretary Abigail C. Andom recorded the minutes.

1. DETERMINATION OF QUORUM
   Attendees included:
   Committee: Directors Lillian Kawasaki and Albert Robles
   Staff: Robb Whitaker, Jenna Shaunessy, District Counsel
       Jamie Casso, Assistant District Counsel Ellin Davtyan

2. PUBLIC COMMENT
   None.

3. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 27, 2007
   The minutes were approved as submitted.

4. CODE OF CONDUCT
   The Committee reviewed the draft Code of Conduct document and recommended Board approval.

5. NUMBER OF BOARD MEETINGS PER MONTH
   The item was tabled for future Committee review.

6. DEPARTMENT REPORT
   None.

7. ADJOURNMENT
   With no other business to come before the Committee, the meeting was adjourned at 5:40 p.m.

______________________________________
Chairperson

ATTEST:

______________________________________
Director
DATE: MARCH 6, 2008

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: HEALTH REIMBURSEMENT PROGRAM ADMINISTRATOR CONTRACT

SUMMARY
On January 24, 2007, our current Health Reimbursement Administrator, EBA&M notified District staff that they were no longer able to service our Health Reimbursement Account (HRA) and Flexible Spending Account (FSA). EBA&M stated that it was not their core business and that they were not making a large enough profit to service our account.

Staff immediately contacted the following benefit administration companies:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Responsive Proposal</th>
<th>Able to Meet District's Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Flex Plan Services, Inc.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>2. Custom Benefit Administrators</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>3. Creative Benefits</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4. Benefits Administration &amp; Insurance Services</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>5. Flex Benefit Systems</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6. Benesyst, Inc.</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Benesyst, Inc. did not respond to our inquiries. Of the remaining 5 companies, only Flex Plan, and Custom Benefit Administrators were able to handle the District’s needs.

The District currently pays EBA&M about $6,500 per year to administer our HRA/FSA plan. To date, EBA&M has not been able to provide the District with on-line access to HRA and FSA account information, process claims in the timely manner and has been consistently unresponsive to employee requests.

The costs for the proposals received from the companies able to handle the District’s needs are as follows:
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Annual Fee</th>
<th>Set Up Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Flex Plan Services, Inc.</td>
<td>$ 9,580</td>
<td>$ 2,100</td>
<td>$11,680</td>
</tr>
<tr>
<td>2. Custom Benefit Administrators</td>
<td>$17,500</td>
<td>$ 1,200</td>
<td>$18,700</td>
</tr>
</tbody>
</table>

Flex Plan Services Incorporated was founded in 1989, offers a team of 19 representatives, and has a user friendly, password protected system that allows members to view their account online 24/7. The organization has enjoyed a customer retention rate of 98% over the last five years while serving over 1,300 employers covering more than 300,000 employees.

Staff recommends Flex Plan Services, Inc. due to the staff dedicated to our HRA/FSA account, the company’s online record keeping system and our interview process. There will be a noticeable increase in the services and features provided by Flex Plan than is currently available with EBA&M.

Resolution No. 08-818 has been prepared amending Resolution Nos. 05-759 and 05-760 removing EBA&M as the District’s designated program administrator, allowing the appointment of a new administrator for the programs and leaving the remainder of Resolution Nos. 05-759 and 05-760 in full force and effect.

**FISCAL IMPACT**
The annual cost to outsource the administration of the program is approximately $10,000 per year plus the $2,100 set up fee.

**STAFF RECOMMENDATION**
(1) Execute a contract with Flex Plan Services Incorporated, subject to approval of form by District Counsel, for administration of the District’s Health Reimbursement Account (HRA) and Flexible Spending Account (FSA) plans.
(2) Adopt Resolution No. 08-818 - A Resolution of the Board of Directors of the Water Replenishment District of Southern California amending Resolution No. 05-759 and Resolution No. 05-760.
RESOLUTION NO. 08- 818

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WATER REPLENISHMENT DISTRICT OF
SOUTHERN CALIFORNIA AMENDING
RESOLUTION NO. 05-759 AND RESOLUTION NO. 05-760

WHEREAS, the Water Replenishment District of Southern California
(“District”), a public agency, in 2005, adopted Resolution No. 05-759 providing a
flexible spending account program covering qualified services and expenditures
for District employees and dependents; and

WHEREAS, the District, also in 2005, adopted Resolution No. 05-760
providing a medical reimbursement program covering qualified medical and
dental expenses, as well as qualified vision care expenses for District
employees, including Board members, and their dependents as defined in the
District’s Administrative Code and the Plan; and

WHEREAS, the District was recently informed that its current
administrator, EBA&M, of the programs provided in Resolution Nos. 05-759 and
05-760 is no longer offering the services set forth in the Resolutions; and

WHEREAS, the District must appoint a new administrator for the
programs provided in Resolution Nos. 05-759 and 05-760.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of
the Water Replenishment District of Southern California hereby finds, orders and
resolves as follows:

SECTION 1. Except as amended herein, Resolution Nos. 05-759 and 05-
760 are still in full force and effect.

SECTION 2. The firm of EBA&M is no longer designated as administrator
of the programs and/or plans set forth in Resolution Nos. 05-759 and 05-760.

SECTION 3. The appointment of an administrator of the programs and/or
plans set forth in Resolution Nos. 05-759 and 05-760 shall be made by minute
order of the District’s Board of Directors. Said administrator shall perform such
functions as may be required to maintain the programs and/or plans set forth in
Resolution Nos. 05-759 and 05-760 and provide all services required for the
effective administration of the programs and/or plans in accordance with the
provisions of an agreement approved by the Board of Directors and in a form
approved by District Counsel.
SECTION 4. Staff is hereby directed to take any and all action required for the implementation of the programs and/or plans set forth in Resolution Nos. 05-759 and 05-760 as of the effective date.

SECTION 5. The Secretary of the Board of Directors shall certify to the adoption of this Resolution.

AYES:  
NOES:  
ABSTAIN:  

DATED this __________day of _____________, 2008.

____________________________________
Robert Katherman, President

ATTEST:

____________________________________
Willard H. Murray, Jr., Secretary
<table>
<thead>
<tr>
<th></th>
<th>Flex Plan</th>
<th>Creative Benefits (West Basin Uses)</th>
<th>Custom Benefit Administrators</th>
<th>Benefits Administration &amp; Insurance Services (BA&amp;IS)</th>
<th>Flex Benefit Systems (Central Basin Uses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Annual Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup Fee</td>
<td>$2,100</td>
<td>$500</td>
<td>$1,200</td>
<td>No Charge Because He Has Our Records</td>
<td>$495 FSA, $250 HRA</td>
</tr>
<tr>
<td>Estimated Cost</td>
<td>$9,580</td>
<td>$4,402 (No Vision)</td>
<td>$17,500</td>
<td>$12,852</td>
<td>$ 8913 Bl/$5079 Mo</td>
</tr>
<tr>
<td>Rate Guarantee</td>
<td>1 year</td>
<td>2 years</td>
<td>1 Year</td>
<td></td>
<td>2 years</td>
</tr>
<tr>
<td>Live Customer Service</td>
<td>7 am - 5 pm PST</td>
<td>5 am - 5:30 pm PST</td>
<td>8:30 am - 4:30 pm PST</td>
<td>8 am - 5 pm PST</td>
<td>8:00 - 5:00 pm PST</td>
</tr>
<tr>
<td>Online Access</td>
<td>Account, claim information available 24/7 online * User Name &amp; Password <a href="http://www.flex-plan.com">www.flex-plan.com</a></td>
<td>Account and claim information available online for partici-pants; mgmt abilities also available at the employer level</td>
<td>Yes, all services are available online</td>
<td>At the &quot;employer&quot; level only</td>
<td>No - Taken offline due to HIPAA</td>
</tr>
<tr>
<td>Dedicated Account Manager</td>
<td>19 Dedicated Reps</td>
<td>Dedicated Acct Team consisting of 4-5 members</td>
<td>Yes 11 Dedicated Reps</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Reports</td>
<td>Electronic format; WRD selects what kind and how often - reports sent automatically. Also can generate special reports.</td>
<td>All standard reports available online or in electronic format. Frequency of reports matches w/payout cycle which is determined by Client. Custom reports can be made available for an additional fee.</td>
<td>Variable choices from email to being posted on employer portal</td>
<td>Monthly, Quarterly and annual reporting included. Specialized reporting can be done at a small additional price.</td>
<td>Monthly, annual, per processing reports. Per processing reports to participants as well as claim deficiency letters and/or emails</td>
</tr>
<tr>
<td>Reimbursement Frequency</td>
<td>Client's choice: Daily, Weekly, Bi-weekly, Monthly, Bi-monthly</td>
<td>Client's choice: Daily, Weekly, Bi-weekly, Monthly, Bi-monthly</td>
<td>Twice per Week: Wednesday and Friday</td>
<td>Weekly</td>
<td>Monthly or Bi-Monthly</td>
</tr>
<tr>
<td>Reimbursement Options</td>
<td>Direct Deposit or Payroll Reimbursement</td>
<td>Check, Direct Deposit or Payroll Reimbursement</td>
<td>Check, Direct Deposit</td>
<td>Checks to employer</td>
<td>Check, Direct Deposit</td>
</tr>
</tbody>
</table>
DATE: MARCH 6, 2008

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 6 OF THE WRD ADMINISTRATIVE CODE RELATING TO POLICY AND PROCEDURES FOR DIRECTORS’ COMPENSATION

SUMMARY
The attached Resolution No. 08-819, if adopted, will amend Chapter 6 of the Administrative Code, relating to Directors’ Compensation.

The Administrative Committee at its December 10, 2007, meeting evaluated the District’s current policy relating to Director’s compensation and asked staff to work with District Counsel in drafting changes discussed at the meeting.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Approve for consideration by the Board of Directors Resolution No. 08-819, adopting Policy and Procedures pertaining to Directors’ Compensation amending Chapter 6 of the Administrative Code to reflect same.
RESOLUTION NO. 08- 819

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
AMENDING CHAPTER 6 OF THE ADMINISTRATIVE CODE
RELATING TO DIRECTORS’ COMPENSATION

WHEREAS, Water Code Sections 20201 and 60143 provide for and authorize payment of compensation to Board of Directors of the Water Replenishment District of Southern California ("District") for attendance of meetings; and

WHEREAS, the proposed amendments to Chapter 6, entitled "Directors' Compensation" of the Administrative Code were considered by the Administrative Committee at its December 10, 2007, and March 6, 2008, meetings; and

WHEREAS, the Administrative Committee, after review and consideration, recommended the approval of this Resolution relating to compensation of the District’s Board of Directors; and

WHEREAS, the Board of Directors of the District desires to establish a clear policy and procedure relating to payment of compensation to Directors.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT DOES RESOLVE AS FOLLOWS:

1. Chapter 6, entitled "Directors' Compensation", of the District's Administrative Code, is hereby amended to read in its entirety as follows:

6 DIRECTORS’ COMPENSATION

This Chapter shall be known as the Directors’ Compensation Policy (“Policy”). Each member of the Board of Directors shall be compensated for attendance at Meetings of the Board (as defined below) at the rates, and up to the maximum number of days per month, as approved by the Board and permitted under Water Code Sections 20201 and 60143 or any successor statute; provided, however, that a Board Member shall not receive compensation for more than one meeting per day and no more than ten (10) meetings per calendar month. Directors are prohibited from receiving compensation for more than one (1) meeting in the same day. Any increases in compensation shall be made pursuant to state law.
6.1 “Meetings of the Board” Defined

a) For purposes of the Policy, “Meetings of the Board” means any congregation of a majority of the members of the District Board, at the same time and place, to hear, discuss or deliberate upon any time that is within the subject matter jurisdiction of the District Board for or for the purpose of transacting business pertinent to the interest of the District. For purposes of compensation under this Policy, “Meetings of the Board” are limited to the following: Regular and special meetings of the Board of Directors,

b) Meetings of the Standing Committees of the District — These committees currently are the External Affairs Committee, the Groundwater Quality Committee, the Finance Committee, the Administrative Committee, and the Water Resources Committee,

c) Meetings of Ad Hoc Committees,

d) Meetings where the representative of the District speaks in furtherance of the District’s mission, goals and business purpose.

e) Meetings approved by the Board of Directors and the Finance Committee.

6.2. Compensation

Each Director shall be compensated in the amount established for each day’s attendance at meetings of the District and for each day’s service rendered in representing the interests of the District, not exceeding a total of ten (10) days in each calendar month, so long as a Director is not compensated for more than one (1) meeting in the same day.

6.3 Brief Report to Board Members for Meetings Attended at District’s Expense

With the exception of regular, special, standing and ad hoc Committees, Board Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board immediately following the meeting attended at District’s expense. Report may be made orally or in writing. If more than one Board member attends such meeting, the report from one of the members that mentions the other’s presence is sufficient.

///
///
///
///
PASSED, APPROVED AND ADOPTED THIS ___ th day of _______ 2008 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

________________________________
Robert Katherman, President

ATTEST:

________________________________
Willard H. Murray, Jr., Secretary

________
DATE
MEMORANDUM
ITEM NO. 6

DATE: MARCH 6, 2008

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: ADMINISTRATIVE CODE REVISIONS – AMENDMENT TO CHAPTER 7 OF THE WRD ADMINISTRATIVE CODE RELATING TO POLICY AND PROCEDURES FOR REIMBURSEMENT OF EXPENSES FOR MEMBERS OF THE BOARD OF DIRECTORS AND DISTRICT EMPLOYEES

SUMMARY
The attached Resolution No. 08-820, if adopted, will amend Chapter 7 and repeal that portion of Chapter 13, of the Administrative Code relating to reimbursement of expenses for members of the Board of Directors and District employees.

The Administrative Committee at its December 10, 2007, meeting evaluated the District’s current policy relating to the reimbursement of expense for members of the Board and District employees and asked staff to work with District Counsel in drafting changes discussed at the meeting.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
Approve for consideration by the Board of Directors Resolution No. 08-820 for consideration by the Board of Directors, adopting Policy and Procedures pertaining to reimbursement for expenses incurred by Directors and District employees in performance of official duties and amending Chapter 7 and partially repealing Chapter 13 of the Administrative Code to reflect same.
RESOLUTION NO. 08- 820

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WATER REPLACEMENT DISTRICT OF SOUTHERN CALIFORNIA
AMENDING CHAPTER 7 OF THE ADMINISTRATIVE CODE
RELATING REIMBURSEMENTS OF EXPENSES
FOR MEMBERS OF THE BOARD OF DIRECTORS
AND DISTRICT EMPLOYEES

WHEREAS, members of the Board of Directors ("Board") of the Water Replacement District of Southern California ("District") and District employees perform official duties that require travel; and

WHEREAS, the official duties that involve travel include training, conferences, meetings with legislators and regulators, and meetings with staff and officials of surrounding communities regarding matters of mutual importance; and

WHEREAS, the performance of such official duties facilitates the efficient and satisfactory completion of District's business and promotes a good relationship between the District and surrounding communities, the state government, and the federal government; and

WHEREAS, members of the District's Board and District employees incur expenses related to the performance of official duties, which may take place both within and outside of the District's boundaries; and

WHEREAS, members of the Board use technologies such as cellular phones and Internet service to facilitate the performance of their official duties; and

WHEREAS, the California Water Code and Government Code permit the District to reimburse employees and members of the Board for actual and expenses incurred in the performance of official duties; and

WHEREAS, the District's Board has adopted an ordinance authorizing reimbursement for the members of the boards for expenses incurred in the performance of official duties; and

WHEREAS, Assembly Bill 1234 (2005) ("AB 1234") requires board of directors for water districts, prior to providing reimbursement to members of the District's Board, adopt a policy regarding the reimbursement for expenses incurred by members of legislative bodies in the performance of official duties; and
WHEREAS, the District's current policy is substantially in conformance with AB 1234, however, the District desires to revise its policy to more closely reflect the requirements of AB 1234.

WHEREAS, this Resolution amending Chapter 7 and repealing that portion of Chapter 13, pertaining solely to reimbursement of expenses, is intended to: (a) satisfy the pertinent requirements of AB 1234 relating to reimbursement of expenses of members of legislative bodies; (b) set forth a reimbursement policy applicable to employees; and (c) establish other requirements related to travel expenses paid by the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WATER REPLENISHMENT DISTRICT DOES RESOLVE AS FOLLOWS:

1. That portion of Chapter 13, entitled "Expenses", of the District's Administrative Code, pertaining solely to reimbursement of expenses incurred by members of the Board and District employees in performance of official duties is hereby repealed.

2. Chapter 7, entitled "Directors' Expenses", of the District's Administrative Code, is hereby amended to read in its entirety as follows:

7 REIMBURSEMENTS OF EXPENSES FOR MEMBERS OF THE BOARD OF DIRECTORS AND DISTRICT EMPLOYEES

7.1 PURPOSE
The purpose of this policy is to ensure that the reimbursement of members of the District Board (also referred to as "Board") and District management, staff (collectively referred to as "employees" or "District employees") for expenses incurred in the performance of official duties complies with California Water Code and Government Code, including the recently enacted Assembly Bill 1234, which adds Sections 53232.2 et seq. to the Government Code, to establish a reimbursement policy applicable to Board of Directors and District employees, and to establish other requirements related to travel, lodging and educational expenses paid by the District.

7.2 EXPENSES
In the conduct of District business, employees and members of the Board of Directors may incur expenses, subject to budgeted funds being available, adequate supporting documentation and required approvals, in accordance with the following:
a) Expenses outlined in this Chapter of the Administrative Code and Procurement Policies and Procedures;

b) Expenses that further the District’s mission concerning replenishment and quality of water in the Central and West Coast Groundwater Basins, including but not limited to, expenses directly incurred in connection with a program or capital project of the District, activities that facilitate relations or working arrangements with other government or private sector personnel that are important to the District’s mission, activities that enhance awareness and education of the District’s functions, and activities that promote the attraction and retention of high quality employees of the District.

c) Reimbursement of actual and necessary expenses incurred in performance of official duties as a member of the Board of Directors and District employees.

Each member of the Board of Directors is encouraged to participate in those outside activities and organizations, which in the judgment of the Board, furthers the interests of the District. The actual and necessary expenses incurred by Board members in connection with such activities are reimbursable in accordance with the expense reimbursement policy set forth in this Chapter.

7.2.1 Board Vehicle Allowance

Other than the President of the Board, Each Director may receive a vehicle allowance of Three Hundred and Eight Dollars ($308.00) per month provided they attend at least one meeting, as defined in Chapter 6, within the month. The President of the Board may receive a vehicle allowance of Four Hundred Dollars ($400.00) per month provided the President attends at least one meeting, as defined in Chapter 6, within the month. Alternatively, all Directors may choose to receive reimbursement for actual mileage incurred during any given month at the current IRS rate for business mileage reimbursement. The option to receive the monthly vehicle allowance or be reimbursed for actual mileage incurred during a month shall be at the sole discretion of each Director and shall be determined monthly.

7.2.2 Dues to Professional Organizations

Subject to review and approval by the Finance Committee, members of the Board of Directors shall receive reimbursement for reasonable dues required for membership in professional organizations, provided that membership in such professional
organizations is directly and necessary for performance of District official's duties.

7.2.3 Cash Advances and Credit Card Usage

For the exception of Chief Financial Officer, who shall make advance reservations and payments for lodging, traveling and conferences as permitted by this Chapter, members of the Board of Directors and employees shall not be issued District credit cards. The District will not make any cash advances. (Payment directly to third-parties for conference registration, airfare, hotel or other authorized expenses are not considered cash advances.)

7.2.4 Board Communications Allowance

Members of the Board of Directors may receive a communications allowance in such amount and upon such conditions as may from time to time be determined by the Board. The monthly communications allowance amount for members of the Board of Directors is Three Hundred Dollars ($300.00). This amount covers the following equipment and services, which are necessary for the conduct of official District business or to carry out official duties as a member of the Board of Directors:

i. Mobile Telephone (subject to two-year replacement schedule);

ii. Mobile Telephone service;

iii. Computer software;

iv. Computer, monitor, all-in-one printer, fax machine, copier and scanner (subject to four-year replacement schedule);

v. Internet service;

vi. Dedicated phone line; and

vii. Printer and fax supplies

Directors may elect to receive a flat monthly communications allowance. Such monthly payment shall be in lieu of the acquisition by the Director of any telephone, electronic media or other equipment and for the payment or reimbursement for any telephone call, internet fees or similar expenditures. Directors who desire to receive the monthly communications allowance shall elect to do so by March 1 of each calendar year. Directors who do not make such an election by that date may seek reimbursement of any
communications related expenses actually incurred by the Director in connection with District business in accordance with the general procedures for reimbursement of expenses set forth in this Administrative Code.

Members of the Board of Directors who elect to receive the monthly communications allowance shall be required to provide written verification on an annual basis that they have obtained appropriate mobile telephone service, and Internet service. Each Director shall, at his or her sole discretion, select the provider of the services and equipment covered by the communications allowance.

Any communications equipment purchased by the District for a Director prior to the effective date of Resolution No. 03-664 that is replaced through use of the communications allowance shall be returned to the District.

7.2.5 Educational Expenses

Members of the Board of Directors and District employees may receive reimbursement for education expenses of the Director or employee if the expenses are actually incurred in the performance of official duties and are necessary to the performance of those duties. The District will reimburse for the costs of necessary books and tuition incurred by the Director or employee while attending a seminar, conference or a course directly related to the officials’ performance of his or her official duties. Examples of courses necessary to Director’s or employee’s performance of official duties may include governmental courses, communication courses and other courses necessary to improve Director’s or employee’s skill, knowledge, information levels and ability to perform their official tasks and better serve constituents. The Director or employee shall be reimbursed in the following manner: one half of the total cost of educational expenses at the time he or she registers for the course and the remaining one half of the total cost the time he or she successfully passes the educational course. For the purposes of reimbursement of educational expenses, the minimum passing grade is “C” or its equivalent. If the Director or employee leaves the District voluntarily within 12 months of completion of such education courses, the Director or employee is not eligible for educational reimbursement and the educational reimbursement amount will be deducted from final compensation.

In the event a Director or employee is required to enroll and attend a review course for purposes of receiving a license or a continuing education course or seminar for the purpose of
maintaining a license, e.g., membership in the State Bar, certificate for engineering services or certified public accountant, the District may reimburse the cost of such courses, seminars or examinations upon presentation by the Director or employee of their successful completion of the licensing examination or receipt of the certificate of completion of the continuing education seminar. Only those licenses or completion of continuing education seminars that are actual and necessary for the Director or employee to perform their official District duties shall be reimbursed.

7.2.6 Lodging Expenses

For the purpose of lodging, "local area" means a 40-mile radius from either one's residence or the District office, whichever is further. Within the discretion of the Board President, a Director may stay overnight at a site less than a 40-mile radius from the residence or the District office. If the Director desiring to stay overnight at such a site is the Board President, that Director shall obtain prior approval from the Board Treasurer. Otherwise, no requests for lodging or reimbursement claims for expenses incurred within the "local area" shall be approved by the Finance Committee.

Members of the Board of Directors and employees should arrange for lodging expenses to be paid in advance by the District. If government or group rates are offered by the provider of lodging services, such rates must be used when available. If government or group rates are not available, the most economical rate reasonably available must be used. For lodging in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(b), such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors or employee at the time of booking. If the group rate is not available for lodging in connection with a conference or organized educational activity, then comparable lodging shall be booked at the most economical rate reasonably available.

Additionally, lodging shall only be paid for the length of the conference. Any additional days a member of the Board of Directors or employee wishes to stay at or near the conference site will be paid by the member of the Board of Directors or employee and shall not be reimbursed by the District.
It is the responsibility of the individual traveling to pay for personal incidentals, such as movies, snack bars fees and other travel expenses, as listed in the “Non-Reimbursable Expenses” section of this Chapter, prior to checking out of the hotel. Business center charges such as faxes, email, etc, are reimbursable if actual and necessary to the performance of official duties and the business purpose for business center services is documented. Business calls to District facilities will be paid in full.

Unless otherwise authorized by the Finance Committee, no reimbursement will be approved for lodging for greater than one night before or for any nights after an event outside of the "local area."

### 7.2.7 Business Meals

"Local area" in this section has the same definition as in the Lodging Expenses policy above.

When a member of the Board Directors or District employee is outside of the local area on District business for an entire day, such member or employee may receive up to One Hundred Dollars ($100.00) per day for meals, including gratuities, as follows:

- **Breakfast:** $20.00
- **Lunch:** $35.00
- **Dinner:** $45.00

When member of the Board of Directors or an employee is outside of the local area on District business for portions of a day, such member or employee shall receive compensation for those meals that occur during the portion of the day that the individual is outside the local area.

The meal compensation for events and meetings outside of the “local area”, shall only be received for meals on the day immediately before the beginning of the event which the member of the Board of Directors or an employee is attending, the days when the event is occurring and the day immediately following the conclusion of that event. Meal expenses include the cost of meals and non-alcoholic beverages.

Further, where meal costs are included in airfare or in the event registration fees, the compensation received shall be reduced by the amounts indicated above.
Authorized personnel and Directors may, in lieu of per diem reimbursement, receive reimbursement for actual meal costs, including tips, if such costs are less than the permitted per diem amount.

The per diem amounts set forth above are provided for members of the Board Director or employee’s meals while out of the local area on District's business.

A meal receipt must be accompanied by an itemized account of charges, and include a description of the business purposes of the meal and the names of the guests, when claiming reimbursement for meals that include guests. A meal furnished by a member of the Board of Directors to a person who is not a District representative will be reimbursed only if the meal is necessary to promote District policies and the Finance Committee subsequently approves the request for reimbursement. Meals charged to the hotel, where the member of the Board of Directors or an employee is staying must include a receipt accompanied by an itemized account of the charges, a description of the business purpose of the meal and the names of the people present, if any. A line time on the hotel invoice or bill for “room service” shall not be sufficient because there is not itemized account of charges.

In calculating the amount to be reimbursed to the member of the Board of Directors or an employee, the Finance Committee shall reduce each Director’s or employee’s meal total by that meal's per diem rate.

7.2.8 Attendance at Conferences and Business Meetings

Directors shall be entitled to reasonable expenses incurred and per diem for traveling to approved conferences, beginning one day prior to the start of the conference/business meetings and no later than one day following the conclusion of the conference.

Members of the Board of Directors and employees should arrange for conference and organized educational activity registration fees to be paid in advance of the conference by the District. If such advance arrangements cannot be made due to lack of advance warning or other extenuating circumstances, as approved by General Manager or designee, members of the Board of Directors and employees may be reimbursed for the actual cost of a conference or organized educational activity registration fee.
7.2.9 Travel and Transportation Expenses

Actual expenses for ground transportation to and from airports and while attending to District business shall also be reimbursed. Ground transportation shall include taxi, bus, train, standard automobile rental and any other reasonable mode of transportation.

The District's policy concerning reimbursement for travel expenses varies depending whether the destination is within or outside the "local area" and whether an individual receives or elects to receive a vehicle allowance. For purposes of this Policy, "local area" includes all of Los Angeles and Orange Counties, and those portions of Riverside and San Bernardino Counties located south of the San Gabriel Mountains and/or west of the San Bernardino Mountains.

Members of the Board of Directors who do not elect to receive a monthly vehicle allowance pursuant to Section 7.2.1 of this Chapter and all employees who do not receive a monthly vehicle allowance may be reimbursed for travel outside the "local area," including travel by personal automobile instead of by air travel.

Actual and necessary travel expenses may be incurred in connection with official representation of the District in order to:

i. Attend seminars, conferences, hearings, or other meetings directly related to the business of the District;

ii. Interview persons, inspect facilities, or exchange professional information; and

iii. Participate in other activities, as approved by the Board of Directors, requiring expenditures for travel, meals and lodging that are necessary and in the best interest of the District.

If government or group rates are offered by provider of transportation, such rates must be used when available. If group or government rates are not offered or available, reimbursement shall be limited to expenses not exceeding 14-day advanced purchase round trip standard coach airfare, plus ground transportation or when available, if group or government rates are offered, such rates shall be used.
Use of air, train, rental car, or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District.

The following types of travel expenditures while on District business are allowable:

i. **Travel by Private Automobile** – The driver must possess a valid California driver’s license and carry automobile insurance. Any damage to the vehicle or service repairs are of a personal nature, and will not be reimbursed by the District.

Mileage reimbursement will be based on the vehicle (i.e., the owner of the vehicle will be paid and not the passengers). Mileage reimbursement shall be at the prevailing IRS established rate. Mileage will not be reimbursed to Directors who receive auto allowances for local travel. Parking will be reimbursed upon presentation of the original receipt.

If a traveler wishes to drive rather than fly to a destination, he/she may do so. The District will reimburse the lesser of the mileage rate to and from the site or the amount of the airline coach fare.

For local travel, the IRS rate for mileage will apply. When traveling either by car or plane outside the area is reasonable, the lesser of mileage or airfare will apply. The amounts reflected on receipts will be reimbursed for business meals while traveling.

ii. **Air Travel** – If government or group rates are offered by the provider of air travel services, such rates must be used when available. If no government or group rates are offered or available, travel shall be in coach class or equivalent service, unless the Board determines some physical problem or exceptional circumstance warrants travel in a higher class.

iii. **Rental Vehicles** – When rental vehicles are used, government or group rates must be used if offered by the provider of rental services and when available. If no government or group rates are offered or available, an inexpensive, appropriate vehicles are to be used.
a) The District will budget up to $3,000 for each of the five Directors to attend the annual legislative trips to Washington D.C. and Sacramento, California;

b) The District will also budget $7,500 for each Director to cover all other District travel;

c) There will be a 10% contingency fund set aside for use at the discretion of the Board President;

d) The budget will be adjusted by the change in the consumer price index each year.

7.2.10 Non-Reimbursable Expenses

Members of the Board of Directors and employees shall not obligate the District and shall not receive reimbursement for any of the following unallowable expenses:

i. Gifts;

ii. Entertainment;

iii. Alcoholic beverages;

iv. Goods and services for personal use;

v. Fines and penalties incurred by an employee;

vi. Memberships in social organizations, dining clubs, or country clubs;

vii. Advance payments for goods or services, except as generally required;

viii. Moving expenses, unless pre-approved as part of a written employment contract with a new employee;

ix. Travel related expenses incurred by or on behalf of spouse, companion, family member or a guest;

x. Certain travel costs, including but not limited to first-class airfare, hotel suites, luxury vehicle rental, movie rental fees, replacement of fees for keys, fees
assessed for damage to lodging premises, premium television services, excess baggage, dry-cleaning;

xi. Theater tickets;

xii. Sporting event fees;

xiii. Fines or traffic violations; and

xiv. Any expenses incurred by the spouse, companion and/or family member of District Director or employee.

7.3 Directors’ Expenses: Finance Committee Approval and Expense Report Forms

At its regularly scheduled monthly meeting, the District’s Finance Committee shall approve or reject all requests and claims for reimbursement by members of the Board of Directors.

The requests for reimbursements must be submitted on Expense Report Forms provided by the District. The Expense Report Forms shall be accompanied by itemized receipts documenting each expense, provide description of the expense, date incurred, name(s) of attendees (if any), and description of the District business purpose. Additionally, Expense Report Forms shall document that expenses meet the requirements, rates and policies as set forth in this Chapter.

The Finance Committee shall meet once per month to consider such claims and requests as are submitted. Receipts must support claims and requests as submitted to the Finance Committee or other documentation the Finance Committee deems acceptable.

If a claim or request is submitted to the Finance Committee with documentation the Committee deems inadequate, or without documentation, or expenses in excess of the rates and policies provided in this Chapter, which were not approved by the Board of Directors, at a public hearing prior to incurring of the expense, that claim or request shall be rejected. A claim or request initially rejected can be appealed to the Board of Directors.

Requests for reimbursement must be submitted within 90 days of the date the expense was incurred. Specifically excluded from this time limit are expenses incurred for medical, dental, eye care, or other expenses that require processing by an insurance or benefit provider, or an expense where backup documentation was delayed beyond the control
of the Director. Any reimbursement for a non-excluded expense submitted after 90 days must be approved by the Board of Directors.

7.4 Staff Expenses: General Manager Approval

The General Manager or the Chief Financial Officer, acting as an agent of the General Manager, shall approve or reject all requests and claims for reimbursement by staff and shall report such approval/rejection to the Finance Committee at its monthly meeting. Any expenses in excess of the rates specified in this Chapter, shall be approved by the Board at a public meeting prior to incurring of the expense.

Claims must be submitted on forms supplied by the District, typically referred to Expense Report Forms. The Expense Report Forms shall be accompanied by itemized receipts documenting each expense, provide description of the expense, date incurred, name(s) of attendees (if any), and description of the District business purpose. Additionally, Expense Report Forms shall document that expenses meet the requirements, rates and policies as set forth in this Chapter.

If a claim or request is submitted to the General Manager or Chief Financial Officer with documentation he or she deems inadequate, or without documentation, expenses in excess of the rates provided in this Chapter, which were not approved by the Board of Directors at a public hearing prior to incurring of the expense, that claim or request shall be rejected. A claim or request initially rejected can later be submitted for approval if it is supported by adequate documentation at such later time.

Requests for reimbursement must be submitted within 90 days of the date the expense was incurred. Specifically excluded from this time limit are expenses incurred for medical, dental, eye care, or other expenses that require processing by an insurance or benefit provider or an expense where backup documentation was delayed beyond the control of the employee. Any reimbursement for a non-excluded expense submitted after 90 days must be approved by the Board of Directors.

7.5 Board of Directors Approval of Expenses

7.5.3 Expenses in Excess of the Rates of This Chapter

Pursuant to Government Code Section 53232.2, any expenses in excess of the rates and policies specified in this Chapter, shall be approved by the Board of Directors, at a public meeting before such expense is incurred.
7.5.4 Other Expenses
All other actual and necessary expenses incurred in the performance of official duties that are not described in this Chapter, shall not be reimbursed unless approved by the Board of Directors, at a public hearing before the expenses is incurred. Member of the Board of Directors or employee shall be responsible for any expenses incurred in excess of the rates set forth in this Chapter and which were not approved by the Board at a public hearing prior to incurring of the expense.

7.5.5 Claims Submitted After 90 days
Claims for reimbursement submitted after 90 days of incurring the expense, must be approved by the Board of Directors.

7.5.6 Government Code Section 53065.5 Report
Pursuant to Government Code Section 53065.5, the District, in an annual, semi-annual or quarterly report, shall disclose any expense reimbursement paid to a District Director or employee for any individual expenditure exceeding One Hundred Dollars ($100.00).

7.6 Brief Report to Board Members
Members of the Board of Directors shall provide brief reports on meetings attended at the expenses of the District at the next regular meeting of the Board of Directors immediately following the event for which reimbursement is sought. Reports may be made orally or in writing. If more than one member of the Board of Directors attends the event, the report from one of the members that mentions the other’s presence is sufficient.

7.7 Special Provisions
Where a member of the Board of Directors or other person is entitled to receive reimbursement for expenses from another employer or entity, the sum of total reimbursement from both the District and the other employer or entity shall not exceed actual expenses incurred.

All exempt District personnel attending a conference or other event outside of the District’s service area shall receive no additional salary for travel during a non-scheduled workday.
7.8 No Shows and Late Cancellations

This section applies when a member of the Board of Directors employee fails to attend a conference or general business meeting, after incurring expenses for that event, including but not limited to conference fees, prepaid hotel charges, and airline charges. If a Director or employee is unable to attend a planned trip, including a conference, seminar or general business meeting, it is the Director's or employee's responsibility to ensure that any prepaid fees are refunded to the District. For any fees not fully refunded, the Director or employee shall attach a written explanation to the Expense Reimbursement Form addressing the reason(s) he or she was unable to attend.

The cancellation or registration fees shall be deducted from the Director's or employee's compensation, unless the Board of Directors approves the payment of the cancellation or registration fees incurred by the Director or employee, when he or she was unable to attend the scheduled event for any of the following reasons: illness, medical, family or other similar emergency.

7.9 Consultants Reimbursement Policy

The District shall not reimburse any contractor and/or consultant nor shall any consultant and/or contractor bill the District for any business meals with, including but not limited to, lobbyists, attorneys and District officials and/or official of other public agencies.

7.10 Reimbursement Policy Violations

Pursuant to Government Code Section 53232.4, violations of the reimbursement and expense policies, as set forth in this Chapter, including falsifying expense reports may result in any or all of the following: (1) loss of reimbursement privileges; (2) demand for restitution to the Districts; (3) civil penalties for misuse of public resources pursuant to Government Code Section 8314; (4) prosecution for misuse of public resources pursuant to Penal Code Section 424. Additionally, violations of the reimbursement and expense policies may result in any other applicable state and federal penalties, including criminal prosecution.
PASSED, APPROVED AND ADOPTED THIS ___ th day of ________2008 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA

______________________________
Robert Katherman, President

ATTEST:

______________________________
Willard H. Murray, Jr., Secretary

______________________________
DATE
DATE: MARCH 6, 2008
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: STUDENT INTERNSHIP PROGRAM

SUMMARY

At our January 28, 2008 Water Resources Committee meeting, the Water Resource Committee requested that staff develop a formal student intern program to assist staff in performing the various technical functions and tasks as required to meet the mission of WRD. One of the District's current employees started as an intern and is now a valuable asset to WRD. Staff research indicated that the WRD adopted internship guidelines on April 4, 2004, but that the program needs to be updated to provide an ongoing relationship with targeted universities. The attached revised guidelines incorporate the additional features presented in an earlier memo to the Water Resources Committee.

FISCAL IMPACT
None at this time.

STAFF RECOMMENDATION
For approval. The existing guidelines (April 4, 2004 version) are modified to reflect the features presented to the Water Resources Committee.
Internship Opportunities

General Information:
Student internships are available at the Water Replenishment District of Southern California.

Intern candidates will perform technical and administrative support work depending upon their qualifications. Ideal for students interested in pursuing careers in hydrogeology, engineering, communications, public relations, public administration or government relations or a related field. The intent is to hire students from local universities and assigned to work with WRD staff in the appropriate department. WRD will develop ongoing relationships with relevant departments within local colleges and universities to provide consistent internship opportunities for their students.

WRD protects the basins through groundwater replenishment, deterrence of sea water intrusion, and groundwater quality monitoring of contamination through assessments on water pumped from the WRD service area, and offers a progressive and challenging work environment for student interns.

Tasks Will Include:
- Data entry and analysis using Microsoft Excel, Microsoft Access, and other databases
- Filing and organization of files
- Electronic document scanning and management
- Assist in the District’s Public Affairs program
- Assist in event coordination and public outreach
- Performing well searches and analysis using GIS applications
- Preparing case closure summaries, which involves review and summary of information presented in investigation reports, groundwater monitoring reports, and corrective action plans
- Various water quality related research projects
- Perform technical analysis under the supervision of WRD technical staff

How the Program Works:
- You must be enrolled in at least 12 units during the internship.
- The intern program assignment is for a 6-month period, renewable at the discretion of the District. You may work a maximum of 999 hours in any fiscal year
- Some full-time work is available during school breaks.
- Range of pay is $12 to $15 per hour is subject to skills, experience, qualifications and level of education.

Minimum qualifications:
- Currently enrolled in an undergraduate or graduate level curriculum in at least their second year.
- Background in engineering, hydrogeology, environmental planning, public relations or government relations is preferred.
- First years university and highly motivated high-school students may also be considered for student intern positions.

Interested?
Please complete a WRD application or mail a copy of your current resume and availability to:
- E-mail: pwareham@wrd.org
- Fax: (562) 407-1904
  Water Replenishment District of Southern California
  4040 Paramount Boulevard
  Lakewood, California 90712
DATE: MARCH 6, 2008
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: TRAVEL REQUEST FOR CHIEF OF ENGINEERING AND PLANNING

SUMMARY
The Design Build Institute of American’s (DBIA) 2008 Annual Water/Wastewater Conference was held on February 13-15, 2008 in Atlanta, Georgia. The Chief of Engineering and Planning attended the conference to develop a more thorough understanding of the efficiencies in cost and schedule that can be achieved by using this project delivery method for upcoming District projects. Another benefit to WRD was networking with industry leaders.

Section 13.2.4 of the District’s Administrative Code allows for retroactive approval based on difficult or unexpected circumstances. Since the Chief of Engineering and Planning recently joined the District and the conference was the week after his start date, staff did not have the time to have this out-of-state travel pre-approved by the Board of Directors. Staff is seeking retroactive approval of the out-of-state travel.

FISCAL IMPACT
The cost of the registration and the travel expenses to attend the DBIA’s 2008 Water/Wastewater Conference was $2,094.55.

STAFF RECOMMENDATION
Retroactive approval of the out-of-state travel as provided in Section 13.2.4 of the District’s Administrative Code.
DESIGN-BUILD for WATER / WASTEWATER CONFERENCE

"MASTERING" DESIGN-BUILD

February 13-15, 2008 | Westin Peachtree Plaza | Atlanta, GA
Hotel Information
DBIA has reserved sleeping rooms at the conference hotel.

The Westin Peachtree Plaza
210 Peachtree Street
Atlanta, GA 30303-1745
(404) 659-1400
Rate: $179 Single/Double
To receive DBIA's special group room rate, please call 404-659-1400 and ask for the Design-Build Institute of America or DBIA group rate. Hotel rooms are available at this rate on a first-come, first-served basis until January 18, 2008 (cut-off date).

Things to Do in Atlanta:
The world's largest aquarium, the Georgia Aquarium is home to more than 100,000 animals of 500 different species and eight million gallons of fresh and marine water with five galleries depicting different habitats. Saying hello to the beluga whales, penguins and whale sharks, the largest fish on the planet will plunge you into a one-of-a-kind aquatic experience.

NEW World of Coca-Cola at Pemberton Place™ in downtown Atlanta is the only place where you can explore the past, present and future of the world's best-known brand. See a 4-D movie experience, a fully operational bottling line and sample more than 70 Coca-Cola products around the world.

Centennial Olympic Park is a monument to the 1996 Olympic Games that were held in Atlanta, and is also a memorial for the bombing that took place during the games. The park holds special events throughout the year, including exhibits, concerts, holiday lights, and much more.

The King Center not only honors civil rights legend Martin Luther King, Jr., but also keeps alive his dream of the "beloved community" through active community service programs. The historical Ebenezer Baptist Church and King's birthplace home are all part of this inspirational site.

Eccentric media mogul Ted Turner launched CNN in 1980, the first live, 24-hour world news network in the history of television. The CNN Studio Tour provides visitors with a behind-the-scenes look at this fast-paced world. Reservations recommended.

Oakland Cemetery is the resting place for many well-known Atlantans, including "Gone with the Wind" author Margaret Mitchell and Mayor Maynard Jackson. In addition, there are a diverse set of architectural styles to admire, as well as a section where civil war soldiers are buried.

The Fox Theatre is one of Atlanta's most prized historical sites, a performance venue that started off as a movie theatre, and almost saw the wrecking ball, before being saved and renovated into the gorgeous performance venue it is today. Broadway shows, concerts, film series, and other special events take place at the Fox.

Visit the Home of Margaret Mitchell, the author who wrote one of the best known novels in the world, "Gone with the Wind." Even if you are not a fan of GWTW, the Center for Southern Literature is also housed here, and presents readings by contemporary Southern writers, such as Jim Grimsley and Anne Rivers Siddons.

Love it or hate it, the Varsity in Atlanta is heralded as one of the original, and now largest drive-in restaurants in the country. The burgers and chili dogs joint near the Georgia Tech campus has a unique and colorful history, and it's worth experiencing a "chili steak" and an "F.O." at least once.
### Full Conference Registration Form

<table>
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<th>On or Before</th>
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<tr>
<td>1/15/08</td>
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**Member (DBIA/Co-Sponsor)**
- **Members**: $775
- **Public/Private Owners**: $495
- **Attending the Owner's Council? (Feb. 13)**
  - Yes: $775
  - No: $495

**Non-Member**
- **Non-member**: $995
- **Owner**: $595
- **Attending the Owner's Council? (Feb. 13)**
  - Yes: $995
  - No: $595

**Students/Academia**
- **Academia**: $300
- **Student**: $150
- **Expo Hall Only**: $150

**Optional Events**
- **Principles of D-B Project Delivery (2/12-13)**
  - **Member**: $350
  - **Practitioner**: $475
  - **Academia**: $225

**Total Amount $**

**Payment** (Check the method of payment and fill in the credit card information, if applicable).
- **Check (Make check payable to Design-Build Institute of America)**
- **Credit Card**
  - VISA
  - MasterCard
  - AMEX

**Card Number:**

**Expiration Date:**

**V-Code:**

**Card Holder Name:**

**Card Holder Signature:**

**Special Needs:** If you have a special dietary need, please check one:
- **Vegetarian**
- **Kosher**
- **Diabetic**
- **Non-Dairy**

Please list any accessibility requirements you might have:
Please review the following information. This information will be used to create your badge. If any information is incorrect, please respond to this email with your corrections:

Bob Siemak  
Robert Siemak  
Water Replenishment District

As you plan for your trip, here is some helpful information.

CANCELLATIONS  
Conference registrations are transferable at any time. Cancellations MUST be made in writing and received ten (10) business days prior to the start of the Conference. After this date, no refunds will be issued. All cancellations will be assessed a $50 processing fee. No credit or refund will be provided to registrants regarded as “no shows.”

QUESTIONS ABOUT THE CONFERENCE?  
For further information please go to www.designbuildwaterww.com or contact the following people:

Program Content - Lisa Washington, (202/454-7528 or lwashington@dbia.org)  
Registration - Zeperia Laws (202/454-7513 or zlaws@dbia.org, or Tonya Peake (202/454-7515 or tpeake@dbia.org)  
Housing - Nicole Maylett (202/454-7502 or nmaylett@dbia.org)
DATE: MARCH 6, 2008

TO: ADMINISTRATIVE COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: STAFF DEVELOPMENT REPORT FY 07/08

SUMMARY

Attached is the ‘Staff Development Report FY07/08’ arranged by department and completion dates.

Currently, AB 1234 ethics training is the only mandatory education required. It states that all elected officials, and staff designated by the Board, are to receive ethics training every two years.

ACWA recommends, but does not require first aid, CPR and defensive driving classes for both Board and staff.

FISCAL IMPACT
None.

STAFF RECOMMENDATION
For information.
## HYDROGEOLOGY

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<tr>
<td>Intro to Statistics for Environmental Professionals</td>
<td>12/3 - 4, 2007</td>
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## EXTERNAL AFFAIRS

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## ENGINEERING, PLANNING AND OPERATIONS

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