

WESA

AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY ("WESA")
BOARD OF DIRECTORS
REGULAR MEETING
January 23, 2020
4:00 PM

CALL TO ORDER AND ROLL CALL– McBride, Burke, Morris, Ryan, Williams

PLEDGE OF ALLEGIANCE AND INVOCATION

ADD-ON ITEMS

APPROVAL OF AGENDA

PUBLIC COMMENT

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of Water Employee Services Authority; however, any matter that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered.

I. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Calendar, it shall be removed so that it may be acted upon separately.

A. Approval of:

1. Minutes of the Regular Board Meeting of January 9, 2020
2. Demands

B. Approval of Travel Authorizations:

1. Andrea Kraft - AWWA Sustainable Water Management Conference
2. Christina Henry - WEF AWWA Utility Management Conference
3. Kaitlyn Wu - Water Education Committee Meeting
4. Scott Thompson - Management Concepts
5. Greg Thomas - Urban Water Institute Spring Water Conference

II. REPORTS

Reports are placed on the Agenda to provide information to the Board and the public. There is no action called for in these items. The Board may engage in discussion on any report upon which specific subject matter is identified, but may not take any action other than to place the matter on a subsequent Agenda.

- A. General Manager's Report
- B. Legal Counsel's Report

III. DIRECTOR'S COMMENTS AND REQUESTS

Directors' Comments concern Water Employee Services Authority business which may be of interest to the Board. They are placed on the Agenda to enable individual Board members to convey information to the Board and the public. There is no discussion or action required, other than to place the matter on a subsequent Agenda.

IV. ADJOURNMENT

31315 Chaney Street, Lake Elsinore, CA
Board Room

1/15/20 1:15 PM To request a disability-related modification or accommodation regarding agendas or attendance, contact Terese Quintanar, at (951) 674-3146, extension 8223 at least 48 hours before the meeting.

**MINUTES OF REGULAR MEETING
WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)
BOARD OF DIRECTORS
THURSDAY JANUARY 9, 2020
4:00 P.M.**

The Regular Meeting of the Board of Directors of Water Employee Services Authority was held at its principal offices at 31315 Chaney Street, Lake Elsinore, California.

Directors Present

Andy Morris, President
Phil Williams, Vice President
Jared McBride

Directors Present

Harvey R. Ryan
Darcy M. Burke

Staff Present

Greg Thomas, General Manager
Steve Anderson, Legal Counsel
Terese Quintanar, Secretary
Christy Gonzalez, Executive Assistant/Deputy Board Secretary
Jason Dafforn, Director of Engineering and Water Resources
Jase Warner, Director of Operations
Jennifer Dancho, Director of Human Resources and Safety
Margie Armstrong, Director of Strategic Programs
Jim Ollerton, Director of Information Technology
Parag Kalaria, Water Resources Manager
Tim Collie, Water Operations Manager
Bonnie Woodrome, Community Affairs Supervisor
John Manhard, Facilities Manager
Matthew Bates, Engineering Manager
Christina Henry, Community Affairs Manager
Portland Bates, Management Analyst (Grants)
Barbara Mason, Contracts Administrator
Scott Thompson, Accounting Manager
Dennis McBride, Wastewater Superintendent

Others Present

Roohi Toosi, Rubicon Engineering
Eros Bilye, Leighton Consulting

CALL TO ORDER

The meeting was called to order by President Morris at 4:00 p.m.

APPROVAL OF AGENDA

A motion was made by Director Williams, seconded by Director Morris and carried unanimously to approve the Agenda as presented.

PUBLIC COMMENTS

The meeting was opened to public comments and there were none.

ITEM I. CONSENT CALENDAR

- A. Approval of:
 - 1. Minutes of the Special Board Meeting of December 23, 2019
 - 2. Demands
- B. Approval of Travel Authorizations:
 - 1. Jase Warner – WEF/AWWA Utility Management Conference 2020
 - 2. Ryan Johnson – AclaraConnect Conference

A motion was made by Director Williams, seconded by Director McBride and carried unanimously to:

- 1. Approve the Consent Calendar as presented.***

ITEM II. REPORTS

- A. General Manager’s Report
Mr. Thomas reminded everyone about the upcoming Service Awards Banquet, on January 18, 2020.
- B. Legal Counsel’s Report
Mr. Anderson had nothing to report.

ITEM III. DIRECTORS’ COMMENTS

There were none.

ITEM IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:03 p.m.

Andy Morris, President of the
Board of Directors of the
Water Employee Services Authority


ATTEST:

Terese Quintanar, Board Secretary
to the Board of Directors of the
Water Employee Services Authority

AP Disbursement Report

Cash Disbursements for 12/31/2019 through 01/23/2020

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Interim Justification	Pmt Type	Payment Amount
INTERIMS						
136696	01/02/2020	EMPLOYMENT DEVELOPMENT DEPT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	75.00
136697	01/02/2020	HUNTER, LENA I	EDUCATION REIMBURSEMENT	EMPLOYEE REIMBURSEMENT	CHECK	681.26
136698	01/02/2020	LAWLESS, IAN	CERTIFICATION RENEWAL	EMPLOYEE REIMBURSEMENT	CHECK	105.00
136699	01/02/2020	RIVERSIDE COUNTY SHERIFF'S OFF	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	100.00
136700	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.11
136701	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	158.30
136702	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	45.11
136703	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.00
136704	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	502.15
136705	01/02/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	197.53
136706	01/02/2020	TX CHILD SUPPORT SDU	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	287.54
136707	01/09/2020	ARELLANO, JESSIE	BOOT PURCHASE	EMPLOYEE REIMBURSEMENT	CHECK	200.00
136708	01/09/2020	BOOT BARN INC.	BOOT PURCHASE	DUE 01/13/2020	CHECK	3,655.57
136709	01/09/2020	CINTAS CORPORATION	UNIFORM JACKET	DUE 11/16/2019	CHECK	56.27
136710	01/09/2020	ERIK REDMOND	AWARDS BANQUET SERVICES	DUE 01/18/2020	CHECK	2,249.00
136711	01/09/2020	ERIC LAIDLAW	BOOT PURCHASE	EMPLOYEE REIMBURSEMENT	CHECK	282.72
136712	01/09/2020	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	DUE 01/01/2020	CHECK	80.00
136713	01/09/2020	US BANK	P-CARD PURCHASES	DUE UPON RECEIPT	CHECK	8,863.62
DEMAND REGISTER						
2039	01/23/2020	EMPLOYMENT SCREENING SERVICES	EMPLOYMENT SCREENING SERVICE		ACH	115.00
136714	01/23/2020	CINTAS CORPORATION	UNIFORMS		CHECK	3,108.90
136715	01/23/2020	COMPLETE GYM SOLUTIONS, LLC	EQUIPMENT RENTAL		CHECK	1,190.64
136718	01/23/2020	PETTY CASH	REPLENISHMENT OF PETTY CASH		CHECK	235.06
136719	01/23/2020	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL		CHECK	60.00
136720	01/23/2020	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL		CHECK	55.00
136721	01/23/2020	TOTAL CARE FAMILY MED CTR LE	PRE-EMPLOYMENT & EMPLOYEE TESTING		CHECK	1,132.00
136722	01/23/2020	WAGeworks, INC.	COBRA/DIRECT BILL		CHECK	122.25

Reviewed By: 

Date: 1/14/2020

Travel Reimbursement Authorization Request

Employee Name: Andrea Kraft Employee No.: 930
 Employee Title: Engineering Project Coordinator Department: Engineering
 Event Description: AWWA Sustainable Water Management Conference
 Purpose/Benefit: Professional development: Gain insights into aspects of resilient & efficient water mangement.
 Location: Minneapolis, MN Dates: March 29 - April 1, 2020

A) REGISTRATION COST
 Event Registration: AWWA Sustainable Water Management Conference No. of Days: 4
Registration Cost: \$620.00

B) TRAVEL COST

I) ACCOMMODATION Hotel: Hyatt Regency Minneapolis No. of Nights: 3 Cost/night: \$158.00
Accommodation Cost: \$474.00

II) TRANSPORTATION
 Air Travel Cost: \$875.00 Total Mileage: 21.4 Vehicle: Personal
 Baggage Cost: \$50.00 Less Commute: 57
 Ground Transport: \$40.00 Reimbursable Miles: -35.6 (x 0.575): \$0.00
Transportation Cost: \$965.00

III) MEALS IRS Per Diem: Sun-\$57, Mon-\$57, Tues-\$76, Wed-\$57 **Meal Cost:** \$247.00

IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$75.00

C) TOTAL COST
 G/L Account No.: 15 100 13401 / 15 330 117 53300-210 Budget Available (Y/N): Y
TOTAL EVENT COST: \$2,381.00

D) EMPLOYEE ACKNOWLEDGEMENT
 I, **Andrea Kraft**, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.
 Is this request made voluntarily? **YES** Attendance required by supervisor? **NO** Is overtime involved? **NO** If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.

Employee Signature: Andrea Kraft Date: Jan 13, 2020

E) ADVANCES
 Payee/Employee: _____ Amount Requested: _____
 Date Needed: _____ Account No.: _____

F) APPROVALS

REQUIRES BOARD APPROVAL: YES NO

Approved	Signature	Date	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Jason DaBarn</u>	<u>Jan 13, 2020</u>	DEPARTMENT MANAGER APPROVAL
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>[Signature]</u>	<u>Jan 13, 2020</u>	GM/AGM APPROVAL
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	BOARD APPROVAL





American Water Works Association

Dedicated to the World's Most Important Resource®

SUSTAINABLE WATER MANAGEMENT

Events & Education / Sustainable Water Management



The 2020 Sustainable Water Management Conference will bring together water sector organizations and professionals to discuss all aspects of resilient and efficient water management. Attendees will gain insights into best practices for managing water resources, source water protection, sustainable utility planning, analyzing the costs and benefits of water conservation, and exploring alternative water sources including stormwater and reuse.

Attend
Program
Sponsor
Hotel & Travel
Presenters

2020 Registration is open!

[Register Online](#) or fill out the Registration form

Do you need a letter of invitation from AWWA? Submit the request form. Requests will be honored for attendees and presenters with the intent to register.

Who attends Sustainable Water Management Conference?

- Water resource planners and engineers
- Conservation professionals
- Green infrastructure professionals
- Municipal water & wastewater utilities
- Industry consultants
- Local, state, and federal governmental agencies
- Educators
- Agricultural interests

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- Utility managers
- Water quality specialists

OK

- Public affairs managers
- Special interests such as golf courses, aquifer storage, and recovery

Register by March 6, 2020 for best rates!

2020 Registration Rates	Member Early Rate	Nonmember Early Rate	Member Late Rate	Nonmember Late Rate
Full-Conference Registration (Best Value!) Includes sessions, lunch & reception; does <i>not</i> include Sunday workshops	\$620	\$805	\$805	\$905
Monday Only (includes sessions, lunch & reception)	\$395	\$580	\$580	\$680
Tuesday/Wednesday Only (includes sessions)	\$395	\$580	\$580	\$680
Student (validation required - same as Full-Conference)	\$35	\$50	\$35	\$50
Speaker (validation required - same as Full-Conference)	\$370	\$555	\$555	\$655
Pre-Conference Workshops	Pre-conference workshop prices vary - see program tab for details			

Cancellation Policy: Please send cancellations in writing, on company letterhead, via fax or email to AWWA. Phone cancellations are not accepted. All cancellations emailed/fax-dated by deadline will receive a refund, minus a 25% administrative fee. Cancellations after March 6, 2020 will not be refunded; however, substitute registrants are always welcome. Fax requests for substitutions or cancellations to 303.347.0804 or email to AWWA Customer Service.

Photo and Information Release: By registering for this event, you agree to allow AWWA to use your photo in any AWWA-related publication or website. Registrants may receive show-related and promotional emails from sponsors. AWWA uses a third party for this service, and at no time was your email disclosed to sponsors.

Technical Content Partner Technical Content Partner



For questions regarding registration, lodging or general conference questions, please contact the Conferences and Education group.

Knowledge

- Journal AWWA
- Opflow
- AWWA Water Science

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- Scholarships
- Sourcebook

OK

Partnership for Safe Water
Partnership for Clean Water

 **Get Involved**

Join AWWA
Renew Membership
My Account
SharePoint for Committees
Advertise with Us

 **Jobs**

Find a Job
Post a Job
Work for AWWA

 **Connect**



 **Contact**

AWWA Headquarters
6666 W. Quincy Ave.
Denver, CO 80235 USA
Phone: 303.794.7711 or 800.926.7337
Fax: 303.347.0804

AWWA Government Affairs Office
1300 Eye St. NW Suite 701
Washington, DC 20005-3314 USA
Phone: 202.628.8303

AWWA India
404, Wing B, Citi Point, J. B. Nagar
Andheri-Kurla Road
Andheri (East) Mumbai – 400059
Phone: +91-22-6127-3639

Contact AWWA

WESA
Travel Reimbursement Authorization Request

Control No: 20-196-818

Employee Name: Christina Henry Employee No.: 818
 Employee Title: Community Relations Manager Department: Community Relations
 Event Description: WEF/AWWA Utility Management Conference 2020
 Purpose/Benefit: Job-related training. Opportunity to connect with fellow water and wastewater managers, and learn the latest approaches, best practices, processes, and research of utility management.
 Location: Anaheim, CA Dates: February 26-28, 2020

A) REGISTRATION COST

Event Registration: Utility Management Conference No. of Days: 3

Registration Cost: \$690.00

B) TRAVEL COST

I) ACCOMMODATION Hotel: N/A No. of Nights: 0 Cost/night: \$0.00

Accommodation Cost: \$0.00

II) TRANSPORTATION

Air Travel Cost: \$0.00 Total Mileage: 184.2 Vehicle: Personal
 Baggage Cost: \$0.00 Less Commute: 168
 Ground Transport: \$0.00 Reimbursable Miles: 16.2 (x 0.575): \$9.31

Transportation Cost: \$9.31

III) MEALS IRS Per Diem: Wed: \$5, Thurs: \$22, Fri: \$5 **Meal Cost:** \$27.00

IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$100.00

C) TOTAL COST

G/L Account No.: 15-220-110 / 53300 Budget Available (Y/N): Y

TOTAL EVENT COST: \$826.32

D) EMPLOYEE ACKNOWLEDGEMENT

I, **Christina Henry**, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.

Is this request made voluntarily? **YES** Attendance required by supervisor? **NO** Is overtime involved? **NO** If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.

Employee Signature: Christina Henry Date: Jan 9, 2020

E) ADVANCES

Payee/Employee: _____ Amount Requested: _____
 Date Needed: _____ Account No.: _____

F) APPROVALS

REQUIRES BOARD APPROVAL: YES NO

<i>Approved</i>	<i>Signature</i>	<i>Date</i>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>		DEPARTMENT MANAGER APPROVAL
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Robert Hartwig</u>	<u>Jan 9, 2020</u>	GM/AGM APPROVAL
YES <input type="checkbox"/> NO <input type="checkbox"/>			BOARD APPROVAL



February 25, 2020 - February 28, 2020
 Hyatt Regency Orange County | Anaheim, California



This conference is jointly hosted by the Water Environment Federation and American Water Works Association, in cooperation with the California Water Environment Association and the Water Research Foundation.

Water and wastewater managers and professionals will gather to hear the latest approaches, practices, processes, techniques, case studies, and research in all aspects of utility management.

Over the past 30 years, members of AWWA and WEF have established The Utility Management Conference as one of the leading, most informative, and most prestigious management conferences available. Come prepared to share your experiences and learn from others in similar situations as we respond to the most pressing management issues of the day.

To view and download the technical program, [click here](#).

REGISTER NOW!

Conference Pricing

WEF/AWWA Utility Management 2020 Conference Pricing

WEF/AWWA Members	Before January 17	After January 17
Full Conference	\$690	\$890
Student Full Conference	Free	Free
One Day (Wednesday or Thursday)	\$400	\$520

Non-Members	Before January 17	After January 17
Full Conference	\$995	\$1,295
Student Full Conference*	\$225	\$290
One Day (Wednesday or Thursday)	\$535	\$660

**All student Non-members must bring a valid student ID or another form of student verification.*

Pre-Conference Workshops	Before January 17		After January 17	
	Member	Non-Member	Member	Non-Member
Full-Day Workshops (Workshops A and B)	\$179	\$209	\$199	\$229
Half-Day Workshops (Workshops C, D, E and F)	\$100	\$129	\$120	\$150

What's included?	Pre-Conference Workshops	Technical Sessions	Lunch	Networking Reception	Social with Speakers	Conference Proceedings
	Tuesday	Wednesday-Friday	Wednesday	Wednesday	Thursday	
Full Conference	Additional Fee	√	√	√	√	√
Student Full Conference	Additional Fee	√	√	√	√	√*
One Day Wednesday	Additional Fee	Wednesday Only	√	√		√
One Day Thursday	Additional Fee	Thursday Only			√	√

**Only Student Members receive Conference Proceedings.*

WESA
Travel Reimbursement Authorization Request

Control No: 20-195-1057

Employee Name: Kaitlyn Wu Employee No.: 1057
 Employee Title: Community Affairs Specialist Department: Community Affairs
 Event Description: Water Education Committee Meeting
 Purpose/Benefit: Learn how to maximize education and outreach opportunities through partnerships
 Location: Santa Barbara, CA Dates: February 2-4, 2019

A) REGISTRATION COST
 Event Registration: N/A No. of Days: 3
Registration Cost: \$0.00

B) TRAVEL COST


I) ACCOMMODATION Hotel: The Eagle Inn No. of Nights: 2 Cost/night: \$105.20
Accommodation Cost: \$210.40

II) TRANSPORTATION
 Air Travel Cost: \$0.00 Total Mileage: 300 Vehicle: Personal
 Baggage Cost: \$0.00 Less Commute: 54.6
 Ground Transport: \$0.00 Reimbursable Miles: 245.4 (x 0.575): \$141.11
Transportation Cost: \$141.11

III) MEALS IRS Per Diem: \$57 x 3 days **Meal Cost:** \$171.00

IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$25.00

C) TOTAL COST
 G/L Account No.: 15-222-110 / 53300 Budget Available (Y/N): Y
TOTAL EVENT COST: \$547.51

D) EMPLOYEE ACKNOWLEDGEMENT
 I, Kaitlyn Wu, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.
 Is this request made voluntarily? **YES** Attendance required by supervisor? **NO** Is overtime involved? **NO** If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.
 Employee Signature:  Date: Jan 7, 2020

E) ADVANCES
 Payee/Employee: _____ Amount Requested: _____
 Date Needed: _____ Account No.: _____

F) APPROVALS
REQUIRES BOARD APPROVAL: YES NO

Approved	Signature	Date	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Christina Henry</u>	<u>Jan 7, 2020</u>	DEPARTMENT MANAGER APPROVAL
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Robert Hartwig</u>	<u>Jan 7, 2020</u>	GM/AGM APPROVAL
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	BOARD APPROVAL

Water Education Committee Meeting
Monday, February 3, 9:30 AM – 4:30 PM
Tuesday, February 4, 8:30 AM – 3:00 PM

Santa Barbara Veterans Memorial Building
112 W Cabrillo Blvd, Santa Barbara, CA 93101

- 9:00 Registration opens, light snacks available
- 9:30 Welcome
- 10:00 Maximizing Education and Outreach Opportunities Through Partnerships - MERITO Foundation
- 11:00 Water Conservation Program Panel - Ventura Water, Water Wise Consulting, and DWR
- 12:00 Lunch
- 1:00 Potable Reuse Outreach - Water Systems Consulting with Ventura Water
- 2:00 Water Education in the Schools - Shows that Teach
- 3:00 Round Robin
- 4:30 Adjourn
- Optional Networking Happy Hour/Dinner

Water Education Committee Meeting
Monday, February 3, 9:30 AM – 4:30 PM
Tuesday, February 4, 8:30 AM – 3:00 PM

El Estero Water Resource Center
Charles E. Meyer Desalination Plant
Santa Barbara Botanical Garden (tentative)

- 8:30 Meet at Pershing Park and board bus for Water Resource Center
- 9:00 Tour El Estero Water Resource Center
- 10:10 Desal Presentation and tour of Charles E. Meyer Desalination Plant
Presentation: Building a water portfolio for the future
- 11:10 Restroom break and pack up to leave
- 11:20 Board bus to Botanical Garden
- 11:35 Welcome Presentation from Garden Staff
- 12:00 Lunch @Botanic Garden - Sponsored by Carollo Engineering
- 1:00 Botanical Garden Tour
- 2:00 Board bus to return to Pershing Park
- 3:00 Adjourn

WESA
Travel Reimbursement Authorization Request

Control No: 20-198-974

Employee Name: Scott Thompson Employee No.: 974
 Employee Title: Accounting Manager Department: Finance & Accounting
 Event Description: Management Concepts
 Purpose/Benefit: Job-related training: detecting and preventing fraud on Federal grants, and performance measurement for Federal grants under 2 CFR 200
 Location: Las Vegas, NV Dates: February 17-21, 2020

A) REGISTRATION COST

Event Registration: Management Concepts No. of Days: 4

Registration Cost: \$1,698.00

B) TRAVEL COST

I) ACCOMMODATION Hotel: New York-New York No. of Nights: 4 Cost/night: \$131.75

Accommodation Cost: \$526.99

II) TRANSPORTATION

Air Travel Cost: \$0.00 Total Mileage: 538.8 Vehicle: personal
 Baggage Cost: \$0.00 Less Commute: 16.8
 Ground Transport: \$0.00 Reimbursable Miles: 522 (x 0.575): \$300.15

Transportation Cost: \$300.15

III) MEALS IRS Per Diem: 2 days @ \$45.75 & 3 days @ \$61 **Meal Cost:** \$274.50

IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$125.00

C) TOTAL COST


G/L Account No.: 15-210-110 / 53300 Budget Available (Y/N): Y

TOTAL EVENT COST: \$2,924.64

D) EMPLOYEE ACKNOWLEDGEMENT

I, **Scott Thompson**, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.

Is this request made voluntarily? **YES** Attendance required by supervisor? **NO** Is overtime involved? **NO** If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.

Employee Signature:  Date: Jan 13, 2020

E) ADVANCES

Payee/Employee: _____ Amount Requested: _____
 Date Needed: _____ Account No.: _____

F) APPROVALS

REQUIRES BOARD APPROVAL: YES NO

<i>Approved</i>	<i>Signature</i>	<i>Date</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Robert Hartwig</u>	<u>Jan 13, 2020</u>
YES <input type="checkbox"/> NO <input type="checkbox"/>		

DEPARTMENT MANAGER APPROVAL
GM/AGM APPROVAL
BOARD APPROVAL



Performance Measurement for Federal Grants Under 2 CFR 200 - 2091

My Cart Total

\$ 849

⊗ Performance Measurement for Federal Grants Under 2 CFR 200 - 202091002
Las Vegas, NV
February 18 - February 19, 2020

Delivery Method Classroom, Virtual & Remote	Duration 2 Days	CLP Credits: 16
NASBA Field(s) of Study and Credits: Management Services (16)	Course Format: Individual, small-group, and large-group exercises; lecture, discussion, and case study	CEU Credits: 1.3
NASBA Level: Advanced	PDU Credits: 14	

CHECK OUT

CONTINUE SHOPPING

REQUEST

INFORMATION

[Overview](#) [Prerequisites](#) [Class Schedule](#) [Learning Objectives](#) [Course Topics](#) [Technology Requirements](#) [FAQs](#)

Overview

The Office of Management and Budget's (OMB) *Uniform Guidance* (2 CFR 200) guides the performance measurement and management activities required for all Federal financial assistance awards. Develop a foundational understanding of performance measurement approaches and the specific requirements and definitions in the *Uniform Guidance*. Learn to apply performance-based principles to grant projects by gaining critical insight on how performance measurement affects each phase of the Federal grants lifecycle. This is an elective course in all tracks of the *GMCP™*.

Who Takes This Course

Anyone in the grants community—awarding and recipient personnel alike—who needs to apply performance-based principles to grant projects and programs will benefit from this course.

Recommended Follow-on Courses

- [Analytics Boot Camp](#)
- [Data Collection Techniques](#)
- [Data-Driven Decision Making](#)
- [Detecting and Preventing Fraud on Federal Grant Projects](#)

TRAINING

[Browse All Courses](#)

[Student FAQs](#)

CERTIFICATIONS

[Certificate Programs](#)

[Certifications Training](#)



Detecting and Preventing Fraud on Federal Grant Projects - 2093

My Cart Total

\$ 849

⊗ Detecting and Preventing Fraud on Federal Grant Projects - 202093002
Las Vegas, NV
February 20 - February 21, 2020

Delivery Method Virtual & Classroom	Duration 2 Days	CLP Credits: 16
NASBA Field(s) of Study and Credits: Specialized Knowledge (16)	Course Format: Lecture, discussion, hands-on practical exercises, and case studies.	CEU Credits: 1.3
NASBA Level: Intermediate		

CHECK OUT

CONTINUE SHOPPING

REQUEST

INFORMATION

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Overview

The Government Accountability Office (GAO) has found that billions in Federal grant awards are subject to waste, fraud, and abuse. Grant recipients and other grants personnel must be vigilant in detecting and preventing fraud in grant administration. You will gain an understanding of potential fraud risks inherent in various programs and entities, and learn techniques to mitigate those risks. Case studies will enhance your learning, enabling you to practice identifying and preventing fraudulent activities. This is an elective course in all tracks of the *GMCP™*.

Who Takes This Course

Federal and Pass-Through Entity personnel responsible for overseeing grant recipients/subrecipients and recipient personnel responsible for grant project administration will benefit from this course.

Recommended Follow-on Courses

- [Forensic Auditing: Detection and Prevention of Fraud](#)
- [Audit of Federal Grants and Assistance Awards](#)
- [Closeout of Grants for Federal Personnel](#)
- [Evaluating Financial Capabilities of Grant Recipients](#)

TRAINING

[Browse All Courses](#)

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CERTIFICATIONS

[Certificate Programs](#)

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Travel Reimbursement Authorization Request

Employee Name: Greg Thomas Employee No.: 1048
 Employee Title: General Manager Department: General Management
 Event Description: Urban Water Institute Spring Water Conference
 Purpose/Benefit: Information on water economics, managemen and resource policies / networking.
 Location: Palm Springs, CA Dates: February 19 - 21, 2020

A) REGISTRATION COST
 Event Registration: Urban Water Institute No. of Days: 3
Registration Cost: \$525.00

B) TRAVEL COST


I) ACCOMMODATION Hotel: Hilton Palm Springs No. of Nights: 2 Cost/night: \$195.00
Accommodation Cost: \$390.00

II) TRANSPORTATION
 Air Travel Cost: \$0.00 Total Mileage: 0 Vehicle: Car allowance
 Baggage Cost: \$0.00 Less Commute: 0
 Ground Transport: \$50.00 Reimbursable Miles: 0 (x 0.575): \$0.00
Transportation Cost: \$50.00

III) MEALS IRS Per Diem: Wed-\$33, Thu-\$33, Fri-\$49.50 **Meal Cost:** \$115.50

IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$100.00


C) TOTAL COST
 G/L Account No.: 15-120-110 / 53300 Budget Available (Y/N): Y
TOTAL EVENT COST: \$1,180.50

D) EMPLOYEE ACKNOWLEDGEMENT
 I, **Greg Thomas**, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.
 Is this request made voluntarily? **YES** Attendance required by supervisor? **NO** Is overtime involved? **NO** If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.
 Employee Signature:  Date: Jan 13, 2020

E) ADVANCES
 Payee/Employee: _____ Amount Requested: _____
 Date Needed: _____ Account No.: _____

F) APPROVALS

REQUIRES BOARD APPROVAL: YES NO

Approved	Signature	Date	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>		DEPARTMENT MANAGER APPROVAL
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Jan 13, 2020</u>	GM/AGM APPROVAL
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	BOARD APPROVAL



URBAN WATER INSTITUTE SPRING WATER CONFERENCE
FEBRUARY 19-21, 2020 | REGISTRATION FORM

NAME: _____ TITLE: _____
ORGANIZATION: _____
ADDRESS: _____ CITY/STATE/ZIP: _____
TEL: _____ FAX: _____ E-MAIL: _____

CONFERENCE REGISTRATION FEES

Registration fees include handouts, breakfasts, luncheon, breaks and receptions.

- _____ \$575 Urban Water Member Registration Fee for Conference February 19-21, 2020
(*Early Bird Special* \$525. Please contact UWI directly at 949-679-9676 for an early registration discount. This special ends on January 15, 2020. **Must be a member of the Urban Water Institute with current dues paid in full)**
- _____ \$675 Non-Member Registration Fee for Conference February 19-21, 2020
- _____ \$100 Spouse Registration - Includes breakfasts, luncheon, breaks and receptions. Spouse Name for Nametag:

REGISTRATION INFORMATION

LOCATION:

The Spring Water Conference will be conducted in Palm Springs at The Hilton Palm Springs Hotel located at:
400 East Tahquitz Canyon Way, Palm Springs, CA 92262

WILL YOU STAY AT THE HILTON PALM SPRINGS?

Please contact the hotel directly to reserve your room, we have a special conference rate of \$165.00. To make your room reservations, call the Hilton Palm Springs Hotel directly at **(760) 320-6868** and reference **Urban Water Institute**. Please note the cut-off date for the group rate is **January 22, 2020**. Reservations can also be made online at www.hilton.com.

CONFERENCE REGISTRATION: (All Registrations Should Be Made in Advance)

To pay by credit card visit our website www.urbanwater.com. You can register online via PayPal, you may be prompted to create a PayPal account. You may pay with a Visa, MasterCard or American Express. If you prefer to pay by credit card and NOT create a PayPal log in, please fill out the registration form and return to Stacy Davis at stacy@urbanwater.com or fax to (949) 305-9919.

To pay by check, please complete the Registration Form and send it along with a check made payable to:

Urban Water Institute: 24651 Evereve Circle, Suite 1, Lake Forest, CA 92630.

After **February 14, 2020** registrations will be accepted at the door on a space available basis, with an additional \$25 administrative fee.

CANCELLATION POLICY:

Cancellations must be received in writing by **February 5, 2020**. Faxes are accepted at **(949) 305-9919**. Registration fee will be refunded, less a \$50 administrative charge if received by **February 5, 2020**. Substitutes are accepted. **No refunds after February 5, 2020**. The Institute reserves the right to substitute announced speakers and assumes no responsibility for personal expenses.

EXHIBITOR & SPONSORSHIP INFORMATION:

Information on exhibiting and sponsoring may be obtained by calling (949) 679-9676 or can be found on the Urban Water Institute Website www.urbanwater.com.

IF PAYING BY CREDIT CARD:

- Visa MasterCard American Express

Name on Card: _____

Card Number: _____

Expires (MM/YY): _____ Amount: _____

Security Code: _____

Billing Address: _____

Signature: _____

MAIL CONFERENCE REGISTRATION CHECKS PAYABLE TO:

Urban Water Institute: 24651 Evereve Circle, Suite 1 • Lake Forest, CA 92630

Tax ID # 33-0578523

For More Information Contact Urban Water Institute At (949) 679-9676 Or stacy@urbanwater.com