

# WESA

## AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY ("WESA")  
BOARD OF DIRECTORS  
SPECIAL MEETING  
February 24, 2020  
9:00 AM

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 Special Board Meeting of February 5, 2020
2. Minutes of the Regular Board Meeting of February 13, 2020
3. Demands

#### B. Approval of Travel Authorizations:

1. Greg Morrison - ACWA Spring Conference
2. Greg Morrison - Stakeholder Workshop with Bureau of Reclamation
3. Jason Dafforn - Stakeholder Workshop with Bureau of Reclamation
4. Parag Kalaria - Stakeholder Workshop with Bureau of Reclamation
5. Serena Johns - Stakeholder Workshop with Bureau of Reclamation
6. Dennis McBride - CWEA Annual Conference
7. Luis Torner - CWEA Annual Conference
8. Margie Armstrong - GFOA Annual Conference
9. Skyler Munson - Essential Grant Skills

### 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

2/19/20 8:50 AM 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 SPECIAL MEETING  
WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 5, 2020  
9:00 A.M.**

The Special 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  
Harvey R. Ryan  
Darcy Burke  
Jared McBride

Staff Present

Greg Thomas, General Manager  
Terese Quintanar, District Secretary/Administrative Services Supervisor  
Jennifer Dancho, Director of Human Resources and Safety

**CALL TO ORDER**

The meeting was called to order by President Morris at 9:00 a.m.

**APPROVAL OF AGENDA**

A motion was made by Director Williams seconded by Director Burke and carried unanimously to approve the Agenda.

**PUBLIC COMMENTS**

There were none.

**ITEM I. CLOSED SESSION**

The Board adjourned to Closed Session at 9:01 a.m. to discuss:

- A. Public Employee Performance Evaluation  
Title: General Manager

The Board reconvened to open session at 10:20 a.m. and no reportable action was taken.

**ITEM V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:20 a.m.

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

ATTEST:

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

**MINUTES OF REGULAR MEETING  
WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
THURSDAY FEBRUARY 13, 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  
Harvey R. Ryan  
Darcy M. Burke  
Jared McBride

Directors Absent

None

Staff Present

Greg Thomas, General Manager  
John Brown, Legal Counsel  
Terese Quintanar, Secretary  
Susie Evans, Sr. Executive Assistant  
Robert Hartwig, Treasurer  
Jason Dafforn, Director of Engineering and Water Resources  
Jase Warner, Director of Operations  
Margie Armstrong, Director of Strategic Programs  
Jim Ollerton, Director of Information Technology  
Parag Kalaria, Water Resources Manager  
Tim Collie, Water Operations Manager  
David Smith, Maintenance Manager  
Matthew Bates, Engineering Manager  
Christina Henry, Community Affairs Manager  
Scott Thompson, Accounting Manager  
Dennis McBride, Wastewater Superintendent  
Bonnie Woodrome, Community Affairs Supervisor  
Kaitlyn Wu, Community Affairs Specialist  
Serena Johns, Sr. Management Analyst  
Haley Munson, Water Efficiency Specialist  
Shawnele Morelos, Principal Engineer – Capital Projects

Others Present

Poster Contest winners, family, and teachers

**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 Burke, seconded by Director Williams 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 Regular Board Meeting of January 23, 2020
  - 2. Minutes of the Special Board Meeting of January 27, 2020
  - 3. Demands
- B. Approval of Travel Authorizations:
  - 1. Greg Thomas - Washington, D.C. Lobbying
  - 2. Greg Thomas - ACWA Legislative Symposium
  - 3. Greg Thomas - CA-NV AWWA Spring Conference
  - 4. Greg Morrison - Washington, D.C. Lobbying
  - 5. Greg Morrison - ACWA DC Conference & Lobbying
  - 6. Greg Morrison - ACWA State Legislative Committee Meeting
  - 7. Greg Morrison - ACWA Legislative Symposium & State Legislative Committee Meeting
  - 8. Greg Morrison - CMUA Capitol Day
  - 9. Greg Morrison - CalDesal Annual Conference
  - 10. Shawn Gray - CA-NV AWWA Spring Conference
  - 11. Matthew Bates - CA-NV AWWA Spring Conference
  - 12. Shawnele Morelos - CA-NV AWWA Spring Conference
  - 13. Brian Vigil - CA-NV AWWA Spring Conference
  - 14. Bonnie Woodrome - CAPIO Annual Conference
  - 15. Christina Henry - CAPIO Annual Conference
  - 16. Margie Armstrong - AWWA/WEF Utility Management Conference
  - 17. Scott Thompson - Internal Controls for the Federal Grants Community
  - 18. Jase Warner - CWEA AC20 Conference
  - 19. Haley Garland - Improving Public Works Construction Inspection Skills
  - 20. Ricky Gonzalez - Improving Public Works Construction Inspection Skills
  - 21. Jason Dafforn - ICSC Recon
  - 22. Darryn Flexman - 2020 Esri User Conference

- 23. Isabel Casteran - CGA 811 Excavation Safety Conference & Exposition

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

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

**ITEM II. REPORTS**

- A. General Manager’s Report  
Greg Thomas had nothing to report.
- B. Legal Counsel’s Report  
John Brown had nothing to report.

**ITEM III. DIRECTORS’ COMMENTS**

There were none.

**ITEM IV. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:02 p.m.

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

ATTEST:

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

## AP Disbursement Report

Cash Disbursements for 02/05/2020 through 02/24/2020

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Interim Justification	Pmt Type	Payment Amount
<b>INTERIMS</b>						
2053	02/13/2020	CARDOZA, TERI	TRAVEL EXPENSE	EMPLOYEE REIMBURSEMENT	ACH	169.34
2054	02/13/2020	EMPLOYEE ASSOCIATION	Employee Assoc Dues	EMP DED-ASSOC DUES	ACH	1,800.00
2055	02/13/2020	INFINISOURCE	EE FSA Medical	EMP DED-ADDT'L COVERAGE	ACH	4,658.93
2056	02/13/2020	JOHNS, SERENA	REFUND OF LOAN PAYMENT	EMPLOYEE REIMBURSEMENT	ACH	314.21
2057	02/13/2020	MANAGEMENT TEAM ASSOCIATION	MTA DUES	EMP DED-MTA DUES	ACH	270.00
136781	02/13/2020	ACWA JOINT POWERS INS AUTH	WORKER'S COMP ADDITIONAL PREMIUM DUE	DUE UPON RECEIPT	CHECK	6,477.50
136782	02/13/2020	ALLEN, LADAWN	TRAVEL EXPENSES	EMPLOYEE REIMBURSEMENT	CHECK	127.76
136783	02/13/2020	LINCOLN NATL LIFE INS COMP	VOL LIFE INSURANCE FOR PPE 01/10/2020	DUE UPON RECEIPT	CHECK	358.86
136784	02/13/2020	MURILLO, RUBEN	CERTIFICATION REIMBURSEMENT	EMPLOYEE REIMBURSEMENT	CHECK	365.00
136785	02/13/2020	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	DUE 02/06/2020	CHECK	80.00
136807	02/13/2020	BATES, PORTLAND	TRAVEL EXPENSE	EMPLOYEE REIMBURSEMENT	CHECK	39.10
136808	02/13/2020	CHAVEZ, JORGE	TRAVEL EXPENSE	EMPLOYEE REIMBURSEMENT	CHECK	719.11
136809	02/13/2020	CINTAS CORPORATION	UNIFORMS	DUE 01/13/2020	CHECK	5,170.77
136810	02/13/2020	DILLAWAY, MARCOS	CERTIFICATION REIMBURSEMENT	EMPLOYEE REIMBURSEMENT	CHECK	175.00
136811	02/13/2020	EMPLOYMENT DEVELOPMENT DEPT	GARNISHMENT	GARNISHMENT	CHECK	75.00
136812	02/13/2020	LEGALSHIELD	PRE PAID LEGAL SERVICES	EMP DED-ADDT'L COVERAGE	CHECK	26.68
136813	02/13/2020	LINCOLN FINANCIAL GROUP	LINCOLN NATIONAL 457%	EMP DED-ADDT'L COVERAGE	CHECK	724.74
136814	02/13/2020	LINCOLN NATL LIFE INS COMP	VOL. LIFE INSURANCE	EMP DED-ADDT'L COVERAGE	CHECK	1,444.98
136815	02/13/2020	MOORE, JON	TRAVEL EXPENSES	EMPLOYEE REIMBURSEMENT	CHECK	63.94
136816	02/13/2020	NATIONWIDE	NATIONWIDE 457	EMP DED-ADDT'L COVERAGE	CHECK	1,813.75
136817	02/13/2020	RIVERSIDE COUNTY SHERIFF'S OFF	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	100.00
136818	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.11
136819	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	158.30
136820	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	45.11
136821	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.00
136822	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	502.15
136823	02/13/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	197.53
136824	02/13/2020	THOMPSON, SCOTT	TRAVEL EXPENSES	EMPLOYEE REIMBURSEMENT	CHECK	13.56
136825	02/13/2020	TX CHILD SUPPORT SDU	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	287.54
136826	02/13/2020	UNITED WAY	UNITED WAY CONTRIBUTIONS	EMP DED-DONATIONS	CHECK	124.00
136827	02/13/2020	WU, KAITLYN	TRAVEL EXPENSES	EMPLOYEE REIMBURSEMENT	CHECK	141.11
136828	02/14/2020	US BANK	P CARD PURCHASES	DUE UPON RECEIPT	CHECK	20,662.01



## AP Disbursement Report

Cash Disbursements for 02/05/2020 through 02/24/2020

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Interim Justification	Pmt Type	Payment Amount
<b>DEMAND REGISTER</b>						
136829	02/24/2020	3M COMPANY	FALL PROTECTION EQUIP INSPECTOR INITIAL CERT		CHECK	4,400.00
136830	02/24/2020	BOOT BARN INC.	BOOT PURCHASE		CHECK	122.33
136831	02/24/2020	ELSINORE VALLEY MWD	HR RENT FOR FEBRUARY		CHECK	532.00
136832	02/24/2020	GOVT FINANCE OFFICERS ASSOC	MEMBERSHIP RENEWAL		CHECK	150.00
136834	02/24/2020	PETTY CASH	REPLENISHMENT OF PETTY CASH		CHECK	230.43

Reviewed By: 

Date: 2/18/2020

### Travel Reimbursement Authorization Request

Employee Name: Greg Morrison Employee No.: 636  
 Employee Title: Government Relations Officer Department: Gov't Relations  
 Event Description: ACWA Spring Conference  
 Purpose/Benefit: Programs include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics (groundwater management, water rates issues, etc.) & networking.  
 Location: Monterey, CA Dates: May 5 - 8, 2020

#### A) REGISTRATION COST

Event Registration: ACWA (Association of California Water Agencies) No. of Days: 4  
**Registration Cost:** \$725.00

#### B) TRAVEL COST

**I) ACCOMMODATION** Hotel: Monterey Marriott (Host Hotel) No. of Nights: 3 Cost/night: \$250.00  
**Accommodation Cost:** \$750.00

**II) TRANSPORTATION**  
 Air Travel Cost: \$285.00 Total Mileage: 0 Vehicle: car allowance  
 Baggage Cost: \$0.00 Less Commute: 0  
 Ground Transport: \$350.00 Reimbursable Miles: 0 (x 0.575): \$0.00  
**Transportation Cost:** \$635.00

**III) MEALS** IRS Per Diem: Mon-\$57, Tue-\$76, Wed-\$39, Thu-\$57 **Meal Cost:** \$229.00

**IV) MISCELLANEOUS** (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$250.00


#### C) TOTAL COST

G/L Account No.: 15-130-110 / 53300 Budget Available (Y/N): Y  
**TOTAL EVENT COST:** \$2,589.00

#### D) EMPLOYEE ACKNOWLEDGEMENT

I, **Greg Morrison**, 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: Feb 13, 2020

#### E) ADVANCES

Payee/Employee: \_\_\_\_\_ Amount Requested: \_\_\_\_\_  
 Date Needed: \_\_\_\_\_ Account No.: \_\_\_\_\_

#### F) APPROVALS

**REQUIRES BOARD APPROVAL:** YES  NO

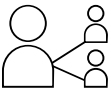
Approved	Signature	Date	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>		<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Feb 13, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>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

## REGISTRATION, MEALS AND HOTEL PRICING SHEET



### REGISTER ONLINE

Register online by **April 17, 2020** at **www.acwa.com** to take advantage of the advance pricing.



### REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant before registering.

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates &amp; affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 4/17/20		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package	\$725	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately)	\$580	\$870	\$600	\$890
One-Day Conference Registration (meals sold separately) <b>Wednesday:</b> Registration includes Welcome Reception on Tuesday evening <b>-OR-</b> <b>Thursday:</b> Registration includes ability to purchase a ticket for Friday breakfast	\$345	\$520	\$365	\$540
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75
MEAL FUNCTIONS	ADVANCE		ONSITE	
Wednesday Opening Breakfast - May 6	\$55		\$60	
Wednesday Luncheon - May 6	\$60		\$65	
Thursday Networking Continental Breakfast - May 7	\$45		\$50	
Thursday Luncheon - May 7	\$60		\$65	
Thursday Dinner - May 7	\$75		\$80	
Friday Breakfast - May 8	\$55		\$60	

### HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available February 24 - April 6**, based on availability.

#### HOTELS

**Monterey Marriott** (350 Calle Principal)  
Single/Double \$237/night + taxes & fees

**Portola Hotel** (2 Portola Plaza)  
Single/Double \$226/night\* + taxes & fees

**Hotel Pacific** (300 Pacific Street)  
Single/Double \$227/night\* + taxes & fees

**DEADLINE FOR HOTEL GROUP RATE IS APRIL 6, 2020**

#### IMPORTANT DATES

For those **registering for conference prior to February 24**, hotel information will be provided via e-mail on February 24.

For those registering for conference from **February 24 to April 6**, your confirmation e-mail will include hotel reservation information and an opportunity to receive a conference special hotel rate.



# ACWA 2020 Spring Conference & Exhibition

## PRELIMINARY AGENDA

May 5-8, 2020 • Monterey, CA

### ACWA JPIA - MONDAY, MAY 4

- 8:30 - 10:00 AM**
  - ACWA JPIA Program Committee
- 10:15 - 11:15 AM**
  - ACWA JPIA Executive Committee
- 1:30 - 4:00 PM**
  - ACWA JPIA Board of Directors
- 4:00 - 5:00 PM**
  - ACWA JPIA Town Hall
- 5:00 - 6:00 PM**
  - ACWA JPIA Reception

### TUESDAY, MAY 5

- 8:00 AM - 9:45 AM**
  - Agriculture Committee
- 8:00 AM - 6:00 PM**
  - Registration
- 8:30 AM - Noon**
  - ACWA JPIA Seminars
- 9:00 AM - 4:00 PM**
  - ACWA Legal Briefing & CLE Workshop
- 10:00 - 11:45 AM**
  - Groundwater Committee
  - Local Government Committee
- 11:00 AM - Noon**
  - Outreach Task Force
- Noon - 2:00 PM**
  - ACWA 101 & Luncheon
  - Committee Lunch Break
- 1:00 - 2:45 PM**
  - Energy Committee
  - Finance Committee
  - Water Management Committee
- 1:00 - 3:00 PM**
  - ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)
- 3:00 - 4:45 PM**
  - Communications Committee
  - Federal Affairs Committee
  - Membership Committee
  - Water Quality Committee
- 5:00 - 6:30 PM**
  - Welcome Reception in the Exhibit Hall

### WEDNESDAY, MAY 6

- 7:30 AM - 5 PM**
  - Registration
- 8:00 - 9:45 AM**
  - Opening Breakfast (*Ticket Required*)

### WEDNESDAY, MAY 6 (continued)

- 7:30 AM - Noon & 1:30 - 6:00 PM**
  - Exhibit Hall
- 7:30 - 8:30 AM**
  - Coffee Service in the Exhibit Hall
- 10:00 - 11:30 AM**
  - Attorneys Program
  - Energy Committee Program
  - Exhibitor Demos
  - Finance Program
  - Region Issue Forum
  - Statewide Issue Forum
  - Technology Program
  - Water Industry Trends Program
- 11:30 - NOON**
  - Networking in the Exhibit Hall
- NOON - 1:45 PM**
  - General Session Luncheon (*Ticket Required*)
- 2:00 - 3:15 PM**
  - Attorney Program
  - Communications Committee Program
  - Energy Committee Program
  - Exhibitor Case Study
  - Region Program
  - Statewide Issue Forum
  - Water Industry Trends Program
- 3:30 - 4:45 PM**
  - Exhibitor Case Study
  - Finance Program
  - Local Government Committee
  - Statewide Issue Forums
  - Technology Program
  - Water Industry Trends Program
- 3:30 - 5:30 PM**
  - Legal Affairs Committee

- 5:00 - 6:00 PM**
  - Prize Drawing Fiesta Night in the Exhibit Hall

- 5:30 - 7:00 PM**
  - CalDesal Hosted Mixer
  - Jacobs Hosted Reception

### THURSDAY, MAY 7

- 7:30 AM - 4:00 PM**
  - Registration
- 7:45 - 9:15 AM**
  - Regions 6-10 Membership Meetings
- 8:00 AM - Noon**
  - Exhibit Hall
- 8:00 - 9:15 AM**
  - Networking Continental Breakfast, Exhibit Hall (*Ticket Required*)

### THURSDAY, MAY 7 (continued)

- 8:30 - 10:45 AM**
  - Ethics Training (AB 1234) - *Limited Seating*
- 9:30 - 11:00 AM**
  - Attorneys Program
  - Exhibitor Demos
  - Finance Program
  - Human Resource Program
  - Region Issue Forum
  - Statewide Issue Forum
  - Water Industry Trends Program
- 11:00 - 11:45 AM**
  - Prize Drawings in the Exhibit Hall
- NOON - 1:45 PM**
  - General Session Luncheon (*Ticket Required*)
- 2:00 - 3:15 PM**
  - Attorneys Program
  - Exhibitor Case Studies
  - Federal Issues Forum
  - Human Resource Program
  - Statewide Issue Forum
  - Water Industry Trends Program
- 3:30 - 5:00 PM**
  - Regions 1-5 Membership Meetings
- 6:00 - 7:00 PM**
  - Gen Jam Reception
- 7:00 - 10:00 PM**
  - Dinner & Entertainment (*Ticket Required*)

### FRIDAY, MAY 8

- 8:00 - 9:30 AM**
  - Registration
- 8:30 - 10:00 AM**
  - ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA JPIA (*Ticket Required*)

### OTHER EVENTS

#### THURSDAY, MAY 7

- 6:45 - 8:30 AM**
  - San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

Last modified: February 6, 2020

### Travel Reimbursement Authorization Request

Employee Name: Greg Morrison Employee No.: 636  
 Employee Title: Government Relations Officer Department: Gov't Relations  
 Event Description: Stakeholder Workshop with Bureau of Reclamation  
 Purpose/Benefit: Workshop for stakeholders about the Bureau of Reclamation processes.  
 Location: Denver, CO Dates: March 30 - April 2, 2020

**A) REGISTRATION COST**  
 Event Registration: N/A No. of Days: 0  
**Registration Cost:** \$0.00

**B) TRAVEL COST**


**I) ACCOMMODATION** Hotel: Hyatt House No. of Nights: 2 Cost/night: \$155.00  
**Accommodation Cost:** \$310.00

**II) TRANSPORTATION**  
 Air Travel Cost: \$425.00 Total Mileage: 0 Vehicle: car allowance  
 Baggage Cost: \$0.00 Less Commute: 0  
 Ground Transport: \$200.00 Reimbursable Miles: 0 (x 0.575): \$0.00  
**Transportation Cost:** \$625.00

**III) MEALS** IRS Per Diem: Mon-\$57, Tue-\$76, Wed-\$76, Thu-\$57 **Meal Cost:** \$266.00

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


**C) TOTAL COST**  
 G/L Account No.: 15-130-110 / 53300 Budget Available (Y/N): Y  
**TOTAL EVENT COST:** \$1,326.00

**D) EMPLOYEE ACKNOWLEDGEMENT**  
 I, **Greg Morrison**, 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: Feb 4, 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>		<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Feb 5, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	<b>BOARD APPROVAL</b>

### Travel Reimbursement Authorization Request

Employee Name: Jason Dafforn Employee No.: 943  
 Employee Title: Director of Engineering & Water Resources Department: Engineering  
 Event Description: BOR (Bureau of Reclamation) Stakeholders Workshop  
 Purpose/Benefit: Participate in workshops to learn how to work with the Bureau of Reclamation processes.  
 Location: Denver, CO Dates: Mar 30-Apr 2, 2020

A) REGISTRATION COST	
Event Registration: <u>n/a</u>	No. of Days: <u>2</u>
<b>Registration Cost:</b> <u>\$0.00</u>	

B) TRAVEL COST	
<b>I) ACCOMMODATION</b> Hotel: <u>Hyatt House Lakewood</u>	No. of Nights: <u>3</u> Cost/night: <u>\$155.00</u>
<b>Accommodation Cost:</b> <u>\$465.00</u>	
<b>II) TRANSPORTATION</b>	
Air Travel Cost: <u>\$425.96</u>	Total Mileage: _____ Vehicle: <u>car allowance</u>
Baggage Cost: <u>\$0.00</u>	Less Commute: _____
Ground Transport: <u>\$200.00</u>	Reimbursable Miles: <u>0</u> (x 0.58): <u>\$0.00</u>
<b>Transportation Cost:</b> <u>\$625.96</u>	
<b>III) MEALS</b> IRS Per Diem: _____ First & Last \$57, Tues & Weds \$76	<b>Meal Cost:</b> <u>\$266.00</u>
<b>IV) MISCELLANEOUS</b> (including parking, internet charges, training materials, etc.)	<b>Misc. Cost:</b> <u>\$125.00</u>

C) TOTAL COST	
G/L Account No.: <u>15-320-117 / 53300-210</u>	Budget Available (Y/N): <u>Y</u>
<b>TOTAL EVENT COST:</b> <u>\$1,481.96</u>	

D) EMPLOYEE ACKNOWLEDGEMENT	
<p>I, <b>Jason Dafforn</b>, 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.</p> <p>Is this request made voluntarily? <b>YES</b> Attendance required by supervisor? <b>NO</b> Is overtime involved? <b>NO</b> 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.</p>	
Employee Signature: <u><i>A. DH</i></u>	Date: <u>Feb 5, 2020</u>

E) ADVANCES	
Payee/Employee: <u>n/a</u>	Amount Requested: _____
Date Needed: _____	Account No.: _____

F) APPROVALS	
REQUIRES BOARD APPROVAL: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<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><i>[Signature]</i></u> <u>Feb 6, 2020</u>
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
<b>DEPARTMENT MANAGER APPROVAL</b>	
<b>GM/AGM APPROVAL</b>	
<b>BOARD APPROVAL</b>	

**Travel Reimbursement Authorization Request**

Employee Name: Parag Kalaria Employee No.: 970  
 Employee Title: Water Resources Manager Department: Water Resources  
 Event Description: BOR (Bureau of Reclamation) Stakeholders Workshop  
 Purpose/Benefit: Participate in workshops to learn how to work with the Bureau of Reclamation processes.  
 Location: Denver, CO Dates: Mar 30-Apr 2, 2020

**A) REGISTRATION COST**

Event Registration: n/a No. of Days: 2

**Registration Cost:** \$0.00

**B) TRAVEL COST**

**I) ACCOMMODATION** Hotel: Hyatt House Lakewood No. of Nights: 3 Cost/night: \$155.00

**Accommodation Cost:** \$465.00

**II) TRANSPORTATION**

Air Travel Cost: \$401.96 Total Mileage: 0 Vehicle: Personal  
 Baggage Cost: \$0.00 Less Commute: 0  
 Ground Transport: \$200.00 Reimbursable Miles: 0 (x 0.58): \$0.00

**Transportation Cost:** \$601.96

**III) MEALS** IRS Per Diem: First & Last \$57, Tues & Weds \$76 **Meal Cost:** \$266.00

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

**C) TOTAL COST**


G/L Account No.: 15 340 117 53300-210 Budget Available (Y/N): Y

**TOTAL EVENT COST:** \$1,457.96

**D) EMPLOYEE ACKNOWLEDGEMENT**

I, **Parag Kalaria**, 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: Feb 5, 2020

**E) ADVANCES**

Payee/Employee: n/a Amount Requested: \_\_\_\_\_  
 Date Needed: \_\_\_\_\_ Account No.: \_\_\_\_\_

**F) APPROVALS**

**REQUIRES BOARD APPROVAL: YES  NO**

	<i>Approved</i>	<i>Signature</i>	<i>Date</i>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Feb 5, 2020</u>	<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Feb 6, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	<b>BOARD APPROVAL</b>

**WESA**  
**Travel Reimbursement Authorization Request**

Control No: 20-256-882

Employee Name: Serena Johns Employee No.: 882  
 Employee Title: Sr. Management Analyst Department: Grants Administration  
 Event Description: Bureau of Reclamation Stakeholders Workshop  
 Purpose/Benefit: Updates from BOR's leadership and interactive sessions on WaterSMART funding opportunities, asset management and the Transparency Act, and updates on regulatory issues  
 Location: Denver, CO Dates: March 30 - April 2, 2020

**A) REGISTRATION COST**

Event Registration: BOR Stakeholders Workshop No. of Days: 2

**Registration Cost:** \$0.00

**B) TRAVEL COST**

**I) ACCOMMODATION** Hotel: Hyatt House Denver/Lakewood No. of Nights: 3 Cost/night: \$155.00

**Accommodation Cost:** \$465.00

**II) TRANSPORTATION**

Air Travel Cost: \$401.96 Total Mileage: 20 Vehicle: Personal  
 Baggage Cost: \$0.00 Less Commute: 53.6  
 Ground Transport: \$100.00 Reimbursable Miles: -33.6 (x 0.575): \$0.00

**Transportation Cost:** \$501.96

**III) MEALS** IRS Per Diem: Mon: \$57, Tues: \$76, Wed: \$76, Thur: \$57 **Meal Cost:** \$266.00

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

**C) TOTAL COST**

G/L Account No.: 15-211-110 / 53300 Budget Available (Y/N): Y

**TOTAL EVENT COST:** \$1,332.96

**D) EMPLOYEE ACKNOWLEDGEMENT**

I, **Serena Johns**, 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: *Serena Johns* Date: Feb 12, 2020

**E) ADVANCES**

Payee/Employee: \_\_\_\_\_ Amount Requested: \_\_\_\_\_  
 Date Needed: \_\_\_\_\_ Account No.: \_\_\_\_\_

**F) APPROVALS**

**REQUIRES BOARD APPROVAL: YES  NO**

	<i>Signature</i>	<i>Date</i>	
Approved YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u><i>[Signature]</i></u>	<u>Feb 12, 2020</u>	<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u><i>Robert Hartwig</i></u>	<u>Feb 12, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	<b>BOARD APPROVAL</b>



Travel Reimbursement Authorization Request

Employee Name: Dennis McBride Employee No.: 891
Employee Title: Wastewater Manager Department: Operations
Event Description: CWEA Annual Conference 2020
Purpose/Benefit: The conference will empower attendees to create the utility of the future; help grow leadership, technical skills and capacity, network with fellow water professionals and share lessons learned
Location: Reno, NV Dates: March 31 - April 3, 2020

A) REGISTRATION COST
Event Registration: CWEA Annual Conference 2020 & Workshop No. of Days: 4
Registration Cost: \$700.00

B) TRAVEL COST
I) ACCOMMODATION Hotel: Atlantis Casino Resort/Spa No. of Nights: 4 Cost/night: \$153.42
Accommodation Cost: \$613.68
II) TRANSPORTATION
Air Travel Cost: \$216.00 Total Mileage: 52.6 Vehicle: Personal to Airport
Baggage Cost: \$0.00 Less Commute: 42.6
Ground Transport: \$0.00 Reimbursable Miles: 10 (x 0.575): \$5.75
Transportation Cost: \$221.75
III) MEALS IRS Per Diem: 3/31: \$28 / 4/1-4/2: \$132 / 4/3: \$33 Meal Cost: \$193.00
IV) MISCELLANEOUS (including parking, internet charges, training materials, etc., Misc. Cost: \$100.00

C) TOTAL COST
G/L Account No.: 30-370-110-53300 Budget Available (Y/N): Y
TOTAL EVENT COST: \$1,828.43

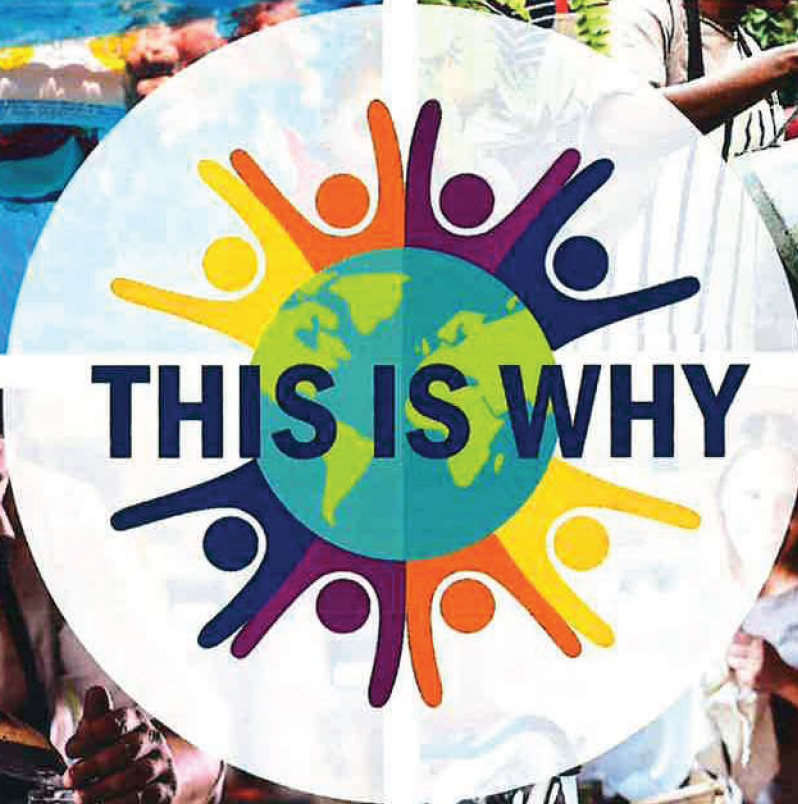
D) EMPLOYEE ACKNOWLEDGEMENT
I, Dennis McBride, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs 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: [Signature] Date: Feb 13, 2020

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

F) APPROVALS
REQUIRES BOARD APPROVAL: YES [checked] NO [ ]
Approved Signature Date
YES [checked] NO [ ] DEPARTMENT MANAGER APPROVAL
YES [checked] NO [ ] Feb 13, 2020 GM/AGM APPROVAL
YES [ ] NO [ ] BOARD APPROVAL



# Clean WATER



ADDRESS SERVICE REQUESTED: 7677 OAKPORT ST., SUITE 600, OAKLAND, CA. 94621

## 2020 Annual Conference

*Welcome to a New Decade of California Clean Water*

# SCHEDULE AT A GLANCE

## TUESDAY, MARCH 31

- 8:30 a.m. – 12:00 p.m. Pre-Conference Workshop and Tour  
Registration Desk Open at the Atlantis Hotel
- 9:30 a.m. – 12:30 p.m. NWEA & CWEA Truckee Meadows Water  
Reclamation Facility Technical Tour ⑤
- 10:00 a.m. – 5:00 p.m. Full Day Pre-Conference Workshops ⑤
- 10:00 a.m. – 5:00 p.m. Advanced Water Treatment Workshop (Day 1 of 3) ⑤
- 1:00 p.m. – 4:00 p.m. NWEA & CWEA Bowling Tournament at High Sierra Lanes ⑤
- 3:00 p.m. – 7:00 p.m. Conference Registration Desk Open at the  
Reno-Sparks Convention Center
- 5:00 p.m. – 5:45 p.m. First-Time Attendee Orientation
- 5:30 p.m. – 6:00 p.m. SS Ceremony
- 6:00 p.m. – 7:30 p.m. NWEA & CWEA Icebreaker Networking Reception

## WEDNESDAY, APRIL 1

- 6:45 a.m. – 5:00 p.m. Conference Registration Desk Open
- 7:00 a.m. – 8:15 a.m. NWEA & CWEA Women Impacting Water Breakfast ⑤
- 8:30 a.m. – 9:45 a.m. NWEA & CWEA Opening General Session:  
This is Why: Inspiring Water's Next Generation
- 8:50 a.m. – 4:00 p.m. Advanced Water Treatment Workshop (Day 2 of 3) ⑤
- 10:00 a.m. – 12:00 p.m. Morning Sessions
- 10:00 a.m. – 3:30 p.m. NWEA & CWEA Industry Partner Tables Open
- 10:00 a.m. – 3:30 p.m. Film Festival
- 12:15 p.m. – 1:45 p.m. Collection Systems Committee Awards Lunch ⑤
- 12:15 p.m. – 1:45 p.m. Engineering & Research Lunch:  
Operation and Management Practices at Central San ⑤
- 12:15 p.m. – 1:45 p.m. On Point – Engaging Your Audience Lunch ⑤
- 12:15 p.m. – 1:45 p.m. Partnering for Impact Brainstorming Lunch ⑤
- 12:15 p.m. – 1:45 p.m. Students & Young Professionals Lunch:  
State and Regional Roles in Building Water Resilience ⑤
- 12:30 p.m. – 3:30 p.m. NWEA & CWEA Reno/Stead WRF/LNR IPR  
Feasibility Study Technical Tour ⑤
- 2:00 p.m. – 4:00 p.m. Afternoon Sessions and Workshops
- 3:30 p.m. – 6:30 p.m. NWEA & CWEA Exhibit Hall Open
- 3:30 p.m. – 6:30 p.m. Sewer Scavenger Hunt – Journey of a Thousand Pipes
- 3:30 p.m. – 6:30 p.m. Student Poster Competition
- 4:00 p.m. – 6:00 p.m. Reception
- 4:15 p.m. – 5:45 p.m. Exhibit Hall Tour: Chemical Feed Systems
- 5:00 p.m. – 6:30 p.m. You Don't Know ▲ Game Show
- 6:30 p.m. Exhibits Close
- 7:00 p.m. – 9:00 p.m. NWEA & CWEA Networking Mixer by Students and Young  
Professionals at Atrium Indoor Pool in Atlantis Hotel ⑤

IN THE EXHIBIT HALL

## THURSDAY, APRIL 2

- 6:45 a.m. – 5:00 p.m. Conference Registration Desk Open
- 7:00 a.m. – 8:30 a.m. New Member Orientation Breakfast ⑤
- 7:00 a.m. – 8:30 a.m. O&M Committee Breakfast Meeting ⑤
- 7:30 a.m. – 12:30 p.m. NWEA & CWEA Marble Bluff Fish  
Passage Facility Technical Tour ⑤
- 8:50 a.m. – 4:00 p.m. Advanced Water Treatment Workshop (Day 3 of 3) ⑤
- 8:50 a.m. – 12:00 p.m. Morning Sessions and Workshops
- 9:00 a.m. – 3:30 p.m. NWEA & CWEA Industry Partner Tables Open
- 9:00 a.m. – 3:30 p.m. Film Festival
- 12:15 p.m. – 1:45 p.m. Brewery Resource Recovery Lunch ⑤
- 12:15 p.m. – 1:45 p.m. Laboratory Committee Lunch Meeting ⑤
- 12:15 p.m. – 1:45 p.m. Northern Regional Committee/  
Southern Regional Committee Lunch Meeting ⑤
- 12:15 p.m. – 1:45 p.m. P3S Committee Lunch Meeting ⑤
- 12:15 p.m. – 1:45 p.m. River Reborn: Celebrating 50 Years of  
Cuyahoga River Progress Lunch ⑤
- 12:15 p.m. – 1:45 p.m. Safety Committee Lunch Meeting:  
7 Insights into Safety Leadership ⑤
- 2:00 p.m. – 4:00 p.m. Afternoon Sessions and Workshops
- 2:00 p.m. – 3:30 p.m. Exhibit Hall Tour: Pumps
- 3:30 p.m. – 6:30 p.m. NWEA & CWEA Exhibit Hall Open
- 3:30 p.m. – 5:30 p.m. Sewer Scavenger Hunt – Journey of a Thousand Pipes
- 4:00 p.m. – 6:00 p.m. Reception
- 4:15 p.m. – 5:45 p.m. Exhibit Hall Tour: Biosolids Dewatering Equipment
- 5:00 p.m. – 6:30 p.m. You Don't Know ▲ Game Show
- 6:30 p.m. Exhibits Close

IN THE EXHIBIT HALL

## FRIDAY, APRIL 3

- 6:45 a.m. – 12:00 p.m. Conference Registration Desk Open
- 7:00 a.m. – 8:30 a.m. Leadership Committee Breakfast Meeting ⑤
- 8:30 a.m. – 10:30 a.m. NWEA & CWEA SoL Cannabis Technical Tour ⑤
- 8:50 a.m. – 10:50 a.m. Morning Sessions and Workshops
- 8:50 a.m. – 11:00 a.m. Film Festival
- 11:00 a.m. – 11:30 a.m. CWEA Annual Business Meeting
- 11:30 a.m. – 1:30 p.m. Closing Ceremony and Awards Luncheon ⑤

# REGISTRATION FORM

EARLY BIRD DEADLINE IS FEBRUARY 14!

(PLEASE PRINT OR TYPE)

Register online: [MyCWEA.org](http://MyCWEA.org)

Name For Badge: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency/Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

CWEA MEMBER       WEF MEMBER       CA-NV AWWA MEMBER # \_\_\_\_\_

Non-member rates includes 1 year membership in CWEA. Please check here if you do **not** wish to take advantage of CWEA membership:

**Special Services:**  Please check here if you require special accommodations to fully participate. Attach a written description of your needs.

**Dietary Restrictions:**  Please check here to include any dietary restrictions: \_\_\_\_\_

Tell us a bit about you. Please select one response for each question.

1. WHAT IS YOUR CAREER STAGE?			2. WHAT IS YOUR PRIMARY PRACTICE AREA?			
<input type="checkbox"/> Student	<input type="checkbox"/> Job Seeker		<input type="checkbox"/> Collection Systems	<input type="checkbox"/> Electrical/Instrumentation		
<input type="checkbox"/> Entry-level	<input type="checkbox"/> Journey-level		<input type="checkbox"/> Engineering	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Plant Maintenance	
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Management		<input type="checkbox"/> Plant Operations	<input type="checkbox"/> Pretreatment	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Safety
<input type="checkbox"/> Executive	<input type="checkbox"/> Retiree	<input type="checkbox"/> Other	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Utility Executive	<input type="checkbox"/> Other	
3. WHAT TYPE OF ORGANIZATION DO YOU WORK FOR?						
<input type="checkbox"/> Municipal – Large (400K+ customers)			<input type="checkbox"/> Municipal – Medium (50K-400K customers)			
<input type="checkbox"/> Municipal – Small (< 50K customers)			<input type="checkbox"/> Non-municipal – Consulting Firm			
<input type="checkbox"/> Non-municipal – Manufacturer or sales representative	<input type="checkbox"/> Non-municipal – Regulator, State or Federal				<input type="checkbox"/> Other	

FULL CONFERENCE ATTENDANCE			
WEDNESDAY, APRIL 1 – FRIDAY, APRIL 3, 2020			
	(Before February 14) Early Bird	(After February 14) Saver	(After March 13) Full Rate
<input checked="" type="checkbox"/> Member – Discounted	\$525.00	\$625.00	\$695.00
<input type="checkbox"/> Non-Member	\$713.00	\$813.00	\$883.00
<input type="checkbox"/> Retired Member	\$320.00	\$320.00	\$320.00
<input type="checkbox"/> Regulators and Academics	\$100.00	\$100.00	\$100.00
<input type="checkbox"/> Speaker	\$315.00	\$315.00	\$315.00
<input type="checkbox"/> Student <small>With proof of current enrollment (nine or more units per semester)</small>	\$0	\$0	\$0
<b>Fee Subtotal</b>	<b>\$</b>		

## ADVANCED WATER TREATMENT

(TUESDAY, MARCH 31, 10:00 a.m. – 5:00 p.m.; WEDNESDAY, APRIL 1, THURSDAY, APRIL 2, 8:50 a.m. – 4:00 p.m.)

Workshop includes buffet lunch each day, Tuesday Icebreaker Reception, and Exhibit Hall on Wednesday and Thursday.

(Before February 14)

(After February 14)

(After March 13)

Early Bird

Saver

Full Rate

### Introduction to Advanced Water Treatment

<input type="checkbox"/> Member – Discounted Rate	\$450	\$550	\$620
<input type="checkbox"/> Non-Member Rate	\$642	\$742	\$812
<b>Fee Subtotal</b>	<b>\$</b>		

## ONE-DAY CONFERENCE ATTENDANCE (WEDNESDAY or THURSDAY)

(Before February 14)

(After February 14)

(After March 13)

Early Bird

Saver

Full Rate

Please check the day you would like to attend:  WEDNESDAY, APRIL 1  THURSDAY, APRIL 2

<input type="checkbox"/> Member – Discounted	\$325.00	\$350.00	\$375.00
<input type="checkbox"/> Non-Member	\$513.00	\$538.00	\$563.00
<input type="checkbox"/> Speaker	\$195.00	\$195.00	\$195.00
<input type="checkbox"/> Student	\$0	\$0	\$0
<b>Fee Subtotal</b>	<b>\$</b>		

## NWEA & CWEA EXHIBIT HALL ATTENDANCE ONLY

Each day includes an exhibit hall reception. No exhibits on Friday.

<input type="checkbox"/> Wednesday (April 1)	\$50.00	\$50.00	\$60.00
<input type="checkbox"/> Thursday (April 2)	\$50.00	\$50.00	\$60.00
<b>Fee Subtotal</b>	<b>\$</b>		

## ONE-DAY CONFERENCE ATTENDANCE (FRIDAY, APRIL 3)

(Before February 14)

(After February 14)

(After March 13)

Early Bird

Saver

Full Rate

<input type="checkbox"/> Member – Discounted	\$120.00	\$145.00	\$170.00
<input type="checkbox"/> Non-Member	\$308.00	\$333.00	\$358.00
<input type="checkbox"/> Speaker	\$72.00	\$72.00	\$72.00
<input type="checkbox"/> Student	\$0	\$0	\$0
<b>Fee Subtotal</b>	<b>\$</b>		

## CONFERENCE FOOD & BEVERAGE EVENTS

Unless otherwise noted, meals are not included with registration. Meals noted as free are not automatically included.

<input type="checkbox"/> NWEA & CWEA Icebreaker Reception (Tuesday, March 31, 6:00 p.m. – 7:30 p.m.)	_____ FREE with Registration
--	------------------------------

## BREAKFAST & LUNCH OPPORTUNITIES

Register for only one breakfast and lunch per day. See page 38 & 39 for details. The Women Impacting Water Breakfast and Closing Ceremony Awards Luncheon descriptions are on page 42 and 43.

	Early Bird and Saver	Full Rate (After March 13, 2020)
<b>WEDNESDAY BREAKFAST, APRIL 1 (7:00 a.m. – 8:15 a.m.):</b>		
<input type="checkbox"/> Women Impacting Water Networking Breakfast	\$40	\$48
<b>WEDNESDAY LUNCH, APRIL 1 (12:15 p.m. – 1:45 p.m.):</b>		
<input type="checkbox"/> Collection Systems Committee Awards Lunch	\$25	\$30
<input type="checkbox"/> E&R Lunch: Operation and Management Practices at Central San*	\$30	\$36
<input type="checkbox"/> On Point – Engaging Your Audience Lunch*	\$30	\$36
<input type="checkbox"/> Partnering for Impact Brainstorming Lunch	\$25	\$30
<input type="checkbox"/> SYP Lunch: State and Regional Roles in Building Water Resilience*	\$30	\$36
<b>THURSDAY BREAKFAST, APRIL 2 (7:00 a.m. – 8:30 a.m.):</b>		
<input type="checkbox"/> Operations & Maintenance Committee Breakfast	\$20	\$24
<input type="checkbox"/> New Member Orientation	\$20	\$24
<b>THURSDAY LUNCH, APRIL 2 (12:15 p.m. – 1:45 p.m.):</b>		
<input type="checkbox"/> Lab Committee Lunch	\$25	\$30
<input type="checkbox"/> Brewery Resource Recovery Lunch*	\$30	\$36
<input type="checkbox"/> NRC/SRC Lunch Meeting	\$25	\$30
<input type="checkbox"/> P3S Committee Lunch	\$25	\$30
<input type="checkbox"/> River Reborn: Celebrating 50 Years of Cuyahoga River Progress Lunch*	\$30	\$36
<input type="checkbox"/> Safety Committee Lunch Meeting: 7 Insights into Safety Leadership*	\$30	\$36
<b>FRIDAY BREAKFAST, APRIL 3 (7:00 a.m. – 8:30 a.m.):</b>		
<input type="checkbox"/> Leadership Committee Breakfast	\$20	\$24
<b>FRIDAY LUNCH, APRIL 3 (11:30 a.m. – 1:30 p.m.):</b>		
<input type="checkbox"/> Closing Ceremony Awards Luncheon	\$40	\$48
<b>Fee Subtotal</b>	<b>\$</b>	

\*CWEA Contact Hours will be provided for the speaker portion of the lunch.

## PRE-CONFERENCE WORKSHOPS

(TUESDAY, MARCH 31, 10:00 a.m. – 5:00 p.m.)

See descriptions on pages 14 and 15. Workshops include a buffet lunch!

	Early Bird and Saver	Full Rate (After March 13, 2020)
<input type="checkbox"/> PCW1: Build Your Own Asset Management Program!	\$200	\$240
<input checked="" type="checkbox"/> PCW2: Instrumentation and Electrical Drawings 101	\$175	\$210
<input type="checkbox"/> PCW3: Ops: Nutrient Removal Process Troubleshooting from Start-Up through Asset Life	\$200	\$240
<input type="checkbox"/> PCW4: Process Control Analyzers	\$145	\$174
<b>Fee Subtotal</b>	<b>\$</b>	

## TECHNICAL TOURS

See tour info on page 22. Tour registration may only be purchased in conjunction with a one-day or full conference registration.

Early Bird  
and Saver

Full Rate  
(After March 13, 2020)

<input type="checkbox"/> T1: Truckee Meadows Water Reclamation Facility Technical Tour (TUESDAY, MARCH 31, 12:30 p.m. – 3:30 p.m.)	\$30	\$36
<input type="checkbox"/> T2: Reno/Stead WRF/UNR IPR Feasibility Study Technical Tour (WEDNESDAY, APRIL 1, 9:30 a.m. – 12:30 p.m.)	\$30	\$36
<input type="checkbox"/> T3: Marble Bluff Fish Passage Facility Technical Tour (THURSDAY, APRIL 2, 7:30 a.m. – 12:30 p.m.)	\$30	\$36
<input type="checkbox"/> T4: SoL Cannabis Technical Tour (FRIDAY, APRIL 3, 8:30 a.m. – 10:30 a.m.)	\$30	\$36
<b>Fee Subtotal</b>	<b>\$</b>	

## ACTIVITIES AND NETWORKING

See special events pages 42 for full descriptions.

Early Bird  
and Saver

Full Rate  
(After March 13, 2020)

<b>BT. BOWLING TOURNAMENT</b> (Tuesday, March 31, 1:00 p.m. – 4:00 p.m. at High Sierra Lanes, Reno, NV)		
<input type="checkbox"/> Individual	\$15	\$18
<input type="checkbox"/> Team of 3	\$45	\$54
<b>SG. SPOUSE/GUEST REGISTRATION</b> (for more info on what is included in spouse/guest registration see page 46)		
<input type="checkbox"/> Name:	\$50	\$50
<b>SYPM. NETWORKING MIXER BY STUDENTS &amp; YOUNG PROFESSIONALS</b> (Wednesday, April 1 from 7:00 p.m. – 9:00 p.m.)		
<input type="checkbox"/>	\$20	\$24
<b>Fee Subtotal</b>	<b>\$</b>	
<b>Fee Total</b>	<b>\$</b>	

## PAYMENT INFORMATION

For payments by check or money order, make payable to: **CWEA 2020 AC**. For payments by credit card, please print clearly.

Credit card:  VISA  MASTERCARD  DISCOVER  AMEX Signature: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name of account holder: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

Disclaimer: CWEA is not responsible for theft of or damage to personal or agency/company property whether intended to be used for CWEA purposes or not.

Mail registration payment and form to:

**CWEA**  
7677 Oakport St, Suite 600  
Oakland, CA 94621-1935

Fax credit card payments and form to:

510-382-7810  
Or, register on-line:  
MyCWEA.org

Need assistance?

Contact Member Services  
510-382-7800 x0  
memberservices@cwea.org

WESA

Control No: 20-261-903

Travel Reimbursement Authorization Request

Employee Name: Luis Torner Employee No.: 903

Employee Title: Wastewater Treatment Superintendent Department: Operations

Event Description: CWEA Annual Conference 2020

Purpose/Benefit: The conference will empower attendees to create the utility of the future, help grow leadership, technical skills and capacity, network with fellow water professionals and share lessons learned.

Location: Reno, NV Dates: March 31 - April 3, 2020

A) REGISTRATION COST
Event Registration: CWEA Annual Conference 2020 & Workshop No. of Days: 4
Registration Cost: \$725.00

B) TRAVEL COST
I) ACCOMMODATION Hotel: Atlantis Casino Resort/Spa No. of Nights: 4 Cost/night: \$153.42
Accommodation Cost: \$613.68
II) TRANSPORTATION
Air Travel Cost: \$216.00 Total Mileage: 69 Vehicle: Personal to Airport
Baggage Cost: \$0.00 Less Commute: 33.6
Ground Transport: \$0.00 Reimbursable Miles: 35.4 (x 0.575): \$20.36
Transportation Cost: \$236.36
III) MEALS IRS Per Diem: 3/31: \$28 / 4/1-4/2: \$132 / 4/3: \$33 Meal Cost: \$193.00
IV) MISCELLANEOUS (including parking, internet charges, training materials, etc., Misc. Cost: \$100.00

C) TOTAL COST
G/L Account No.: 30-370-110-53300 Budget Available (Y/N): Y
TOTAL EVENT COST: \$1,868.04

D) EMPLOYEE ACKNOWLEDGEMENT
I, Luis Torner, 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: LUIS TORNER Date: Feb 13, 2020

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

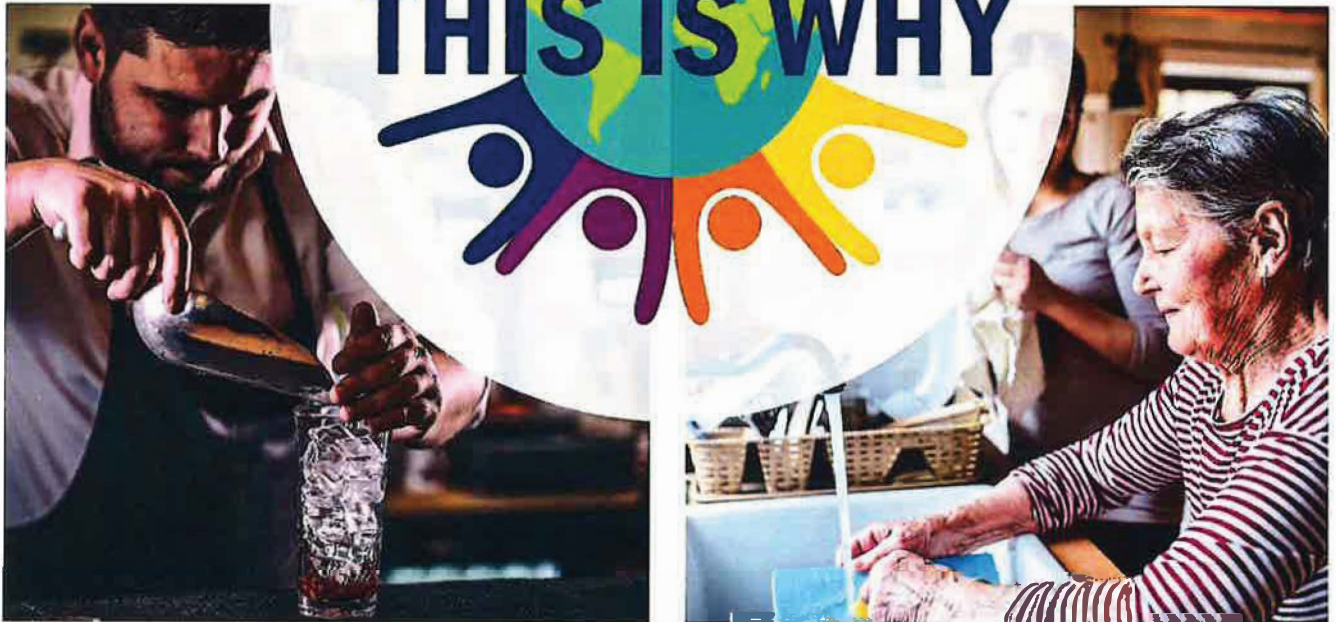
F) APPROVALS
REQUIRES BOARD APPROVAL: YES [X] NO [ ]
Approved Signature Date
YES [ ] NO [ ] Signature Date FEB 13, 2020 DEPARTMENT MANAGER APPROVAL
YES [X] NO [ ] Signature Date FEB 13, 2020 GM/AGM APPROVAL
YES [ ] NO [ ] BOARD APPROVAL



# Clean WATER



**THIS IS WHY**



## 2020 Annual Conference

*Welcome to a New Decade of California Clean Water*

ADDRESS SERVICE REQUESTED: 7677 OAKPORT ST., SUITE 600, OAKLAND, CA 94621

# SCHEDULE AT A GLANCE

## TUESDAY, MARCH 31

8:30 a.m. – 12:00 p.m.	Pre-Conference Workshop and Tour Registration Desk Open at the Atlantis Hotel
9:30 a.m. – 12:30 p.m.	NWEA & CWEA Truckee Meadows Water Reclamation Facility Technical Tour <sup>S</sup>
10:00 a.m. – 5:00 p.m.	Full Day Pre-Conference Workshops <sup>S</sup>
10:00 a.m. – 5:00 p.m.	Advanced Water Treatment Workshop (Day 1 of 3) <sup>S</sup>
1:00 p.m. – 4:00 p.m.	NWEA & CWEA Bowling Tournament at High Sierra Lanes <sup>S</sup>
3:00 p.m. – 7:00 p.m.	Conference Registration Desk Open at the Reno-Sparks Convention Center
5:00 p.m. – 5:45 p.m.	First-Time Attendee Orientation
5:30 p.m. – 6:00 p.m.	SS Ceremony
6:00 p.m. – 7:30 p.m.	NWEA & CWEA Icebreaker Networking Reception

## WEDNESDAY, APRIL 1

6:45 a.m. – 5:00 p.m.	Conference Registration Desk Open
7:00 a.m. – 8:15 a.m.	NWEA & CWEA Women Impacting Water Breakfast <sup>S</sup>
8:30 a.m. – 9:45 a.m.	NWEA & CWEA Opening General Session: This is Why: Inspiring Water's Next Generation
8:50 a.m. – 4:00 p.m.	Advanced Water Treatment Workshop (Day 2 of 3) <sup>S</sup>
10:00 a.m. – 12:00 p.m.	Morning Sessions
10:00 a.m. – 3:30 p.m.	NWEA & CWEA Industry Partner Tables Open
10:00 a.m. – 3:30 p.m.	Film Festival
12:15 p.m. – 1:45 p.m.	Collection Systems Committee Awards Lunch <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Engineering & Research Lunch: Operation and Management Practices at Central San <sup>S</sup>
12:15 p.m. – 1:45 p.m.	On Point – Engaging Your Audience Lunch <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Partnering for Impact Brainstorming Lunch <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Students & Young Professionals Lunch: State and Regional Roles in Building Water Resilience <sup>S</sup>
12:30 p.m. – 3:30 p.m.	NWEA & CWEA Reno/Stead WRF/UNR IPR Feasibility Study Technical Tour <sup>S</sup>
2:00 p.m. – 4:00 p.m.	Afternoon Sessions and Workshops
3:30 p.m. – 6:30 p.m.	NWEA & CWEA Exhibit Hall Open
3:30 p.m. – 6:30 p.m.	Sewer Scavenger Hunt – Journey of a Thousand Pipes
3:30 p.m. – 6:30 p.m.	Student Poster Competition
4:00 p.m. – 6:00 p.m.	Reception
4:15 p.m. – 5:45 p.m.	Exhibit Hall Tour: Chemical Feed Systems
5:00 p.m. – 6:30 p.m.	You Don't Know ▲ Game Show
6:30 p.m.	Exhibits Close
7:00 p.m. – 9:00 p.m.	NWEA & CWEA Networking Mixer by Students and Young Professionals at Atrium Indoor Pool at Atlantis Hotel <sup>S</sup>

IN THE EXHIBIT HALL

## THURSDAY, APRIL 2

6:45 a.m. – 5:00 p.m.	Conference Registration Desk Open
7:00 a.m. – 8:30 a.m.	New Member Orientation Breakfast <sup>S</sup>
7:00 a.m. – 8:30 a.m.	O&M Committee Breakfast Meeting <sup>S</sup>
7:30 a.m. – 12:30 p.m.	NWEA & CWEA Marble Bluff Fish Passage Facility Technical Tour <sup>S</sup>
8:50 a.m. – 4:00 p.m.	Advanced Water Treatment Workshop (Day 3 of 3) <sup>S</sup>
8:50 a.m. – 12:00 p.m.	Morning Sessions and Workshops
9:00 a.m. – 3:30 p.m.	NWEA & CWEA Industry Partner Tables Open
9:00 a.m. – 3:30 p.m.	Film Festival
12:15 p.m. – 1:45 p.m.	Brewery Resource Recovery Lunch <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Laboratory Committee Lunch Meeting <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Northern Regional Committee/ Southern Regional Committee Lunch Meeting <sup>S</sup>
12:15 p.m. – 1:45 p.m.	P3S Committee Lunch Meeting <sup>S</sup>
12:15 p.m. – 1:45 p.m.	River Reborn: Celebrating 50 Years of Cuyahoga River Progress Lunch <sup>S</sup>
12:15 p.m. – 1:45 p.m.	Safety Committee Lunch Meeting: 7 Insights into Safety Leadership <sup>S</sup>
2:00 p.m. – 4:00 p.m.	Afternoon Sessions and Workshops
2:00 p.m. – 3:30 p.m.	Exhibit Hall Tour: Pumps
3:30 p.m. – 6:30 p.m.	NWEA & CWEA Exhibit Hall Open
3:30 p.m. – 5:30 p.m.	Sewer Scavenger Hunt – Journey of a Thousand Pipes
4:00 p.m. – 6:00 p.m.	Reception
4:15 p.m. – 5:45 p.m.	Exhibit Hall Tour: Biosolids Dewatering Equipment
5:00 p.m. – 6:30 p.m.	You Don't Know ▲ Game Show
6:30 p.m.	Exhibits Close

IN THE EXHIBIT HALL

## FRIDAY, APRIL 3

6:45 a.m. – 12:00 p.m.	Conference Registration Desk Open
7:00 a.m. – 8:30 a.m.	Leadership Committee Breakfast Meeting <sup>S</sup>
8:30 a.m. – 10:30 a.m.	NWEA & CWEA SoL Cannabis Technical Tour <sup>S</sup>
8:50 a.m. – 10:50 a.m.	Morning Sessions and Workshops
8:50 a.m. – 11:00 a.m.	Film Festival
11:00 a.m. – 11:30 a.m.	CWEA Annual Business Meeting
11:30 a.m. – 1:30 p.m.	Closing Ceremony and Awards Luncheon <sup>S</sup>

# REGISTRATION FORM

EARLY BIRD DEADLINE IS FEBRUARY 14!

(PLEASE PRINT OR TYPE)

Register online: [MyCWEA.org](http://MyCWEA.org)

Name For Badge: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency/Company: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

CWEA MEMBER       WEF MEMBER       CA-NV AWWA MEMBER # \_\_\_\_\_

Non-member rates includes 1 year membership in CWEA. Please check here if you do **not** wish to take advantage of CWEA membership:

**Special Services:**  Please check here if you require special accommodations to fully participate. Attach a written description of your needs.

**Dietary Restrictions:**  Please check here to include any dietary restrictions: \_\_\_\_\_

Tell us a bit about you. Please select one response for each question.

1. WHAT IS YOUR CAREER STAGE?			2. WHAT IS YOUR PRIMARY PRACTICE AREA?			
<input type="checkbox"/> Student	<input type="checkbox"/> Job Seeker		<input type="checkbox"/> Collection Systems	<input type="checkbox"/> Electrical/Instrumentation		
<input type="checkbox"/> Entry-level	<input type="checkbox"/> Journey-level		<input type="checkbox"/> Engineering	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Plant Maintenance	
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Management		<input type="checkbox"/> Plant Operations	<input type="checkbox"/> Pretreatment	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Safety
<input type="checkbox"/> Executive	<input type="checkbox"/> Retiree	<input type="checkbox"/> Other	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Utility Executive	<input type="checkbox"/> Other	
3. WHAT TYPE OF ORGANIZATION DO YOU WORK FOR?						
<input type="checkbox"/> Municipal – Large (400K+ customers)			<input type="checkbox"/> Municipal – Medium (50K-400K customers)			
<input type="checkbox"/> Municipal – Small (< 50K customers)			<input type="checkbox"/> Non-municipal – Consulting Firm			
<input type="checkbox"/> Non-municipal – Manufacturer or sales representative	<input type="checkbox"/> Non-municipal – Regulator, State or Federal	<input type="checkbox"/> Other				

FULL CONFERENCE ATTENDANCE			
WEDNESDAY, APRIL 1 – FRIDAY, APRIL 3, 2020	(Before February 14) Early Bird	(After February 14) Saver	(After March 13) Full Rate
<input checked="" type="checkbox"/> Member – Discounted	\$525.00	\$625.00	\$695.00
<input type="checkbox"/> Non-Member	\$713.00	\$813.00	\$883.00
<input type="checkbox"/> Retired Member	\$320.00	\$320.00	\$320.00
<input type="checkbox"/> Regulators and Academics	\$100.00	\$100.00	\$100.00
<input type="checkbox"/> Speaker	\$315.00	\$315.00	\$315.00
<input type="checkbox"/> Student <small>With proof of current enrollment (nine or more units per semester)</small>	\$0	\$0	\$0
<b>Fee Subtotal</b>	<b>\$</b>		

## BREAKFAST & LUNCH OPPORTUNITIES

Register for only one breakfast and lunch per day. See page 38 & 39 for details. The Women Impacting Water Breakfast and Closing Ceremony Awards Luncheon descriptions are on page 42 and 43.

Early Bird  
and Saver

Full Rate  
(After March 13, 2020)

<b>WEDNESDAY BREAKFAST, APRIL 1 (7:00 a.m. – 8:15 a.m.):</b>		
<input type="checkbox"/> Women Impacting Water Networking Breakfast	\$40	\$48
<b>WEDNESDAY LUNCH, APRIL 1 (12:15 p.m. – 1:45 p.m.):</b>		
<input type="checkbox"/> Collection Systems Committee Awards Lunch	\$25	\$30
<input type="checkbox"/> E&R Lunch: Operation and Management Practices at Central San*	\$30	\$36
<input type="checkbox"/> On Point – Engaging Your Audience Lunch*	\$30	\$36
<input type="checkbox"/> Partnering for Impact Brainstorming Lunch	\$25	\$30
<input type="checkbox"/> SYP Lunch: State and Regional Roles in Building Water Resilience*	\$30	\$36
<b>THURSDAY BREAKFAST, APRIL 2 (7:00 a.m. – 8:30 a.m.):</b>		
<input type="checkbox"/> Operations & Maintenance Committee Breakfast	\$20	\$24
<input type="checkbox"/> New Member Orientation	\$20	\$24
<b>THURSDAY LUNCH, APRIL 2 (12:15 p.m. – 1:45 p.m.):</b>		
<input type="checkbox"/> Lab Committee Lunch	\$25	\$30
<input type="checkbox"/> Brewery Resource Recovery Lunch*	\$30	\$36
<input type="checkbox"/> NRC/SRC Lunch Meeting	\$25	\$30
<input type="checkbox"/> P3S Committee Lunch	\$25	\$30
<input type="checkbox"/> River Reborn: Celebrating 50 Years of Cuyahoga River Progress Lunch*	\$30	\$36
<input type="checkbox"/> Safety Committee Lunch Meeting: 7 Insights into Safety Leadership*	\$30	\$36
<b>FRIDAY BREAKFAST, APRIL 3 (7:00 a.m. – 8:30 a.m.):</b>		
<input type="checkbox"/> Leadership Committee Breakfast	\$20	\$24
<b>FRIDAY LUNCH, APRIL 3 (11:30 a.m. – 1:30 p.m.):</b>		
<input type="checkbox"/> Closing Ceremony Awards Luncheon	\$40	\$48
<b>Fee Subtotal</b>	<b>\$</b>	

\*CWEA Contact Hours will be provided for the speaker portion of the lunch.

## PRE-CONFERENCE WORKSHOPS

(TUESDAY, MARCH 31, 10:00 a.m. – 5:00 p.m.)

See descriptions on pages 14 and 15. Workshops include a buffet lunch!

Early Bird  
and Saver

Full Rate  
(After March 13, 2020)

<input type="checkbox"/> PCW1: Build Your Own Asset Management Program!	\$200	\$240
<input checked="" type="checkbox"/> PCW2: Instrumentation and Electrical Drawings 101	\$175	\$210
<input type="checkbox"/> PCW3: Ops: Nutrient Removal Process Troubleshooting from Start-Up through Asset Life	\$200	\$240
<input type="checkbox"/> PCW4: Process Control Analyzers	\$145	\$174
<b>Fee Subtotal</b>	<b>\$</b>	

### Travel Reimbursement Authorization Request

Employee Name: Margie Armstrong Employee No.: 546  
 Employee Title: Director of Strategic Programs Department: Strategic Programs  
 Event Description: GFOA (Government Finance Officers Association) Annual Conference  
 Purpose/Benefit: To attend concurrent sessions featuring speakers communicating the latest trends, alerts, best practices and in depth training vitally important to finance officers. Can earn 20 continuing professional ed. credits.  
 Location: New Orleans, LA Dates: May 17-20, 2020

**A) REGISTRATION COST**

Event Registration: GFOA (Government Finance Officers Association) No. of Days: 4  
**Registration Cost:** \$420.00

**B) TRAVEL COST**

**I) ACCOMMODATION** Hotel: Embassy Suites Hotel No. of Nights: 4 Cost/night: \$244.00  
**Accommodation Cost:** \$976.00

**II) TRANSPORTATION**

Air Travel Cost: \$435.00 Total Mileage: 0 Vehicle: car allowance  
 Baggage Cost: \$0.00 Less Commute: \_\_\_\_\_  
 Ground Transport: \$200.00 Reimbursable Miles: 0 (x 0.58): \$0.00  
**Transportation Cost:** \$635.00

**III) MEALS** IRS Per Diem: 2 x \$53.25 First & Last Day; 3 x \$71 **Meal Cost:** \$319.50

**IV) MISCELLANEOUS** (including parking, internet charges, training materials, etc.) **Misc. Cost:** \$200.00


**C) TOTAL COST**

G/L Account No.: 15-310-110 / 53300 Budget Available (Y/N): y  
**TOTAL EVENT COST:** \$2,550.50

**D) EMPLOYEE ACKNOWLEDGEMENT**

I, Margie Armstrong, 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? **YES** 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: Feb 6, 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>		<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u></u>	<u>Feb 6, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	<b>BOARD APPROVAL</b>



# 114TH ANNUAL CONFERENCE • MAY 17-20, 2020 • ERNEST N. MORIAL CONVENTION CENTER NEW ORLEANS, LOUISIANA • REGISTER TODAY!

## PRECONFERENCE SEMINARS

GFOA's preconference seminars provide an opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to New Orleans a day or two early and multiply the benefits you'll get by signing up for these added training offerings. Preconference sessions will be held at the Ernest N. Morial Convention Center. **Eight preconference seminars will be offered on Friday and Saturday before the start of the conference.** For details and to register, go to [gfoa.org/conference](http://gfoa.org/conference).

## SESSIONS

GFOA's 75+ concurrent sessions throughout the week will feature over 250 speakers communicating the latest trends, alerts, best practice case studies, and strategies for professional development. Speakers at the conference feature leading practitioners, recognized industry experts, and researchers who will provide information focused specifically for public sector finance officers. It is possible to earn more than 20 continuing professional education (CPE) credits. **Go to [gfoa.org/conference](http://gfoa.org/conference)** for more information.

Sessions are organized by track allowing all types of finance officers to focus on building both technical and leadership skills across a variety of topics including:

- Accounting and Financial Reporting
- Budgeting
- Capital Planning
- Debt Administration
- Ethics
- Governance and Leadership
- Pension Administration
- Personal Skill Development
- Risk Management
- Technology
- Team Management
- Treasury Management

Additional sessions will highlight critical issues and challenges facing local governments including cyber security, infrastructure and asset management, health care, and more. Please monitor [gfoa.org/conference](http://gfoa.org/conference) for a current list of confirmed sessions and speakers. A complete speaker lineup will be posted by January 31, 2020.

## KEYNOTE SPEAKERS

GFOA's 114th Annual Conference will include a keynote speaker during each general session on Sunday, Monday, and Tuesday. As a recognized expert, leader, or visionary, each speaker will provide delegates with a perspective on current and personal development. **Daniel Pink**, one of the best-selling nonfiction authors of the last decade, will speak to GFOA delegates on the importance of timing and the truth about motivation to kick off the conference on Sunday, May 17. Additional keynote speakers will be announced on [gfoa.org/conference](http://gfoa.org/conference).

## EXHIBIT HALL

GFOA's exhibit hall will put participants in contact with vendors that offer practical tools and solutions for a broad range of professional challenges. Stroll through the hall to view new products, ask questions, and see live demonstrations of services that can save your government time and money. Watch for new events in the exhibit hall!

If you know vendors that should be exhibiting at this year's show, please e-mail [conference@gfoa.org](mailto:conference@gfoa.org).

## SOCIAL EVENTS

### PLAN NOW TO ATTEND

Connect with colleagues during GFOA's Welcome Reception and Closing Event.

Welcome Reception	Closing Event
Sunday, May 17	Tuesday, May 19
Mardi Gras World	Ernest N. Morial Convention Center
6 pm (tentative)	7 pm (tentative)
	Ticketed event, which includes live entertainment, beverages, and dessert.

## TOURS

Explore New Orleans by signing up for sightseeing excursions and guided tours. Detailed information including schedule, pricing, and ordering is available on [gfoa.org/conference](http://gfoa.org/conference).

## REGISTRATION

### IMPORTANT ACTION DATES

Early discount deadline	Advanced discount deadline	Full registration fee required
January 30, 2020	April 16, 2020	April 17, 2020

### REGISTRATION FEES INCLUDE

- Concurrent sessions on Sunday through Wednesday (delegates only)
- Welcome Reception on Sunday night (all attendees)
- Access to the Exhibit Hall on Sunday through Tuesday (delegates and guests)
- General sessions on Sunday through Tuesday
- Luncheon on Monday and Tuesday (delegates only)
- Networking and discussion groups held throughout the conference (delegates only)

Go to [gfoa.org/conference](http://gfoa.org/conference) for details on group discounts and to register today!

## FIRST-TIME CONFERENCE ATTENDEES

### GFOA IS COMMITTED TO YOUR GROWTH

The Annual Conference is an incomparable opportunity for professional growth, and we want all GFOA members to have the chance to attend. For that reason, we are pleased to offer the First-Time Annual Conference Attendee Scholarship program to GFOA active government members. In six years, the scholarship has enabled more than 2,800 recipients to attend their first Annual Conference.

MORE THAN 200 SCHOLARSHIPS AWARDED SO FAR

For details and to apply, e-mail [firstannualconference@gfoa.org](mailto:firstannualconference@gfoa.org).

## LOGISTICS

### HOUSING ACCOMMODATIONS

#### EXPAND YOUR NETWORKING OPPORTUNITIES BY STAYING IN GFOA'S OFFICIAL HOTELS

Reserve your room in GFOA's official hotel block and you'll have a great opportunity to network with other conference attendees outside the convention center.

Experient will be the **ONLY official** housing company for GFOA's Annual Conference and will not contact attendees directly to make a reservation.

For details on how to reserve your hotel and to view a map of locations, go to [gfoa.org/conference](http://gfoa.org/conference).

### AIRLINES

Louis Armstrong New Orleans International Airport (MSY) is the gateway to one of the most exciting cities in the world — New Orleans, legendary for its history, food, and good times. Armstrong International Airport provides a user-friendly environment that welcomes millions of travelers each year from around the world. Go to [flymsy.com](http://flymsy.com) for the most current information regarding air travel through Armstrong International Airport.

**DELTA** — [www.delta.com](http://www.delta.com) Meeting ID — NY2Z5

When booking online at [www.delta.com/meetings](http://www.delta.com/meetings), select 'Book Your Flight' and enter your Meeting Code in the box provided.

**UNITED** — Visit [www.united.com/meetingtravel](http://www.united.com/meetingtravel) and enter ZHSV644579 in the Offer Code box to receive your discount.

**SOUTHWEST** — Southwest's flight schedule will be released in January 2020. GFOA will obtain a discount code and will post it to [gfoa.org/conference](http://gfoa.org/conference) as soon as it becomes available.

### CAR RENTAL

**HERTZ** — To reserve special meeting rates, please include the CV# when making reservations. 1-800-654-2240 or [www.hertz.com](http://www.hertz.com) CV# - 04SJ0008

Register **ONLINE** at [gfoa.org](http://gfoa.org) or complete and scan the registration form and **E-MAIL** it to [conference@gfoa.org](mailto:conference@gfoa.org). You may also **FAX** it to (312) 977-4806 or **MAIL** it to: GFOA, 203 N. LaSalle Street, Suite 2700, Chicago, IL 60601-1210. **By attending this conference, your photo is subject to be taken and used for various promotional purposes, including conference posting on social media during the event.**

**STEP 1** Attendee Information | Please print or type.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Title/Position \_\_\_\_\_ Organization/Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail Address (REQUIRED) \_\_\_\_\_ GFOA Membership # (if available) \_\_\_\_\_  
 Preferred Name on Badge  Indicate if you are substituting for a government member.  
 Name of Government Member \_\_\_\_\_

**STEP 2** Preconference/Conference Registration

**Preconference seminar registration and fees are separate and in addition to the annual conference registration and fees.** Check the seminar(s) of your choice:

**Friday, May 15, 2020**

- Infrastructure and Disaster Recovery Efforts** 1:00 pm – 5:00 pm  
in New Orleans
- Think Quickly But Speak Slowly: Presentation Skills for Finance Officers** 1:00 pm – 5:00 pm
- Overview of Common Investment Instruments and the Related Accounting and Financial Disclosures** 1:00 pm – 5:00 pm

**Saturday, May 16, 2020**

- Giving Voice to Values: GFOA's Code of Ethics in Action** 8:30 am – 12:30 pm
- Addressing Climate Effects at the Local Level: What to Spend and How to Pay for it** 8:30 am – 12:30 pm
- Establishing Your Brand: Recruiting and Retaining Talent** 8:30 am – 12:30 pm
- Cultivating Civility in a Polarized World** 1:00 pm – 5:00 pm
- Assessing Risks Related to Cyber Crime** 1:00 pm – 5:00 pm

**CHECK RATE BELOW:** Each Preconference Seminar

	Early Registration Postmarked and paid by January 30, 2020	Advance Registration Postmarked and paid by April 16, 2020	Full Registration Postmarked and paid after April 17, 2020
<input type="checkbox"/> Government Member	\$160	\$170	\$180
<input type="checkbox"/> Nonmember Government	\$175	\$185	\$195
<input type="checkbox"/> Private-Sector Member	\$185	\$195	\$205
<input type="checkbox"/> Nonmember Private Sector	\$210	\$220	\$230

**CONFERENCE REGISTRATION FEES** (Please check one)

	Early Registration Postmarked and paid by January 30, 2020	Advance Registration Postmarked and paid by April 16, 2020	Full Registration Postmarked and paid after April 17, 2020
<b>Government Member</b>	<input type="checkbox"/> \$420	<input type="checkbox"/> \$465	<input type="checkbox"/> \$535
<b>Private-Sector Member</b>	<input type="checkbox"/> \$565	<input type="checkbox"/> \$610	<input type="checkbox"/> \$705
<b>Nonmember Government</b>	<input type="checkbox"/> \$575	<input type="checkbox"/> \$615	<input type="checkbox"/> \$690
<b>Nonmember Private Sector</b>	<input type="checkbox"/> \$855	<input type="checkbox"/> \$885	<input type="checkbox"/> \$980
<b>Full-Time Student</b>	<input type="checkbox"/> \$130	<input type="checkbox"/> \$135	<input type="checkbox"/> \$145
<b>Retired GFOA Government Member</b> (not currently employed)	<input type="checkbox"/> \$ 0	<input type="checkbox"/> \$ 0	<input type="checkbox"/> \$ 0

**STEP 3** New Member Fees (if applicable)

**Member Type\*** Please Check One:

- Government Member**       **Private-Sector Member**

\*Visit [gfoa.org](http://gfoa.org) or call 312.977.9700 for fee.

**STEP 4** Total Fees (All fees in U.S. funds)

Preconference Seminar(s): \$ \_\_\_\_\_  
 Conference Registration: \_\_\_\_\_  
 Group Discount:\*\* \_\_\_\_\_  
 New member fee \_\_\_\_\_  
 Discount for paid new member ( \$25.00 ) \_\_\_\_\_  
 Complete Set of 114th Annual Conference Session Recordings  
 Member - \$99     Nonmember - \$149 \_\_\_\_\_  
**Subtotal:** \$ \_\_\_\_\_  
**Closing Event:**  
 # of tickets/adult, \$25.00 x \_\_\_\_\_ = \_\_\_\_\_  
 # of tickets/children and young adults under 21, \$10.00 x \_\_\_\_\_ = \_\_\_\_\_  
 # of tickets/children under 5, complimentary x \_\_\_\_\_ = 0 \_\_\_\_\_  
**Total Fees:** \$ \_\_\_\_\_

\*\* Receive a 10 percent discount on your conference registration if three or more people from your jurisdiction are attending the annual conference (registrations must be submitted and paid together). This discount does not apply to preconference seminars. **If you plan to sign up with 10 or more colleagues, e-mail [conference@gfoa.org](mailto:conference@gfoa.org) for discounted fees.**

**STEP 5** Method of payment (please check one)

- Payment by check:** Make payable to "Government Finance Officers Association"  
 **Payment by credit card:**  Amex     Discover     MasterCard     Visa

Name on Card \_\_\_\_\_  
 Card Number \_\_\_\_\_ Expiration Date (mandatory) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 **Bill Me:** P.O. Number \_\_\_\_\_  
**You must include a purchase order number.** GFOA Tax ID Number: 36-2167796

**Confirmations**

Confirmations and invoices will be sent to attendees as PDF attachments via e-mail from [training@gfoa.org](mailto:training@gfoa.org). **Please add this address to your allowed senders list.**

**Please see [gfoa.org/conference](http://gfoa.org/conference) for the cancellation and refund policy.**

**Bringing a Guest?**

Print name(s) of additional guest(s)/children and young adults. Please attach additional names on a separate sheet if needed.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 **Children and young adults 21 or Under.**  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**WESA**  
**Travel Reimbursement Authorization Request**

Control No: 20-257-958

Employee Name: Skyler Munson Employee No.: 958  
 Employee Title: Executive Assistant Department: Business Services  
 Event Description: Essential Grant Skills  
 Purpose/Benefit: A comprehensive, concentrated introduction to grant proposal writing  
 Location: Perris, CA Dates: February 20-21, 2020

**A) REGISTRATION COST**  
 Event Registration: Essential Grant Skills No. of Days: 2  
**Registration Cost:** \$543.49

**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: 44.4 Vehicle: Personal  
 Baggage Cost: \$0.00 Less Commute: 27.2  
 Ground Transport: \$0.00 Reimbursable Miles: 17.2 (x 0.575): \$9.89  
**Transportation Cost:** \$9.89

**III) MEALS** IRS Per Diem: N/A **Meal Cost:** \$0.00

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

**C) TOTAL COST**  
 G/L Account No.: 15-200-110 / 53300 Budget Available (Y/N): Y  
**TOTAL EVENT COST:** \$578.38

**D) EMPLOYEE ACKNOWLEDGEMENT**  
 I, **Skyler Munson**, 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: *Skyler Munson* Date: Feb 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>		<b>DEPARTMENT MANAGER APPROVAL</b>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>Robert Hartwig</u>	<u>Feb 18, 2020</u>	<b>GM/AGM APPROVAL</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>			<b>BOARD APPROVAL</b>



Published on *The Grantsmanship Center* (<https://www.tgci.com>)

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## Riverside (Perris) - Essential Grant Skills - February 2020

Essential Grant Skills  
Riverside (Perris), California • February 20 - 21, 2020

Riverside (Perris), California  
February 20 - 21

Tight schedule and even tighter budget? Need an intro to grant proposal writing or a refresher course? Then this fast-paced, two-day course is just for you! Learn how the grant process works so you can translate the passion for your mission into a compelling argument for funding.

\$495 - Pay by **January 9th** for early bird rate of **\$445**

Is your nonprofit's budget under \$750K? [Apply for a half-price scholarship.](#) <sup>[1]</sup>

Need approval to take this training? Here's a letter template you can use. [Click to download Word.docx](#) <sup>[2]</sup>.

[sign up](#) <sup>[3]</sup>

Questions? Contact us at: [registrar@tgci.com](mailto:registrar@tgci.com) <sup>[4]</sup> or 800-421-9512.

**Checkout is processed through Paypal, account not required**

### Tuition Includes

- Two inspiring days with a dedicated expert
- Workbook to develop grant proposal elements for your organization
- Binder full of essential resources, including step-by-step workbook
- Six months of Associate Membership benefits:
  - Access to funder database, [GrantDomain](#) <sup>[5]</sup>
  - Discounts for training, consulting, & publications

Learn more: [Essential Grant Skills](#) <sup>[6]</sup>

I've had 40 years of trainings and have been a trainer myself for 20 years. I've never attended a training as worthwhile and as skillfully presented as your Essential Grant Skills workshop.

– Judith P. Leith Ed.D., Trainer/Educator III, Delaware Department of Agriculture

**Training Hours:**  
8:30 a.m. to 4:30 p.m. both days

[sign up](#) <sup>[3]</sup>

### Textbook:

*Grantsmanship: Program Planning & Proposal Writing*, is \$45.

[can't make it? stay in touch](#) <sup>[7]</sup>

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**Host Organization:**

**Local Host Contact:**  
[Bonnie Wright](#) <sup>[9]</sup>

Eastern Municipal Water District (EMWD), [8] (951) 928-3777, ext. 4323

**Training Site:**

Eastern Municipal Water District (EMWD), [8]  
2270 Trumble Road  
Board Room  
Perris, CA 92570

**Registration Questions:**

Program Registrar  
The Grantsmanship Center  
(800) 421-9512  
(213) 482-9860  
Email [10]

**Recommended Hotels**

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Hampton Inn & Suites Hemet [11]

(951) 929-7373

3700 West Florida Avenue

Hemet, CA

Distance: 11 miles

\$133 per night

Other information: Free self parking.

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Best Western Plus Diamond Valley Inn [12]

(951) 658-2281

3510 West Florida Avenue

Hemet, CA

Distance: 11 miles

\$123 per night

Other information: Free self parking and breakfast.

**Source URL:** <https://www.tgci.com/trainings/riverside-perris-essential-grant-skills-february-2020>

**Links**

[1] <https://www.tgci.com/scholarships>

[2] [https://www.tgci.com/sites/default/files/documents/Employer\\_Letter\\_Essential\\_Grant\\_Skills.docx](https://www.tgci.com/sites/default/files/documents/Employer_Letter_Essential_Grant_Skills.docx)

[3] <https://www.tgci.com/civCRM/event/register?reset=1&id=5647>

[4] <mailto:registrar@tgci.com>

[5] <https://www.tgci.com/grantdomain>

[6] <https://www.tgci.com/training/essential-grant-skills-2-day>

[7] <https://visitor.r20.constantcontact.com/manage/optin/ea?v=001gefDXOImcDsp4yCdBx8XjxhLn4UJD1j6JLLKCKiLpvtRPXqOii4jN6-OOAYeRy3sRTf2aJF91wY%3D>

[8] <https://www.emwd.org/>

[9] <mailto:wrightb@emwd.org>

[10] <mailto:Registrar@tgci.com>

[11] <https://hamptoninn3.hilton.com/en/hotels/california/hampton-inn-and-suites-hemet-HMTCAXH/accommodations/index.html>

[12] [https://www.bestwestern.com/en\\_US/book/hemet/hotel-rooms/best-western-plus-diamond-valley-inn/propertyCode.05723.html](https://www.bestwestern.com/en_US/book/hemet/hotel-rooms/best-western-plus-diamond-valley-inn/propertyCode.05723.html)