

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

October 29, 1992

*To:* Board of Directors (Executive Committee - Action)

*From:* Subcommittee on Tours

*Subject:* Modified 1992-93 Tour Program

### Report

As part of the austerity program currently in effect at Metropolitan, a moratorium was voted on director-sponsored tours until new policies and procedures could be established. The matter was referred to the Subcommittee on Tours for study and recommendations to the Board for such policies and procedures.

The Subcommittee on Tours has considered a variety of possibilities for a modified director-sponsored tour program for the remainder of the 1992-93 tour season. It received letters from two member agencies urging continued funding of these "valuable water education tours;" four directors offered unsolicited comments urging the lifting of the moratorium on tours when they were filling out the survey dealing with a proposed policy for director travel, and a number of directors have approached me, as chairman of the Subcommittee on Tours, to urge that the tour program be continued. Additionally, in addressing the director travel issue in a letter, one director made recommendations for a long-term tour policy which would cut the frequency of tours.

At no time has there been a greater need to educate civic leaders throughout our service area who will play a role in the making of important decisions regarding water matters than there is today with Metropolitan facing increasing water supply reliability and quality, as well as fiscal, challenges. In view of the value of Director-sponsored tours to the District in this important effort, the Subcommittee on Tours, keeping the goals of the austerity program firmly in mind, has developed a proposal for a modified tour program for the remainder of the 1992-93 tour season. A copy of that proposed program is attached.

If approved, this modified program will be implemented in the following manner:

In fairness to all directors, with several months of the 1992-93 tour season having already passed, all reservations and confirmations of tours made last spring for this season will be negated. Public Affairs immediately will issue a letter to all directors detailing how to apply for a tour and will open reservations on a specified date. Confirmations will be issued as requests meeting the specified criteria are received.

Shortly after July 1, 1993, when the current season has ended, the Subcommittee on Tours will make an evaluation as to the success of the modified Colorado River tour program along with an evaluation of the District's financial status. Subsequently, the committee will make a determination as to whether it will recommend a continuation of the moratorium on State Water Project tours and/or the modified Colorado River tour program. Meanwhile, so that the 1993-94 fiscal-year budget will accommodate whatever decisions are made by the Board at that time, in budgeting for that fiscal year, Public Affairs staff will prepare figures based upon a regular tour season and will take reservations for that season from directors beginning April 1, as is provided in the Administrative Code.

At \$90,000, this modified program represents a savings of some 73 percent of the amount budgeted for director-sponsored tours for 1992-1993, and, as part of the five-point program which called for reduced travel, that budgeted amount had already been cut by 25 percent from the previous year.

#### Board Committee Assignment

This letter is referred by the Subcommittee on Tours to the Executive Committee pursuant to Section 2417(e) of Metropolitan's Administrative Code to study, advise, and make recommendations with regard to policies and procedures to be considered by the Board.

Recommendation

EXECUTIVE COMMITTEE FOR ACTION

The Subcommittee on Tours recommends that the Board adopt the modified tour program for the remainder of the 1992-93 tour season as detailed in the attachment to this letter and direct the General Manager to proceed with implementation of this policy as explained in this letter.



Doyle F. Boen  
Chairman

DFB:jc

Attachment

### 1992-93 Modified Tour Program

1. There will continue to be a moratorium on director-sponsored State Water Project tours through June 30, 1993. Any SWP tour would be conducted outside this purview with either the chairman of the board or the general manager having determined it to be for a specific purpose deemed essential to the best interests of Metropolitan.
2. As of January 1, 1993, a modified director-sponsored Colorado River tour program will be put into effect.
3. Rather than allowing each director to sponsor one Colorado River tour during the fiscal year as provided by the Administrative Code, there will be a maximum of 20 such tours conducted during the remainder of the 1992-93 tour season.
4. There will be two options for the conduct of a Colorado River tour:
  - A. Each tour must be cosponsored by at least two directors, with each director being responsible for inviting 17 guests.

OR

  - B. If a director does not wish to share a tour, preferring to invite the entire guest list himself/herself, that director's member agency must share the cost of the tour on a 50/50 basis with Metropolitan. In the event of this choice, Metropolitan maintains control of the tour.
5. Unless the director has shown a particular special group to be beneficial to the district, he/she shall limit the invitation list to opinion leaders such as legislators and their staffs; local elected and appointed officials; members of print and broadcast media; environmental organization officials; business and industry top management members; chamber of commerce officers, committee chairmen and members, etc.; other civic organizations; high level educators and school administrators; new officials in the water

1992-93 Modified Tour Program

-2-

industry; and others who may be influential in making decisions regarding water policy in Southern California.

6. Entire groups of service clubs, recreational clubs, garden clubs, non-political or water-related professional associations, etc. will not constitute an acceptable invitation list.
7. No one under the age of 18 shall be permitted to be included on the guest list.
8. Guest's or director's spouses or significant others may not be included as tour participants unless each has an individual affiliation that would be beneficial to Metropolitan and through which he/she would have been invited on his/her own.
9. The number of member-agency representatives should be limited. Ideally, there should be no more than one or, at the most, two such representatives in addition to the sponsoring director or his/her alternate if the director is unable to attend.
10. No repeat guests will be allowed (with the exception of the member-agency representative).
11. Every effort should be made to ensure a full complement of guests.
12. For those directors who would prefer to schedule a one-day tour of local facilities rather than apply for a Colorado River tour, a maximum of 15 one-day tours will be scheduled for this purpose. These trips could include new features such as Domenigoni Valley and the mitigation areas or the soon-to-open Vista del Lago Visitors Center at Lake Pyramid.