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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

James E. Ruff
EXECUTIVE SECRETARY

March 14, 1994

To: Executive Committee--Action

From: Chairman, Subcommittee on Travel and Inspection Trips

Subject: Revision to Administrative Code Sections 2610 through 2614 and Section 2720; change of Chapter 6, Article 3 to Chapter 6, Article 4; addition of Chapter 6, Article 3 and Sections 2615, 2616, and 2315

Report

At its February 1994 meeting, following recommendations by the Subcommittee on Travel and Inspection Trips, this Board voted to lift the moratorium on Director travel effective January 1, 1994, and to lift the moratorium on Director-sponsored Colorado River Aqueduct and State Water Project inspection trips effective July 1, 1994.

The Subcommittee has reviewed sections of the District's Administrative Code governing matters dealing with directors, their travel and the inspection trips they sponsor. Following considerable discussion, the Subcommittee recommends revisions, additions and deletions to various such Code sections that it believes will clarify, enhance, or in some other manner make these activities more effective.

For many years, it has been the practice of various standing, special, sub and ad hoc committee chairpersons to schedule one- or two-day inspection trips of selected Metropolitan facilities in order to familiarize members of the committee with subject matter with which they must deal. Generally, these have been initiated in an informal manner by chairpersons at their own instigation or at that of a committee member, leaving ambiguity in the minds of many as to which committees may schedule such an inspection trip or if there are limitations on the number of such inspections scheduled. Therefore, the Subcommittee recommends that Section 2315 be added to Chapter 3, Rules Governing Committees, as shown in Attachment A, Section 2315, to provide for committee inspection trips.

Chapter 6, Article 2 of the Code deals with Director-sponsored inspection trips. Though the majority of revisions noted in Attachment A, Sections 2610 through 2614, are of a housekeeping or clarifying nature, in Section 2614, General Provisions,

revisions deal primarily with changing "tours" to "inspection trips", "Gene Village" to "Gene Field Headquarters," and "Subcommittee on Tours" to "Subcommittee on Travel and Inspection Trips." Clarifying items involve addition of new language to eliminate ambiguity and removal of current language that duplicates provisions.

One proposed addition provides that it is each director's obligation to periodically sponsor inspection trips. This is a tenet long-held by the Board as a whole which appears, to some extent, to have been disregarded for several years prior to the moratorium, and should, at this time, be codified.

As there are so many issues vying for the time of the opinion leaders who should be aware of their area's water systems and of Metropolitan's concerns, a provision is recommended that will allow Directors who have difficulty obtaining a commitment from a full 36 people to cosponsor a trip with another director in a like situation, each being responsible for providing 18 participants.

Since the inception of the practice of conducting inspection trips for Metropolitan's member agencies and subagencies at their own expense when scheduling allows, a limited number of these entities have taken advantage of the opportunity. This has been an informal procedure based upon availability of the facilities at Gene Field Headquarters and of a Public Affairs Representative to conduct the inspection trip. Prior to the moratorium, availability allowed for no more than two or three such trips each year. During the past year and a half, with the moratorium in place, availability was not a concern, yet still only five or six agencies took advantage of the opportunity. To allow the flexibility to deal with whatever the current situation, the Subcommittee recommends deletion of the provision that disallows this practice.

The second provision recommended for deletion is one that urges the use of the "District's van" for small groups. While this is the practice of the Public Affairs Division, it should be allowed the flexibility to conduct this program in the most efficient, cost-effective manner. This provision, rather than remaining codified, will be added to the Guidelines for Conduct of Director-sponsored Inspection Trips.

The Administrative Code long has been silent regarding responsibilities of new directors. It is recommended that an Article be added to Chapter 6, Directors, to formalize the responsibilities incumbent on any new Director to join the Board so that he/she may carry out his/her charge in a well-informed manner. This Article would be numbered Article 3, Responsibilities of New Directors, and would include two sections as shown in Attachment A. Additionally, it will be necessary to renumber the current Article 3, Miscellaneous, with it becoming Article 4.

Attachment A§ 2315. Standing Committee Inspection Trips.

When deemed to be of value by the Subcommittee on Travel and Inspection Trips, any standing, special, sub, or ad hoc committee may schedule one- or two-day inspection trips that will aid its members in the deliberations of matters before that committee. Trips of longer duration require approval by the Chairman and Board officers. Such inspection trips should be coordinated through the Public Affairs Division.

Article 2

INSPECTION TOURS-TRIPS

Sec.	
2610	Authorization
2611	Colorado River Aqueduct System
2612	State Water Project
2613	One-Day Inspection Trips
2614	General Provisions

§ 2610. Authorization.

During each fiscal year (July 1 to June 30) each of the District's directors may sponsor field inspection trips of District and related facilities for the purpose of providing leading citizens and other interested persons, preferably from the agency represented by the director, with firsthand knowledge of the District's operations, as follows:

Either (A) one two-day trip or one three-day trip over the Colorado River Aqueduct System under Section 2611 and one one-day trip under Section 2613, or (B) three one-day trips over the local State Water Project and District facilities and one one-day trip under Section 2613.

§ 2611. Colorado River Aqueduct System.

(a) The District will provide at its expense transportation, meals and lodging for trips over the Colorado River Aqueduct System and the District areas served by the aqueduct.

(b) The trip will include a stopover at the District Gene ~~Village~~ Field Headquarters guest lodge for either one night or two successive nights. Transportation is to be provided by a chartered bus or the District's van with driver. Lodging is to be provided at the Gene ~~Village~~ Field Headquarters guest lodge and meals and incidental expenses for members of the party are to be provided both en route and at Gene ~~Village~~ Field Headquarters.

(c) Lodging at District expense on Colorado River Aqueduct System trips is to be confined to lodging at Gene ~~Village~~ Field Headquarters guest lodge except in the event of lack of accommodations at the guest lodge.

§ 2612. State Water Project.

(a) A two-day or a three-day inspection trip over State Water Project facilities is available upon written request indicating the reason for the proposed trip and a participants list in conformance with Section 2614. The Subcommittee on ~~Tours~~ Travel and Inspection Trips must approve each trip.

(b) Transportation, meals and lodging for the three-day trips will be provided by the District at its expense. District facilities should be used whenever possible. If hotel or motel accommodations are required, moderately priced, double rooms shall be provided.

(c) When air travel is used, the District will pay the cost of air travel accident insurance in the amount of \$50,000 for each guest and the incidental expenses of the guests.

§ 2613. One-day Inspection Trips.

The District will provide at its expense a chartered bus or the District's van with driver for inspection of District and State Water Project facilities. In addition, the District will provide at its expense ~~luncheons for the day~~ normal meals that occur during the inspection trip, and will pay the incidental expenses of the guests, ~~the number of which is not to exceed 36.~~

§ 2614. General Provisions.

(a) The purpose of these trips is to disseminate District information; provide elected and appointed officials, members of the business and environmental communities, members of the media, and other leading citizens and interested persons from each member public agency with visual inspection of District and related facilities; and acquaint them with issues facing the water industry and the District's operations, programs, and objectives, both present and future. Each director shall be responsible for the individual selection of guests, the choice of ~~tour~~ inspection trip and the ~~tour~~ inspection trip dates.

(b) It is each director's obligation to periodically sponsor inspection trips.

~~(bc)~~ In order to give these educational ~~tours~~ inspection trips the broadest coverage, it shall be the practice to avoid having repeat guests. Generally, ~~tour~~ inspection trip guests should be selected from within the area of the public agency represented by the sponsoring director. Each director should strive to select guests who occupy positions of leadership in their communities and other interested persons.

(d) Directors who have a limited number of opinion leaders whom they feel would be of benefit to Metropolitan to include on an inspection trip may co-sponsor a trip with another director in a like situation.

~~(ee)~~ Directors shall accompany their guests on ~~tours~~ inspection trips they sponsor except in cases of illness, emergency or other exceptional circumstances, and shall accompany them throughout all portions of the trip.

~~(df)~~ The number of invited guests on any District ~~tour~~ inspection trip shall not exceed 36.

(eg) District expense for transportation and meals on any ~~tour~~ inspection trip is to be limited to the normal travel routes to and from District facilities.

(fh) If the director sponsoring the trip so desires, a reasonable amount of time will be set aside during the ~~tour~~ inspection trip for a discussion of the water problems of the member public agency as they relate to the District. Reasonable distribution of written material concerning the member public agency ~~will~~ also will be permitted.

(gi) Itineraries, transportation, lodging and meals for District ~~tours~~ inspection trips shall be standardized to the extent possible in order to minimize costs. Variations from standard itineraries to accommodate special conditions may be authorized by the Subcommittee on ~~Tours~~ Travel and Inspection Trips.

(hj) Directors are urged to consider scheduling schedule their Colorado River Aqueduct ~~tours~~ inspection trips in midweek for Thursday, Friday and Saturday or Saturday, Sunday, and Monday rather than Friday, Saturday, and Sunday on a weekend in order to allow two trips to be conducted over the same weekend and, thus, accommodate more directors' requests for preferred-month dates ~~even out the workload on the District's public affairs representatives who make the tour arrangements and conduct the tours.~~

~~(i) Use of District facilities at Gene Village on trips sponsored by a member public agency and not by its District director will not be permitted.~~

(jk) ~~Four~~ Trip groups numbering ten or less may be required to share the Gene Village Field Headquarters guest lodge with another group or groups.

~~(k) Use of the district's van on Colorado River Aqueduct and one-day inspection trips is urged for small groups.~~

(ml) The Public Affairs Division will not accept reservations for ~~tours~~ inspection trips prior to April 1 for the following fiscal year.

(~~lm~~) Inspection trip dates are assigned on a date/time-request-received basis. Conflicts will be resolved by consultation with affected directors. Continuing disputes over tour dates shall be resolved by the Subcommittee on ~~Tours~~ Travel and Inspection Trips.

(~~qn~~) In the event a director is unable to schedule a trip because of lack of an open date when he/she submits his/her reservation, he/she shall be accorded priority the next fiscal year.

(no) Alcoholic beverages will not be provided at District expense.

(op) Tipping of District employees, ~~for example, at Gene Village,~~ is strictly prohibited and any employee accepting a gratuity is subject to dismissal. The ~~p~~Public Affairs

~~r~~Representative on the ~~tour~~ trip will handle the tip for the bus driver and any other tips which are appropriate.

(~~p~~q) All necessary expenses of any District director or any member of the District staff incurred in connection with any of the above trips will be paid by the District.

(r) The Subcommittee on ~~Tours~~ Travel and Inspection Trips of the ~~Executive Committee~~ may permit directors within the same member public agency to transfer ~~tours~~ inspection trips among themselves if the subcommittee determines that the transfer is in the best interests of the District. Acceptance of ~~a tour~~ an inspection trip sponsored by another director shall not affect a director's right to sponsor ~~a tour~~ an inspection trip under the other provisions of this chapter. Directors of one public agency may not transfer their ~~tours~~ inspection trips to directors of another public agency.

Article 3

RESPONSIBILITIES OF NEW DIRECTORS

Sec.

2615 Obligations

2616 Inspection Trip Sponsorship Duty

§ 2615. Obligations.

It is the obligation of new members of the Board of Directors to participate in orientation and training.

(a) New director inspection trips of Colorado River Aqueduct and Domenigoni Valley Reservoir Project facilities shall be scheduled quarterly by the Public Affairs Division.

(b) Each new appointee to the Board within the first six months of being seated shall arrange for a member of the Public Affairs Division staff to provide a one-day orientation excursion to view various local District facilities.

§ 2616. Inspection Trip Sponsorship Duty

New directors are encouraged to participate as soon as possible in an inspection trip of the Colorado River Aqueduct system being sponsored by a fellow director, and, subsequently, to sponsor such a trip within his/her first year on the Board.

Article 3 4**MISCELLANEOUS**

Sec.
2820 Identification
2821 Blood Donations

§ 2620. Identification.

Identification cards shall be issued to all directors

§ 2621. Blood Donations.

Directors are now included as eligible recipients in the Employees' Association blood bank. This eligibility also includes members of the immediate families of Metropolitan directors, whether or not said parties have ever donated blood, regardless of where the blood or derivatives are needed in the United States. "Immediate family" is defined as spouse, child, mother, father, brother, or sister.

§ 2720. General Manager's Quarterly Reports.

The General Manager shall quarterly make the following reports:

(a) To the Engineering and Operations Committee:

(1) On service connections approved by the General Manager pursuant to Sections 4700-4708 with the estimated cost and approximate location of each;

(2) On the execution of any relocation agreements involving an amount in excess of \$100,000 under the authority of Section 8118(a);

(3) On the execution of any contract authorized pursuant to Section 8121; and

(4) On the status of the Local Projects Program, including the execution of any Local Projects Program agreements under the authority of Section 4516.

(b) To the Land Committee:

(1) Deeds or grants accepted during the preceding quarter;

(2) Easements, or similar rights, granted during the preceding quarter under the authority of Section 8220, and shall also include in such report any relocation or protection agreement made in connection therewith;

(3) All leases made during the preceding quarter under the authority of Sections 8222 and 8223;

(4) The details of any transactions during the preceding quarter in which an improvement was disposed of in such a manner as to make the improvement available for subsequent use by a party other than the District; and

(5) Property sold pursuant to the authority granted by Section 8240 et seq.

(c) To the Legal and Claims Committee, jointly with the General Counsel, the exercise of any power delegated to them by Sections 6431, 9200 and 9201.

(d) To the Organization and Personnel Committee on the employment of any consultant, the extension of any consulting agreement, and on the exercise of authority under Sections 8103(k) and 8117 during the preceding calendar quarter. The report covering the last calendar quarter of the year may be combined with and included in the annual report. Each such report shall indicate when a consultant is a former employee of the District.

(e) To the Water Problems Committee on the status of the Local Projects Program including the execution of any Local Projects Program agreements under the authority of Section 4516.

~~(f) To the Executive Committee on Directors' travel expenses.~~

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(o) Alcoholic beverages will not be provided at District expense.

(p) Tipping of District employees is strictly prohibited and any employee accepting a gratuity is subject to dismissal. The Public Affairs Representative on the trip will handle the tip for the bus driver and any other tips which are appropriate.

(q) All necessary expenses of any District director or any member of the District staff incurred in connection with any of the above trips will be paid by the District.

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(d) To the Organization and Personnel Committee on the employment of any consultant, the extension of any consulting agreement, and on the exercise of authority under Sections 8103(k) and 8117 during the preceding calendar quarter. The report covering the last calendar quarter of the year may be combined with and included in the annual report. Each such report shall indicate when a consultant is a former employee of the District.

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