



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Date: February 29, 2000
To: Board of Directors
From: Chairman of the Board
Subject: Director-sponsored Inspection Trips

Inspection trips provide an invaluable opportunity to educate elected and appointed officials, members of the media and leaders of the business and environmental communities to the issues facing the water industry. These trips also afford us an opportunity to familiarize our guests, in an informal setting, with the District's operations, both present and future.

From time to time it is important for any organization to review and revise the guidelines that inform both the board and District staff as to policies and practices which govern the administration of this important activity. During the last few months I have worked closely with a consultant and with District staff to examine present procedures. I believe the modifications I have recommended will ensure that our trips will continue to be an important component of our ongoing educational efforts.

To this end, we are in the process of preparing a short welcoming handbook for your guests which will simply explain the purpose of the trip and describe the applicable District policies, (as detailed in the attached Guidelines) including the roles of the host Director and the Trip Coordinator. The handbook draft will be reviewed by the Communications Committee prior to finalization.

I appreciate your consideration of these recommendations.


Phillip J. Pace

- **Board of Directors**
Executive Committee

March 14, 2000 Board Meeting

6H

Subject

Amendments to the Administrative Code Regarding Director-Sponsored Inspection Trips

Description

I have asked that the alcohol policy on Director-sponsored Inspection Trips be reviewed. Administrative Code section 2614 (o) currently provides that no alcoholic beverages will be provided at District expense during the tours.

Having given this matter a great deal of attention, and having received input from management and staff, it is my recommendation that this policy be revised as follows, and placed into the District's Administrative Code:

1. There be a total ban on the transportation or consumption of alcoholic beverages on buses transporting guests and staff to inspection trips.
2. When the tour stops at a public restaurant or hotel, guests may individually purchase alcoholic drinks for consumption during the meal at said public establishment.
3. While at District facilities on a Director- sponsored inspection trip, guests' consumption of alcoholic beverages will be limited to beer and wine.
4. The Director sponsoring the tour may elect to either have a "dry" trip, or to have beer and wine made available to his/her guests.
5. The District will pay the costs of all food and beverages, including beer and wine, made available to guests while visiting District facilities. There will be no cost to guests for meals or beverages consumed on any Inspection Trip.

For the most part, our inspection trips are filled with responsible and interested individuals who exercise good judgment in the use of alcoholic beverages during social hours on our inspection trips. However, if an individual becomes unruly or uncooperative towards the Director, tour guides or other guests, in the interest of safety of the participants and courtesy to our guests, it is the responsibility of the Directors to curtail their guests' participation on the tour.

It is proposed that subsections o, p, and q of Administrative Code Section 2614 be amended to incorporate the above guidelines concerning the purchase and use of alcoholic beverages on these inspection trips. **Attachment 1** sets forth Section 2614 as it would now appear in the Code, and **Attachment 2** shows the proposed changes, with strikeovers reflecting deletions and underlining reflecting additions. **Attachment 3** sets forth the revisions to be made to the General Guidelines for Conduct of Director-Sponsored Inspection Trips.

Policy

Conduct on director sponsored inspection trips

Board Options/Fiscal Impacts

Option #1

Adopt the proposed amendments to Section 2614 on conduct guidelines for District sponsored inspection trips.

Fiscal Impact: None

Option #2

Keep the status quo.

Fiscal Impact: None

Staff Recommendation

Option 1


Chairman of the Board

3/2/2000
Date

Attachment 1 – director inspection trips

Attachment 2 – director inspection trips

Attachment 3 – director inspection Trips

ATTACHMENT 1**§ 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 inspection trip and the inspection trip dates.

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

(c) In order to give these educational inspection trips the broadest coverage, it shall be the practice to avoid having repeat guests. Generally, 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.

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

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

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

(h) If the director sponsoring the trip so desires, a reasonable amount of time will be set aside during the 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 also will be permitted.

(i) Itineraries, transportation, lodging and meals for District 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 Executive Committee.

(j) Directors are urged to consider scheduling their Colorado River Aqueduct inspection trips for Thursday, Friday and Saturday or Saturday, Sunday, and Monday

rather than Friday, Saturday, and Sunday in order to allow two trips to be conducted over the same weekend and, thus, accommodate more directors' requests for preferred-month dates.

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

(l) The Outreach Group will not accept reservations for inspection trips prior to April 1 for the following fiscal year.

(m) Inspection trip dates are assigned on a date/time-request-received basis. Conflicts will be resolved by consultation with affected directors. Continuing disputes shall be resolved by the Executive Committee.

(n) 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.

(o) There is a total ban on the transportation or consumption of alcoholic beverages on buses transporting guests and staff on inspection trips. When a tour stops at a public restaurant or hotel, guests may individually purchase alcoholic drinks for consumption during the meal at said public establishments. The District may pay set up charges for service of "no host" beverages at a hotel.

(p) While at District facilities, guests' consumption of alcoholic beverages will be limited to beer and wine. The Director sponsoring the trip may elect to have a "dry" trip, or to have beer and wine made available served to his or her guests. The District will pay for the cost of all food and beverages, including beer and wine, served to guests while visiting District facilities.

(q) It is the Director's responsibility to maintain a safe and courteous environment for his guests, encourage his guests to comply with District policy and act in a safe and proper manner at all times. If a guest becomes unruly or uncooperative, it is the responsibility of the Director to curtail that guest's continued participation in the tour. During the course of a tour, in the event of any unanticipated occurrence, the tour coordinator shall notify the Chair, or in his absence the Board Executive Officer, of the occurrence.

(r) 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.

(s) 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.

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

ATTACHMENT 2**§ 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 inspection trip and the inspection trip dates.

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

(c) In order to give these educational inspection trips the broadest coverage, it shall be the practice to avoid having repeat guests. Generally, 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.

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

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

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

(h) If the director sponsoring the trip so desires, a reasonable amount of time will be set aside during the 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 also will be permitted.

(i) Itineraries, transportation, lodging and meals for District 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 Executive Committee.

(j) Directors are urged to consider scheduling their Colorado River Aqueduct inspection trips for Thursday, Friday and Saturday or Saturday, Sunday, and Monday rather than Friday, Saturday, and Sunday in order to allow two trips to be conducted over the same weekend and, thus, accommodate more directors' requests for preferred-month dates.

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

(l) The ~~Communications Division~~ Outreach Group will not accept reservations for inspection trips prior to April 1 for the following fiscal year.

(m) Inspection trip dates are assigned on a date/time-request-received basis. Conflicts will be resolved by consultation with affected directors. Continuing disputes shall be resolved by the Executive Committee.

(n) 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.

(o) ~~Alcoholic beverages will not be provided at District expense.~~ There is a total ban on the transportation or consumption of alcoholic beverages on buses transporting guests and staff on inspection trips. When a tour stops at a public restaurant or hotel, guests may individually purchase alcoholic drinks for consumption during the meal at said public establishments. The District may pay set up charges for service of "no host" beverages at a hotel.

(p) While at District facilities, guests' consumption of alcoholic beverages will be limited to beer and wine. The Director sponsoring the trip may elect to have a "dry" trip, or to have beer and wine made available to his or her guests. The District will pay for the cost of all food and beverages, including beer and wine, served to guests while visiting District facilities

(q) It is the Director's responsibility to maintain a safe and courteous environment for his guests, encourage his guests to comply with District policy and act in a safe and proper manner at all times. If a guest becomes unruly or uncooperative, it is the responsibility of the Director to curtail that guest's continued participation in the tour. During the course of a tour, in the event of any unanticipated occurrence, the tour coordinator shall notify the Chair, or in his absence the Board Executive Officer, of the occurrence.

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

(qs) 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. |

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

ATTACHMENT 3**GENERAL GUIDELINES FOR CONDUCT OF DIRECTOR-SPONSORED
INSPECTION TRIPS**

1. The Public Affairs Representative provided for each inspection trip is a District employee responsible to the Acting Manager of Outreach Group and to the General Manager. He or she is required to comply with District inspection trip policy as established specifically in the Administrative Code and by regulations as set by the Manager of Outreach Group and the General Manager.
2. Itineraries, transportation, lodging and meals are standardized to the extent possible in order to minimize costs. No special food requests can be honored, except for medical or religious reasons and only when advance arrangements are made. Justified variations in any of the above matters to accommodate special conditions may be made only when approved in advance by the Chair of the Board after consultation with the Acting Director of Outreach Group.
3. Directors are reminded that the District's practice is to avoid having repeat guests on its inspection trips in order that our educational program reach a broad segment of the concerned public.
4. The number of invited guests on any District inspection trip shall not exceed 36.
5. No one under the age of 18 shall be permitted to participate as a guest on an inspection trip without the approval of the Chair of the Board.
6. In the interests of making each inspection trip as cost effective as possible, any director may consider sharing trips with any other mutually agreeable director, with each being responsible for half of the guest list. Consideration should be given to geographic compatibility in making such arrangements.
7. Directors are encouraged to arrange for a member agency presentation of 15 to 30 minutes on inspection trips. This helps better define the relationship of Metropolitan to its member agencies and ultimately to the water use.
8. Except in cases of illness, emergency or other exceptional circumstances, directors are expected to stay with their inspection trips for the entire program. This will help ensure the success of the trip.
9. There is a total ban on the transportation or consumption of alcoholic beverages on buses transporting guests and staff on inspection trips. When a tour stops at a public restaurant or hotel, guests may individually purchase alcoholic drinks for consumption during the meal at said public establishments. The District may pay set up charges for service of "no host" beverages at a hotel.

10. While at District facilities, guests' consumption of alcoholic beverages will be limited to beer and wine. The Director sponsoring the trip may elect to have a "dry" trip, or to have beer and wine made available served to his or her guests. The District will pay for the cost of all food and beverages, including beer and wine, served to guests while visiting District facilities. Service of beer and wine will be limited in time to the period immediately preceding the dinner hour, the dinner meal itself, and a period of time following the meal.
11. Designated staff at the Gene Facility will be solely responsible for obtaining alcoholic beverages for District guests. A Metropolitan employee may opt not to be involved in providing beer and wine to guests upon notification to his/her supervisor.
12. The safety of participants is of paramount concern to the District. Since the trips encompass operating water and power facilities of various types, there are times when it is potentially unsafe for any member of the group or for certain group members with physical problems to enter certain areas. If the Public Affairs Representative or the employee in charge of the facility requests a member or members of the inspection trip party to stay out of a certain area, the request must be complied with.
13. It is the Director's responsibility to maintain a safe and courteous environment for his guests, encourage his guests to comply with District policy and act in a safe and proper manner at all times. If a guest becomes unruly or uncooperative, it is the responsibility of the Director to curtail that guest's continued participation in the tour. During the course of a tour, in the event of any unanticipated occurrence, the tour coordinator shall notify the Chair, or in his absence the Board Executive Officer, of the occurrence.
14. For small groups on Colorado River Aqueduct trips, a District van will be used to transport trip participants rather than a full-size bus.
15. District automobiles and other vehicles located at District facilities – Gene Field Headquarters, filtration plants, etc. – cannot be made available to individual directors and/or guests.
16. Scenic prints available at Gene Field Headquarters are intended for distribution to CRA trip participants in limited numbers. Costs make quantity distribution prohibitive. Directors are urged to aid the Public Affairs Representatives by encouraging their guests to limit their selections to two or three prints each.
17. All requests for special services on an inspection trip are to be made to the Public Affairs Representative conducting the trip. The representative will attempt to accommodate the request if feasible and if in accordance with District policy.
18. New directors taking one-day trips of local facilities with a Public Affairs Representative are encouraged to invite an experienced director to accompany them on the trip.

19. Any complaints or comments regarding the manner in which a Public Affairs Representative has conducted an inspection trip should be made to the Manager of Outreach at the earliest convenience of the sponsoring director.