

Date: February 20, 2009

To: Hawaii County BWS
Fr: Millie Kim
Re: draft BWS travel policy

Below are some very minor style changes to the proposed BWS travel policy. New material is underlined and deleted material is bracketed.

In my opinion, this change is more than appropriate as a change in BWS travel both in state and out of state. I believe in the past the manager had no choice but to take a more open ended practice because there was no official travel policy, otherwise he would be put into the position of deciding which board members would attend or not attend conferences. The current economic situation and the board's position on being more attuned to public perception, provides an opportunity to provide more structure and rationale for BWS members' conference travel.

Hawaii County Board of Water Supply
Travel Policy [- Water Board]
February 24, 2009

Assumptions:

- Our current economic conditions will continue through the Fiscal Year 2009 – 2010.
- It's imperative that we lead by example and that public perception of our behavior, in these dire economic times, is extremely important.
- Our actions must be fiscally responsible.

Proposed Policies:

AWWA National Conference (San Diego, June 2009)

- Review the annual budget and determine an appropriate number of board members to be sent to the conference at Department of Water Supply ("DWS") expense.
- Chairman to invite Board members based on Board seniority. Members with the longest remaining term, will be given the lowest priority. Chair and Vice Chair will be given first priority.
- Board members' willingness to assume a leadership role on the Board (Chair or Vice Chair) will be weighted heavily and may circumvent the order of Board seniority.
- Those attending will be expected to attend applicable conference sessions and interact with their counterparts from other Boards, as well as industry representatives.
- All attendees will be required to complete a report, not later than five (5) working days after return, and submit a certificate of travel and claim for expense form

with the DWS. The report shall discuss the subject matter(s) covered (for all sessions attended) and benefits of attendance.

AWWA (Local Chapter) Conference (Honolulu, Spring 2009)

- Review the annual budget and determine an appropriate number of board members to be sent to the conference at DWS expense.
- Chairman to invite Board members with first priority being given to those not attending the National Conference. Those with the longest remaining term will have the lowest priority. Chair and Vice Chair will be given first priority.
- Board members' willingness to assume a leadership role on the Board (Chair or Vice Chair) will be weighted heavily and may be exempted from the policy [circumvent the order] of Board seniority.
- Those attending will be expected to attend the applicable conference sessions and interact with their counterparts from other Boards, as well as industry representatives.

All attendees will be required to complete a report, not later than five (5) working days after return, and submit a certificate of travel and claim for expense form with the DWS. The report shall discuss the subject matter(s) covered (for all sessions attended) and benefits of attendance.

HWWA Conference (Hawaii island, Fall 2009)

- We are hosting this event. All Board members are encouraged to attend.
- Those attending will be expected to attend the conference sessions and interact with their counterparts from other Boards, as well as industry representatives.
- All attendees will be required to complete a report, not later than five (5) working days after return, and submit a certificate of travel and claim for expense form with the DWS. The report shall discuss the subject matter(s) covered (for all sessions attended) and benefits of attendance..

The Chairman, in consultation [along] with the Manager, shall assure that all travel is necessary, that funds are available, and that expenses to be incurred are proper and reasonable under the circumstances.