



Agenda Date: 10/19/2016  
Agenda Placement: 7D

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Timothy Healy - General Manager  
NS-Administration

**REPORT BY:** Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

**SUBJECT:** Authorize Travel for the General Manager and the CFO to Tampa, Florida for the AWWA / WEF Utility Management Conference

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### **RECOMMENDATION**

Authorize out-of-state travel for General Manager Tim Healy and Chief Financial Officer Jeff Tucker for the purpose of attending the AWWA / WEF Utility Management Conference in Tampa, Florida from February 7-10, 2017.

### **EXECUTIVE SUMMARY**

This action authorized travel to the AWWA / WEF Utility Management Conference, held in Tampa, Florida from February 7-10, 2017, for Tim Healy, General Manager, and Jeff Tucker, Chief Financial Officer. The conference, specifically designed for water and wastewater management professionals, will provide training and discussions on operational management issues that the District will use to continue its efforts to improve its management practices and operational effectiveness.

The conference program will consist of topics derived from the Ten Attributes of Effectively Managed Water Sector Utilities and the five Keys to Management Success. The Ten Attributes and the Five Keys present a framework for water and wastewater utilities to balance the competing challenges they face on a daily basis and help identify strategies that enable them to become more effective and ultimately more sustainable organizations.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            Yes

Where is it budgeted? Estimated cost to attend the conference is \$2,400 per person. Adequate funds are included in the FY 2016/17 budget.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: Opportunity to learn new practices and successful strategies for the District to use for continued managerial and operational improvement.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: Mr. Healy and Mr. Tucker will not attend this conference.

Additional Information: None.

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

None

Napa Sanitation District: Approve

Reviewed By: Timothy Healy