



Agenda Date: 11/1/2017  
Agenda Placement: 7C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Timothy Healy - General Manager  
NS-Technical Services/Engineer

**REPORT BY:** Andrew Damron, Technical Services Director - 707-258-6000

**SUBJECT:** Authorize Travel for the Technical Services Director to Attend the Water & Wastewater Leadership Center in Virginia

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### **RECOMMENDATION**

Authorize out-of-state travel to Virginia for Technical Services Director Andrew Damron for the purpose of attending the Water and Wastewater Leadership Center from March 4 through March 16, 2018.

### **EXECUTIVE SUMMARY**

Technical Services Director Andrew Damron has applied to attend the Water and Wastewater Leadership Center, a residential management and leadership program in Leesburg, Virginia, from March 4-16, 2018.

The Leadership Center's curriculum is designed for current and up-and-coming water and wastewater utility CEOs, General Managers, Senior Managers and Upper-Level Management in both the public and private sector. The Center is comprised of an intensive 11-day residential training program including a 360 degree assessment of the student's leadership style, peer networking and enhanced leadership curriculum tailored specifically to the water and wastewater industry.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The program cost is \$13,150 and includes 10 days of instruction, 12 nights of residential accommodation and most meals (12 breakfasts, 10 lunches and 4

dinners). Travel expenses are additional. This expenses have been included in the FY 17/18 operational budget.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: This intensive training program will provide staff with leadership and management training specific to the wastewater industry.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: Staff will not attend the training.

Additional Information:

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

Tim Healy (General Manager) is a 2012 graduate and Jeff Tucker (Chief Financial Officer) is a 2014 graduate of this program.

**SUPPORTING DOCUMENTS**

None

Napa Sanitation District: Approve

Reviewed By: Timothy Healy