

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE

GOVERNANCE

LEARN PROVEN TECHNIQUES TO BE A LEADER IN YOUR DISTRICT

Hyatt Regency Huntington Beach Resort & Spa

Huntington Beach, California

March 4-5, 2010



A COMPLETELY UPDATED SEMINAR



**Special District and
Local Government Institute**

P.O. Box 2317, Vista, CA 92085-2317

Presorted
Standard
U.S. Postage
PAID
Rush Printing

SATURDAY WORKSHOPS MARCH 6, 2010:

SEE INSIDE FOR MORE INFORMATION
ON THESE SPECIAL COMPREHENSIVE
SATURDAY WORKSHOPS

**WORKSHOP 1: Human Resources -
Managing Employees in Today's Environment**
8:30 A.M. – 12:00 NOON

**WORKSHOP 2:
Going Green – Save the Environment
While Saving Money**
1:00 P.M. – 3:15 P.M.

**WORKSHOP 3:
21st Century Challenges to Supplying Water**
1:00 P.M. – 3:15 P.M.

Provider certifies that an application is pending for approval of the Governance seminar for MCLE credits by the State Bar of California. Provider certifies that an application is pending for 11.25 Fresh Water Distribution and Fresh Water Treatment Continuing Education Units.

JOIN CALIFORNIA'S BEST LOCAL GOVERNMENTS

The GOVERNANCE Seminar brings you:

Top-notch speakers, comprehensive handbook, and 42 years of experience as the premier local government training institution.

That's why more than a thousand local agencies have used the Special District and Local Government Institute to help train their directors, managers and key staff.



Governance is one of three seminars in the widely respected Certificate Program for Local Government Leaders.

"All critical staff should be attending the Special District and Local Government Institute."

M.V., Beaumont-Cherry Valley
Recreation and Park District

"These sessions have helped me enormously to understand and clarify my role, limitations and expectations as a newly elected official."

J.S., East Palo Alto
Sanitary District

WHO WILL BENEFIT

EXPERIENCED DIRECTORS AND MANAGERS – an updated refresher seminar on running an effective agency.

NEWLY-ELECTED OFFICIALS – a must-attend seminar to develop essential knowledge and skills.

SENIOR MANAGERS AND STAFF – of special districts, cities, counties, and non-profit organizations.

WHAT YOU WILL LEARN

Provides proven tools for dealing with the challenges facing your local government agency. This seminar incorporates the latest information, techniques and insights for solving today's governance challenges.

SEMINAR VALUE PACKAGE

TOP-NOTCH SPEAKERS, each an expert in their respective fields, chosen for their working knowledge of California local government.

A CAREFULLY PLANNED CURRICULUM packed with up-to-date topical information needed by local government officials.

LARGE COMPREHENSIVE HANDBOOK containing materials from each presentation. Retail value \$100.

CERTIFICATE PROGRAM, SPECIAL DISTRICT LEADERSHIP AND MANAGEMENT representing over four decades of continuing education experience.

QUALITY RESORT HOTELS AND AMENITIES continental breakfast, luncheon, and refreshment breaks daily included in seminar registration.

SCHEDULE

THURSDAY, MARCH 4, 2010

Registration & Continental Breakfast • 8:00-8:30 a.m.

PERSPECTIVES:

INTRODUCTION TO GOVERNANCE – WHERE SPECIAL DISTRICTS ARE TODAY

Kamil Azoury, *Goleta Sanitary District*

- Tracks historical objectives of special districts
- Attempts at taking funds, consolidating, or privatization of districts
- Status and future of special districts

LEADERSHIP:

EFFECTIVE DISTRICT LEADERSHIP

Glenn M. Reiter, *Glenn M. Reiter & Associates*

- Management and leadership styles
- How the Board relates to the public, employees, and other governments
- Dealing with complex issues

ASSURING YOUR AGENCY'S FUTURE

Robert Rauch, *Rauch Communication Consultants*

- Creating a mission and a strategic vision for your agency
- Identifying the priority issues
- Implementing goals and objectives, the action plan
- Assuring your agency's future

HUMAN RESOURCES:

YOUR ROLE IN HUMAN RESOURCES

Irma Rodriguez-Moisa, *Atkinson, Andelson, Loya, Ruud & Romo*

- Labor and employment law issues
- Employer liability for harassment
- Labor relations

POLITICS:

HOW TO HELP YOUR AGENCY THROUGH POLITICAL ACTION

Pilar Oñate-Quintana, *KP Public Affairs*

- How political action can help your agency
- Interacting with state legislators through legislative days and associations
- Reaching out to municipal and county leaders
- When to retain a lobbyist
- Examples of success and failures

FRIDAY, MARCH 5, 2010

Continental Breakfast • 8:00-8:30 a.m.

LAW:

WHAT YOU NEED TO KNOW ABOUT LOCAL GOVERNMENT LAW

Mark Meyerhoff, *Liebert Cassidy Whitmore*

- Clarifying the powers of the Board and the Agency
- Avoiding conflicts of interest
- Your personal liability as a public official
- Where does the Board stop and management begin?

OVERVIEW OF THE BROWN ACT AND PUBLIC RECORDS ACT

Jill Willis, *Best Best & Krieger*

- The intent and application of the Acts
- Recent changes
- Practical aspects and highlights
- Recent court rulings

FINANCE:

MANAGING YOUR FINANCIAL RESOURCES

Glenn M. Reiter, *Glenn M. Reiter & Associates*

- Your fiduciary responsibility in financial oversight
- The job of the Board in financial management
- The treasurer's job
- Budgets and reporting
- The Board's role in monitoring and control

COMMUNICATION:

BUILDING SUCCESSFUL BOARD/MANAGER RELATIONSHIPS

Robert Rauch, *Rauch Communication Consultants*

- Role of the Director, role of the manager – maintaining the right balance
- Improving communications between Board Members and between the Board and the manager
- Settling differences and working together
- Dealing with problem board members

BUILDING COMMUNITY SUPPORT

Martin Rauch, *Rauch Communication Consultants*

- Gain public support for controversial projects
- Turning the tide when your agency is under attack
- Dealing with vocal activist groups
- Guidelines for working with the press

SEMINAR ENDS: 4:15 P.M.

FACULTY: Expert Speakers Share Their Knowledge and Experience

KAMIL AZOURY has been the General Manager/District Engineer of the Goleta Sanitary District in Santa Barbara County since 1995. He served public and private agencies in the San Francisco Bay area for 20 years. Kamil served as President of the Southern California Alliance of Publicly Owned Treatment Works (SCAP) for three years and is presently on the Executive Board. He is also past President and on the Executive Board of the California Association of Sanitation Agencies. With a degree in Civil Engineering, Kamil received his Master of Science degree in Sanitary and Environmental Engineering from Syracuse University. Kamil is a licensed Professional Civil Engineer in California.

DONNA EVANS is an Associate, in the Los Angeles office of Liebert Cassidy Whitmore, has over 20 years of litigation experience including extensive trial, arbitration and mediation experience. Donna has developed policies and procedures and advised clients on critical employment law issues. She is also experienced in conducting and assisting with investigations pertaining to harassment, discrimination and employee misconduct, and advising clients concerning compliance with state and federal employment laws. Donna has extensive management experience as a service division director of an Insurance Brokerage. Donna implemented many improvements in the company's policies and procedures as well as provided training for staff and clients.

MARK MEYERHOFF, Partner, in the Los Angeles office of Liebert Cassidy Whitmore, represents clients in all types of civil litigation, administrative proceedings and arbitrations. He regularly advises and represents clients in all aspects of employment and traditional labor relation matters. He develops and updates personnel rules, policies and ordinances for a number of public sector clients, and presents training programs and workshops for supervisors and managers. His legal expertise is in negotiations, disciplinary actions, litigation, labor relations, personnel rules audits and investigations.

PILAR OÑATE-QUINTANA joined KP Public Affairs in 2006 after more than 14 years legislative and public affairs experience. Prior to joining KP, she was principal legislative representative for Metropolitan Water District of Southern California where she served as lead on a variety of water supply, water quality, desalination, water recycling, local government and other issues of concern to the district. She also served as deputy director for legislative affairs for the California Department of Parks and Recreation where she developed strategies for fostering political and stakeholder support. Her State Capitol experience includes serving as a legislative staff member and press secretary for Senate Majority Leader Charles Calderon where she worked as a committee consultant for public safety issues for the Senate Toxic and Public Safety Committee.

MARTIN RAUCH is a senior consultant with Rauch Communication Consultants. Martin leads a team that develops and conducts customized strategic outreach programs for local governments across the state, as well as strategic planning activities.

ROBERT RAUCH is a senior consultant with Rauch Communication Consultants. With over 30 years experience, he specializes in planning and implementing focused public information programs, providing management consulting, and conducting strategic planning retreats. He has served as a consultant to the White House.

GLENN M. REITER is President of Glenn M. Reiter & Associates, a San Diego-based financial consulting and advisory firm founded in 1981. He was the founder and a past partner of Reiter Lowry Consultants. He has over 45 years experience in local government and Special Districts. He has been the General Manager and Chief Engineer of a large Southern California water district and a Director on the San Diego County Water Authority Board. He specializes in financial planning, the setting of rates and fees including the financing of capital improvements. A co-founder of the California Special District Association and the Special District Institute. Glenn is a registered California civil and professional engineer and a Life Member of the American Water Works Association.

IRMA RODRIGUEZ MOISA is an Attorney with Atkinson, Andelson, Loya, Ruud & Romo. She is an expert in handling employment discrimination, wrongful termination and sexual harassment lawsuits. Irma has experience with disciplinary hearings, arbitrations and negotiations on behalf of city and special district clients and also represents school districts and colleges regarding student suspension and teacher termination issues. Irma has focused on representing public agency clients in litigation involving employment-related issues, including harassment, discrimination, First Amendment rights, defamation and wrongful termination.

JILL WILLIS is a Partner with the law firm of Best Best & Krieger, where she is a member of the Special Districts Practice Group and the Natural Resources Practice Group. She does general counsel work and also acts as special counsel on water rights issues for numerous public agencies, including special districts, throughout Southern California and on the Central Coast. In addition, she teaches courses on water law at the University of California, Riverside Extension. Over the last several years, she has given presentations at a variety of conferences throughout California on ethical considerations for public agency clients and their counsel.

SPECIAL COMPREHENSIVE WORKSHOPS

OFFERED ON
SATURDAY, MARCH 6, 2010

Registration & Breakfast 8:00-8:30 a.m.

WORKSHOP 1: HUMAN RESOURCES - MANAGING EMPLOYEES IN TODAY'S ENVIRONMENT

8:30 a.m. – 12:00 Noon

DONNA EVANS, *Liebert Cassidy Whitmore*

- Principles of effective counseling and coaching
- Performance evaluations—the do's and don'ts
- The art of documentation
- How to reduce your liability through performance management
- Building a strong workforce for tomorrow

WORKSHOP 2: GOING GREEN - SAVE THE ENVIRONMENT WHILE SAVING MONEY

1:00 p.m. – 3:15 p.m.

SPEAKER TBA

- Why Going Green makes sense for your agency
- Practical ways to do it and save money
- Examples of what has worked successfully

WORKSHOP 3: 21ST CENTURY CHALLENGES TO SUPPLYING WATER

1:00 p.m. – 3:15 p.m.

Presented by a Panel of Speakers from:
BEST BEST & KRIEGER

STEVE ANDERSON, Partner: Environmental, natural resources, and water law

PAETER E. GARCIA, Associate: Environmental, natural resources and water law

SHAWN HAGERTY, Partner: Municipal law,

STEFANIE HEDLUND, Associate: Environmental, natural resources, municipal and redevelopment law

KELLY J. SALT, of Counsel: Public finance

RODERICK WALSTON, Partner: Environmental, natural resources, municipal and redevelopment law

- Current developments in Bay-Delta litigation
- Practical tips for coordinating development approvals and city planning efforts with Urban Water Management Plans
- Preparing Water Supply Assessments
- Preparing defensible CEQA water supply analysis
- Structuring conservation-based water rates
- Funding drought management programs

Lodging and Program Information

*"Excellent presenters,
good materials,
excellent staff support
and facilities."*

*SR.W., Brooktrails Township
Community Services District*



HOTEL LODGING INFORMATION:

Hyatt Regency Huntington Beach Resort & Spa

21500 Pacific Coast Highway, Huntington Beach, CA 92648

Reservation Telephone Numbers: 1-714-698-1234 or, on the web: <https://resweb.passkey.com/go/58a192ff> and utilize

Group Booking Code: SDIG or Special District Institute

A special rate of **\$155 single/double** per room per day has been negotiated for accommodations during the event and for three days before and after the event for reservations made by 5:00 p.m. **February 10, 2010.** (There are a limited number of rooms in our room block – please reserve early to ensure that there are rooms available at the group rate). Do not wait until the last day and expect to get a room at the group rate!

The Hotel's Resort Services Program fee has been waived. The program includes spa locker room and fitness center access, local/800 and dial up internet service, in-room bottled water (2 per day), two for one – half day bike rental, surfboard and golf bag storage, incoming/outgoing fax, and in-room safe.

THERE ARE A LIMITED NUMBER OF ROOMS AVAILABLE - please reserve early.



PROGRAM INFORMATION:

EACH PARTICIPANT RECEIVES: Comprehensive Handbook, all class materials, continental breakfast, breaks and lunch during Seminar. Lodging and other meals are not included.

CERTIFICATE PROGRAM: You are automatically enrolled as a candidate for the Certificate Program in Special District Leadership and Management. Seminars can be taken in any order and completed within a three-year period.

TEAM DISCOUNTS: Attendance of groups of four or more from the same organization, enrolling in the seminar at the same time, are entitled to a \$50 discount.

Not good with any other discounts (including early registration discount). All four must be enrolled in the seminar. Not good on workshops only.

GUEST MEAL PACKAGE: Guest may join you for all meals. A separate guest meal package must be purchased.

CANCELLATIONS AND REFUNDS: Written cancellation received on or before February 10, 2010 will receive a refund, less a \$50 processing fee. Full payment is required if cancellation is received on or after February 11, 2010 – no refunds and no credits for a future event will be granted. However, substitutions may be made at any time. \$25 fee charged for checks returned for insufficient funds or for credit cards denied. SDI reserves the right to make changes in programs and speakers, or to cancel programs, when conditions beyond its control prevail. Every effort will be made to contact each enrollee if a program is cancelled. If a program is not held, SDI's liability is limited to the refund of the program fee only.



**Special District and
Local Government Institute**

P.O. Box 2317, Vista, CA 92085

PHONE: 800/457-0237 or 760/643-1760

FAX: 760/643-1761

www.sdbmi.com • spcdistint@aol.com

PLEASE FILL OUT COMPLETELY

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Guest Name: _____

SPECIAL NEEDS:

Wheelchair Access Visually Impaired

Hearing Impaired Vegetarian Meals

Other _____

METHOD OF PAYMENT:

Payable to: Special District Institute

Check Enclosed for \$ _____

Please Invoice PO# _____

Charge: Visa M/C

Card # _____

+ _____

(16 numbers + 3 numbers listed in the signature area on back of credit card)

Billing Address for Card: _____

City: _____

State: _____ Zip: _____

Signature: _____

Expiration Date: _____

FOR OFFICIAL USE ONLY

Date R'vd	Verify DB	Code #
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Cert?	Inv. #	Net
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Paid	Ltr. Sent	DB Final
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2010 GOVERNANCE SEMINAR ENROLLMENT FORM

Seminar: March 4-5 • Workshops: March 6, 2010

Hyatt Regency Huntington Beach Resort & Spa

GOVERNANCE SEMINAR AND WORKSHOPS:

(A) \$585 **SPECIAL DISTRICT GOVERNANCE SEMINAR (Two days)**

(B) \$785 **SEMINAR + HUMAN RESOURCES (AM) WORKSHOP (Three days)**
AND SELECT ONE:

(PM) Going Green Workshop

(PM) 21st Century Challenges to Supplying Water Workshop

(C) \$710 **SEMINAR + HALF DAY WORKSHOP**

SELECT ONE:

(AM) Human Resources Workshop

(PM) Going Green Workshop

(PM) 21st Century Challenges to Supplying Water Workshop

(D) \$225 **ALL DAY (TWO) SATURDAY WORKSHOPS (One day)**

(AM) Human Resources Workshop AND SELECT ONE:

(PM) Going Green Workshop

(PM) 21st Century Challenges to Supplying Water Workshop

(E) \$150 **(AM) WORKSHOP 1: HUMAN RESOURCES WORKSHOP**

(F) \$150 **(PM) WORKSHOP 2: GOING GREEN WORKSHOP**

(G) \$150 **(PM) WORKSHOP 3: 21ST CENTURY CHALLENGES TO SUPPLYING WATER**

ORDER HANDBOOKS ONLY – Shipped the week after the event.

Please add your local sales tax + actual shipping amount

(H) \$65 Order Binder Only – Human Resources Workshop

(I) \$65 Order Binder Only – Going Green Workshop

(J) \$65 Order Binder Only – 21st Century Challenges to Supplying Water

(K) \$100 Order Binder Only – Governance Seminar

MEAL PACKAGES:

(L) \$18 Saturday Lunch for Attendee (optional)

(M) \$55 Guest Meal Package for Workshop

(N) \$120 Guest Meal Package for Seminar

DISCOUNTS – If applicable:

\$50 Discount for attendance of 4 or more from the same District registering at the same time (Good on options A or B or C only and not good with any other discounts- including early registration discount).

\$25.00 Early registration discount for options A or B or C including seminar only. (Must receive payment by February 10, 2010. Not valid on Workshops only.)

SUBTOTAL FROM ABOVE: \$ _____

SUBTRACT \$50 (Discount for 4 or more registering for A, B, or C including seminar only) \$ _____

SUBTRACT \$25 (Discount for Early Registration) \$ _____
(Must receive payment by February 10, 2010. Not valid on Workshops only.)

CERTIFICATION FEE \$35 (only if applicable) \$ _____

TOTAL REGISTRATION FEE: \$ _____

Handbook Purchases: \$ _____

Shipping and sales tax will be added