



STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT
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COMMISSION ON WATER RESOURCE MANAGEMENT

October 16, 2013
Honolulu, Hawaii

STAFF SUBMITTAL

Policy on Reimbursing Members of the Commission on Water Resource Management for Costs to Attend Designated Hawaii Water Conferences

Members of the Commission on Water Resource Management ("Commission") requested that the Commission consider and decide upon a policy regarding reimbursement of Commission members for *travel, meals and lodging expenses* while attending any of three (3) designated water conferences in Hawaii.

On July 17, 2013, the Chairperson advised the Commission that the state would reimburse *registration fees* to Commission members who attend any of the three (3) principal water conferences in Hawaii (listed below).

1. American Water Works Association (AWWA)

The AWWA represents the water supply utility industry and holds an annual conference and exposition and various specialty subject conferences throughout the year on the mainland.

Established in 1881, the American Water Works Association is the oldest and largest nonprofit, scientific and educational association dedicated to safe and sustainable water in the world. With more than 50,000 members worldwide and 43 Sections in North America, AWWA advances public health, safety and welfare by uniting the efforts of the entire water community. <http://www.awwa-hi.org/>

The AWWA-Hawaii Section (the state association for AWWA) focuses on challenges facing the water supply industry in coming years. It promotes public health and welfare in providing drinking water of unquestionable quality and sufficient quantity. AWWA-Hawaii Section holds an annual conference at the Hawaii Convention Center (Oahu) and hosts training workshops statewide.

2. Hawaii Water Environment Association (HWEA)

The HWEA represents the wastewater industry.

The Hawai'i Water Environment Association (HWEA), formally known as the Hawai'i Water Pollution Control Association, is a non-profit organization which was founded on August 9, 1962...The 400 members of HWEA include environmental and sanitary engineers, planners, wastewater treatment plant and collection system operators, chemists, microbiologists, ecologists, regulators, public health officials, scientists, researchers, educators, and concerned citizens.

The HWEA hosts an annual conference and various subject matter conferences on annual and semi-annual basis. CWRM has a strong interest in HWEA's current initiative to increase the reuse of wastewater to conserve our potable supplies, as well as its overall mission to preserve and enhance our water resources. The conferences rotate among different islands.

3. Hawaii Water Works Association (HWWA)

HWWA's objectives similar to those of AWWA-Hawaii Section, but HWWA was formed by the county municipal water departments to provide water managers, their staff, and other industry representatives an opportunity to discuss local water issues. Many AWWA members also attend the HWWA annual conference hosted by one of the county municipal water departments. The venue rotates among the counties.

Benefits of Water Industry Conferences

Water industry conferences are invaluable for staff and Commissioners to learn about the breadth of subjects and issues related to water and to exchange ideas with other people working in industries related to water, wastewater, and water resource management.

Conferences usually run two to three days. The agendas cover subjects from sustainable water resource management, research, and monitoring, technical training, planning and engineering, operations, and procedures. Presentations often feature new water projects or programs using state-of-the-art design, construction, or planning.

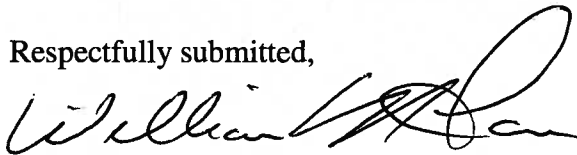
There is an opportunity to meet and talk with people from all occupations and trades in the water and wastewater industries. Personal meetings help establish and maintain relationships with water board members and utility managers as well as leaders in the private sector.

Conference travel, meals, and lodging expenses (separate from *registration* fees) may run from \$1000 to \$1500 per member per conference (subject to the restrictions of the State's per diem limits). These costs would need to be included in the FY2015 state budget.

This memo proposes a CWRM policy to reimburse Commission members for actual costs they incur for travel, meals and hotel (subject to the restrictions of the State's per diem limits) to attend any of the three designated Hawaii water conferences identified above.

1. Commissioners may seek approval for reimbursement of expenses for travel, meals and lodging incurred to attend any of the three Hawaii water conferences described above (AWWA, HWEA, and HWWA) by submitting a request to the Chairperson (through the CWRM staff) at least 20 days prior to the conference date.
2. Upon the Chairperson's approval, the Commission will reimburse actual out of pocket expenses for travel, food, and lodging related to any of the three Hawaii water conferences, upon submission of a receipt and subject to the restrictions of the State's per diem limits and the availability of funds.

Respectfully submitted,



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Deputy Director

APPROVED FOR SUBMITTAL:



WILLIAM J. AILA, JR.
Chairperson