

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

June 23, 2005

TO: BOARD OF DIRECTORS
THRU: Larry Rubio, Chief Executive Officer
FROM: Laura Murillo, Director of Human Resources
SUBJECT: Authorization for Travel to Attend the ARM Tech Conference for Risk Retention Pools in Tamaya, New Mexico, July 31 – Aug 3, 2005

Summary: The Agency would like to send its risk manager, Jiles Smith, to the 2005 ARM Tech Conference for Risk Retention Pools. This conference will give employers the opportunity to obtain information on the latest management strategies, industry concepts, legal trends and technological opportunities in the risk retention pool arena.

The ARM Tech conference will be held in Tamaya, New Mexico for four days. Following are the expected conference costs:

Conference Registration	\$ 890.00
Lodging	\$ 855.54
Air Fare	\$ 350.00
Meals/Miscellaneous	<u>\$ 200.00</u>
Total (not to exceed) amount	\$2,295.54

The Agency is currently a member of the California Transit Insurance Pool (CalTIP). The ARM Tech conference is a CalTIP approved event, and therefore, the Agency qualifies for reimbursement of the above registration and travel expenses under the CalTIP Educational Fund Travel Reimbursement Policy.

Fiscal Impact:

There are training funds available in the FY 2006 budget, which would be utilized to pay conference costs of \$2,295.54 upfront. However, reimbursement of these funds will be requested from CalTIP immediately following the conference. Therefore, the net fiscal impact to the Agency would be \$0.

Committee Recommendation:

This item was discussed at the Board Budget and Finance Committee meeting of June 1, 2005. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Authorize the Agency's risk manager, Jiles Smith, to attend the ARM Tech Conference for Risk Retention Pools in Tamaya, New Mexico for a total not to exceed amount of \$2,295.54, with the expectation that these funds will be reimbursed by CalTIP.