



# HIDALGO COUNTY, TEXAS

## APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 08/02/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Hidalgo County Executive Office/Environmental Compliance

NAME & TITLE OF EMPLOYEE(S): Valde Guerra & Martin Ramirez

### EVENT INFORMATION

TITLE OF EVENT: Water Quality/Stormwater Seminar

EVENT DATE(S) FROM: 09/13/12 TO: 09/14/12

DEPARTURE DATE: 09/12/12 RETURN DATE: 09/14/12

LOCATION OF EVENT: CITY: Austin STATE: Texas

### PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
- To obtain statutorily required continuing professional education.
  - To obtain continuing education related to an employee's work or maintenance of a license or certification.
  - To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
  - To participate in professional organizations related to the employee or official's job assignment.
  - To conduct essential research & information-gathering for improvement of County operations or compliance with law.
  - To monitor the development of state or federal legislation or implementation of legislation that might affect the County
  - To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
  - To pursue the County's interests in litigation or criminal justice.
  - To promote the economic development interests of the County.
  - To carry out other purposes determined by Commissioners' Court to be in the interest of the County.

### JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ 250.00		AIRFARE* <input checked="" type="checkbox"/>
Subtotal for Object Code 584	\$ 250.00	\$	BUS** <input type="checkbox"/>
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 370.20		Rental Car** <input type="checkbox"/>
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** <input type="checkbox"/>
5. RENTAL CAR	\$ -		OTHER** (Specify) <input type="checkbox"/>
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 496.80		
11. MEALS	\$ 192.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 1,059.00		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,309.00	\$	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			

Reg.#'s  
 220538 - Hotel  
 220543 - Registration  
 220546 - Martin  
 220548 - Valde  
 220644 - Flight

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

### ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
- Trip expenses are necessary and will be incurred for official county business.
  - Reasonable efforts to minimize the use of county funds have been explored.
  - Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
  - If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 8/8/12 DEPARTMENT CONTACT PERSON: Laura Torres PHONE NO.: 21859

### FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): \_\_\_\_\_ DATE: \_\_\_\_\_ REVIEWER'S SIGNATURE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE OF DBM DEPARTMENT HEAD: \_\_\_\_\_

CC 8/28/12



## HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Valde Guerra	EMPLOYEE I.D. NO.:	019542	EMPLOYEE TITLE:	Commissioner's Court Executive Officer	
DEPARTMENT:	Hidalgo County Executive Office	DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	9/12/12	RETURN DATE:	9/14/12			
TIME OF DEPARTURE:	1:35 PM	TIME OF RETURN:	10:19 PM			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	9/13/2012	END DATE:	9/14/2012	ACTUAL NO. OF DAYS	2
TITLE OF WORKSHOP/CONFERENCE:	Water Quality/Stormwater Seminar					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Air	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	NO	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:						

### B. ESTIMATED EXPENSES:

**I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)**

Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		12-Sep	13-Sep	14-Sep					
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00					\$18.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00					\$24.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
<b>Total</b>	<b>\$39.00</b>	<b>\$18.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$96.00</b>

**Meal per diem must be prorated for 1st day and last day of travel as follows:**

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)

**II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):**

Expense type: \_\_\_\_\_ days @ \$ 20.00 \$ -

**III. PERSONAL VEHICLE MILEAGE** \_\_\_\_\_ Miles @ \$ 0.510 (Current Rate) . . . . \$ -

*(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.*

[Mapquest](#)

**IV. OTHER (Itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:** \_\_\_\_\_

**VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 96.00**

**VII. COMMENTS:** \_\_\_\_\_

**VII. GENERAL LEDGER ACCOUNT NUMBER:** \_\_\_\_\_

### C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

*Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.*

	<b>Valde Guerra</b> DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	DEPARTMENT OFFICIAL'S APPROVAL (Signature)



**HIDALGO COUNTY, TEXAS  
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE  
CHECK REQUEST FORM  
PAGE 1 OF 2**

DEPARTMENT:	Executive Office/Environmental Compliance	If, applicable, was travel approved by Co. Exec. Officer?	Yes
DEPARTURE DATE:	9/12/2012	RETURN DATE:	9/14/2012
TO CITY:	Austin	STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Valde Guerra & Martin Ramirez		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	2		
PURPOSE/BENEFIT TO HIDALGO COUNTY:			

**A. WORKSHOP/SEMINAR REGISTRATION(S)**

TITLE OF WORKSHOP/SEMINAR:	Water Quality/Stormwater Seminar		
SPONSORED BY:	TCEQ		
REGISTRATION CHECK PAYABLE TO:	TCEQ		
REGISTRATION ADDRESS:		SEMINAR START DATE:	9/13/2012
		SEMINAR END DATE:	9/14/2012
		PURCHASE ORDER NO.	
1. REGISTRATION COST PER EMPLOYEE:	\$ 125.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	2
2. REGISTRATION COST PER EMPLOYEE:		NO. OF EMPLOYEES ATTENDING AT THIS RATE:	
3. "FREE REGISTRATION COST:	"FREE"	NO. OF EMPLOYEES ATTENDING FOR "FREE":	0
GL ACCT NO.:	2-1100-413-00-125-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	2
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . A.	\$	250.00	
<b>(SEE PAGE 2 FOR SECTIONS B, C, &amp; D)</b>	TOTAL THIS PAGE (A):	\$	250.00
	TOTAL 2ND PAGE (B + C + D):	\$	867.00
	GRAND TOTAL (A + B + C + D)	\$	1,117.00

**E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS**

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	<b>Lauro Torres</b>	ext. 4859
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

Valde Guerra		19542
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
Martin Ramirez		187097
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



## HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Martin Ramirez	EMPLOYEE ID. NO.:	185191	EMPLOYEE TITLE:	Environmental Comp. Coordinator	
DEPARTMENT:	Hidalgo County Environmental Compliance	DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	9/12/12	RETURN DATE:	9/14/12			
TIME OF DEPARTURE:	3:00 PM	TIME OF RETURN:	11:00 PM			
TO CITY:	Austin	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	9/13/2012	END DATE:	9/14/2012	ACTUAL NO. OF DAYS	2
TITLE OF WORKSHOP/CONFERENCE:	Water Quality/Stormwater Seminar					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	COUNTY VEHICLE	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.				
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?						
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	YES	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?				
PURPOSE/BENEFIT TO HIDALGO COUNTY:						

### B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)									
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		12-Sep	13-Sep	14-Sep					
Breakfast	\$9.00		\$9.00	\$9.00					\$18.00
Lunch	\$12.00		\$12.00	\$12.00					\$24.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00					\$54.00
<b>Total</b>	<b>\$39.00</b>	<b>\$18.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$96.00</b>

**Meal per diems must be prorated for 1st day and last day of travel as follows:**

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m. - 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)

**II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):**

Expense type: \_\_\_\_\_ days @ \$ 20.00 \$ -

**III. PERSONAL VEHICLE MILEAGE** \_\_\_\_\_ Miles @ \$ 0.510 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

[Mapquest](#)

**IV. OTHER (Itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:** \_\_\_\_\_

**VI. TOTAL TRAVEL ADVANCE REQUESTED:** \$ 96.00

**VII. COMMENTS:** \_\_\_\_\_

**VII. GENERAL LEDGER ACCOUNT NUMBER:** \_\_\_\_\_

### C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

*Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.*

EMPLOYEE SIGNATURE	Valde Guerra DEPARTMENT OFFICIAL'S NAME <small>(Print Name)</small>	DEPARTMENT OFFICIAL'S APPROVAL (Signature)
--------------------	---	--



**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 2 OF 2**

DEPARTMENT:	Executive Office/Environmental Compliance		
DEPARTURE DATE:	9/12/2012	RETURN DATE:	9/14/2012
TO CITY:	Austin	STATE:	Texas
NAME OF EMPLOYEES ATTENDING SEMINAR:	Valde Guerra & Martin Ramirez		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	2		

**B. HOTEL RESERVATION(S)**

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

NAME OF HOTEL:	Radisson Hotel & Suites	HOTEL PHONE NO:	(512) 478-9611
ADDRESS OF HOTEL:	111 E. Cesar Chavez St. Austin, Tx. 78701	CONFIRMATION NO (s):	C20G9DX
ROOM RATE:	\$ 108.00	PURCHASE ORDER NO.	
NUMBER OF NIGHTS:	2	GENERAL LEDGER ACCT NO:	2-1100-413-00-125-001-0-583
ROOM RATE:	\$ 108.00	TOTAL NO. OF ROOMS:	2
NUMBER OF NIGHTS:	2		
ROOM RATE:		HOTEL TAX RATE:	15.00%
NUMBER OF NIGHTS:			
TOTAL CHECK AMOUNT FOR HOTEL (Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) . . . . . B.			\$ 496.80

**C. CAR RENTAL(S)**

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO	IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed.
NAME OF CAR RENTAL COMPANY:	
ADDRESS OF CAR RENTAL COMPANY <i>Note: Coordination of travel is required for every group of 4 or less</i>	
PHONE NUMBER OF CAR RENTAL COMPANY:	
VEHICLE NO. 1 TYPE:	VEHICLE NO. 2 TYPE:
DAILY CAR RATE:	DAILY CAR RATE:
NUMBER OF DAYS:	NUMBER OF DAYS:
CONFIRMATION NO.:	CONFIRMATION NO.
VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING:	VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING:
PURCHASE ORDER NO.	GL ACCT NO:
TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C.	

**D. AIRFARE(S)**

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY:	United Airlines		
ADDRESS OF AIRLINE COMPANY:			
PHONE NO. OF AIRLINE COMPANY:		CONFIRMATION NO.:	BQTP2F
ROUND TRIP AIRFARE PER PERSON:	\$370.20		
NUMBER OF TRAVELERS:	1		
GENERAL LEDGER ACCOUNT NUMBER	2-1100-413-00-125-001-0-583	P.O. NO.	
TOTAL CHECK AMOUNT FOR AIRLINE COMPANY . . . . . D.			\$ 370.20
SUBTOTAL ( B+C+D)			\$ 867.00

**Texas Commission on Environmental Quality**  
**Water Quality/Storm Water Seminar**  
**September 13-14, 2012**  
**Austin, Texas**

Professional Engineers and Wastewater Operators may earn up to 14.5 Hours of Continuing Education Credit hours

Austin Convention Center  
500 East Cesar Chavez Street  
Austin, TX 78701

*\*\* Presentation time slots are subject to change\*\**

***Tentative Agenda***

***Thursday, September 13, 2012***

- 7:00-8:00 am***     ***Registration, Continental Breakfast/Visit exhibits***
- 8:00-8:15 am***     ***Welcome - Office of Water***  
*L'Oreal W. Stepney, P.E., Deputy Director*
- 8:15-8:30 am***     ***Updates – Water Quality Division***  
*David W. Galindo, Director*
- 8:30-8:45 am***     ***Take Care of Texas***  
A personal responsibility campaign on water conservation.  
*Cynthia Carter, Small Business Environmental Assistance*
- 8:45-9:30 am***     ***FAQs on Wastewater Record Keeping and Reporting***  
Tips and tools for improving record keeping and accuracy of reporting.  
*Danielle Clements, Small Business Environmental Assistance*

**9:30 -10:00 am** ***Break/Exhibits***

**10:00-10:20 am** ***Texas Water Quality Standards Implementation Procedures***

An overview of the status and proposed revision of the Texas Surface Water Quality Standards and their implementation procedures.

*Sue Reilly, Water Quality Division*

**10:20-10:45 am** ***Texas Water Quality Standards Development and Implementation***

An overview of the status and proposed revisions to the Texas Surface Water Quality Standards.

*Jill Csekitz, Water Quality Planning Division*

**10:45-11:30 am** ***Storm Water Inspections***

What to expect during an investigation of your construction project or of your industrial site operating under authorization of the applicable storm water general permit.

*TBD- Region Inspector*

**11:30-12:30 pm** ***Lunch (provided)***

*TBD*

**12:30-1:00 pm** ***Homeland Security for Wastewater Treatment Systems***

Update on the latest in Homeland Security requirements for wastewater systems.

*Louis C. Herrin, III, P.E., Water Quality Division*

**1:00-1:45 pm** ***Storm Water Multi-Sector General Permit***

Overview of the TPDES Multi-Sector General Permit (MSGP) and impacts to regulated industrial storm water discharges.

*Dan Siebeneicher, Water Quality Division*

**1:45-2:45 pm** ***Storm Water Construction General Permit***

Overview of the TPDES Storm Water Construction General Permit (CGP), update on EPA's National Effluent Limitation Guidelines for Construction Storm Water Discharges, and status of the renewal process.

*Rebecca L. Villalba, Water Quality Division*

**2:45-3:15 pm**      **Break/Exhibits**

**3:15-4:15 pm**      **Storm Water Phase II Municipal Separate Storm Sewer Systems**

An overview of the TPDES Municipal Separate Storm Sewer System (MS4) program, general review of Storm Water Management Programs., and status of the renewal process of the Phase II MS4.  
*Hanne Nielsen, Water Quality Division*

**4:15-5:00 pm**      **Storm Water Roundtable Questions**  
*Storm Water Team*

**Friday, September 14, 2012**

**7:00-8:00 am**      **Registration, Continental Breakfast/Visit exhibits**

**8:00-8:10 am**      **Updates - Water Supply Division**  
*Linda Brookins, Director*

**8:10-8:20 am**      **Updates – Water Quality Planning Division**  
*Kelly Holligan, Director*

**8:20-8:30 am**      **Updates - Water Availability Division**  
*Kellye Rila, Director*

**8:30-9:30 am**      **Compliance Improvement Strategies for Municipal Wastewater Systems**  
An overview of common wastewater violations, why they occur, and how to prevent them. Brief updates on TCEQ's Sanitary Sewer Overflow Initiative.  
*David James, Water Quality Division*

**9:30-10:00 am**      **Break/Exhibits**

**10:00-10:30 am** ***Municipal Wastewater Permits***

A discussion on the technical issues to consider when completing applications for municipal or domestic wastewater permits.  
*Dex Dean, Water Quality Division*

**10:30-11:30 a.m.** ***Pretreatment Program***

An overview of the TPDES pretreatment program, conducting industrial user surveys, and categorical industrial users discharging to Publicly Owned Treatment Works without an approved pretreatment program.  
*Stefanie Starr and Mimi Wallace, Water Quality Division*

**11:30-12:45** ***Lunch (not provided)***

**12:45-1:15 pm** ***Industrial Permits***

A discussion on the technical issues to consider when completing applications for industrial or commercial wastewater permits.  
*Tres Koenings, Water Quality Division*

**1:15-1:45 pm** ***Land Application of Sludge***

A review of the administrative and technical issues on the beneficial use of sewage sludge.  
*Kellie Crouch-Elliott, Water Quality Division*

**1:45-2:45 pm** ***Chapter 217 Design Criteria***

A discussion on technical issues and the new regulations for domestic treatment facilities and collection systems.  
*Louis C Herrin, III, P.E., Water Quality Division*

**2:45-3:15 pm** ***Break/Exhibits***

**3:15-4:15 pm** ***Water Quality Roundtable Questions***

Water Quality Staff

**HIDALGO COUNTY PURCHASING DEPARTMENT  
TRAVEL REQUEST FORM  
USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 8/2/12  
 Department: Hidalgo County Executive Office Requestor: Lauro Torres EXT: 4859  
 Number of Employees: 2  
 Employee(s) Name (DOB if requesting airfare): Valde Guerra & Martin Ramirez

Destination: Austin, TX.  
 Name of Seminar/Conference: Water Quality/Stormwater Seminar  
 Travel Account Number: 2-1100-413-00-125-001-0-583

**HOTEL:** Req. #: 220538 P.O. #: \_\_\_\_\_

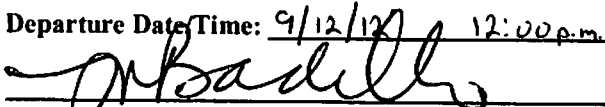
**MUST REQUEST CHECK FOR HOTEL**

Hotel Name: Radisson Hotel & Suites Hotel Address: 111 E. Cesar Chavez St. Austin, TX. 78701  
 Number of Rooms: 2 Hotel Phone Number: (512) 478-9611  
 Check In: September 12, 2012 Check Out: September 14, 2012  
 Single Bed or Double Beds

**AUTO:** Req. #: \_\_\_\_\_ P.O. #: \_\_\_\_\_

Rental Location: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_  
 Date/Time of Pick up: \_\_\_\_\_ Date/Time of Drop off: \_\_\_\_\_

**AIRFARE:** Req. #: 220644 P.O. #: CITIBANK vendor #: 343277  
 Refundable: YES NO Airline Name: \_\_\_\_\_

Departure Date/Time: 9/12/12 12:00 p.m. Return Date/Time: 9/14/12 5:00 p.m.  
  
 Signature: Elected Official/Department Head Date: 8/3/12  
 Original Signature is required

**For Purchasing Department Office Use Only**

Hotel Confirmation: \_\_\_\_\_ Spoke to: \_\_\_\_\_  
 Auto Confirmation: \_\_\_\_\_  
 Flight Confirmation: \_\_\_\_\_  
 Received Confirmation via email/fax: \_\_\_\_\_  
 Credit Card Authorization Form Hotel: \_\_\_\_\_ Faxed back to Hotel: \_\_\_\_\_  
 CC Approval on: \_\_\_\_\_ Agenda Item: \_\_\_\_\_  
 HCPD-TRAVEL-2011 REVISED 2012 CC APPROVED ON: 3/7-2012