



TRIUNFO SANITATION DISTRICT

September 19, 2011

A PUBLIC AGENCY
Board of Directors
Triunfo Sanitation District
Ventura County, California

RESOLUTION NO. T11-05 - BOARD OF DIRECTORS COMPENSATION AND EXPENSE REIMBURSEMENT

Summary

The Board expressed an interest in attending conferences of the Association of California Water Agencies (ACWA). Adoption of this resolution would revise the Board's policy to include ACWA to the list of authorized activities.

Background

The Board adopted Resolution No. T07-01 concerning Board Member compensation and expense reimbursement. Section 4a includes a list of authorized activities for meetings of organizations designed to improve Board Members skill and information levels.

At the June 20, 2011 goal setting session, the Board expressed an interest in attending conferences of ACWA. Adoption of Resolution No. T11-05 would include ACWA to the list of authorized activities.

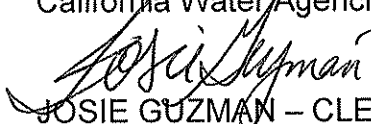
If you have any questions, please call me at 805-658-4642.

Financial Impact

There is no financial impact.

Recommendation

It is recommended that the Board adopt Resolution No. T11-05 Concerning Board Member Compensation and Expense Reimbursement to include the Association of California Water Agencies (ACWA) to the list of authorized activities.


JOSIE GUZMAN – CLERK OF THE BOARD
Enc.

APPROVED FOR THE SEPTEMBER 26, 2011 AGENDA


Doug Anders – Acting District Manager

Item 7-1

**TRIUNFO SANITATION DISTRICT
RESOLUTION NO. T11-05
CONCERNING BOARD MEMBER COMPENSATION AND
EXPENSE REIMBURSEMENT**

WHEREAS, California Health & Safety Code Section 4733 provides for the establishment of compensation for members of a County Sanitation District governing Board; and

WHEREAS, Subject to the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Triunfo Sanitation District to reimburse each member of the Board of Directors, (including Alternate Members when required) for actual and necessary expenses incurred as a result of the individual's performance of official duties and attendance at authorized meetings, seminars and conferences or other District business. Authorized expenses are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized expenses shall not include non work-related expenses, such as entertainment, alcoholic beverages, or normal personal needs.

WHEREAS, the Triunfo Sanitation District Board of Directors established by Resolution No. T87-2, as amended from time to time, a policy for compensating its members for a day's service at the direction of the Board (including attendance at Board meetings, seminars, conferences, etc., as well as reimbursement for expenses incident thereto); and

WHEREAS, the Board wishes to amend its established policy.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Triunfo Sanitation District Board of Directors as follows:

1. **Purpose.** The purpose of this Resolution is to establish a policy and guidelines for the compensation and expense reimbursement of Board Members for attending District meetings or other authorized activities in accordance with California law.

2. **Director's Compensation.** Directors shall be paid the sum established by Ordinance, in accordance with California Health & Safety Code Section 4733, for each District Board or Committee meeting attended by the Director or each day of service. "Day of service" shall mean attendance, including transportation, at a Board Meeting, Board Committee meeting, or Authorized Activities as defined at Section 4a below. The total compensation a Director may be paid in a month shall not exceed six times the meeting fee. Payment for services in one month shall not be delayed to another month to avoid this limitation. Directors shall not be compensated for more than one meeting and/or any other day of service or activity on the same day. A Director and his/her alternate shall not both receive compensation for attending the same meeting or event; however, both may receive compensation in the same month if each renders separate day's services or attends separate authorized meetings. Compensation will be split between TSD and VRSD for attendance by Directors serving on both Boards and attending on behalf of Triunfo.

3. **Policy For Reimbursement of Expenses.** In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the District to reimburse each member of the Board, (including alternate members when

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required) for actual and necessary expenses incurred as a result of the individual's performance of official duties and attendance at "Authorized Activities," as defined at section 4a below. Authorized expenses are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized expenses shall not include non-work related expenses, such as entertainment, alcoholic beverages, or normal personal needs.

4. Expense Payment and Reimbursement. Each Board Member shall be entitled to have actual and reasonable expenses that are incident to the performance of official duties and attendance at Authorized Activities, or other Board authorized District business, reimbursed by the District as follows:

a. Authorized Activities. Expenses incurred while engaging in the following activities are generally authorized expenses if all requirements of this Resolution are fulfilled:

1. Attending meetings of the following organizations designed to improve Board Members skill and information levels: (a) California Association of Sanitation Agencies (CASA); (b) Association of Water Agencies of Ventura County (AWA-VC); (c) Ventura County Special Districts Association (VCSDA); (d) California Special Districts Association (CSDA); (e) WateReuse; and (f) Association of California Water Agencies (ACWA). To the extent such organizations also provide reimbursement of expenses, the Board Member shall first utilize those reimbursement provisions;
2. Attending District scheduled events; or
3. Attending meetings with organizations, or representatives of regional, state and national government on District adopted policy positions.

Expenditures incurred in connection with activities or events not listed above require prior approval by the Board of Directors. In addition, notwithstanding the list, the Board of Directors must preauthorize out-of-state travel.

b. Transportation. Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

1. Airfare. Airfares that are generally the most economical and reasonable for reimbursement under this Resolution.
2. Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
3. Car Rental. Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Resolution.

4. Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
5. Parking. Parking rates that are generally the most economical and reasonable for reimbursement under this Resolution.
6. Other. Baggage handling fees of up to \$1 per bag and gratuities of up to 15% will be reimbursed.

c. Lodging.

1. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
2. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 100 miles from the starting point and reasonably requires an overnight stay.
3. Conferences/Meetings. If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
4. Other Lodging. Lodging rates that are generally the most economical and reasonable for reimbursement under this Resolution.

d. Meals and Incidental Expenses. For meals associated with District business reimbursement for the actual and reasonable cost shall not exceed:

Breakfast:	\$20
Lunch:	\$20
Dinner:	\$40
plus gratuity up to 15%	

e. Expense Reports.

1. All reimbursement requests must be submitted on an expense report form provided by District.
2. Expense reports must document that the expense in question met the requirements of this policy.
3. Board members must submit their expense reports within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation.
4. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.

5. All expenses are subject to verification that they comply with this policy.

5. Reports to Board. At the Board meeting following an activity, Board Members must briefly report on meetings attended at District expense. If multiple Board Members attended a joint report may be made.

6. Compliance with Laws. Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

7. Effective Date. This Resolution becomes effective immediately upon its adoption and supersedes any prior resolution, policy or guideline governing Board Member compensation, expense reimbursement or travel allowance.

APPROVED AND ADOPTED THIS 26th day of September 2011.

TRIUNFO SANITATION DISTRICT

MICHAEL PAULE, CHAIRMAN

ATTEST:

JOSIE GUZMAN,
CLERK OF THE BOARD