

RESOLUTION NUMBER 825

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CARPINTERIA VALLEY WATER DISTRICT  
SETTING COMPENSATION FOR DAYS OF SERVICE  
BY BOARD MEMBERS, REIMBURSEMENT OF  
BOARD MEMBER EXPENSES, PROVIDING FOR  
ETHICS TRAINING AND RELATED MATTERS

WHEREAS, California Water Code Section 20201 provides that each member ("Director") of the Board of Directors ("Board") shall receive per diem compensation for each of day of service rendered, together with expenses, subject to the limits set forth by law; and

WHEREAS, AB 1234 (Chapter 700, Statutes of 2005) added and amended certain statutory requirements, which among other things govern the receipt of per diem and expense reimbursements by Directors; and

WHEREAS, this Resolution is intended to set forth the District's policy and procedures for compensation and reimbursement of expenses of Directors, to ensure compliance with AB 1234;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **Per Diem Compensation/Day of Service.** Pursuant to Water Code Section 20201, each Director shall receive compensation from the District in the amount of One Hundred Dollars (\$100) per day, whether sitting on the Board or acting pursuant to its orders, for:

A. Attendance at regular, special, or adjourned meetings of the Board of Directors.

B. Attendance at conferences or organized educational activities of the following organizations of which the District is a member; the Board hereby determines that such attendance has a significant and meaningful link to the purposes, policies and interests of the District and is therefore beneficial to the District:

1. Association of California Water Agencies (ACWA);
2. ACWA Joint Powers Insurance Authority;
3. American Water Works Association.

Each director shall receive compensation from the District in the amount of One Hundred Dollars (\$100.00) per day, whether sitting on the Board or acting pursuant to its orders, for the following:

A. Attendance at any Board committee meeting, with compensation limited to the two Directors serving on the committee.

B. Attendance at the following meetings of other organizations, which the Board hereby determines is beneficial to the District and constitutes the performance of a Director's official duties:

1. Cachuma Operations and Maintenance Board;
2. Cachuma Conservation and Release Board;
3. Central Coast Water Authority;
4. Association of Water Agencies of Santa Barbara County.
5. Santa Barbara County Special Districts Association

C. Attendance at meetings providing ethics training in accordance with Government Code section 53232.1.

D. Other meetings or conferences which the Board approves as an agenda item at a regular meeting preceding such meeting or conference, that serves as a benefit to the District and constitute the performance of official duties.

The number of days of per diem compensation for any Director in any calendar month shall not exceed six (6).

## **2. Reimbursement of Expenses.**

A. Each Director shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties, including those expenses relating to travel, meals, lodging and other actual and necessary expenses, for attendance at meetings and conferences of organizations listed in Section 1, or as otherwise approved by the Board as an agenda item pursuant to Section 1.D. In accordance with Government Code section 53232.2(c), the District shall use the IRS rates for reimbursement of such expenses as established in Publication 463 or any successor publication thereto.

B. If the lodging expenses are in connection with a conference or organized educational activity, including but not limited to ethics training, conducted by the Association of California Water Agencies or the California Special Districts Association, or as otherwise approved by the Board in accordance with

Section 1, the cost shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director at the time of booking. If the group rate is not available, the Director shall use comparable lodging that is consistent with the requirements of this policy. A Director shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

C. Any expenses which do not fall within this policy or the IRS reimbursable rates shall be approved by the Board in a public meeting prior to the Director incurring such expense, except where a group rate is not available for lodging as set forth above.

D. The following expenses will not be reimbursed:

1. Alcoholic beverages.
2. Parking or traffic violations.
3. In-room movies.
4. Laundry service.
5. Entertainment.
6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

### 3. **Expense Reports.**

A. Within thirty (30) days after attendance at a meeting, conference, or event at which authorized or pre-approved reimbursable expenses were incurred, a Director shall submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense.

B. The Board secretary shall produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report shall be presented to the Board on a quarterly basis.

4. **Board Member Reports.** All Board members, either verbally or in writing, shall briefly report on meetings, conferences, or events attended at District expense at the next regularly scheduled Board meeting following such meeting, conference or event for which the reimbursement is received.

5. **Ethics Training.** In accordance with Government Code section 53234, Directors and any designated employees shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public

service every two (2) years. Certificates of completion of ethics training shall be maintained by the District for at least five (5) years.

**PASSED AND ADOPTED** by the Board of Directors of Carpinteria Valley Water District this 25 day of January, 2006, by the following vote:

**AYES: Lemere, Van Wingerden, Roberts, Drain, Lieberknecht**

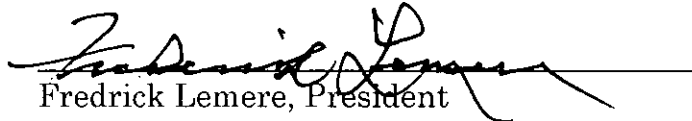
**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**Resolution Number 825 was declared approved and adopted.**

**APPROVED:**

  
Fredrick Lemere, President

**(SEAL)**

**ATTEST:**

  
Charles Hamilton, Secretary