

RESOLUTION NO. 2014 - 24

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RURAL NORTH VACAVILLE WATER DISTRICT ADOPTING
A REIMBURSEMENT POLICY AND AMENDING SECTION 6 OF ARTICLE IX OF THE
DISTRICT BYLAWS ON BOARD MEMBER COMPENSATION

WHEREAS, the Rural North Vacaville Water District (District) is a community services district organized and operating pursuant to California Government Code section 61000 et seq.

WHEREAS, pursuant to Government Code section 61047, 61068 and Government Code section 53232 et seq., the District is authorized to adopt by resolution a written reimbursement policy specifying when a member of the Board of Directors may be reimbursed for expenses relating to travel, meals, lodging, and other actual and necessary expenses related to the performance of official duties including attendance at board meetings, professional conferences or similar meetings.

WHEREAS, the Bylaws of the District require amendment for consistency with this Resolution and with the Reimbursement Policy.

WHEREAS, it is in the best interests of the District to adopt a reimbursement policy and to amend the District Bylaws accordingly.

RESOLVED, The Board approves and adopts the Reimbursement Policy attached to and incorporated into this Resolution as Exhibit "A".

RESOLVED, The Board adopts this Resolution amending Section 6 [Compensation] of Article IV [Officers] of the Bylaws of the Rural North Vacaville Water District, as reflected on Exhibit "B", attached to and incorporated into this Resolution.


RESOLVED, This Resolution shall be effective immediately after its adoption by the Board.

Passed and adopted by the Board of Directors for the Rural North Vacaville Water District at its regular meeting on August 12, 2014, by the following vote:

AYES: Directors Chris Calvert, Reed McLaughlin, Bob Whitehouse,
Doug Thomson and Trish Landis

NOES: Directors None

EXCUSED: Directors None


Christopher Calvert, President
Board of Directors
Rural North Vacaville Water District

ATTEST:

Trish Landis, Secretary
Board of Directors, Rural North Vacaville Water District

Exhibit A

**RURAL NORTH VACAVILLE WATER DISTRICT
REIMBURSEMENT POLICY**

I. PURPOSE

The Purpose of this Reimbursement Policy (Policy) is to set forth in writing the District's policy for reimbursing members of the Board of Directors (Board Members) of the Rural North Vacaville Water District (District) for actual and necessary expenses incurred in the performance of their official duties.

II. STIPEND

A. Each Board Member shall receive a stipend of \$0.00 per day of service, and reimbursement of actual, necessary expenses incurred, for attendance at:

1. A meeting of the Board (Board Meeting) or a meeting of an advisory body to the Board (Committee Meeting). The District will not reimburse any travel, lodging or meal expenses incurred in connection with attending a Board Meeting or a Committee Meeting conducted within the District's boundaries.

2. A hearing by or meeting with a legislative or regulatory body for District business as a representative of the Board.

3. A meeting with representatives of other agencies and entities related to District business or to District adopted or authorized policy positions.

4. A conference or organized educational seminar designed to improve the Board Member's skill and information levels on topics related to District business.

5. Ethics, sexual harassment or other legally mandated training programs.

B. The Board in open session may pre-approve a stipend of \$0.00 per day of service for attendance at other events not listed in Section A above, representation of the District before public agencies when authorized by the Board prior to the occasion, or an event that will further the purposes or responsibilities of the District.

C. Each Board Member's compensation shall not exceed a total of 6 days of service in any calendar month.

D. Compensation under this Policy may be waived by any Board Member entitled to compensation.

III. TRANSPORTATION

A. Use of Personal Vehicle. The District shall reimburse Board Members for mileage incurred when they use their personal vehicles to attend conferences or other meetings outside of the District's boundaries in the performance of their official duties. The District will reimburse mileage for travel to and from the destination based at the approved Internal Revenue Service rate in effect.

B. Rentals. The District shall reimburse Board Members for actual and necessary vehicle rental expenses incurred in connection with Board Member attendance at approved activities outside of the District's boundaries. The District shall only reimburse for the expense of

economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Board Member rents a vehicle, he or she shall obtain insurance for the vehicle at the District's expense.

C. Shuttle, Bus, Taxi, and Public Transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board Members are encouraged to use the most efficient mode of transportation available.

D. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Board Members may use air travel or other mode of common carrier transportation to and from the destination. Board Members are encouraged to use the most efficient means available.

IV. LODGING

Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

V. MEALS

The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District's affairs are reimbursable provided the District's General Manager is provided with a receipt documenting the expense incurred. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the greater of \$75.00 per day or the applicable Internal Revenue Service per diem rate.

VI. PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

The District shall not reimburse the cost of transportation, lodging, meals or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs not reimbursable by the District, shall include, but not be limited to, the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

VII. CONFERENCES AND OTHER MEETINGS

Board Members shall only receive reimbursement of expenses incurred for travel, lodging and meals for conferences or other meetings in performance of official District business. No other expense will be reimbursed.

VIII. EXPENSE REPORTS

The District shall not reimburse any expenses until an expense form is submitted to the District's General Manager no later than 45 days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District's business. Expense forms shall be accompanied by

receipts documenting each expense. Board Members must provide a brief report on meetings attended at the expense of the District at the next regular meeting of the Board.

IX. EXPENSES NOT INCLUDED

Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Board of Directors in a public meeting before the expense is incurred.

X. MODIFICATIONS

The forgoing provisions may be reviewed and amended by the Board of Directors.

Exhibit B

Bylaws of the Rural North Vacaville Water District

Section 6 [Compensation] of Article IV [Officers]

The Board Members may receive compensation and be reimbursed for reasonable expenses incurred while representing the District, in accordance with a Reimbursement Policy adopted by resolution of the Board of Directors.