



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Board Director Training, Education and Conferences
POLICY NUMBER: 4125
ADOPTED: 8-10-2021
REVISIONS: None

4125.1 Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Directors shall not attend conference or training event when it is apparent that there is no significant benefit to the District. Directors shall not attend or engage in any tour or journey for pleasure at public expense (e.g. "junkets" or other such events that are not beneficial to the District).

4125.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4125.2.1 The General Manager shall reimburse Directors for conference tuition and registration expenses, and for per diem expenses. Per diem expenses, when appropriate, shall include meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines.

4125.2.2 Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

4125.2.3 Expenses to the District for Board of Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the Finance Division Manager, and by:

4125.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4125.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4125.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates

4125.3 A Director shall not be reimbursed for expenses incurred at any educational conference, seminar, training, or professional meeting event if such event occurs after the District has announced that Director's pending resignation, or if such event occurs after an election in which it has been determined that the Director will not retain his or her seat on the Board.

4125.4 Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Directors will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

4125.5 The following courses are required by State law to be completed within the first six months of Election or Appointment: AB1234 Ethics Training (2 hour course) and Sexual Harassment Prevention Training (2 hour course) and the Certificate(s) of Completion shall be submitted to the General Manager for the record. The following classes are required within the first year of Election or Appointment and are provided by CSDA: Finance, Brown Act, CA Public Records Act and Liability as a bundle. The following documents are required to be reviewed and signed off by newly Elected or Appointed Directors within the first six months and are located either on the RNVWD website or in the Reference Binder for Board Members in a private Dropbox:

1. RNVWD Rules & Regulations and all Exhibits
2. RNVWD By-Laws
3. Rosenberg's Rules of Order
4. Organizational Chart
5. Laws Governing Special Districts
6. Vendor Contracts / Purchase Orders
7. CSDA Board Member Handbook
8. RNVWD Policies
9. RNVWD Website Documents Page
10. New Board Member Orientation Checklist

