

VENTURA REGIONAL SANITATION DISTRICT

1001 PARTRIDGE DRIVE, SUITE 150 ■ VENTURA, CA 93003-0704



July 6, 2010

Board of Directors
Ventura Regional Sanitation
Ventura, California

BOARD OF DIRECTORS COMPENSATION – DAY OF SERVICE

At its July 1, 2010 Board Meeting, the Ventura Regional Sanitation District Board of Directors provided direction that Board Members shall be compensated a day of service for traveling on the day preceding a conference. Attached for the Board's consideration is VRSD Resolution No. 10-02 amending the Board of Directors compensation to include compensation for a day of service for traveling 100 miles or more on the day preceding a conference. Also attached are revised Policy Nos. 1.2.01 and 3.1.01 to indicate that day's service shall mean attendance to a Board meeting, conference or seminar, and traveling on the day preceding a conference when the travel is 100 miles or more. The revisions to the resolution and policies are underlined.

If you have any questions, please call me at 805-658-4642, or e-mail me at JosieGuzman@vrsd.com.

RECOMMENDATION

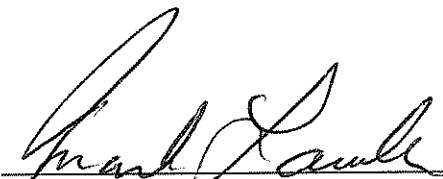
It is recommended the Board:

- a. Adopt Resolution No. 10-02 Board Members Compensation and Expense Reimbursement to include compensation for a day of service for traveling 100 miles or more on the day preceding a conference; and
- b. Approve the revisions to Policy No. 1.2.01 Travel Reimbursement and Policy No. 3.1.01 Board Member Compensation to indicate that day's service shall mean attendance to a Board meeting, conference or seminar and traveling on the day preceding a conference when the travel is 100 miles or more.


JOSIE GUZMAN – CLERK OF THE BOARD

Enc.

APPROVED FOR JULY 15, 2010 AGENDA


Mark Lawler – General Manager

VRSD RESOLUTION NO. 10-02

**A RESOLUTION OF THE VENTURA REGIONAL SANITATION DISTRICT
BOARD OF DIRECTORS COMPENSATION
AND EXPENSE REIMBURSEMENT**

WHEREAS, Ventura Regional Sanitation District (“District”) is a special district formed pursuant to the County Sanitation District Act (California Health & Safety Code Section 4700 et seq.) and is governed by the District’s Board of Directors (“Board”); and

WHEREAS, California Health & Safety Code Section 4733 provides for the compensation paid to Board Members for attending District Board meetings or other authorized activities; and

WHEREAS, California Government Code Section 53232 provides for reimbursement of specified Board Members expenses.

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by the Ventura Regional 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, and traveling on the day preceding a conference when the travel is 100 miles or more at a Board meeting, Board Committee meeting, or Authorized Activities as defined in 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.
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 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 in 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; (b) California Special Districts Association; (c) Association of Water Agencies of Ventura County. 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 constituents, neighborhood groups, business 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. Conference/Meetings. If lodging is associated with a conference, lodging expenses must not exceed the group 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 15th day of July 2010.

Charlotte Craven, Chairman

ATTEST:

Josie Guzmán, Clerk of the Board

1.2.01 Travel Reimbursement

Date Adopted: (as Special Compensation & Travel Allowance): 02/01

Source: VRSD Resolution 01-05

Date Revised: 03/06/03

Date Revised (as Travel Reimbursement): 07/07/05

(Pending Approval) Date Revised (as Day of Service Compensation): 07/15/10

1.2.01 Travel Reimbursement

Policy

It is the policy of the Ventura Regional Sanitation District to reimburse staff and Board Members for expenses incurred as a result of the individual's attendance at authorized meetings, seminars and conferences or other District business. Authorized expenses are for Board Members, alternates or staff only, and shall not include expenses incurred by any family members or other unauthorized individuals. The District shall not pay for non-work related expenses, such as entertainment, alcoholic beverages, or personal needs.

Definitions

Day's service shall mean attendance at a meeting, conference or seminar, and traveling on the day preceding a conference when the travel is 100 miles or more as specifically approved by a formal action of the Board, or as approved by a supervisor.

Guidelines

Eligibility for Reimbursement

When an employee attends an approved training session or conference, allowable transportation and per diem will be provided and the employee's time will be compensated according to Federal Wage and Hour Regulations.

Travel Authorization

The General Manager may authorize travel to conferences and seminars.

Cost Payment and Reimbursement

Each member or alternate of the VRSD Board, General Manager and each staff member authorized by the General Manager shall be entitled to have reasonable expenses that are incident to attendance at meetings, seminars, conferences, or other District business, reimbursed by the District as follows:

The District may prepay registration fees, common carrier transportation and first night's lodging. Upon request, subsequent lodging and an allowance for meals may be advanced at the District's per diem rate with no receipts required. Payment shall not be advanced or reimbursed for any meals that are provided as part of registration or any similar fee paid by the District. Actual costs of meals in excess of per diem amounts, as well as other incidental expenses such as local travel, baggage handling, gratuities, taxi, etc., shall be reimbursed on submission of a signed claim form. This form shall reconcile all prepayments,

advances and expenses and shall be submitted within two weeks of return. Receipts are required for each expenditure item that exceeds ten dollars (\$10).

When travel is undertaken on the day preceding or following a day's service in order to arrive at or depart from a day's service during normal business hours and such travel exceeds 100 one-way miles, the member shall be entitled to the cost of lodging and allowance for meals in accordance with the per diem rates and formula. The member shall be paid a day's service for traveling on the day preceding a conference when the travel is 100 miles or more.

In the event travel includes an option of various transportation methods (i.e. driving vs. flying) the employee will be reimbursed at the lower rate as identified through standard means.

Reimbursement for Use of Personal Vehicle

The District shall reimburse an employee or director for use of a personal vehicle for District business.

In order to be processed for payment, an employee or director must submit a claim on an approved District form showing the following information:

1. Date
2. Mileage
3. Destination
4. Business purpose

Each claim form must be signed by the employee and director or authorized designee. The personal vehicle mileage reimbursement rate for the District shall be the United States Internal Revenue Service approved mileage rate.

The General Manager's salary includes compensation for traveling in his personal vehicle during the course of District's business within Ventura County. Travel on District business outside of Ventura County shall be reimbursed in the manner noted above.

Travel Away From Home Community

Travel away from home is travel that keeps an employee away from home overnight. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9:00 a.m. to 5:00 p.m. from Monday through Friday the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile will not be considered as work time. *SOURCE: Wage and Hour Regulations Sec. 785.39*

Use of a Private Vehicle in Travel Away from Home Community

If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.

SOURCE: Wage and Hour Regulations 785.40

3.1.01 Board Member Compensation

Date Adopted: 06/01

Source: VRSD Resolution 01-05

Date Revised: 06/06/02

(Pending Approval) Date Revised:
07/15/10

3.1.01 Board Member Compensation

Policy

It is the policy of the District to compensate Board Members for service at a rate as adopted by ordinance for each Board meeting, committee meeting and conference attended.

Definitions

Day's Service: shall mean attendance at a Board meeting, conference or seminar, and traveling on the day preceding a conference when the travel is 100 miles or more as specifically approved by a formal action taken by the Board.

Committee meeting: shall mean attendance at a meeting of a committee established by the Board of Directors.

Guidelines

Each member or alternate of the Ventura Regional Sanitation District Board of Directors shall be compensated for each meeting attended or day's service rendered up to a maximum as adopted by ordinance in any calendar month. Payment of services in one month shall not be delayed to another month to avoid this limitation.

A member and an alternate shall not 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 Board or Committee meetings.

Board members shall not be additionally compensated for Board meetings and Committee meetings held on the same day.

Conferences

Each member or alternate of the VRSD Board of Directors is hereby requested to attend regular meetings of the California Association of Sanitation Agencies (CASA) subject to personal availability and any limitations posed by individual schedules. Each day of a CASA meeting on which a member attends scheduled sessions shall be considered a day's service, and shall be compensated at the day's service rate as adopted by ordinance. The member shall be paid a day's service for traveling on the day preceding a conference when the travel is 100 miles or more.

Board members shall be compensated for covered reasonable expenses as provided in the Special Compensation and Travel Allowance Policy. Authorized expenses are for board members and alternates only, and shall not include expenses for other family members, entertainment, alcoholic beverages, or normal personal needs.