

BOARD MEMBERS COMPENSATION, REIMBURSEMENT FOR EXPENSES, TRAVEL, EDUCATION AND CONFERENCES

Board Member Compensation Board Members are eligible for compensation and reimbursement for necessary and actual District related activities in accordance with California Public Resource Code 5784.15 and as supplemented by Chapter 2 (commencing with Section 20200) of Division 10 of the California Water Code:

1. The Board of Directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed two hundred fifty dollars (\$250) for attending each meeting of the Board.
2. The maximum compensation in any calendar month shall be five hundred dollars (\$500).
3. In addition, members of the Board of Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.
4. A member of the Board may waive or designate to another entity, any and/or all compensation and/or reimbursement.
5. For the purposes of this section, a meeting of the Board of Directors includes but is not limited to, regular meetings, special meetings, closed session, emergency meetings, Board field trips, district public hearings, or meetings of a committee of the Board. It may also include any appearance and/or participation of a Board Member acting in a capacity as a representative of the Board of Directors, purposes benefiting District business, attendance or participation at meetings or gatherings of other agencies or organizations that have a relationship with the Auburn Recreation District, and training or educational seminars or classes that relate to the position of a Director.

Training, Education and Conferences 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 be paid or reimbursed for any tour, event, activity or journey that is not beneficial to the District.

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.

The Administrative Services 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 Administrative Services Manager, together with validated receipts. Unless the Board or this policy establishes other permitted

reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging and other actual and necessary expenses as established in the current year's schedule. Reimbursement for alcoholic beverages will not be allowed.

Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences, with anticipated expenses over \$500, shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

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 Administrative Services Manager, and by:

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

Directors traveling together whenever feasible and economically beneficial.

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

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.

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.

Any appeals for non-payment will be handled by the Board of Directors as an agenda item.