

**RESOLUTION NO. 2015-01**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SUMMERLAND SANITARY DISTRICT  
SETTING COMPENSATION FOR DAYS OF SERVICE  
BY BOARD MEMBERS, REIMBURSEMENT OF  
BOARD MEMBER EXPENSES, PROVIDING FOR  
ETHICS TRAINING AND RELATED MATTERS**

**WHEREAS**, California Health and Safety Code Section 6489 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 Health and Safety Code Section 6489(a), each Director shall receive compensation from the District in the amount of One Hundred Seventy Five Dollars (\$175) per day, whether sitting on the Board or acting pursuant to its orders, for the following:

A. Attendance at regular, special, committee, or adjourned meetings of the Board of Directors. Compensation is up to a total of six (6) meetings a month.

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

C. 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.

## **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.F. 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 California Association of Sanitation 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 for which expenses have been approved, a Director shall submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense.

B. At the end of each calendar month, Director shall submit to the Clerk of the Board a signed "Director's Compensation for Meetings Attended and Mileage Reimbursement" form, documenting the meetings attended by the Director during the month and the corresponding miles to be reimbursed, if any.

C. The Clerk of the Board shall produce and distribute an annual report containing the expense reimbursements of the Directors. The report shall be presented to the Board on an annual basis.

4. **Board Member Reports.** All Board members, either verbally or in writing, shall briefly report on meetings attended at District expense at the next regularly scheduled Board meeting following the meeting 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.

6. **Effective Date.** These Board Members Compensation Policies and Procedures shall take effect March 13, 2015 and shall replace Resolution 2006-01.

**PASSED AND ADOPTED** by the Governing Board of SUMMERLAND SANITARY DISTRICT this 12th day of March, 2015, by the following vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
John Franklin, President  
Board of Directors  
SUMMERLAND SANITARY DISTRICT

(SEAL)

**ATTEST:**

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David Novis, Secretary