

RESOLUTION NO. 04-06-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, ADOPTING BOARD COMPENSATION AND TRAVEL REIMBURSEMENT POLICY AND DESIGNATING THE GENERAL MANAGER AS A LOCAL AGENCY OFFICIAL OF THE BOARD

WHEREAS, it is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local and state conferences associated with the interests of the District; and

WHEREAS the District has adopted Resolution 04-06-23 that sets Director compensation and allows for reimbursement of travel expenses; and

WHEREAS California Government Code §§ 53232 et seq (AB1234, Statutes of 2005) require local government agencies to establish a policy for compensation and travel expense reimbursement for elected officials; and

WHEREAS the Board now desires to establish a travel and training reimbursement policy for travel and training expense reimbursement and the manner in which Directors and the General Manager may be reimbursed for travel and training expenditures related to District business; and

NOW THEREFORE BE IT RESOLVED the Board of Directors of the Pajaro/Sunny Mesa Community Services District, County of Monterey, State of California having duly considered the same, do hereby declare and adopt the following:

1. Board members are eligible for reimbursement of all actual and necessary expenses necessary to attend conferences, educational workshops or other meetings. The following activities shall qualify for reimbursement of actual and necessary expenses:
 - Communication with local, state, or federal government representatives regarding District business.
 - Attendance at a conference or organized educational activity designed to improve employees' or Directors' skill and information levels, including but not limited to training required by the California Government Code.

P/SM CSD Travel Reimbursement Policy

- Participation in local, state, or federal organizations whose activities affect the District's interests.
 - Attendance at official events of other public agencies.
 - Attendance at meetings of outside agencies, including but not limited to:
 - California Special Districts Association (CSDA)
 - Special District and Local Government Institute
 - Association of California Water Agencies (ACWA)
 - Association of California Water Agencies Joint Powers Insurance Agency (ACWA-JPIA)
 - Monterey County Board of Supervisors
 - Monterey County Local Agency Formation Commission (LAFCO)
 - Other activities approved by the Board of Directors at a public meeting prior to incurring the expense.
2. Directors shall ensure that travel/training budgeted funds are available before commitment by verifying availability with the General Manager, and ensure costs remain within budget.
 3. Reimbursement rates for meals will be pursuant to the U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for a conference, seminar, or training activity. Meals included in the seminar/conference registration package for which the traveler has no control over meal choices or costs will be paid for as part of the seminar/conference registration fees and the traveler may not claim reimbursement for them.
 4. Reimbursement for lodging will be for a modest single-room or for accommodations in the hotel hosting the conferences, seminars or meetings not to exceed the maximum group rate published by the conference or activity sponsor, when possible. If the group rate is not available at the time of reservation, reimbursement shall be at the government rate, not to exceed the GSA per diem rate.
 5. Reimbursement for travel shall be at the standard IRS approved reimbursement mileage rate for use of a private vehicle (65.5 cents per mile on or after January 1, 2023, plus tolls and parking fees for the most direct highway route. Only the driver, regardless of passengers, is reimbursed.

6. There is no reimbursement for air, rental vehicle, or rail travel beyond the published IRS mileage reimbursement for use of a private vehicle. Directors are required to verify motor vehicle insurance coverage with the General Manager before using private vehicles on District business.
7. Reimbursement for travel expenses for "junkets" (a tour or journey for pleasure at public expense) is not permitted.
8. Directors must schedule all of their travel and training plans through District staff. The General Manager shall determine if the event meets the requirements for reimbursement. Any requested reimbursement from the training/travel general fund budget for events that do not satisfy § 1 above will be referred to the Board for approval.
9. Whenever Directors desire to be reimbursed for out-of-pocket expenses for travel, meals and lodging and training appropriately related to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
10. Directors must prepare a written report for distribution to the Board during the next regular meeting of the Board upon returning from seminars, workshops or conferences where expenses are reimbursed by the District. The report shall describe 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.
11. The General Manager, Interim General Manager and Manager of Operations are local agency officials for the District and shall comply with the requirements of California Government Code §§ 53234 et seq for the purposes of Ethics Laws and shall be required to comply with this policy.

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PASSED, APPROVED AND ADOPTED by the Board of Directors of the Pajaro/Sunny Mesa Community Services District on the 27th of April 2023, by the following roll call vote.

AYES: D. Olsen; S. Coplin; C. Miller; D. Chesterman

NOES: None

ABSENT: P. Anderson

ABSTAIN: None



President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Don Rosa, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the 27th of April 2023, and that said Resolution is now spread upon the minutes of said Board.



Secretary of the Board of Directors