

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 09-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
AMENDING AND ADOPTING BOARD COMPENSATION AND TRAVEL
REIMBURSEMENT POLICY AND DESIGNATING THE GENERAL MANAGER AS
AN 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 Ordinance 2.050 that sets Director compensation and allows for reimbursement of travel expenses; and

WHEREAS, pursuant to Government Code Section 53232 et al. local government agencies must set policy for compensation and travel expense reimbursement for elected officials; and

WHEREAS, on June 21, 2007, the Board of Directors adopted Resolution 07-07 approving a Board compensation and travel reimbursement policy and designating the General Manager as an agency official as required by Government Code Section 53232; and

WHEREAS, the Board now desires to amend Resolution 07-07 in regards to travel and training expense reimbursement policy and the manner in which Directors may be reimbursed for travel and training expenditures related to District business; and

NOW THEREFORE BE IT RESOLVED the Board of Directors of the Heritage Ranch Community Services District, County of San Luis Obispo, State of California having duly considered the same, do hereby declare and adopt the following:

1. The Board compensation policy as outlined in Ordinance 2.050 is restricted to only regular and special meetings of the Board and committee meetings advisory to the Board. Compensation for meetings is not authorized for any conference, educational workshops or any other meeting that a Director may attend.
2. Board members are eligible for reimbursement of all actual and necessary expenses necessary to attend conference, 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 Government Code.

- 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)
 - Special District Risk Management Association (SDRMA)
 - San Luis Obispo County Special Districts Association (SLO CSDA)
 - Other activities approved by the Board of Directors at a public meeting prior to incurring the expense.
3. Directors must ensure that travel/training budgeted funds are available prior to commitment by verifying availability with the Finance Manager, and ensure costs remain within budget.
 4. 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.
 5. 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.
 6. Reimbursement for travel shall be at the standard IRS approved reimbursement mileage rate for use of a private vehicle plus tolls and parking fees for the most direct highway route. Only the driver, regardless of passengers, is reimbursed. There is no reimbursement for air, rental vehicle, or rail travel beyond the standard IRS mileage reimbursement for use of a private vehicle. Directors are required to comply with insurance coverage provisions prior to 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 meet the criteria as outlined in Section 2 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/workshop/conferences where expenses are reimbursed by the District. The 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.
11. The General Manager shall be designated as an agency official for the District and shall comply with the requirements of Government Code Section 53234 et al for the purposes of Ethics Laws.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Heritage Ranch Community Services District on the 21st day of May 2009, by the following roll call vote.

AYES: Gourley, Brelend, Allison, Burgess, Clarke

NOES:

ABSTAIN:

ABSENT:

APPROVED:


Ralph Allison, President
Board of Directors

ATTEST:


John D'Ornellas, Secretary
Board of Directors