

**CERTIFICATE OF POSTING**

**ORDINANCE NO. 69**

**AN ORDINANCE ADOPTING COMPENSATION INCREASES  
MAXIMUM COMPENSATION  
ESTABLISHING DIRECTOR COMPENSATION, TRAVEL AND EXPENSE  
REIMBURSEMENT**

**BEAR VALLEY WATER DISTRICT**

Tia White, under penalty of perjury, certifies as follows; That for and on behalf of the District Secretary of the Bear Valley Water District, Alpine County, California, and on March 12, 2009, she posted full, true and correct copies of Ordinance No. 67, cited above, in form a copy of which is hereto attached and incorporated herein by reference, to be posted in three public places in said District , as follows:

1. United States Post Office
2. Firehouse/Sheriff's Substation
3. Bear Valley Water District Office

and that said posting was completed on March 12, 2009.



Tia White / Office Manager/ Bear Valley Water District

Executed on the 12<sup>th</sup> day of  
March, 2009, at Bear Valley,  
Alpine County, California

ORDINANCE NO. ~~69~~ 70

**AN ORDINANCE ADOPTING COMPENSATION INCREASES  
MAXIMUM COMPENSATION  
ESTABLISHING DIRECTOR COMPENSATION, TRAVEL AND EXPENSE  
REIMBURSEMENT**

**WHEREAS**, the Board of Directors of the BEAR VALLEY WATER DISTRICT finds that it is desirable to modify existing regulations and policies relative to Director compensation and travel reimbursement; and

**WHEREAS**, the Board of Directors has reviewed the existing policy of the California Water Code sections 20202 and has made modifications to the Director Compensation, Travel and Expense Reimbursement policy.

**Now, THEREFORE, BE IT ORDAINED** by the Board of Directors of the BEAR VALLEY WATER DISTRICT as follows:

Section 1. That the Director Compensation and Travel Policy provided in the attached Exhibit A (Policy No. 2009) is hereby approved and adopted pursuant to Water Code sections 20201 et seq.; rescinding and replacing the previous Policy, Director Compensation and Remuneration.

Section 2. Any provisions of any other policy of the District in conflict with this Ordinance No. 67 are hereby modified in respect to the requirements provided herein.

Section 3. All previous Policies on Director's Compensation is hereby rescinded upon effective date of this ordinance.

Section 4. This ordinance shall take effect sixty (60) days after adoption.

**ADOPTED** on 16<sup>th</sup> day of March 2009, after notice of Public Hearing, by the following vote:

**AYES:**

**NOES:**

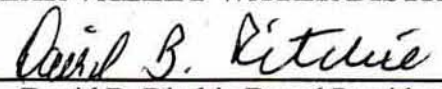
**ABSTAIN:**

**ABSENT:**

ATTEST:

  
Phil Davis, Board Secretary

**BEAR VALLEY WATER DISTRICT**

  
David B. Ritchie Board President



Director Compensation and Travel Policy  
Ordinance No. ~~87~~ 69  
Adopted March 16, 2009

## **EXHIBIT A**

### **Policy Title: Director Compensation and Travel Reimbursement Policy No. 2009**

**2009.01 Compensation for Authorized Meetings.** Each Director shall receive compensation for attendance at authorized meetings in accordance with Water Code section 20202 and section 30507 as may be amended. Such compensation shall be one hundred dollars (100) for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board. Such compensation shall be increased annually on March 01 by five percent (5%) rounded down to the nearest increment of five dollars (\$5.00). In addition, each Director shall be eligible or reimbursed for actual and necessary expenses incurred in the performance of his/her official duties as required or authorized by the Board, subject to the procedures and limitations established under Government Code section 53232 as may be amended and this policy.

**2009.02 Limitation on Board Compensation for Attendance at Authorized Meetings.** Compensation to any individual Director for attendance at authorized meetings shall not exceed a total of ten (10) days in any calendar month. Such compensation shall not include travel days unless the Director is in attendance at the approved meeting on the day of travel.

**2009.03 Director Travel.** Individual Board members may attend any meeting, conference, convention or seminar of their choosing, but shall only officially represent the District and receive compensation and/or travel reimbursement for approved travel. Approved travel shall consist of attendance at meetings, conferences, seminars and such other occurrences that constitute the performance of official duties as identified in 2009.04 of this Policy.

**2009.04 Travel Eligible for Compensation & Reimbursement.** Directors will be compensated and in addition be eligible to receive reimbursement for actual and necessary expenses incurred in the performance of official duties for service supporting the work of the District as follows:

- A.) For attendance at regular or special meetings of the Board of Directors;
- B.) For attendance at a District established committee meeting, including ad hoc or advisory committees, to which the Board member is a designated representative, or alternate representative and which is held for purposes of conducting the District's business;
- C.) For attendance at meetings of other public agencies as a District designated committee member or otherwise as an official representative of the Board of Directors for the purposes of gathering

information and/or representing District interests. Such meetings shall include, but not be limited to, local community public meetings which a District representative has been requested to attend, or which the Board member may be expected to attend to bring public information back to the Board as a whole. Such advisory groups, or task forces as part of the County or other regional planning efforts, or a multi-agency emergency action meeting called specifically to address and issue of public health and/or safety. Such Director authorization shall be by appointment by the Board President at a public meeting of the Board or by a majority of the Board of Directors at a public meeting of the Board;

- D.) For attendance at business or informational meetings, or other events of an educational nature, sponsored by those organizations, associations or agencies that the District is a member, or those organizations, associations that the District is involved with on a planning, regulatory, financial or service provision basis, or those organizations, associations or agencies that may provide relevant information about the duties, operations and functions of the District.

1. Education classes, events, seminars, conventions or other forums sponsored by institutions of higher education, public agencies or associations, or private entities provided the subject matter is related to the performance of a Director's official duties as more specifically provided in 2009.5 of this Policy.

**2009.05 Meetings, Conferences and Seminars.** Board members are encouraged to participate in those outside activities that, in the judgment of the Board, further the interests of the District. Directors will be compensated for attendance at meetings, conferences, seminars, conventions or educational activities, which provide training in District governance, the scope of Board member responsibilities, legal responsibilities of Board membership, and other topics that enhance a Board member's ability to serve the public and understand the issues and activities associated with the operations of the District. The District in accordance with this policy will reimburse costs of registration and attendance, including actual and necessary expenses incurred in the performance of official duties.

1. Upon return from any meeting, seminar and/or conference, the attending Board member shall provide a summary report at the next regular meeting of the Board. Said report shall indicate what was presented at the session(s) of benefit to the District. If more than one member attends the event, a joint report may be made. Such report may be made either verbally or in writing. Directors are encouraged to provide materials from the session(s) for the benefit of other Directors and staff.



**2009.6 Eligible Travel Related Expenses.** Directors traveling on District related business shall be eligible for reimbursement of actual and necessary travel expenses incurred in the performance of official duties. Board Members are encouraged to use the most economical means of travel possible. Eligible travel related expenses shall include, but not be limited to, the following:

- Transportation on public carriers such as airplanes, trains, buses and taxi cabs;
- Private vehicle use and commercially available rental vehicles;
- Overnight lodging at commercial establishments, including the day before if the event is at least a three(3) hour drive from the Directors residence and begins on or before 9:00 am and/or the night after the meeting if the event is at least a three (3) hour drive from the District and ends on or after 4:00pm or in the event the anticipated arrival time at the Directors residence is estimated to be after 10:00pm.
- Meals at restaurants and other food service establishments, if they are not already covered as part of the event fees or hotel registration;
- Conference, convention and seminar fees and charges;
- Business related telephone calls, faxes postage, copy charges and related incidentals;
- Tolls and parking fees;
- Such other expenses approved by a majority of the Board of Directors.

**2009.7 Limitation on Travel Reimbursement.** The District will pay for actual and necessary expenses incurred by a Director in the performance of official duties that is directly related to attendance at a function authorized under this Policy. In addition, reimbursement for travel related expenses shall be subject to the following limitations:

- Reimbursement for meals not included as part of the event or hotel registration fee shall be limited to actual cost, including up to a fifteen percent(15%) tip if customary, up to the following maximum amounts: Breakfast-\$12.00; Lunch-\$20.00; Dinner-\$30.00;
- Meals shall only be reimbursed if a meal break is scheduled as part of the meeting, or in the event an additional meeting is scheduled within two hours after the first and the meetings combined extend through a customary meal period;
- Use of a personal vehicle; the current Internal Revenue Service (IRS) mileage rate for business travel at the time the travel takes place shall be the only personal vehicle use expense eligible for reimbursement;
- When attending a conference, convention or seminar, the lodging costs shall be the actual lodging costs not to exceed the maximum government or group rate published by the conference or activity sponsor, if available;
- Air and train travel shall be in an amount not to exceed the government rate, if available, otherwise it shall not exceed the standard coach fare;
- Entertainment or non-business related events or expenses not provided as part of the conference fee, including, but not limited to, movies, sporting events, laundry services, valet parking or an incidental expense of a personal nature, shall not be eligible for reimbursement;
- Alcoholic beverages are not eligible for reimbursement;
- Meals and/or lodging provided in a private home are not eligible for reimbursement;

- Travel related expenses for a spouse or companion shall not be eligible for reimbursement;
- Rental vehicle reimbursement shall not exceed the midsize vehicle rate.

**2009.8 Reimbursement Claim Required.** Directors authorized to travel for District related business shall complete an expense reimbursement claim form and provide supporting receipts in order to receive reimbursement. No reimbursement shall be made, unless a completed and signed claim form with corresponding receipts is submitted to the District office within (90) calendar days from the last day of travel. Claims submitted for travel back more than ninety (90) days from the last day of travel shall not be eligible for reimbursement.

**2009.10 Penalties for Misuse.** Penalties for misuse of public resources, falsifying expense reimbursements claims, or otherwise violating expense report policies may include, but not be limited to, those penalties identified in Government Code 53232.4 as may be amended.

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