# RESOLUTION NO. 14-04
# A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT ADOPTING MINOR AMENDMENTS TO EXISTING POLICIES GOVERNING BOARD MEMBER COMPENSATION PAYMENTS PURSUANT TO GOVERNMENT CODE SECTION 61207

**WHEREAS,** California Government Code Section 61207 authorizes the Board of Directors to establish policies governing compensation payments to Directors for their attendance at meetings of the Board of Directors and for each day's service rendered by the Director at the request of the Board of Directors; and

**WHEREAS,** the Board of Directors of the Channel Islands Beach Community Services District has adopted a number of resolutions in the past establishing and amending policies governing compensation payments to Directors, the most recent being Resolution No. 11-05-, which was adopted during the August 9, 2011 , regular board meeting; and

**WHEREAS,** the Board of Directors desires to amend existing policies governing board member compensation payments in order to reflect changing conditions, and provide the General Manager with clear policy direction regarding the administration of these policies on a day-to-day basis:

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Channel Islands Beach Community Services District as follows:

1. **REPEAL OF CONFLICTING POLICIES**- All existing policies governing board member compensation payments and the reimbursement of expenses incident to the their performance of official District business as a Director which conflict with the provisions of this resolution and applicable to State law are hereby repealed.

2. **COMPENSATION PAYMENTS**- Each Director shall be eligible to receive compensation payments for attendance at meetings of the Board of Directors and the performance of a day of service rendered as a Director at the request of the Board of Directors in accordance with the following provisions:

   A. Attendance at a duly noticed regular, special and/or emergency meeting of the Board of Directors = ONE HUNDRED DOLLARS (**$100**);

   B. Attendance at meetings of an Ad-Hoc Committee, appointed by the Board President, at the request of the Board, to accomplish a specific task and then cease to function = FIFTY DOLLARS (**$50**);

   C. Rendering a "day of service" as a Director, at the request of the Board of Directors, including but not limited to attendance at duly noticed meetings of the following member organizations or standing committees of the District = FIFTY DOLLARS (**$50**);

1. Water Utility Rate Review Committee (WURRC)
2. Finance Committee
3. Facilities Committee

D. Directors desiring to receive a FIFTY DOLLAR ($50) "day of service" compensation payment from the District in consideration of their representing the Board of Directors at meetings/events not specifically referenced above in sub-section ( c ) shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for a $50 "day of service" compensation payment shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the $50 "day of service" compensation payment.

3. **STATUTORY LIMITATION**- Compensation payments to Directors shall be limited to a maximum of ONE HUNDRED DOLLARS (**$100**) per day, and SIX HUNDRED DOLLARS (**$600**) during any calendar month, regardless of the number of meetings attended or "days of service" performed by that Director at the request of the Board of Directors, in accordance with the statutory limitations on compensation payments found in Government Code Section 61207. Payment for meetings attended and days of service given in one month shall **not** be delayed to another month to avoid this limitation.

4. **EXPENSES**- Each member of the Board of Directors, the General Manager, and each staff member authorized by the General Manager, shall be entitled to have reasonable expenses that are incident to attendance at meetings, conferences, seminars, or other District business, paid by the District in accordance with the following limitations:

A. **REGISTRATION FEES, TRANSPORTATION & LODGING EXPENSES**
Advance payments for conference/seminar registration fees, common carrier transportation charges and lodging expenses may be prepaid by the District upon request, the General Manager shall approve all employee requests for such payments. Director requests are **subject** to the following :

1. Directors desiring to receive lodging, meal or mileage pre payment or reimbursement for attendance at any meeting or conference where mileage reimbursement, food, or combined travel expenses will exceed $200.00 total shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for reimbursement shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the reimbursement payment. The General Manager may authorize travel, lodging and reimbursement requests under $200.00 for Directors.

2. Directors desiring to attend any conference or meeting where the registration fees will exceed $250.00 shall request approval from the Board of Directors during a duly noticed regular board meeting. Board members shall endeavor to make such requests known to the Board of Directors during a regular board meeting before they attend the meeting/event, if at all possible. If not, then such request for reimbursement shall be made no later than the next regular board meeting immediately following the meeting/event for which the Director desires to receive the reimbursement payment. The General Manager may authorize reimbursement, prepayment and registration fees under $250.00 for Directors.

Reimbursement claims for additional expenses above the prepaid amounts shall **only** be paid upon the submission of a signed claim form accompanied by paid receipts.

B. **PER DIEM ALLOWANCES/MEAL EXPENSES**

A "per diem" allowance for meals will be provided by the District at SIXTY DOLLARS (60) per day, with no receipts required. For partial days, meal allowances shall be at the rate of FIFTEEN DOLLARS(15) for breakfast, FIFTEEN DOLLARS (15) for lunch, and THIRTY DOLLARS (30)for dinner. Actual costs of meals in excess of these amounts shall **only** be reimbursed on submission of a signed claim form accompanied by paid receipts and subject to the approval of the General Manager. The District will not reimburse for the purchase of alcohol during meals.

C. **INCIDENTAL EXPENSES**

All other incidental expenses, such as local travel, baggage handling, taxi, etc., shall be reimbursed on submission of a signed claim form, **subject** to the approval of the General Manager. Receipts are required for each expenditure item that exceeds TEN DOLLARS (**$10**).

D. **PRIVATE VEHICLE MILEAGE**

Use of Directors' and/or District Employees' private vehicles required during the course of official District business shall be eligible for reimbursement payments from the District at a mileage rate determined annually by the Internal Revenue Service (IRS) made upon the submission of a signed claim form setting forth the mileage and brief description of the reason why the individual's private vehicle was required for use in the conduct of the District's business, **subject** to the approval of the General Manager.

**5. SPOUSAL EXPENSE EXCLUSION**

Spouses of Directors and/or District employees who accompany the Director or District employee to any meeting, seminar, conference, dinner, or other official event designated as "day of service" shall not be eligible, nor shall they receive any compensation payments or reimbursement of expenses incurred by the spouse resulting from their attendance at that seminar, conference, dinner, or other official event.

**6. COMPENSATION PAYMENTS/EXPENSE CLAIM SUBMITTALS**

Each Director **shall** submit their monthly request for board member compensation payments

and expense reimbursements to the District by the last regular business day of the calendar month. Payments will be processed by the District staff by the second regular business day of the succeeding calendar month.

**PASSED AND ADOPTED** on this 14th **day of October, 2014,** by the following vote, to wit:

AYES: Moore, Spiegel, Marcus, Estomo and Koesterer

NOES: None

ABSENT: None

**JARED BOUCHARD**, Secretary

Approved As to Form
**JOHN MATHEWS**, General Counsel

**KEITH MOORE**, President
Board of Directors