



Midpeninsula Regional  
Open Space District

R-17-123  
Meeting No. 17-28  
November 8, 2017

## AGENDA ITEM 7

### AGENDA ITEM

Board Compensation Policy Amendment

### GENERAL MANAGER'S RECOMMENDATIONS

1. Approve an amendment to Board Policy 6.06 – Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB1234) – to expand the definition of “meetings of the Board of Directors”.
2. Delete Board Policy 6.03 – Compensation of Directors and Payment of Expenses – which contains duplicative verbiage as in Board Policy 6.06.
3. Direct staff to track the number of meetings of the Board of Directors and member attendance over the next 12 months and explore the need for additional actions, up to and including legislative solutions.

### SUMMARY

In early 2017, the District became aware of federal requirements that elected officials must be treated as employees for tax purposes. One consequence of that change is that elected officials are no longer allowed to deduct mileage costs from annual tax filings. This change increases the financial burden on policy makers. On January 11, 2017, the Board of Directors expressed concern that the change reduces the Board of Director's overall compensation. To explore options to remedy these concerns, the Board of Directors referred the topic to the Legislative, Finance, and Public Affairs Committee (LFPAC), which recommends expanding the definition of “meetings of the Board of Directors” and increase the number of compensable meetings. This report discusses specific meetings types for potential inclusion in the definition. Prior to exploring an increase in the number of compensable meetings, the General Manager recommends tracking attendance based on the new definition of compensable meetings and returning to LFPAC with the results to determine if legislation solutions should be explored.

### BACKGROUND

#### LFPAC Review and Consideration:

LFPAC met on March 7, 2017 and reviewed background data prepared by staff, including the following:

- a) Summary of Board of Directors attendance records for calendar year 2015 and 2016;
- b) Survey results of comparable compensation by jurisdiction in the region; and

c) The California Special Districts Association (CSDA) survey of special district Board compensation statutes.

Following review and discussion at the March meeting, LFPAC requested that staff narrow compensation options to four areas:

- Estimate an adjustment based on the Consumer Price Index (CPI);
- Consider increasing the days of service compensated per month;
- Explore what meetings should be compensable; and,
- Provide mileage reimbursement options.

LFPAC reviewed the refined alternatives on August 29, 2017, and recommended that the full Board consider expanding the definition of “meetings of the Board of Directors” and increase the number of compensable meetings. (See the August 29, 2017, LFPAC Board Report R-17-107 for the detailed summary of options.)

Board of Directors Meeting Attendance 2015 and 2016:

Based on a review of recent history, Board Members attend an average of 3.4 Board-related meetings per month that are eligible for compensation according to Board stipend records. The table below provides a breakdown of the average number of compensable meetings attended per month, as well as individual monthly minimums and maximums over the 24-month period. Should the Board adopt additional compensable meeting types, staff recommends tracking Board attendance at compensable meetings for the next 12 months and report back to LFPAC with results to determine what additional actions to explore, such as the pursuit of legislative changes related to Board compensation.

Table 1: Summary of 2015 and 2016 Calendar Year Meetings of the Board of Directors

Ward	Board Member	Average	Min	Max
1	Siemens	3.3	1	6
2	Kishimoto	3.3	1	8
3	Cyr	3.9	2	7
4	Riffle	3.7	2	6
5	Hanko	3.0	1	5
6	Hassett	3.4	1	6
7	Harris	3.2	1	5

Other Board Compensation Policies:

The Board of Directors are eligible to secure mileage reimbursement consistent with Midpen policies for trips in excess of the typical round trip to and from the Administrative Office at 330 Distel Circle. In addition, the Board may participate in medical, dental, and vision plans available to permanent employees of Midpen on the same terms available to those District employees, or on terms and conditions as the Board may determine. The Board implemented this benefit in 1999 to allow Board members to participate in District insurance plans. Currently Board members choosing to participate pay both the employee and employer share of the costs.

## DISCUSSION

Section 5536 of the California Public Resources Code (PRC) sets compensation for Board members at \$100 per meeting with a maximum of \$500 or five meetings per month (Attachment 1). This has not changed since 1984.

### Expanding the Definition of a Meeting of the Board of Directors:

Board members attend a variety of different District-related meetings and events each month. Included in PRC Section 5536(b) is the verbiage:

*The board may provide, by ordinance or resolution, that each of its members may receive an amount not to exceed one hundred dollars (\$100) per day for each attendance at a meeting of the board. For purposes of this section, a meeting of the board includes, but is not limited to, closed sessions of the board, board field trips, district public hearings, or meetings of a committee of the board.*

Currently, Midpen elected officials receive compensation for the following meetings of the Board of Directors:

- Regular and Special Board Meetings
- Study Sessions
- Closed Sessions
- Committee Meetings
- Ad Hoc Committee Meetings
- Field Trip (only one has been compensated in recent history)

The Board President appoints Board members to represent Midpen in standing committees of outside bodies, including specifically the Bay Area Ridge Trail Council and the California Joint Powers Insurance Authority. At this time, attendance at these two meetings is not compensable.

The General Manager recommends that the following meetings of the Board of the Directors be considered for addition to the definition:

- All field trips to Midpen projects
- Trainings as required by State law, such as Ethics training (AB 1234) and Harassment Prevention training (AB 1661).
- Ground breakings and ribbon cuttings for projects on Midpen lands

### Recommended Changes to Board Policy 6.06

As set out in Attachment 2, the General Manager recommends replacing the existing language in section A.1 with the following (emphasize noted to highlight proposed additions to the definition of a Board meeting):

Pursuant to Public Resources Code Sections 5536 and 5536.5, members of the Board shall receive one hundred dollars (\$100.00) for each attendance at a Board meeting. A Board meeting includes a closed session of the board, regular and special meetings of the board, ***field trips to district project locations***, district public hearings, meetings of standing and ad hoc committees, ***trainings required by State law, and ribbon cuttings for projects on district lands***. Regarding compensation for committee meetings, only Board members who are members of the committee, or other authorized substitutes appointed by the presiding officer, may be compensated for attendance at the meeting. The maximum total compensation per

Board member allowable under this section shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month.

*Administrative Streamlining of Board Policies*

Currently, Midpen Board Policy 6.06 - Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB1234) - contains the exact same language included in Midpen Board Policy 6.03 - Compensation of Directors and Payment of Expenses. Rather than having to amend both in parallel with each revision, and in order to prevent redundancy or inadvertent inconsistency, staff recommends deletion of Board Policy 6.03 (Attachment 4) and reservation of the number (6.03) to be used for a future Board policy.

**FISCAL IMPACT**

In FY2017-18, the budget provides up to \$28,000 for Board meeting compensation. The proposed expansion of the definition of meetings of the Board of Directors will not change the adopted budget.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

1. Revise Board Policy 6.06 – Meeting Compensation Reimbursement and expand the definition of meetings of the Board of Directors.
2. Track and monitor meetings of the Board of Directors and report back to LFPAC with results in the next 12 months and, if necessary, discuss next steps.

**ATTACHMENTS:**

1. California Public Resources Code 5536
2. Clean version with edits “Board Policy 6.06 – Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB1234)”
3. Revised “Board Policy 6.06 – Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB1234)”. Redline Strikeout
4. Recommended Deletion of Board Policy 6.03 – Compensation of Directors and Payment of Expenses

Responsible Department Head:  
Christine Butterfield, Acting Assistant General Manager

Prepared by:  
Joshua Hugg, Governmental Affairs Specialist

**State of California****PUBLIC RESOURCES CODE****Section 5536**

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5536. (a) The board shall establish rules for its proceedings.

(b) The board may provide, by ordinance or resolution, that each of its members may receive an amount not to exceed one hundred dollars (\$100) per day for each attendance at a meeting of the board. For purposes of this section, a meeting of the board includes, but is not limited to, closed sessions of the board, board field trips, district public hearings, or meetings of a committee of the board. The maximum compensation allowable to a board member on any given day shall be one hundred dollars (\$100). Board members shall not receive any other compensation for meetings, and no board member shall receive more than five hundred dollars (\$500) compensation under this section in any one calendar month, except that board members of the East Bay Regional Park District may receive compensation for not more than 10 days in any one calendar month. A board member may elect to waive the per diem. In addition, the board may provide, by ordinance or resolution, that each of its members not otherwise eligible for an employer-paid or partially employer-paid group medical or group dental plan, or both, may participate in any of those plans available to permanent employees of the district on the same terms available to those district employees or on terms and conditions as the board may determine. A board member who elects to participate in any plan may also elect to have the premium for the plan charged against his or her per diem and may further elect to waive the balance of the per diem.

(c) All vacancies on the board shall be filled in accordance with the requirements of Section 1780 of the Government Code, except that, in the case of vacancies caused by the creation of new wards or subdistricts, the directors shall, prior to the vacancies being filled, determine by lot, for the purpose of fixing the terms of the first directors to be elected to the wards or subdistricts, which ward or subdistrict shall have a four-year term and which ward or subdistrict shall have a two-year term. The persons who fill the vacancies caused by the establishment of new wards or subdistricts shall hold office until the next general election and until their successors are elected and qualified for the terms previously determined by lot.

(d) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(Amended by Stats. 2005, Ch. 700, Sec. 18. Effective January 1, 2006.)

## Midpeninsula Regional Open Space District

## Board Policy Manual

<p style="text-align: center;"><b>Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB 1234)</b></p>	<p style="text-align: center;"><b>Policy 6.06 Chapter 6 – General</b></p>
Effective Date: 1/30/08	Revised Date: XX/XX/XX
Prior Versions: 11/13/13, 8/9/17	

**A. COMPENSATION OF BOARD MEMBERS**

1. Pursuant to Public Resources Code Sections 5536 and 5536.5, members of the Board shall receive one hundred dollars (\$100.00) for each attendance at a Board meeting. A Board meeting includes a closed session of the board, regular and special meetings of the board, field trips to district project locations, district public hearings, meetings of standing and ad hoc committees, trainings required by State law, and ribbon cuttings for projects on district lands. Regarding compensation for committee meetings, only Board members who are members of the committee, or other authorized substitutes appointed by the presiding officer, may be compensated for attendance at the meeting. The maximum total compensation per Board member allowable under this section shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month.

**B. TRAVEL AND INCIDENTAL EXPENSES INCURRED WHILE PERFORMING AUTHORIZED DISTRICT BUSINESS**

1. Types of Occurrences and Meetings that Qualify for Expense Reimbursement. Board Members are eligible for reimbursement for actual and necessary expenses incurred in the performance of their authorized official duties as provided in Public Resources Code Sections 5536 and 5536.5 and AB 1234 as follows:

- a. Attendance at conferences in accordance with the Board’s “Budget Guidelines for Conference Attendance”, or if the Board, on a case-by-case basis, approves other conference attendance in advance, due to specific business needs of the District.
- b. Board authorized or General Manager requested, attendance at meetings with nonprofit organizations, joint powers agencies, other government agencies such as grant-funding agencies, District legislators or their staff, local, state or federal representatives, and similar meetings, when such attendance is necessary in order to effectively represent the District’s position on a matter of District concern.

2. Government and Group Rates. Airlines, hotels, rental car companies, and other businesses often make special rates available to government agencies or groups. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy and shall be obtained whenever available.

3. Transportation. Generally, travel to Board-authorized conferences or other authorized travel between points within 150 miles of the District's Administrative Office by the Board Member's private vehicle shall be at the current rate established by the Internal Revenue Service. Travel exceeding 150 miles shall be at rates not exceeding the most economical rates of a public carrier. Specific types of transportation expenses shall be reimbursed as follows:

- a. Air Travel. Board Members may be reimbursed for the cost of a roundtrip economy-class ticket, provided the amount of reimbursement does not exceed the least expensive airfare that is consistent with the Board Member's reasonable scheduling constraints.
- b. Personal Vehicle Travel. Board Members may be reimbursed for expenses incurred in traveling by personal vehicle at the current Internal Revenue Service mileage rate.
- c. Car Rental Reimbursement. Where necessary when attending a conference or other authorized travel, Board Members may be reimbursed for the expense of a rental car, provided the amount of reimbursement does not exceed the most economical and reasonable rates available. When more than one Board Member attends the event, Board Members shall share the rental car where feasible.

Conference and Travel Meals. Board Members may be reimbursed for meal expenses on a per diem basis for meals consumed in conjunction with conference attendance or authorized travel. The per diem rate for breakfast, lunch, and dinner shall be the daily per diem rate established by the Federal Government General Services Administration (GSA) ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) for the region where the conference/training is located. Where the conference/training site or hotel includes meals in the cost of the registration, such meals shall not be included in the per diem allowance unless dietary restrictions require obtaining meals from other sources. A breakdown of allowable rates for breakfast, lunch, and dinner may be found on the GSA web page ([www.gsa.gov/mie](http://www.gsa.gov/mie)).

The above limitations do not apply to meals at conferences or authorized travel at which a fixed price meal is served as part of or during the event. In such a case, the actual cost of the meal will be reimbursed.

If a meal is provided by a conference or included in the payment of the registration fee, Board Members may not be reimbursed for meals purchased in lieu of or in addition to the provided meal, unless it is infeasible for the Board Member to attend the meal due to the need to conduct other District business.

4. Conference and Travel Lodging. The District will reimburse lodging expenses when conference or other authorized travel reasonably requires an overnight stay, provided the amount of the reimbursement does not exceed economical and reasonable rates for lodging



that meets the Board Member's reasonable scheduling and official business needs. For lodging in connection with a conference, such lodging costs shall not exceed the maximum group rate available through the conference or event sponsor, provided that the lodging at the group rate is available to the Board Member at the time of booking. If the conference rate is not available, the Board Member shall use comparable lodging and may be reimbursed at a nightly rate not to exceed the maximum group rate available through the conference.

5. Incidental Expense Reimbursement. Board Members may be reimbursed for actual and necessary incidental expenses incurred in connection with authorized conferences or travel. Such expenses may include reasonable and customary gratuities, parking fees, taxi fares, public transportation costs, tolls, telephone calls, internet, postage, facsimile charges, and similar incidental expense.

6. Conference Registration Fee Reimbursement. Board Members may be reimbursed for the expense of an authorized conference registration fee as set out in the Board's "Budget Guidelines for Board Conference Attendance" or as authorized by the Board on a case by case basis.

7. Other Expenses. All other actual and necessary expenses incurred in the performance of official duties that are not listed in this Policy shall not be reimbursed unless reimbursement is approved by the Board in advance of incurring the expense.

8. Prohibited Expense Reimbursements. Board Members shall not be reimbursed for expenses such as alcoholic beverages; spouse, domestic partner, or family member expenses; entertainment expenses such as movie, theatre, or sporting event fees; nor for fines for vehicle citations or damage to personal vehicles used in the course of District business. Exceptions can be approved by the Board when necessary to comply with the Americans with Disabilities Act or other applicable law, such as the payment for a necessary caregiver or companion to accompany a Board Member due to a qualifying disability.

### **C. CELL PHONE REIMBURSEMENT**

The District shall reimburse Board Members for the use of their personal cellular phone to conduct Board business, receive or make calls with constituents and communicate with District management. The reimbursement shall be \$32.50 per month. To be eligible for this reimbursement, the Board Member shall need to submit a completed Cell Phone Reimbursement Form to the District Clerk for processing.

Whether or not an employee's cell phone charges are reimbursed by the District, any records of District business conducted on a personal cell phone or other device (including photos, voicemail, text, and electronic mail) must be made available to the District upon request, including but not limited to when needed to comply with a Public Records Act request.

### **D. DOCUMENTATION FOR COMPENSATION AND REIMBURSEMENT**

1. Documentation Requirements. The District shall provide Board Members with expense report forms to be filed by the Member for reimbursement of actual and necessary

expenses which are authorized to be reimbursed under this Policy. The form shall be used to document the expenses for which reimbursement is sought is proper under this Policy. The District shall also provide a separate form to document compensable meetings.

a. Time for Filing Forms. Board Members must file expense report forms within by the end of the calendar month following the calendar month when the expense was incurred in order to receive reimbursement. The expense report forms shall be accompanied by itemized receipts for items documenting each expense. Compensation forms shall also be filed by the end of the month following calendar month of the meeting for which compensation is sought. In the event a Board Member is unable to file such forms by the end of the following calendar month due to extenuating circumstances, such as his or her absence from home or illness, the Board Member shall file such forms as soon as feasible. In no event shall such forms be filed later than ninety (90) days from the compensable meeting or incurring of the expense. If a Board Members fails to file a timely reimbursement or compensation form, the Board Members shall be ineligible to receive the requested payment.

b. Offset of Amounts Due the District. If a Board Member has reimbursable expenses or compensation due from the District, and that Member owes any amounts to the District, such amounts due shall be deducted from the reimbursement or compensation otherwise due to the Board Member.

c. Public Records. All documents related to reimbursable expenses are considered public records subject to disclosure under the California Public Records Act.

2. Report to Board Regarding Compensable Activities. Board Members shall provide brief reports on meetings attended for which compensation is provided by this Policy at the next regular Board meeting attended by the Board Member. The report may be made orally during Board Informational Reports, or in writing. If provided in writing, the Board Member shall state at the meeting that he or she is submitting to the District Clerk a written report of compensable meetings attended.

**E. ETHICS TRAINING PURSUANT TO AB 1234**

Each Board Member shall receive at least two hours of training in general ethics principles and laws relevant to his or her public service every two years. The District shall annually provide information on training alternatives available to Board Members to meet the requirements of AB 1234. The District shall maintain documentation of the dates that Board Members received this training and the entity that provided the training.

## Midpeninsula Regional Open Space District

## Board Policy Manual

<p style="text-align: center;"><b>Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB 1234)</b></p>	<p style="text-align: center;"><b>Policy 6.06 Chapter 6 – General</b></p>
Effective Date: 1/30/08	Revised Date: <del>8/9/17</del> <u>XX/XX/XX</u>
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**B. TRAVEL AND INCIDENTAL EXPENSES INCURRED WHILE PERFORMING AUTHORIZED DISTRICT BUSINESS**

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- a. Attendance at conferences in accordance with the Board’s “Budget Guidelines for Conference Attendance”, or if the Board, on a case-by-case basis, approves other conference attendance in advance, due to specific business needs of the District.
- b. Board authorized or General Manager requested, attendance at meetings with nonprofit organizations, joint powers agencies, other government agencies such as grant-funding agencies, District legislators or their staff,

local, state or federal representatives, and similar meetings, when such attendance is necessary in order to effectively represent the District's position on a matter of District concern.

2. Government and Group Rates. Airlines, hotels, rental car companies, and other businesses often make special rates available to government agencies or groups. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy and shall be obtained whenever available.

3. Transportation. Generally, travel to Board-authorized conferences or other authorized travel between points within 150 miles of the District's Administrative Office by the Board Member's private vehicle shall be at the current rate established by the Internal Revenue Service. Travel exceeding 150 miles shall be at rates not exceeding the most economical rates of a public carrier. Specific types of transportation expenses shall be reimbursed as follows:

- a. Air Travel. Board Members may be reimbursed for the cost of a roundtrip economy-class ticket, provided the amount of reimbursement does not exceed the least expensive airfare that is consistent with the Board Member's reasonable scheduling constraints.
- b. Personal Vehicle Travel. Board Members may be reimbursed for expenses incurred in traveling by personal vehicle at the current Internal Revenue Service mileage rate.
- c. Car Rental Reimbursement. Where necessary when attending a conference or other authorized travel, Board Members may be reimbursed for the expense of a rental car, provided the amount of reimbursement does not exceed the most economical and reasonable rates available. When more than one Board Member attends the event, Board Members shall share the rental car where feasible.

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4. Conference and Travel Lodging. The District will reimburse lodging expenses when conference or other authorized travel reasonably requires an overnight stay, provided the amount of the reimbursement does not exceed economical and reasonable rates for lodging that meets the Board Member's reasonable scheduling and official business needs. For lodging in connection with a conference, such lodging costs shall not exceed the maximum group rate available through the conference or event sponsor, provided that the lodging at the group rate is available to the Board Member at the time of booking. If the conference rate is not available, the Board Member shall use comparable lodging and may be reimbursed at a nightly rate not to exceed the maximum group rate available through the conference.

5. Incidental Expense Reimbursement. Board Members may be reimbursed for actual and necessary incidental expenses incurred in connection with authorized conferences or travel. Such expenses may include reasonable and customary gratuities, parking fees, taxi fares, public transportation costs, tolls, telephone calls, internet, postage, facsimile charges, and similar incidental expense.

6. Conference Registration Fee Reimbursement. Board Members may be reimbursed for the expense of an authorized conference registration fee as set out in the Board's "Budget Guidelines for Board Conference Attendance" or as authorized by the Board on a case by case basis.

7. Other Expenses. All other actual and necessary expenses incurred in the performance of official duties that are not listed in this Policy shall not be reimbursed unless reimbursement is approved by the Board in advance of incurring the expense.

8. Prohibited Expense Reimbursements. Board Members shall not be reimbursed for expenses such as alcoholic beverages; spouse, domestic partner, or family member expenses; entertainment expenses such as movie, theatre, or sporting event fees; nor for fines for vehicle citations or damage to personal vehicles used in the course of District business. Exceptions can be approved by the Board when necessary to comply with the Americans with Disabilities Act or other applicable law, such as the payment for a necessary caregiver or companion to accompany a Board Member due to a qualifying disability.

### **C. CELL PHONE REIMBURSEMENT**

The District shall reimburse Board Members for the use of their personal cellular phone to conduct Board business, receive or make calls with constituents and communicate with District management. The reimbursement shall be \$32.50 per month. To be eligible for this reimbursement, the Board Member shall need to submit a completed Cell Phone Reimbursement Form to the District Clerk for processing.

Whether or not an employee's cell phone charges are reimbursed by the District, any records of District business conducted on a personal cell phone or other device (including photos, voicemail, text, and electronic mail) must be made available to the District upon request, including but not limited to when needed to comply with a Public Records Act request.

**D. DOCUMENTATION FOR COMPENSATION AND REIMBURSEMENT**

1. Documentation Requirements. The District shall provide Board Members with expense report forms to be filed by the Member for reimbursement of actual and necessary expenses which are authorized to be reimbursed under this Policy. The form shall be used to document the expenses for which reimbursement is sought is proper under this Policy. The District shall also provide a separate form to document compensable meetings.

a. Time for Filing Forms. Board Members must file expense report forms within by the end of the calendar month following the calendar month when the expense was incurred in order to receive reimbursement. The expense report forms shall be accompanied by itemized receipts for items documenting each expense. Compensation forms shall also be filed by the end of the month following calendar month of the meeting for which compensation is sought. In the event a Board Member is unable to file such forms by the end of the following calendar month due to extenuating circumstances, such as his or her absence from home or illness, the Board Member shall file such forms as soon as feasible. In no event shall such forms be filed later than ninety (90) days from the compensable meeting or incurring of the expense. If a Board Members fails to file a timely reimbursement or compensation form, the Board Members shall be ineligible to receive the requested payment.

b. Offset of Amounts Due the District. If a Board Member has reimbursable expenses or compensation due from the District, and that Member owes any amounts to the District, such amounts due shall be deducted from the reimbursement or compensation otherwise due to the Board Member.

c. Public Records. All documents related to reimbursable expenses are considered public records subject to disclosure under the California Public Records Act.

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**E. ETHICS TRAINING PURSUANT TO AB 1234**

Each Board Member shall receive at least two hours of training in general ethics principles and laws relevant to his or her public service every two years. The District shall annually provide information on training alternatives available to Board Members to meet the requirements of AB 1234. The District shall maintain documentation of the dates that Board Members received this training and the entity that provided the training.

Board Policy Manual

<p><b>Compensation of Directors and Payment of Expenses</b></p>	<p><b>Policy 6.03 Chapter 6 - General</b></p>
<p>Effective Date:</p>	<p>Revised Date: 11/13/13</p>
<p>Prior Versions:</p>	

Public Resources Code § 5536 and 5536.5.

Members of the Board shall receive one hundred dollars (\$100.00) for each attendance at a Board meeting. A Board meeting includes a special meeting, a continued meeting, a closed session, a public hearing, or a meeting of a standing committee of the Board. Attendance at an ad hoc committee meeting shall be compensable when determined to be so by the Board. Only Board members, who are members of the committee, or authorized substitutes appointed by the presiding officer, may be compensated for attendance at the meeting. A committee of the Board includes a committee of one and Board-appointed representatives on a committee established by other organizations. The maximum total compensation per Board member allowable under this section shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month.

Recommended Deletion of Board Policy 6.03