

## RESOLUTION 2021-12

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL: REVISING PART II, SECTION 12 – TRAINING, EDUCATION AND CONFERENCES AND SECTION 13 – REMUNERATION / DIRECTOR PER DIEM FEES

**WHEREAS**, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

**WHEREAS**, on December 18, 2019, the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2019-16, amending the District's Policy and Procedures Manual, revising Part II; and

**WHEREAS**, upon review and discussion, the Personnel Committee of the Board of Directors has recommended changes to the District's policies to allow for greater flexibility for compensable director attendance at training and events; and

**WHEREAS**, the Board of Directors desires to implement a new numbering system to the Policies and Procedures Manual for organization and clarity; and

**WHEREAS**, the Board of Directors has reviewed and considered the said policy revisions attached hereto as Exhibits A and B and finds the policies relevant and acceptable, and deems it to be in the best interests of the District that the following actions be taken,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

1. The BCVWD Policies and Procedures Manual, Part II Section 12 – Training, Education and Conferences is hereby replaced in its entirety with Policy 4060 attached hereto as Exhibit A
2. The BCVWD Policies and Procedures Manual Part II Section 13 – Remuneration / Director Per Diem Fees is hereby replaced in its entirety with Policy 4065 attached hereto as Exhibit B.

**ADOPTED** this 14 day of July, 2021, by the following vote:

AYES: Covington, Hoffman, Ramirez, Williams

NOES:

ABSTAIN:

ABSENT: Slawson

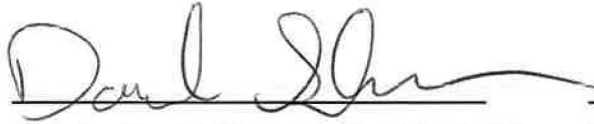
*Signatures on next page*

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ATTEST:



Director Daniel Slawson, President of the  
Board of Directors of the  
Beaumont-Cherry Valley Water District



Director Andy Ramirez, Secretary to the  
Board of Directors of the  
Beaumont-Cherry Valley Water District

Attachments:

- Exhibit A: Policy 4060 Training, Education and Conferences
- Exhibit B: Policy 4065 Remuneration / Per Diem Fees

4060.1 **Policy.** The Beaumont-Cherry Valley Water District takes its stewardship over the use of limited public resources seriously. Public resources should only be used when there is a substantial benefit to the District.

1. Educational conferences and meetings are considered to provide substantial benefit. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit on the number of Directors attending a particular conference or seminar when it is determined that their attendance is beneficial to the District. Such benefits include:
  - a. The opportunity to discuss the community's concerns with local, State and federal officials;
  - b. Participating in regional, state, and national organizations whose activities affect the District;
  - c. Attending educational seminars designed to improve officials' skill and information levels.
2. "Junkets" (tours or journeys for pleasure at public expense), however, will not be permitted.

4060.2 **Expenses.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual, necessary, and reasonable expenses incurred for tuition, travel, lodging, and meals as a result of training, educational course, participation with professional organizations, and attendance at local, state, and national conferences that serve the interests of the District.

1. Staff as assigned by the General Manager is responsible for making arrangements for Directors for conference and registration expenses.
2. Reimbursement shall include necessary expenses for meals, lodging, authorized incidentals (see Policy 4070 Payment of Expenses Incurred on District Business), and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the assigned staff member within 30 days of the incurred expense on a District-supplied Expense Form, together with original, valid receipts in accordance with State law. Reimbursement rates shall not exceed the Internal Revenue Services rates as established in Publication 463.
3. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
4. Pre-approved seminars, workshops, courses, professional organization meetings, and conferences shall be those enumerated in the current year's BCVWD Pre-Approved Events and Director Appointments List as adopted by the Board.
5. Expenses to the District for Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations, if any, provided by the event sponsor and by:
  - a. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates or using other less expensive nearby lodging.
  - b. Directors traveling together whenever feasible and economically beneficial.
  - c. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4060.3 **Notice.** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after the Director has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend

a conference or training event when there is no significant benefit to the District.

4060.4 **Reimbursement.** Upon returning from seminars, workshops, conferences, etc. where expenses are paid and/or reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said 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.

4065.1 **Remuneration.** Members of the Board of Directors shall be eligible to receive a "per diem" for each day of service rendered as an officer of the Board. The "per diem" amount shall be established by the Board and be consistent with applicable State law.

4065.2 **Limit.** Per diem compensation is limited to no more than 10 days per month, as established by Water Code Section §20202.

4065.3 **Attendance.** For purposes of this section, attendance includes:

1. Physical presence at the majority of a meeting, event, conference or occurrence listed in section 4065.4 below, unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
2. Participation by teleconference at the majority of a meeting pursuant to California Government Code §54953;
3. Participation in an approved home study or online Ethics course to meet the requirements of Government Code §§53234-53235.5 when participation has been authorized by the Board President.

4065.4 **Eligibility.** Matters of District business eligible for per diem shall include, but not be limited to:

1. **General Director Preapproved Activities/Events.** The following activities/events are preapproved for all Directors:
  - a. **Board and Committee Meetings.** All regular and special board meetings and committee meetings for appointed members, as defined in Government Code §54952.2.
  - b. Activities as enumerated in the BCVWD Pre-Approved Events and Director Appointments list as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.
  - c. **Training Seminars.**
    - i. State mandated ethics training - the entire two-hour course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
    - ii. State mandated sexual harassment training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.
2. **Other Activities/Events, Authorization.** Directors may seek authorization to attend other functions that constitute the performance of official duties. Directors desiring to attend other events should obtain pre-approval from the Board in order to receive a per diem and expense reimbursement.
3. **New Directors Orientation.** New Directors may receive 1 per diem and expense reimbursement for an orientation program that meets the following criteria:
  - a. Is part of a planned orientation schedule.
  - b. The orientation meeting is at least two (2) hours in duration.
  - c. The per diems for this purpose must be claimed during the first 2 months of service on the Board.
  - d. New Directors may also attend a formal harassment awareness training seminar for District employees.

4. **Non-authorized Activities/Events.** The following activities/events are not eligible for per diem or expense claims:
  - a. Retirement receptions for Beaumont-Cherry Valley Water District employees/Directors.
  - b. Beaumont-Cherry Valley Water District picnics or other social functions.
5. **Travel.** Per diem shall include travel days to and from business meetings as appropriate.
6. **Requests.** In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Director may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may not approve the request.
7. **Reports.** A Director who requests compensation ("per diem") for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.
8. **Review.** Directors' per diem fees shall be reviewed by the Board annually in October of each year with any increase to be effective January 1 of the next calendar year.