

Chapter 2.05

Official Duties and Directors Compensation and Reimbursement

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Section 2.05.010 Compensation

(a) Subject to the limitations of this section, Directors shall receive compensation of one hundred fifty dollars (\$150) per day (per diem compensation) for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, and for each day while reasonably engaged in travel time to attend authorized meetings.

(b) Notwithstanding subdivision (a), the Chair, Vice Chair and Secretary shall receive compensation of one hundred eighty dollars (\$180) (per diem compensation) for each day's attendance at meetings of the Authority, or for each day's service rendered as an officer of the Board, and for each day while reasonably engaged in travel time to attend meetings or perform service. Per diem compensation paid to the Chair, Vice Chair and Secretary is subject to the limitation of subdivision (d).

(c) Except when specifically authorized in each instance by the Board, per diem compensation shall be limited to:

1. Attendance at a meeting of the Board;
2. Attendance at a meeting of a standing committee of the Board;
3. Attendance at a meeting of a temporary committee by members of the committee;
4. Attendance at a meeting or other official business event of the Metropolitan Water District attended by a Metropolitan Delegate or the Colorado River Board of Southern California attended by the Authority's representative on its board of directors;
5. Attendance at a meeting of a legislative body of another government agency by the Authority's designated representative to that agency;
6. Attendance at a semi-annual conference of the Association of California Water Agencies;

7. Attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234 – 53235.5, when attendance by the director has been authorized by the Chair;
8. Attendance at a regular quarterly meeting of the Water Agencies Association of San Diego County;
9. Attendance at a regular monthly meeting of the Council of Water Utilities;
10. Attendance at a meeting, event or conference of an organization of which the Authority is a member when attendance by the director has been authorized by the Chair;
11. Attendance at a meeting of a legislative body of another government agency, or an **official** event sponsored by another government agency, when attendance by the director has been authorized by the Chair;
12. Attendance at a meeting with members of the legislative, executive or judicial branch of the state or federal government when attendance by the director is authorized by the Chair;
13. Attendance by a committee chair or vice chair at a meeting with the General Manager, General Counsel, or Board Chair, Vice-chair or Secretary to discuss matters of Authority business;
14. Attendance by a director at a meeting with a committee chair and vice chair when authorized by the committee chair;
15. Attendance at a meeting with the General Manager or General Counsel, or a member of their respective staffs, at the request of the General Manager or General Counsel.

(d) For purposes of this section, attendance includes:

1. Physical presence at the majority of a meeting, event or occurrence listed in subdivision (c), unless presence for a lesser period is authorized by the Chair, or, for a meeting of a committee, by the committee chair, or by the board or committee, respectively.
2. Participation by teleconference at the majority of a meeting pursuant to California Government Code section 54953.

3. Participation by teleconference in a meeting listed in 12, 13, 14, or 15 of subdivision (c) provided the duration of the teleconference is one hour or more.
4. Participation in an approved home study or online ethics course to meet the requirements of Government Code Sections 53234 – 53235.5, when participation of the director has been authorized by the Chair.

~~(d)~~ (e) A Director desiring compensation authorized by this section shall submit a claim for compensation not later than 90 days following the date of the occurrence for which the compensation is claimed. The General Manager shall review ~~requests~~claims for per diem compensation for compliance with this section. If a ~~request~~claim is preliminarily determined not to be authorized by this section, the matter shall be referred to the Chair or to the Board for a final determination.

~~(e)~~(f) Per diem compensation ~~shall be~~is limited to ten~~(10)~~ days in any calendar ~~month.~~month. If a director attends more than one meeting, event or occurrence listed in subdivision (c) on a day, the director may be paid compensation for one day, regardless of the number of meetings, events or occurrences attended. If a director participates in a home study or online ethics course ethics training pursuant to Government Code Sections 53234 – 53235.5, the director may be paid compensation for one day upon successful completion of the course.

~~(f)~~(g) A member who requests compensation for attendance at a meeting except a meeting listed in paragraph 1, 2, 3, 13, 14 or 15 of subdivision (c) shall provide a brief report of the meeting to the Board through the standing committee having jurisdiction over the subject matter at the next regular meeting of the committee following the meeting that was attended.

~~(g)~~ A Director desiring compensation authorized by this section shall submit a claim for compensation not later than 90 days following the date of the occurrence for which the compensation is claimed.

Section 2.05.020 **Reimbursement for Expenses of Office**

~~(a)~~ (a) Directors may be reimbursed for the actual and necessary expenses of travel, meals and lodging incurred in the performance of duties that qualify for ~~for which~~ compensation under section 2.05.010, notwithstanding subdivision (f) of that section is authorized, and for attendance at other meetings or performance of other duties when authorized in each instance in advance by the Board. The following expenses are not reimbursable: alcoholic beverages, tips greater than 15 percent, parking or traffic violation fines, in-room movies, laundry service and personal telephone calls in excess of one 15-minute call per day. Rental car expenses are not reimbursable unless use of a rental car is authorized by the Chair before the travel.

(b) A Director desiring reimbursement shall submit a claim for expenses, including proof of expenses, not later than 90 days following the date the expense is incurred. The General Manager shall provide an expense report form for submission of claims and proof of expenses. Receipts are required for all expenses in excess of \$10.00 for which reimbursement is claimed. A written statement of the director filing the claim may be submitted in lieu of a receipt if the amount claimed is \$10.00 or less. Receipts and written statements shall be itemized. If a vendor's receipt does not itemize the charges, the director filing the claim shall provide an itemized written statement along with the receipt.

(c) Except for expenses of mileage, parking, or fares for commuter rail, trolley or bus transportation, reimbursement for travel and lodging shall be limited to travel outside of San Diego County. Reimbursement~~Except when otherwise authorized~~ in writing by the Chair, reimbursement for lodging shall be limited to circumstances where a director cannot reasonably expect to attend the occasion by commencing travel from his or her home by 6:00 a.m. or reasonably expect to return to his or her home following the occasion by 11:59 p.m. of the same day as the ~~occasion.~~ occasion. The Chair's written authorization shall include a brief description of the circumstances justifying the authorization and be filed with the Clerk of the Board.

(d) Directors shall not be reimbursed by the Authority for expenses for which the Director receives reimbursement from any other agency, including, without limitation, a vehicle allowance or agency vehicle.

(e) If lodging is in connection with a conference or organized educational activity as specified in paragraphs 6, 7 or 10~~2~~ of section 2.05.010, subdivision (c), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the director at the time of booking. If the group rate is not available, a director shall use comparable lodging consistent with the requirements of this subdivision.

(f) Directors shall use government and group rates offered by a provider of transportation or lodging services when available.

(g) The maximum daily amount reimbursable for meals, including beverages and tips, is \$50. In certain high cost cities, the maximum daily amount reimbursable for meals, including beverages and tips, is \$65.00. Frequently traveled, high cost cities are identified as Sacramento, San Francisco, San Jose, Las Vegas, Dallas, Chicago, Phoenix, Philadelphia, Washington DC, New York City and Los Angeles.

(h) Reimbursement of expenses of attendance at an authorized conference or organized educational activity shall include any registration, attendance, tuition, materials or other similar charge of the conference organizer or activity provider.

(g) A member who requests reimbursement for expenses of attendance at a meeting except a meeting listing in paragraph 1, 2, 3, 13, 14 or 15 of subdivision (c) of

section 2.05.010 shall provide a brief report of the meeting to the Board through the standing committee having jurisdiction over the subject matter at the next regular meeting of the committee following the meeting that was attended.

(h) Claims for reimbursement shall be paid following the written approval of the Controller, ~~filed with the Clerk of the Board.~~

Section 2.05.030 Organizations of which the Authority is a Member

The Authority may join and pay dues to civic, educational, and governmental organizations as the Board deems appropriate to furtherance of the Authority's purposes. For purposes of this Chapter, "organizations" includes individual civic, educational and governmental organizations as well as associations, leagues, coalitions and similar affiliations of persons or entities. Authority memberships include agency memberships and individual memberships of organizations that do not have agency memberships. The General Manager shall keep a list of the Authority's memberships and the annual membership payments. The Board shall review the list of Authority memberships annually.

Section 2.05.040 Organization Memberships of Authority Employees

(a) The General Manager and General Counsel, respectively, at Authority expense may join and participate in governmental and professional organizations, associations and societies as necessary or convenient for the performance of their respective functions.

(b) Executive, managerial and professional employees may join and participate in professional organizations, associations and societies related to their respective positions as approved by the General Manager or General Counsel, whichever is the appointing authority. Membership dues, attendance at meetings, conferences and events, and other similar expenses of membership or participation may be at the expense of the Authority, if the General Manager or General Counsel find that the membership or attendance benefits the Authority.