



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

## Board of Directors

Janna Orkney, Chair

Susan Pan, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

*Providing Outstanding Service Since 1963*

February 25, 2019

Board of Directors  
Triunfo Sanitation District  
Ventura County, California

## REVISIONS TO ORDINANCE NO. TSD-101 – BOARD COMPENSATION AND EXPENSE REIMBURSEMENT

### Recommendation

The Triunfo Sanitation District (District) Board adopted Ordinance No. TSD-101 effective November 28, 2018, prescribing the policies and provisions for Board member compensation and reimbursement procedures. At the January 28, 2019, Board Meeting, Vice Chair Susan Pan requested the Board discuss the conference attendance policy and directed staff to provide this item for tonight.

Staff completed a review of the Ordinance and has drafted suggested language that would limit Director attendance to only three (3) conferences before the Board would have to approve additional participation. In addition, the Director of Finance has requested other changes to clarify and enhance the reimbursement policies for District travel expenses. These include the mileage calculation, baggage handling fees, meals and incidental expenses, expense reporting, and non-refundable cancellation fees. Staff recommends reviewing the redlined edits in the attached draft Ordinance No. TSD-101 and provide staff with direction for scheduling a public hearing to adopt any changes.

Please contact me at 805-658-4621 or email [marknorris@vrsd.com](mailto:marknorris@vrsd.com) if you have any questions or need additional information.

REVIEWED AND APPROVED:

Mark Norris - General Manager

Attachment: Draft TSD Ordinance No. TSD-101

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## TRIUNFO SANITATION DISTRICT

### ORDINANCE NO. TSD-101 (Adopted ~~11/26/18~~4/22/19) ESTABLISHING POLICIES AND PROCEDURES FOR BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

**WHEREAS**, California Health & Safety Code Section 4733 provides for the establishment of compensation for members of a County Sanitation District's Board of Directors; and

**WHEREAS**, Subject to the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Triunfo Sanitation District ("District") to compensate and reimburse each member ("Director" or "Board Member") of the District's Board of Directors ("Board"), including, where applicable, alternate Board Members, based upon that Board Member's attendance or performance of certain official duties; and

**WHEREAS**, The Board appoints certain members to serve on the Board's advisory bodies including, without limitation standing and ad hoc committees, and to perform certain Board-related tasks; and

**WHEREAS**, The Board desires to establish policies and guidelines for the compensation and expense reimbursement of its members for (i) attending meetings of the Board or its advisory bodies, (ii) engaging in certain authorized activities (including attendance at Board meetings, seminars, conferences, etc., as well as reimbursement for expenses incident thereto); and

**WHEREAS**, The Board has complied with all requirements under applicable law for the adoption of this Ordinance No. TSD-101 ("Ordinance") including, without limitation, those set forth in Health and Safety Code Section 4766.

**NOW, THEREFORE**, the Board hereby ordains as follows:

#### SECTION 1. DIRECTOR'S COMPENSATION

In accordance with California Health & Safety Code Section 4733, Directors shall be paid the sum of \$218 for each Board or Board advisory body meeting (collectively, "Meetings") attended by the Director or each "Day of Service" performed by the Director. The term "Day of Service" shall mean a day, or any portion of a day, where a Board Member is engaged in those Authorized Activities set forth in Section 3 (Expense Payment and Reimbursement) of this Ordinance, including travel to and from those Authorized Activities. The total compensation a Director may be paid in a month attending Meetings and performing Authorized Activities shall not exceed six times the per meeting compensation. Payment for services in one month shall not be delayed to another month to avoid this limitation. Directors shall not be compensated for more than one meeting and/or any Day of Service occurring on the same day. Where the Board has appointed a Director ("Appointee") and an alternate Director ("Alternate Appointee") to attend Meetings or perform a Day of Service, the Alternate Appointee shall not receive compensation for attending a Meeting or performing a Day of Service that the Appointee attends or performs; however, the Alternate Appointee may receive compensation for attending a Meeting or performing a Day of Service that the Appointee does not attend or perform.

**A. Appointments**

1. Any Board Member or alternate(s) who serves as a member (or alternate member) of an advisory body of the District (including, without limitation, standing and ad hoc committees) shall be appointed by either the Board or the Board's chairperson.
2. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(4).
3. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(5).

**B. Board Approval**

1. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for attending any meeting or performing any activity that conflicts with a District or Las Virgenes –Triunfo JPA regularly scheduled or special board meeting for which the Board Member will be seeking compensation and/or expense reimbursement.
2. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for out-of-state travel for which the Board Member will be seeking compensation and/or expense reimbursement.
3. A Board Member shall not receive compensation or seek reimbursement for expenditures related to attending any meeting or performing any activity that is not set forth in Section 1 (Director's Compensation) or Section 3 (Expense Payment and Reimbursement) of this Ordinance, unless the Board Member obtained prior authorization of the Board or Board chairperson to attend that meeting or perform the activity.
4. Notwithstanding any other provision of this Ordinance, prior approval of the Board shall be required before any Board Member may perform any of the Authorized Activities set forth in Section 3(a)(3).

**SECTION 2. POLICY FOR REIMBURSEMENT OF EXPENSES**

In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the District to reimburse each Board Member, (including alternate Members when required) for actual and necessary expenses ("Authorized Expenses") incurred as a result of the Member's performance of official duties and Authorized Activities. Authorized Expenses, as further described in Section 3 (Expense Payment and Reimbursement), are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized Expenses shall not include personal expenses, such as entertainment, alcoholic beverages, or personal care expenses.

**SECTION 3. EXPENSE PAYMENT AND REIMBURSEMENT**

In accordance with this Ordinance, and other applicable law, Board Members shall be entitled to have actual and necessary expenses that are incident to the performance of official duties, Authorized Activities or other Board-authorized District business reimbursed by the District as follows:

## A. Authorized Activities

Expenses incurred while engaging in the following activities are considered Authorized Expenses if all requirements of this Ordinance are fulfilled:

1. Attending meetings of the following organizations designed to improve Board Members skill and information levels: (a) California Association of Sanitation Agencies (CASA); (b) Association of Water Agencies of Ventura County (AWA-VC); (c) Ventura County Special Districts Association (VCSDA); (d) California Special Districts Association (CSDA); (e) WateReuse; and (f) Association of California Water Agencies (ACWA). To the extent such organizations also provide reimbursement of expenses, the Board Member shall first utilize those reimbursement provisions;
2. Attending District scheduled events including TSD and JPA Board meetings;
3. Attending meetings with organizations, or representatives of regional, state and national government on District adopted policy positions;
4. Attending meetings of the Ventura Regional Sanitation District as an interested Board Member of the Triunfo Sanitation Board and not as a Board Member of the Ventura Regional Sanitation District only after the Chair has reviewed the Ventura Regional Sanitation District Board agenda and believes there are issues on the agenda that requires attendance by a District Board Member; or
5. Conducting a once per month review of the District's expense statements.

6. Board Members are limited to X conferences per year prior to Board approval.

## B. Transportation

Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

1. **Airfare:** Airfares that are generally the most economical and reasonable for reimbursement under this Ordinance.
2. **Automobile:** Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. Mileage claim is limited to 5% above the most direct and/or time-efficient route or justifiable mileage.
3. **Car Rental:** Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Ordinance.
4. **Taxis/Shuttles:** Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

5. **Parking:** Parking rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
6. **Other:** Baggage handling fees ~~of up to \$1 per bag per individual airline baggage fee policy and gratuities of up to 15% will be reimbursed.~~

### C. Lodging

#### 1. **General**

- a. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
  - b. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 50 miles from the starting point and reasonably requires an overnight stay.
2. **Conferences/Meetings:** If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
  3. **Other Lodging:** Lodging rates that are generally the most economical and reasonable for reimbursement under this Ordinance.

### D. Meals and Incidental Expenses

For meals associated with District ~~business travel~~ reimbursement for the actual ~~and reasonable~~ cost shall not exceed:

<u>Meal</u>	<u>Amount</u>	<u>Depart for Travel</u>	<u>Return from Travel</u>
Breakfast	\$20	<u>By 7:00 a.m.</u>	<u>After 7:00 a.m.</u>
Lunch	\$20	<u>By 11:00 a.m.</u>	<u>After 11:00 a.m.</u>
Dinner	\$40	<u>By 5:00 p.m.</u>	<u>After 5:00 p.m.</u>
Gratuity	Up to 15%		

The meal allowance above does not apply to meals included in the cost of the conferences and seminars. As it is not the intent for the District to pay twice for the same meal, should a Board Member choose to not participate in the meal provided as part of the conference (and previously paid for by the District in the registration fee), the expense for the discretionary meal will not be eligible for reimbursement. If the meal was not included as part of the registration fee, then the expense for the discretionary meal will be eligible for reimbursement. Exceptions may be made by the Board when the Board Member is unable to partake in the meal provided.

### E. Expense Reports

1. All reimbursement requests must be submitted on an expense report form provided by District.
2. Expense reports must document that the expense in question met the requirements of this policy.
3. Board Members must submit their expense reports (except mileage expense) within thirty (30) days after an expense is incurred, accompanied by receipts documenting

each expense. Receipts shall be itemized, dated and sufficiently describe the nature of the expense, as well as, identifying the vendor. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation. Mileage expense reports may be submitted quarterly.

4. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.
5. All expenses are subject to verification that they comply with this policy.

#### **SECTION 4. NON-REFUNDABLE CANCELLATION COSTS**

All reasonable efforts will be made to attend travel engagements booked or to cancel as soon as possible to avoid incurring cancellation fees. When cancellation fees are incurred, the District will cover all cancellation costs as a result of illness of the Board Member or other serious emergency. Cancellation fees incurred for all other reasons shall be the responsibility of the Board Member.

#### **SECTION 45. REPORTS TO BOARD**

At the Board meeting following an activity, Board Members must briefly report on meetings attended at District expense. If multiple Board Members attended, a joint report may be made.

#### **SECTION 56. COMPLIANCE WITH LAWS**

Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

#### **SECTION 67. SEVERABILITY**

If any section, subsection, sentence, clause or phrase in this ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The Board of Directors hereby declares it would have passed this ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

#### **SECTION 78. REPEAL OF PRIOR INCONSISTENT ORDINANCES**

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance. This includes TSD-101 (adopted 5/21/1811/26/18).

#### **SECTION 89. EFFECTIVE DATE**

This Ordinance shall become effective January 1, 2019 on the date of adoption.

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of November 201822<sup>th</sup> day of April 2019 by the following vote:

AYES:

NOES:

ABSENT:

**TRIUNFO SANITATION DISTRICT**

\_\_\_\_\_  
Janna Orkney, Chair

**ATTESTED:**

\_\_\_\_\_  
Juliet Rodriguez, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
John Mathews, General Counsel

## TRIUNFO SANITATION DISTRICT

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**WHEREAS**, The Board appoints certain members to serve on the Board's advisory bodies including, without limitation standing and ad hoc committees, and to perform certain Board-related tasks; and

**WHEREAS**, The Board desires to establish policies and guidelines for the compensation and expense reimbursement of its members for (i) attending meetings of the Board or its advisory bodies, (ii) engaging in certain authorized activities (including attendance at Board meetings, seminars, conferences, etc., as well as reimbursement for expenses incident thereto); and

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**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of November 2018-22<sup>th</sup> day of April 2019 by the following vote:

AYES:

NOES:

ABSENT:

**TRIUNFO SANITATION DISTRICT**

\_\_\_\_\_  
Janna Orkney, Chair

**ATTESTED:**

\_\_\_\_\_  
Juliet Rodriguez, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
John Mathews, General Counsel