

RESOLUTION NO. 12-05-01
RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SERRANO WATER DISTRICT
ADOPTING EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Board of Directors has established and implemented informal policies governing what reimbursement of actual and necessary expenses incurred by members of the Board of Directors of the District incurred in connection with the performance of their official duties as Directors of the District pursuant to Water Code Sections 20201 and 21166; and

WHEREAS, effective January 1, 2006, Government Code Section 53232.2 requires that local agencies adopt a written policy specifying the types of occurrences that qualify a Director to receive reimbursement of expenses relating to travel, lodging, and other actual and necessary expenses.

NOW, THEREFORE, the Board of Directors of the Serrano Water District does hereby resolve as follows:

Section 1. Directors and staff shall receive reimbursement for actual, necessary and reasonable expenses, including but not limited to transportation, lodging, meals and other incidental expenses, incurred while on business of the District, as set forth in this Resolution.

Section 2. Reimbursement for travel shall be as follows:

- A. Reimbursement for travel by personal automobile for a total distance of 2,000 miles or less shall be for actual mileage driven, at IRS established mileage reimbursement rate (presently \$0.48 per mile), from point of departure to destination and return. Reimbursement for travel by personal automobile for a total distance of 2,001 miles or more shall be, the lesser amount of 1) mileage reimbursement for actual mileage driven to point of destination and return, or 2) the cost of normal coach-class round-trip airfare to the airport nearest the destination, plus reasonable ground transportation that would otherwise have been required.

Reimbursement for travel by air shall be normal coach-class round-trip airfare to the nearest airport, and reasonable ground transportation. Directors and staff shall use government and group rates offered by a provider of transportation services, when available.

- B. Reimbursement for taxi or other reasonable public transportation or ground transportation shall be at the actual rate charged, plus a tip of 15%.
- C. Auto parking and toll charges will be reimbursed at the actual rates charged.

Section 3. Reimbursement for lodging shall not to exceed the single room rate plus tax. Lodging costs for conferences and similar activities 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 or staff member at the time of booking. If the group rate is not available, the Director or employee shall use comparable lodging that is consistent with this policy. Directors and employees shall use government and group rates offered by a provider of lodging services when available.

Section 4. The District shall reimburse the following miscellaneous expenses:

- A. The District shall reimburse all reasonable and necessary telephone and telecommunication expenses while traveling on District business.
- B. The District shall reimburse for baggage handling at the actual cost, or up to \$2.00 per bag.
- C. The District shall reimburse the actual cost of conference or activity registration fees, where such conference or activity is approved by the President, General Manger, or Board of Directors.
- D. The District shall reimburse for meals or refreshments in the course of performing official duties, including committee or other local meetings that are scheduled during meal hours, in a reasonable amount, plus a tip not to exceed 15%..
- E. Personal needs, laundry, room service charges; spouse expenses and personal telephone calls are not eligible for reimbursement.

Section 5. Directors and staff seeking reimbursement of expenses shall complete the District's expense reimbursement form and submit such expenses for final approval and reimbursement within thirty days after incurring the expense. Hotel bills, transportation and ticket stubs, registration and other supportive receipts are to be attached to the expense report, as required.

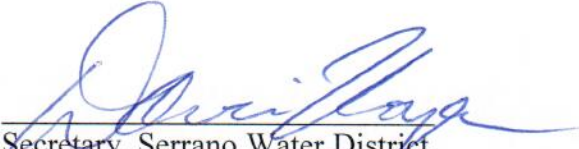
Section 6. Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors.


PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Serrano Water District held on December 13, 2005, by the following roll call vote:

DIRECTORS YES: Rickerl, Appelman, Pharris, Henderson, Haight

DIRECTORS: NO:

DIRECTORS: ABSENT:


Secretary, Serrano Water District


President, Serrano Water District