

EXHIBIT "A"

BOARD OF DIRECTORS/OFFICERS' OUTSIDE MEETING POLICY

1. The purpose of Board members attending outside meetings such as conferences, seminars, workshops and other similar events is to educate and inform the Board members about issues affecting the District and to influence others concerning the activities of the District.
2. Board members attending outside meetings are eligible to request per diem and reimbursement of expenses. Based upon Ordinance No. 1286 and Resolution No. 2010-125, the current per diem rate is \$223/day; Board members may unilaterally request less than that rate but no increases to that rate shall be paid without approval of the entire Board.
3. All requests for reimbursement will be submitted to the office of the Board Secretary within a reasonable time period after the expenses are incurred. Board members/Officers must use the appropriate District forms accompanied by receipts evidencing each expense, or align their request in accordance with other provisions of this policy. Expenditures that are not properly accounted for will not be reimbursed or accepted by the District.
 - a) All expenses must be reasonable and necessary. There shall be no personal gain or loss to a Board member/Officer.
 - b) In compliance with Government Code Section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Board member/Officer for the preceding fiscal year which will be made available to the public upon request.
4. To accommodate reasonable travel time to authorized events, a maximum of one day per diem and appropriate expenses shall be allowed the day before an event and the day after the event's conclusion if in travel status on those days.
 - a) Exception to this policy would disallow per diem before or after an event that is held within 100 miles of the District's office.
5. The most economical mode of transportation will be used. Board members/Officers will be reimbursed for expenses incurred in traveling to and from conferences, meetings and other events that are attended on behalf of the District. This includes round-trip airfare, ground transportation to and from airports, or car rental.
 - a) Reimbursement for personal vehicles will be at the IRS-approved rate. Board members/Officers must be covered by comprehensive automotive liability insurance and have coverage of \$100,000/\$300,000 per occurrence. Proof of insurance will be kept with Risk Management.
6. Board members have the option of claiming a maximum meal rate of \$75 per day for meals (\$15 – Breakfast, \$20 – Lunch, \$40 – Dinner) or claim the actual cost of the meals, provided that when the expense claim is submitted, it is submitted with itemized receipts.

- a) Partial meal rate payment is authorized when in a travel status for less than an entire day.
 - b) Alcoholic beverages will be excluded from any meal reimbursements.
 - c) Cost of spouses' meals and functions shall not be reimbursed except where their attendance at a meal or function is appropriate in furtherance of District purpose. Attendance at a conference banquet or reception by a spouse is in furtherance of District purpose.
7. The attached Board Committee Assignments List (Exhibit "B") is adopted by the Board as a list of meetings and activities that the Board members are approved to be paid reimbursement and per diem for attending and requires no additional Board approval. However, a verbal report on the meeting or activity will be required from each of the attendees at the next regularly scheduled Board meeting.
8. To be reimbursed for meetings and/or other activities not on the list requires that the Board member notify the Board President or the General Manager prior to attending the meeting. The type of activities qualifying for advanced notification could include activities such as field inspections of District facilities or meetings with District staff in connection with pending issues. If an event not on the list occurs with insufficient time to get prior approval, the request for reimbursement and per diem could be submitted to the Board for consideration of approval at the next regularly scheduled Board meeting.
9. The District shall make all hotel and travel reservations for meetings, conferences, events and programs. The reservations will only cover the period that the Board members are authorized to stay unless the Board members inform District staff of additional nights that they wish to stay and pay for at their own expense.
- a) No reimbursement for overnight accommodations will be approved for stay within the District's service area, except upon approval by the Board President in advance of the overnight stay. Accommodation expenses will be reimbursed only for the authorized Board member/Officer and not for guests or family members. Accommodations should be reasonable in cost and in close proximity to the conference or meeting site.
 - b) In any instance where hotel accommodations are required, a receipt from the hotel furnishing such accommodations shall likewise be obtained.
10. Any and all transportation and travel expense authorized and allowed hereunder shall be in addition to any compensation provided for such Board member/Officer by ordinance or otherwise.
11. If the Board Committee Assignments List (Exhibit "B") identifies a Board member assigned to attend a specific meeting and/or event that does not mean that another Board member is excluded from attending the same meeting or event.

This revised Board of Directors/Officers' Outside Meeting Policy will be effective upon approval by the Board of Directors of the Coachella Valley Water District.

Attachment/1/as