SPECIAL BOARD OF DIRECTORS MEETING AGENDA
Monday, August 12, 2019 at 6:30 p.m.

*MEETING LOCATION: West County Wastewater District
   Alfred M. Granzella Board Room
   2910 Hilltop Drive, Richmond, CA 94806

   Telephone No. (510) 222-6700 Fax No. (510) 222-3277
   Website: www.wcwd.org

*Members of the public may inspect the agenda and supporting documents at this location

BOARD OF DIRECTORS: Harry Wiener, President
                     Sherry Stanley, Vice President
                     David Alvarado, Director
                     Cheryl Sudduth, Director
                     Cesar Zepeda, Director

This will be a study session of the Board; no action will be taken. If a quorum is not present, the Directors attending will meet as the Planning Committee. Members of the Committee include Director David Alvarado, Chair; Director Cheryl Sudduth, Member; and Director Zepeda, Alternate.

1. CALL TO ORDER 6:30 P.M.
   a. ROLL CALL
   b. PLEDGE OF ALLEGIANCE OR OBSERVATION OF A MOMENT OF SILENCE

2. APPROVAL OF AGENDA ORDER
   This is the time for changes to the agenda to be considered including removal, postponement or change to the agenda sequence.

3. PUBLIC COMMENT
   Members of the public are permitted to directly address the Board/Committee Members on any item of interest to the public that is within the District’s subject matter jurisdiction and NOT listed on this agenda. Individuals who want to address the Board/Committee Members are asked to (1) complete and file a speaker’s card, (2) step to the podium when called and (3) state their name and address for the record. Comments may not exceed three (3) minutes per speaker. The Board/Committee cannot discuss or act on items not listed on this agenda. Board/Committee Members may briefly respond to statements made or questions posed, request clarification, refer the matter to staff or place the matter on a future agenda.
4. **CONSENT CALENDAR**
Matters on the Consent Calendar are considered routine and will be approved or adopted by one motion and Board/Committee vote. There will be no discussion of the Consent Calendar unless specific items are pulled for discussion and separate action. Anyone wanting to have an item pulled from the Consent Calendar should notify the Board/Committee Chair or Administration Supervisor.

   a. Approve Minutes of June 10, 2019 Meeting.

5. **ACTION CALENDAR**
The Board/Committee will discuss, seek public input and possibly make recommendations for Board approval at a future Board meeting regarding the items as follows:

   a. Review and discuss proposed changes to the Travel and Per Diem Policies and direct staff to present proposed recommendations for revisions to these policies to the Board for consideration and approval.

   b. Receive update on Project Labor Agreement report.

6. **REPORTS**
   a. Receive Staff/General Manager’s Comments/Communications
   b. Receive Board/Committee Comments/Communications

7. **GOOD OF THE ORDER/FUTURE AGENDA ITEMS**
   Board/Committee Members may request placement of items of interest on a future agenda. No action will be taken under this item.

8. **ADJOURNMENT**
INFORMATION FOR THE PUBLIC

1. Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Administration Supervisor at (510) 222-6700 at least one (1) business day prior to the meeting so necessary accommodations can be made available.

2. Board/Committee meetings can be viewed or heard live at www.wcwdca.iqm2.com.

3. Persons who wish to add an item to an agenda must submit the final documentation at least seven (7) calendar days before the meeting. The District retains the right to add items to the agenda.

4. If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered at or prior to the meeting. Actions challenging Board decisions are subject to the time limitations contained in Code of Civil Procedure Section 1094.6.

As a courtesy, please silence your cell phones during the meeting
The Planning Committee Meeting of the West County Wastewater District was held in the Alfred M. Granzella Board Room, 2910 Hilltop Drive, Richmond, California.

1. CALL TO ORDER/ROLL CALL
The meeting was called to order by President Wiener at 6:35 p.m. In attendance were Directors Alvarado and Sudduth and President Wiener.

Also in attendance were General Manager Malek-Zadeh, Transitional Administrative Services Advisor Lazof and Regional Government Services (RGS) Board Clerk Consultant Kelly.

President Wiener turned the gavel over to Director Alvarado, Chair of the Planning Committee.

PLEDGE OF ALLEGIANCE OR OBSERVATION OF A MOMENT OF SILENCE

2. APPROVAL OF AGENDA ORDER
Director Alvarado requested that item 4. c. be heard immediately after public comment.

3. PUBLIC COMMENT
There were no public comments.

4. ACTION CALENDAR
   a. Review approved Committee Scope and Meeting Schedule, discuss any proposed changes and consider recommendations to the Board for any proposed Committee scope and or schedule changes
   General Manager Malek-Zadeh asked that the Committee review its scope, meeting schedule, and structure and determine if there is a need to make any changes at this time.

   By consensus the Committee agreed that they wanted to continue with monthly meetings and to cancel meetings if not needed.

   The committee reviewed its scope and proposed the following amendments:
“This committee will propose and update an annual work plan with goals and timelines for Board regular business as well as perform, review and recommend updates of plans and policies, etc. to the Board. Items for review include budget development, updates to the Capital Improvement Plan, and policy updates. This Committee will be implementation focused.”

General Manager Malek-Zadeh stated that the proposed change to the scope will be brought to the Board for adoption.

b. Review Travel and Per Diem policies, discuss any proposed changes and direct staff to bring back revised policies for consideration and recommendation to the Board for approval

Director Alvarado stated that he would like to see the Per Diem policy revised to allow for board members to receive their per diem before a trip rather than a reimbursement after a trip.

General Manager Malek-Zadeh stated that staff has accumulated a list of issues to be considered in any revision to the Travel and Per Diem policies. Transitional Business Advisor Lazof gave a quick overview of issues that need to be revised. General Manager Malek-Zadeh stated that staff will also be encouraging board members to make their own reservations for conferences, including registration, travel and hotels.

By consensus, the Committee directed staff to incorporate all proposed changes into one (1) policy and bring it back to the Planning Committee for review.

c. Discuss Project Labor Agreement

Bill Whitney gave an overview of the benefits of the District entering into project labor agreements and answered questions raised by the Committee regarding the community benefits, protections for minority businesses, local hiring, terms of the agreements, and how such agreements would be implemented.

By consensus, the Committee referred this matter to the General Manager to look into the pros and cons of implementing project labor agreements and asked that she return to the Board with a recommendation.

5. REPORTS

a. Receive Staff/General Manager’s Comments/Communications

1. Update on outreach and communications plan

General Manager Malek-Zadeh reported that at the Board meeting of June 19, 2019, the Board will be asked to approve a contract with a firm to provide a strategic communications plan for the District.
b. Receive Board/Committee Comments/Communications
1. Discuss current legislation impacting WCWD and make recommendations to the Board regarding support of pending bills or to provide community awareness of issues.
   There was no report.

6. GOOD OF THE ORDER/FUTURE AGENDA ITEMS
Revisions to the Travel and Per Diem Policies will be presented at the Planning Committee meeting of July 8, 2019 at 6:30 p.m.

7. ADJOURNMENT
The meeting adjourned at 8:00 p.m.
Planning Committee Agenda Memorandum

TO: Planning Committee
   West County Wastewater District

DATE: August 12, 2019

REPORT BY: Lisa Malek-Zadeh, General Manager

SUBMITTED BY: Glenn Lazof, Transitional Administrative Services Advisor

AGENDA ITEM: Consider revisions of Travel and Per Diem Policy

RECOMMENDED COMMITTEE ACTION
Review and comment on staff’s recommended revisions to the Board’s Travel Policy, and direct staff to present recommended revisions to the Board of Directors for consideration at the September 18 Board meeting. Additionally, provide input on staff’s recommendation that the Travel Policy be included in the comprehensive Board Policy and Procedures when, the revisions now under consideration, are adopted.

CURRENT SITUATION
The District has two separate policies covering Travel and Per Diem. Staff is proposing revisions to the Travel Policy and elimination of the Per Diem Policy. Included with this report is a red-lined and clean version of staff’s recommended changes to the Travel Policy.

The proposed revisions to the Travel Policy address the following:

1) Elimination of the Per Diem Policy and including per diem standards in the Travel Policy. The Policy includes references to the regional per diem amounts, which are updated annually by the Federal General Services Administration and posted on their website.

2) The proposed Travel Policy is specific to the Board of Directors. Travel Policy implementation by and for employees will be covered by procedures approved by the General Manager, within the limitations of the General Manager’s authority as set in this policy. The General Manager’s travel limitations are specified in the General Manager’s contract.
3) Allowances for reimbursement for special needs, including dietary requirements.

4) Appropriate cost effective exceptions when conferences are held in more isolated venues.

5) Specify that Directors may receive advances of per diem monies.

6) Noting that receipts are not required to support per diem payments.

7) Effective follow-up reporting and accountability for conference or training participation.

8) Eliminate additional Board approval of reimbursement for travel that otherwise meets the requirements of policy.

Additionally, staff is looking to the Committee to consider:

1) Language that prioritizes and favors travel for training purposes.

2) Limitations on travel for Directors whose terms could end in within 4-5 months.

3) Under what circumstances, if any, may Directors or the General Manager entertain and receive reimbursement.

4) Currently, a large amount of professional staff time is spent on obtaining approvals, arranging, and closing out the reimbursement process for Director travel. How can we reduce this workload while still providing needed assistance?

5) Examination of the rationale behind the selection of neighboring counties and circumstances that require lesser levels of approvals for Director travel, listing counties specifically that are desired.

BACKGROUND

The Travel Policy was last updated in May of 2017. The Per Diem policy was last revised October of 2009.

If the Board approves the Committee’s recommendations at the September 18 meeting, the new policy will be applied to attendance at the CSDA Annual conference in late September and future conferences.

FISCAL IMPACT

Changes to the Travel Policy have no adverse fiscal impact. Depending on whether the required approvals and controls are lessened or increased, there will be an impact on efficiency and therefore staff workload.
ALTERNATIVE(S)
The Committee may choose to reject or add to the staff’s recommendations including exercising their option to make no recommendation. The General Manager may still opt to make recommendations.

SUPPORTING DOCUMENTS
Proposed Travel Policy
Travel Policy as amended in May 2017
BOARD TRAVEL POLICY

Amended: 5/03/17
Amended 10/04/19
Designated Authority Board of Directors
Resolution # 19-XXXX

I. PURPOSE
To advance training and professionalism, the West County Wastewater District encourages and authorizes attendance at seminars, conferences and other meetings by its Board members. Board members may also be required to travel to conduct official District business. The purpose of this policy is to establish guidelines for reimbursing travel expenses associated with the performance of District business. Reimbursement for expenses is predicated on the understanding that each attendee is returning with knowledge that will be of benefit to the District and/or to individual job performance.

This policy is intended to comply with all Internal Revenue Service requirements for an accountable plan so that reimbursements are not treated as part of wages for tax purposes.

“Travel” shall mean attendance at meetings, conferences, events or other functions on District business at other than the District’s offices or facilities. All Board members who attend meetings, conferences or other functions are expected to be present at all of the scheduled working sessions.

II. AUTHORIZATION FOR TRAVEL AND EXPENSES
Travel must be for the purpose of conducting District Business.

A. Pre-Authorized Travel
- Alameda, Colusa, Contra Costa, Lake, Marin, Mendocino, Napa, San Mateo, Santa Clara, Sacramento, Solano, Sonoma, and Yolo counties.
- Board members are authorized to travel to local functions sponsored by local associations in which the District maintains a membership without prior approval.
- Directors are pre-authorized to attend any conference or training sponsored by the California Special District’s Association (CSDA) or California Association of Sanitary Agencies (CASA).

B. No Director may travel beyond the regions specified in this paragraph at District expense between the election filing date for their seat and the certification of the election results favorable to the retention of their seat, unless they are unopposed.
C. **Other Travel**
Directors out of state travel must be approved by the Board, and only if:
- A finding that such opportunities are not available within California
- There is documented linkage to the District’s Strategic Plan or Goals
- The subject matter is geared to policy makers not technical experts.

III. **POLICY**

A. **General**
Board members are expected to exercise good judgement and a proper regard for economy when incurring expenses. Directors traveling beyond the above regions, prior to reimbursement, must submit a brief written report of the event they participated.

Administrative Staff will oversee training and conference registration for Directors to ensure communication regarding travel plans. Directors are encouraged to schedule and book their travel and hotel registration to assure bookings reflect the desired schedules and promote efficiencies. Administrative Staff will assist Directors when necessary.

Receipts, paid bills, etc. should be attached to each expense claim form regardless of amount.

Receipts are not necessary when the traveler elects to receive per diem payment for meals, incidental expense, and lodging. The District credit card can not be used for any expense for which the per diem applies. (See per diem requirements below).

When necessary the expense can be be pre-paid by District-issued check. All pre-payment requests, including advances of per diem, must allow sufficient time for normal processing and approval prior to payment, a minimum of (ten) 10 workdays following obtaining any required approvals.

A Board member may be accompanied by a companion who is not a District employee. The District will not reimburse any expenses attributable to any companion.

Personal or unauthorized expenses should not be charged on the District credit card. When more than one (1) employee or Board member attends the same function, one (1) person may pay the bill for the group, provided a receipt and list of names are included. Any personal or unauthorized expenses charged on the District credit card shall be paid by the Board member incurring the charge.

When taking into consideration all travel-related expenses, if it is more cost effective to fly to or from the destination on an earlier or later date, this may be allowed. If an attendee chooses to arrive earlier or stay later for personal convenience, the additional lodging and other related expenses will not be reimbursed by the District.

In situations where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would cause an undue hardship, exception may be made with prior approval by the Board of Directors.
Reimbursement for travel and related expenses will not be processed until the District is able to reconcile the expenditures with the reimbursement form. This will include any adjustments, plus or minus, that are needed after final reconciliation.

B. Registration
The cost of registration, including special events described in the agenda that contribute to educational or professional development, is eligible for reimbursement. Whenever possible, registration expenses are to be pre-paid by the District in the form of District check or credit card.

C. Meals
The per diem allowance for meals and incidental expenses incurred for overnight business travel will be based on the Internal Revenue Service using the Specific Locality Method for Meals and Incidental Expenses only.

For non-overnight business travel, reimbursement will be made for meals, including beverages and tips. If a meal is provided as part of a conference, reimbursement will not be provided for an attendee choosing to skip that meal. If a per diem method is used, the meals provided will be deducted at the rate as described below. Snacks or refreshments outside of regular meal times are not eligible for reimbursement.

Reimbursements for meals not provided as part of a conference will be made up to the Federal General Services Administration rates. These can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup. Receipts are not required to receive per diem. However, no amounts in excess of the GSA limits below will be reimbursed.

There are three (3) exceptions to these limits for which the amount reimbursed will be the actual cost of the meal and not subject to the GSA limits

- If a meal is provided as part of a conference, but is not hosted, the amount reimbursed will be the actual cost of the meal
- If the conference hotel is located more than half mile from a non fast food meal that can be purchased within GSA limits
- If dietary, physical ability, or other health or religious restriction make it infeasible to consume the conference provided meal. This includes vegetarians when no vegetarian option is available.

The Board may approve additional exceptions.
If entertaining others while traveling for business away from home, the Board Member must provide the following information on the Travel and Expense Form:

- The business relationship and individual name(s) of the person(s) entertained
- The receipt for the meal(s)

The reimbursable amount shall be computed by taking the total receipt amount and deducting the expenses related to the individual(s) traveling on the per diem allowance.

D. Alcoholic Beverages

The consumption of alcohol is guided by applicable District policies. Reimbursement will not be provided for alcoholic beverages.

E. Lodging

Whenever possible, lodging should be arranged at the facility where the event is being held at the event rate. If lodging at the event facility is not available, or if a different facility is needed, reimbursement will be limited to the event facility rate for a double-person occupancy basic room. Exceptions to this limit must be approved, in advance, by the Board of Directors.

An attendee shall not use lodging unless one of the following criteria is met:

- The destination is at least 100 miles, one way, from the District’s office.
- There is a very early or late official meeting that could justify the attendee staying overnight at the destination.
- The total event time per day, including commute or travel time, would result in a work day of more than ten (10) hours per day. For the purpose of determining total event time per day, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- The event lasts for more than one (1) day and the commute expense, including overtime pay, is more expensive than the cost of the lodging, parking and per diem.

Payment for lodging shall be limited to the minimum number of nights required for attendance at the event. An additional night at the conclusion of the event may be authorized if one (1) of the following criteria is met:

- The total event time per day, including commute or travel time, would result in a work day of more than ten (10) hours per day and the commute or travel time required to return home would result in an arrival time at home after 9:00 p.m. For the purpose of determining total event time, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- There are no flights available within a reasonable time after the conclusion of the official event.

Directors travelling on District business should utilize their District issued cell phones for all work related communication, which can include an “arrived safely” personal call. It is the Directors responsibility if a telephone charge is incurred on the hotel statement.
F. **Commercial Travel**

Air travel reimbursement shall be limited to economy or coach fares. Travel shall be by the most direct, cost-effective route. If an indirect route is used, any additional costs shall be at the Board member’s personal expense. Additional charges for “Friends Fly Free” or other companion fares must be paid by the attendee. Travel arrangements should be made with sufficient lead time to take advantage of the lowest possible rates.

If a flight is canceled that was paid by District credit card or otherwise with District funds, that credit must be made available for District use.

Rental car expenses will be reimbursed if the expense is less than other surface methods of transportation (shuttles, cabs, etc.). Rental car expenses may be reimbursed when an indirect air travel arrangement in combination with a rental car is more cost effective than a direct air travel arrangement. The District will not pay for or reimburse pre-paid fuel charges, upgrades or other additional costs not necessary to the rental of the vehicle. The District will pay for the cost of, and the attendee should accept, the standard liability insurance coverage on the rental vehicle.

In the event that a rental car is necessary, absent unusual circumstances, the vehicle size shall be no larger than mid-size (intermediate). For purposes of this policy, “unusual circumstances” may include, but are not limited to, multiple Board members sharing the same vehicle, unavailability of a mid-size (intermediate) vehicle, need for a larger vehicle to accommodate an individual with a disability, the availability of a larger vehicle or upgrade that does not increase the cost of the vehicle rental and other circumstances that warrant renting a larger size vehicle. If a larger size vehicle is needed, the rental must be approved by the Board. Attendees are required to share the use of a rented car. Attendees are required to use a District credit card when renting automobiles if s/he has been issued a District credit card.

Cab/ Rideshare fare is permissible when it is a cost-effective alternative to auto rental or when shuttles are not available.

Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil and other supplies necessary en-route. These amounts shall be shown on the expense reimbursement form with a notation that a District vehicle was used, indicating the unit number of the vehicle. If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payment must be furnished in order to obtain reimbursement.

G. **Use of Personal Vehicle**

Directors who utilize personal vehicles for business purposes are required to have a valid driver’s license and at least the minimum insurance coverage required by law. Primary insurance for use of a personal vehicle for business purposes shall be through the Board Member’s personal automobile insurance policy and the Board Member will be responsible for any damage to the vehicle, as well as for liability. Mileage, gasoline and other related expenses, are addressed in the WCWD Driving on District Business policy (401). The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

H. Other
No reimbursement will be made for personal expenses such as newspapers, laundry and dry cleaning, magazines, haircuts, shoeshines, excess personal telephone calls, in room movies, alcoholic beverages, snacks, clothing, travel insurance and other personal expenses.

I. Reporting
When attending a conference the conference agenda must be submitted prior with the reimbursement request. Directors must complete a conference report form which briefly describes lessons learned, and what was gained, not gained, and recommendations for future attendance. These reports will be included in the next published regular agenda packet.
BOARD TRAVEL POLICY

Adopted: 4/7/98
Amended: 8/20/13
Amended: 5/03/17
Amended 10/04/19
Designated Authority Board of Directors
Resolution # 19-XXXX

I. PURPOSE

To advance training and professionalism, the West County Wastewater District encourages and authorizes attendance at various schools, seminars, conferences and other meetings by its employees and Board members. Employees and Board members may also be required to travel to conduct official District business. The purpose of this policy is to establish guidelines for reimbursing travel expenses associated with the performance of District business. Reimbursement for expenses is predicated on the understanding that each attendee is returning with knowledge that will be of benefit to the District and/or to individual job performance.

This policy is intended to comply with all Internal Revenue Service requirements for an accountable plan so that reimbursements are not treated as part of wages for tax purposes.

“Travel” shall mean attendance at meetings, conferences, events or other functions on District business at other than the District’s offices or facilities. All Board members and employees who attend meetings, conferences or other functions are expected to be present at all of the scheduled working sessions unless otherwise authorized.

Documents that are supplementary to this policy include:
Per Diem Policy for Meals and Incidental Expenses

II. AUTHORIZATION FOR TRAVEL AND EXPENSES

A. Employees

Employees may travel on District business anywhere within Alameda or Contra Costa Counties if authorized by their supervisors. With approval of their supervisor and department head, employees are authorized to travel to local functions sponsored by local associations in which the District maintains a membership. Other travel on District business by employees shall be undertaken only with the prior approval of the General Manager or his/her designee. Employees must complete a Training & Travel Request Form for travel outside of Alameda or Contra Costa Counties. Travel must be for the purpose of conducting District Business.
A. Pre-Authorized Travel
   • Alameda, Colusa, Contra Costa, Lake, Marin, Mendocino, Napa, San Mateo, Santa Clara, Sacramento, Solano, Sonoma, and Yolo counties.

B. Board Members
   • Board members are authorized to travel anywhere within Alameda, Contra Costa and Solano Counties, and the California Special District Association’s Bay Area Network and Sierra Counties for the purpose of conducting District business as assigned by the Board President. Board members are authorized to travel to local functions sponsored by local associations in which the District maintains a membership without prior approval. Other travel on District business by Board members shall be undertaken only with the prior approval of the Board of Directors.
   • Directors are pre-authorized to attend any conference or training sponsored by the California Special District’s Association (CSDA) or California Association of Sanitary Agencies (CASA).

C. Prior to reimbursement processing, the Administration & Finance Committee shall approve all Travel & Training Expense Reimbursement Forms for Board members. The Board of Directors shall approve all reimbursement requests for the General Manager when the expenses exceed $250. An employee’s department head may approve Travel & Training Expense Reimbursement Forms up to $100. The General Manager, or his/her designee, shall approve all Travel & Training Expense Reimbursement Forms for employees in excess of $100.

No Director may travel beyond the regions specified in this paragraph at District expense between the election filing date for their seat and the certification of the election results favorable to the retention of their seat, unless they are unopposed.
C. Other Travel

Directors out of state travel must be approved by the Board, and only if:

- A finding that such opportunities are not available within California
- There is documented linkage to the District's Strategic Plan or Goals
- The subject matter is geared to policy makers not technical experts.

III. POLICY

A. General

Board members and employees are expected to exercise good judgement and a proper regard for economy when incurring expenses. The Administration Supervisor/Directors traveling beyond the above regions, prior to reimbursement, must submit a brief written report of the event they participated.

Administrative Staff will be available to assist with coordinating and overseeing training and conference registration for Directors to ensure communication regarding travel arrangements. Directors are encouraged to schedule and book their travel and hotel registration to assure bookings reflect the desired schedules for Board members and promote efficiencies. Administrative Staff will assist Directors when necessary.

Board members and employees are required to complete a Travel & Training Expense Reimbursement Form when incurring expenses. Requests for reimbursement should be made as soon as possible following the seminar or conference or by the end of the month in which the expenses were incurred.

Claims must be clear, listing the following (certain data may be listed on the attached receipt):

- The amount of the expense
- The time and place of travel or expense
- The business purpose of the expense
- In the case of business-related expenses incurred on behalf of others, the name and business relation of the individuals

Receipts, paid bills, etc. should be attached to each expense claim form regardless of amount.

- Registration
- Travel (including air fare, taxi, shuttle, etc.)
- Lodging (hotel bills, etc.);
- Mileage

Employees who have been issued a District credit card and all Board members are required to use their District-issued credit card to pay their legitimate travel and related expenses. District staff is not authorized to reimburse expenses for District employees and Board members who use a personal credit or debit card for travel and related
expenses without authorization by the Board or the Administration & Finance Committee. Whenever possible, air fares and related fees and taxes, lodging expenses and conference registration fees will be pre-paid with the District-issued credit card. If the District credit card is not accepted, the expense must be pre-paid by District-issued check. All pre-payment requests must allow sufficient time for normal processing and approval prior to payment.

Employees who have not been issued a District credit card are required to pre-pay travel related expenses via their supervisor’s District issued credit card or District check. For all other legitimate travel expenses, employees may use their personal credit card and/or cash. However, in circumstances where the use of personal credit cards and/or cash is deemed impractical, and where the total expense is expected to exceed fifty dollars ($50.00), the District may provide an advance of funds. Such advance will not exceed one hundred percent (100%) of the anticipated out-of-pocket expense, less those items that are required to be pre-paid. All such payment requests must allow sufficient time for normal processing and approval prior to payment.

Receipts are not necessary when the traveler elects to receive per diem payment for meals, incidental expense, and lodging. The District credit card can not be used for any expense for which the per diem applies. (See per diem requirements below).

When necessary the expense can be pre-paid by District-issued check. All pre-payment requests, including advances of per diem, must allow sufficient time for normal processing and approval prior to payment, a minimum of (ten) 10 workdays following obtaining any required approvals.

A Board member or employee may be accompanied by a companion who is not a District employee if his/her presence does not detract from the attendee’s performance of District duties. The District will not reimburse any expenses attributable to any companion.

Personal or unauthorized expenses should not be charged on the District credit card. When more than one (1) employee or Board member attends the same function, one (1) person may pay the bill for the group, provided a receipt and list of names are included. Any personal or unauthorized expenses charged on the District credit card shall be paid by the employee or Board member incurring the charge.

When taking into consideration all travel-related expenses, if it is more cost effective to fly to or from the destination on an earlier or later date, this may be allowed. If an attendee chooses to arrive earlier or stay later for personal convenience, the additional lodging and other related expenses will not be reimbursed by the District.

In situations where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would cause an undue hardship, exception may be made with prior approval of the General Manager for such extraordinary travel expenses for District employees or by the Board of Directors or Administration & Finance Committee for the General Manager and Board members by the Board of Directors.
Reimbursement for travel and related expenses will not be processed until the District is able to reconcile the District credit card statement expenditures with the reimbursement form. This will include any adjustments, plus or minus, that are needed after final reconciliation.

B. Registration
The cost of registration, including special events described in the agenda that contribute to educational or professional development, is eligible for reimbursement. Whenever possible, registration expenses are to be pre-paid by the District in the form of District check or credit card.

C. Meals
The per diem allowance for meals and incidental expenses incurred for overnight business travel away from home are governed by will be based on the District’s Per Diem Policy Internal Revenue Service using the Specific Locality Method for Meals and Incidental Expenses only.

For non-overnight business travel, reimbursement will be made for meals, including beverages and tips. If a meal is provided as part of a conference, reimbursement will not be provided for an attendee choosing to skip that meal. If a per diem method is used, the meals provided will be deducted at the rate as described below. Snacks or refreshments outside of regular meal times are not eligible for reimbursement.

Reimbursements for meals not provided as part of a conference will be made up to the limits listed below. Federal General Services Administration rates. These can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup. Receipts are not required to receive per diem. However, no amounts in excess of the GSA limits below will be reimbursed.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>36.00</td>
</tr>
</tbody>
</table>

If a meal is provided as part of a conference, but is not hosted, there are three (3) exceptions to these limits for which the amount reimbursed will be the actual cost of the meal and not subject to the GSA limits above. The above amounts for

- If a meal is provided as part of a conference, but is not hosted, the amount reimbursed will be the actual cost of the meal
- If the conference hotel is located more than half mile from a non fast food meal that can be purchased within GSA limits
- If dietary, physical ability, or other health or religious restriction make it infeasible to consume the conference provided meal. This includes vegetarians when no vegetarian option is available.

The reimbursement board may approve additional exceptions.
If entertaining others while traveling for business away from home, the Board Member must provide the following information on the Travel and Expense Form:

- The business relationship and individual name(s) of the person(s) entertained
- The receipt for the meal(s)

The reimbursable amount shall be adjusted to conform with the applicable IRS rates for meal reimbursement as amended from time to time, computed by taking the total receipt amount and deducting the expenses related to the individual(s) traveling on the per diem allowance.

D. Alcoholic Beverages

Sometimes alcoholic beverages are served at business meetings. The consumption of alcohol is guided by applicable District policies. Reimbursement will not be provided for alcoholic beverages that are itemized separately on a receipt.

E. Lodging

Whenever possible, lodging should be arranged at the facility where the event is being held at the event rate. If lodging at the event facility is not available, or if a different facility is needed, reimbursement will be limited to the event facility rate for a double-person occupancy basic room. Exceptions to this limit must be approved, in advance, by the Administration & Finance Committee-Board of Directors.

An attendee shall not use lodging unless one of the following criteria is met:

- The destination is at least 100 miles, one way, from the District’s office.
- There is a very early or late official meeting that could justify the attendee staying overnight at the destination.
- The total event time per day, including commute or travel time, would result in a work day of more than ten (10) hours per day. For the purpose of determining total event time per day, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- The event lasts for more than one (1) day and the commute expense, including overtime pay, is more expensive than the cost of the lodging, parking and per diem.

Payment for lodging shall be limited to the minimum number of nights required for attendance at the event. An additional night at the conclusion of the event may be authorized if one (1) of the following criteria is met:

- The total event time per day, including commute or travel time, would result in a work day of more than ten (10) hours per day and the commute or travel time required to return home would result in an arrival time at home after 9:00 p.m. For the purpose of determining total event time, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
There are no flights available within a reasonable time after the conclusion of the official event.

The event lasts for more than one day and the overtime pay for the commute or travel time is more expensive than the cost of the extra night of lodging, parking and per diem.

Whenever reasonably possible, the justification for the request for an additional night of lodging must be submitted to, and approved by, the General Manager (or his/her designee) in the case of employees or the Board President, in the case of the General Manager and Board members, in advance of the event.

Charges for local and long distance phone calls will be reimbursed when such calls are made in conducting official district business or essential personal calls such as a “safe arrival call.”

Charges imposed by the hotel for the use of internet service may be paid by the District if the General Manager has authorized the employee to access his/her District email account or files during his/her travel or, in the case of a Board member, the Board President has authorized the expense. If the employee or Board member has not been approved for this expense, s/he must pay for any internet access charges.

Directors travelling on District business should utilize their District issued cell phones for all work related communication, which can include an “arrived safely” personal call. It is the Directors responsibility if a telephone charge is incurred on the hotel statement.

F. Commercial Travel

Air travel reimbursement shall be limited to economy or coach fares. Travel shall be by the most direct, cost-effective route. If an indirect route is used, any additional costs shall be at the Board member’s or employee’s personal expense. Additional charges for “Friends Fly Free” or other companion fares must be paid by the attendee. Travel arrangements should be made with sufficient lead time to take advantage of the lowest possible rates.

If a flight is canceled that was paid by District credit card or otherwise with District funds, that credit must be made available for District use.

Rental car expenses will be reimbursed if the expense is less than other surface methods of transportation (shuttles, cabs, etc.). Rental car expenses may be reimbursed when an indirect air travel arrangement in combination with a rental car is more cost effective than a direct air travel arrangement. The District will not pay for or reimburse pre-paid fuel charges, upgrades or other additional costs not necessary to the rental of the vehicle. The District will pay for the cost of, and the attendee should accept, the standard liability insurance coverage on the rental vehicle.

In the event that a rental car is necessary, the cost shall ordinarily be limited to the commercial car rental contract rates established by the State of California Department of General Services (DGS) Statewide Travel Program, which may be found at: http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx.
Absent unusual circumstances, the vehicle size shall be no larger than mid-size (intermediate). For purposes of this policy, “unusual circumstances” may include, but are not limited to, multiple employees or Board members sharing the same vehicle, unavailability of a mid-size (intermediate) vehicle, need for a larger vehicle to accommodate an individual with a disability, the availability of a larger vehicle or upgrade that does not increase the cost of the vehicle rental and other circumstances that warrant renting a larger size vehicle. If a larger size vehicle is needed, its rental must be approved by the General Manager for District employees or, for Board members, by the Board or the Administration & Finances Committee. Attendees are required to share the use of a rented car. Attendees are required to use a District credit card when renting automobiles if s/he has been issued a District credit card.

Cab/Rideshare fare is permissible when it is a cost-effective alternative to auto rental or when shuttles are not available.

Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil and other supplies necessary en-route. These amounts shall be shown on the expense reimbursement form with a notation that a District vehicle was used, indicating the unit number of the vehicle. If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payment must be furnished in order to obtain reimbursement.

G. Use of Personal Vehicle
Reimbursement for the use of private cars shall be at the rate established by the Internal Revenue Service (IRS). https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for Mileage reimbursement shall not exceed the lowest available fare for air travel. Parking charges necessary for the business purpose of the trip will be reimbursed.

The distance traveled from an employee’s primary residence to his/her primary work site will not be reimbursed, as this is considered a personal expense. An employee driving a personal vehicle from his/her primary residence to an event site shall be reimbursed only for mileage that exceeds the round trip distance from his/her primary residence to his/her primary work site. If an employee utilizes rideshare, the employee shall be reimbursed only for mileage that exceeds the round trip distance he/she would have travelled the day of the event attended.

An employee driving to and from the airport when traveling on business will be reimbursed only for mileage that exceeds the round-trip distance from his/her primary residence to his/her primary work site. If an employee is driving a personal vehicle from his/her primary residence to an event site on his/her normal day off, the employee shall be reimbursed for the total distance driven.

Employees/ Directors who utilize personal vehicles for business purposes are required to have a valid driver’s license and at least the minimum insurance coverage required by law. Primary insurance for use of a personal vehicle for business purposes shall be
through the employee’s Board Member’s personal automobile insurance policy and the Board Member will be responsible for any damage to the vehicle, as well as for liability. Mileage, gasoline and other related expenses, are addressed in the WCWD Driving on District Business policy (401). The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

H. Other
No reimbursement will be made for personal expenses such as newspapers, laundry and dry cleaning, magazines, haircuts, shoeshines, excess personal telephone calls, in room movies, alcoholic beverages, snacks, clothing, travel insurance and other personal expenses.

I. Reporting
When attending a conference the conference agenda must be submitted prior with the reimbursement request. Directors must complete a conference report form which briefly describes lessons learned, and what was gained, not gained, and recommendations for future attendance. These reports will be included in the next published regular agenda packet.