

RESOLUTION NO. 01-14

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RUNNING SPRINGS WATER DISTRICT ADOPTING
DISTRICT'S REIMBURSEMENT POLICIES AND
PROCEDURES**

WHEREAS, the Running Springs Water District ("District") is a County Water District formed pursuant to the California Water Code Sections 30000 et seq.; and

WHEREAS, pursuant to California Water Code Sections 31000, 31001, 30507 and California Government Code Sections 53232 et seq., the District is authorized to adopt a written policy, in a public meeting, specifying a reimbursement policy and procedure, and specifying the types of occurrences that qualify a member of the Board of Directors to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses related to attendance at board meetings, professional conferences or similar meetings; and

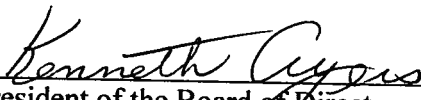
WHEREAS, it is in the best interests of the District to adopt a policy setting forth reimbursement procedures for members of the Board of Directors for their attendance at meetings and conferences.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Running Springs Water District as follows:

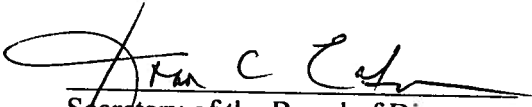
1. The Board does hereby approve and adopt the Reimbursement Policy attached hereto as Exhibit "A" and incorporated herein.
2. This Resolution shall be effective immediately after its adoption by the Board.

ADOPTED by the Board of Directors of the Running Springs Water District on the 15th day of January, 2014, by the following vote:

| | |
|---------------------|---|
| Ayes: | 5 |
| Noes: | 0 |
| Abstentions: | 0 |
| Absent: | 0 |


President of the Board of Directors
Running Springs Water District

ATTEST:


Secretary of the Board of Directors
Running Springs Water District

RUNNING SPRINGS WATER DISTRICT
REIMBURSEMENT POLICY

I. PURPOSE

The Purpose of this Reimbursement Policy (“Policy”) is to set forth in writing the District’s policy for reimbursing members of the Board of Directors (“Board Members”) of Running Springs Water District (“District”) for actual and necessary expenses incurred in the performance of their official duties. This policy is adopted to implement Article XII of the By-Laws of the Board of Directors.

II. STIPEND

- A.** Each Board Member shall receive a stipend of one hundred dollars (\$100.00) per day of service, and reimbursement of actual, necessary expenses incurred, for attendance at:
- 1.** A meeting of the Board (Board Meeting”) or a meeting of an advisory body to the Board (“Committee Meeting”). The District will not reimburse any travel, lodging, or meal expenses incurred in connection with attending a Board Meeting or a Committee Meeting conducted within the District’s boundaries.
 - 2.** A hearing by or meeting with a legislative or regulatory body for District business as a representative of the Board.
 - 3.** A meeting with representatives of other agencies and entities related to District business or to District adopted or authorized policy positions.
 - 4.** A meeting of a multi-jurisdictional governmental body on which the Board Member serves as the District’s designated representative.
 - 5.** A meeting of the California Special Districts Association, Special District Risk Management Association or the Association of San Bernardino County Special Districts.
 - 6.** A conference or organized educational seminar designed to improve the Board Member’s skill and information levels on topics related to District business.
 - 7.** A grievance hearing related to personnel matters.
 - 8.** Ethics, sexual harassment or other legally mandated training programs.
- B.** The Board in open session may pre-approve a stipend of one hundred dollars (\$100.00) per day of service for attendance at other events not listed in Section A above, representation of the District before public agencies when authorized by the Board prior to the occasion, or an event that will further the purposes or responsibilities of the District.
- C.** Each Board Member’s compensation shall not exceed a total of 6 days of service in any calendar month.

- D. Compensation under this Policy may be waived by any Board Member entitled to compensation.

III. TRANSPORTATION

- A. Use of Personal Vehicle. The District shall reimburse Board Members for mileage incurred when they use their personal vehicles to attend conferences or other meetings outside of the District's boundaries in furtherance of the District's business. The District will reimburse mileage for travel to and from the destination based at the approved Internal Revenue Service rate in effect.
- B. Rentals. The District shall reimburse Board Members for actual and necessary vehicle rental expenses incurred in connection with Board Member attendance at approved activities outside of the District's boundaries. The District shall only reimburse for the expense of economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Board Member rents a vehicle, he or she shall obtain insurance for the vehicle at the District's expense.
- C. Shuttle, Bus, Taxi, and Public Transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board Members are encouraged to use the most efficient mode of transportation available.
- D. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Board Members may use air travel or other mode of common carrier transportation to and from the destination. Board Members are encouraged to use the most efficient means available.

IV. LODGING

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. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

V. MEALS

The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District's affairs are reimbursable provided the District's Office Administrator is provided with a receipt documenting the expense incurred. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the greater of seventy-five dollars (\$75.00) per day or the applicable Internal Revenue Service per diem rate.

VI. PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

The District shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs, not reimbursable by the District, shall include, but not

be limited to, the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

VII. CONFERENCES AND OTHER MEETINGS

Board Members shall only receive reimbursement of expenses incurred for travel, lodging, and meals for conferences or other meetings in furtherance of the District's business. No other expense will be reimbursed.

VIII. EXPENSE REPORTS

The District shall not reimburse any expenses until an expense form is submitted to the District's Office Administrator no later than forty-five (45) days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District's business. Expense forms shall be accompanied by receipts documenting each expense. If no receipt is available, a written explanation of the expenditure is required. Board Members will be required to provide a brief report on the conference or meeting attended at the next regular meeting of the Board.

IX. EXPENSES NOT INCLUDED

Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Board of Directors in a public meeting before the expense is incurred.

X. MODIFICATIONS

The forgoing provisions may be reviewed and amended by the Board of Directors.