

RESOLUTION NO. 2018-2138

A RESOLUTION APPROVING POLICIES FOR BOARD POLICY B-50:
TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Board Policy B-50: Training/Conferences/Seminars/Travel/Meals, a copy of which is attached as Exhibit A.

The previously approved Board Policy B-50: Training/Conferences/Seminars/Travel is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

* * * * *

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 23rd of August 2018, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Greenfield, Murray, Schrieberman.
NOES, Members: None.
ABSENT, Members: None.
ABSTAIN, Members: None.

[Handwritten signature of Teresa Lerch]

Teresa Lerch, District Secretary

APPROVED:
[Handwritten signature of Megan Clark]

Megan Clark, President of Board of Directors



B-50 TRAINING/CONFERENCES/SEMINARS/TRAVEL/MEALS

Purpose

This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

B-50-10 Attendance Encouraged, but Limit on Number of Conferences. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit the District and are directly related to improving the operation of the District. Board Members are limited to four (4) conferences or seminars per calendar year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. The Board may vote to allow a Member to exceed this limitation of four (4) conferences or seminars prior to that Member's attendance at that event. For multi-day conferences, compensation shall be at a maximum of one meeting per day. If travel to a conference requires travel of four hours or more, portal to portal, the Board member may charge for that day.

One day conferences without overnight travel will not be considered in the annual attendance limit and will be reimbursed as a special meeting. Any conference or seminar that a Board Member attends that is two days or longer shall be included in the four (4) conference or seminar limit. Board Members are required to submit a Meeting Attendance Request or a Conference Registration Form in advance of the requested travel. In order to receive approval for reimbursement, the requests should be submitted at least five business days prior to the Board Meetings.

B-50-20 Usual and Reasonable Costs. The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Actual and necessary expenses incurred in the performance of official duties shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Usual meal related expenses shall be limited in total amount per day to the current District per diem amounts, which are pursuant to the prevailing U.S. General Services Administration's (GSA) current breakdown of meal reimbursement expenses per Internal Revenue Service (IRS) guidance. Attachment 1 contains

Resolution No. 2018-2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017 - 2106

a breakdown of the Daily Total for partial days and the maximum Daily Total for California locations.

Hotel receipts are not adequate for documentation for food expenses. The expenses shall be presented to the Board for approval through the normal administrative process.

Transportation (ie – by passenger vehicle, scheduled shuttle or taxi) reimbursement for travel to San Francisco Airport or Oakland Airport will not exceed a maximum of \$46.00 one way. Cash tips unsubstantiated by receipts (i.e. - bellman, hotel maid) shall be reimbursed as incidental expenses subject to the prevailing US General Services Administration's current breakdown of incidental expenses.

Transportation expenses to an offsite event that is scheduled as part of a conference or meeting shall be reimbursable. Itemized receipts are required to be submitted for reimbursement. Tips for transportation such as cabs and shuttles that are included in the receipt from the driver shall be reimbursable and not included in the incidental expense portion of the daily expense limit specified by the US General Services Administration.

B-50-30 Expenses for Non-Conference Related Meetings. A Board member may attend a meeting that is not part of a conference where District business is discussed. Reasonable expenses for transportation and meals shall be reimbursed, subject to the substantiation requirements and meal and incidental expense allowances described above, after receiving approval from the Board.

B-50-40 Report to Board. A Board member who attends a conference/seminar/meeting etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

Resolution No. 2018-2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017 - 2106

B-50 Training/Conferences/Seminars/Travel

Attachment 1

2018 MEAL REIMBURSEMENT BREAKDOWN

Per the U.S. General Services Administration, the table below lists 2016 reimbursement amounts in the lower 48 continental United States (currently ranging from \$46 to \$74). In order to determine the correct meal reimbursement limits, first determine the location where you will be working while on official travel. You can look up location-specific information at www.gsa.gov/portal/content/104877. Find the daily total expense limit for your travel area and then refer to the table below for specific meal reimbursement limits.

Daily Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$28
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Please see the 2018 Per Diem Rates, effective October 1, 2018 for travel in California on the following page.

Resolution No. 2018 – 2138	Date Approved: August 23, 2018
President of the Board	Supersedes: 2017-2106

B-50 Training/Conferences/Seminars/Travel

Attachment 1

FY 2018 Per Diem Rates - Effective October 1, 2018

	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	\$46
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 64
CA	Bakersfield / Ridgecrest	Kern			\$ 59
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 54
CA	Death Valley	Inyo			\$ 64
CA	Eureka / Arcata / McKinleyville	Humboldt			\$ 74
CA	Fresno	Fresno			\$ 64
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica			\$ 64
CA	Mammoth Lakes	Mono			\$ 74
CA	Mill Valley / San Rafael / Novato	Marin			\$ 74
CA	Modesto	Stanislaus			\$ 54
CA	Monterey	Monterey			\$ 74
CA	Napa	Napa			\$ 69
CA	Oakhurst	Madera			\$ 64
CA	Oakland	Alameda			\$ 69
CA	Palm Springs	Riverside			\$ 64
CA	Point Arena / Gualala	Mendocino			\$ 69
CA	Redding	Shasta			\$ 64
CA	Sacramento	Sacramento			\$ 64
CA	San Diego	San Diego			\$ 64
CA	San Francisco	San Francisco			\$ 74
CA	San Luis Obispo	San Luis Obispo			\$ 64
CA	San Mateo / Foster City / Belmont	San Mateo			\$ 69
CA	Santa Barbara	Santa Barbara			\$ 74
CA	Santa Cruz	Santa Cruz			\$ 59
CA	Santa Monica	City limits of Santa Monica			\$ 64
CA	Santa Rosa	Sonoma			\$ 64
CA	South Lake Tahoe	El Dorado			\$ 64
CA	Stockton	San Joaquin			\$ 64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$ 64
CA	Tahoe City	Placer			\$ 64
CA	Truckee	Nevada			\$ 74
CA	Visalia / Lemoore	Tulare / Kings			\$ 59
CA	West Sacramento / Davis	Yolo			\$ 64
CA	Yosemite National Park	Mariposa			\$ 69
CO	Aspen	Pitkin	October 1	November 30	\$ 71
CO	Aspen	Pitkin	December 1	March 31	\$ 71
CO	Aspen	Pitkin	April 1	May 31	\$ 71
CO	Aspen	Pitkin	June 1	August 31	\$ 71
CO	Aspen	Pitkin	September 1	September 30	\$ 71
CO	Boulder / Broomfield	Boulder / Broomfield			\$ 61
CO	Colorado Springs	El Paso			\$ 66

B-50 Training/Conferences/Seminars/Travel

Attachment 1

FY 2018 Per Diem Rates - Effective October 1, 2018

	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.	COUNTY / LOCATION DEFINED	SEASON BEGIN	SEASON END	\$46
CO	Cortez	Montezuma	October 1	May 31	\$ 51
CO	Cortez	Montezuma	June 1	September 30	\$ 51
CO	Crested Butte / Gunnison	Gunnison			\$ 51
CO	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson			\$ 66
CO	Douglas	Douglas			\$ 61
CO	Durango	La Plata	October 1	May 31	\$ 61
CO	Durango	La Plata	June 1	September 30	\$ 61
CO	Fort Collins / Loveland	Larimer			\$ 56
CO	Montrose	Montrose			\$ 56
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	\$ 56
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	\$ 56
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	\$ 56
CO	Silverthorne / Breckenridge	Summit	June 1	September 30	\$ 56
CO	Steamboat Springs	Routt	October 1	November 30	\$ 56
CO	Steamboat Springs	Routt	December 1	March 31	\$ 56
CO	Steamboat Springs	Routt	April 1	September 30	\$ 56
CO	Telluride	San Miguel	October 1	November 30	\$ 71
CO	Telluride	San Miguel	December 1	March 31	\$ 71

For applicable rates outside of California, see the General Services website at www.gsa.gov/portal/content/104877.