

RESOLUTION NO. 2015-2029

A RESOLUTION APPROVING REVISED BOARD POLICY B-50:
TRAINING/CONFERENCES/SEMINARS/TRAVEL

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, a copy of which is attached as Exhibit A by reference incorporated herein.

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 26th of March 2015, 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.



Teresa Lerch, District Secretary

APPROVED:



Rabi Elias, President of Board of Directors

(seal)



B-50 TRAINING/CONFERENCES/SEMINARS/TRAVEL**EXHIBIT A****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. In general, Board Members are limited to four (4) conferences or seminars per year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. For multi-day conferences, compensation shall be at a maximum of one meeting per day. 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. Meal reimbursement for breakfast is for purchases between the hours of 5:00 a.m. and 12:00 noon, for lunch between 12:00 noon and 5:00 p.m. and for dinner between 5:00 p.m. and 11:00 p.m. 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 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.

B-50-30 Report to Board. A Board member who attends a conference/seminar/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. 2015 – 2029 | Date Approved: March 26, 2015 |
| President of the Board | Supersedes: July 9, 2009 |

2015 MEAL REIMBURSEMENT BREAKDOWN

Per the U.S. General Services Administration, the table below lists 2015 reimbursement amounts in the lower 48 continental United States (currently ranging from \$46 to \$71). 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 | \$46 | \$51 | \$56 | \$61 | \$66 | \$71 |
| Continental Breakfast/Breakfast | \$9 | \$10 | \$11 | \$12 | \$13 | \$14 |
| Lunch | \$14 | \$15 | \$16 | \$18 | \$19 | \$21 |
| Dinner | \$23 | \$26 | \$29 | \$31 | \$34 | \$36 |

Please see the 2015 Per Diem Rates, effective October 1, 2014 for travel in California on the following page.

B-50 Training/Conferences/Seminars/Travel

Attachment 1

FY 2015 Per Diem Rates - Effective October 1, 2014

| | 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 | | | \$ 66 |
| CA | Bakersfield / Ridgecrest | Kern | | | \$ 51 |
| CA | Barstow / Ontario / Victorville | San Bernardino | | | \$ 56 |
| CA | Death Valley | Inyo | | | \$ 46 |
| CA | Eureka / Arcata / McKinleyville | Humboldt | October 1 | June 30 | \$ 61 |
| CA | Eureka / Arcata / McKinleyville | Humboldt | July 1 | August 31 | \$ 61 |
| CA | Eureka / Arcata / McKinleyville | Humboldt | September 1 | September 30 | \$ 61 |
| CA | Fresno | Fresno | | | \$ 61 |
| CA | Los Angeles | Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica | | | \$ 71 |
| CA | Mammoth Lakes | Mono | October 1 | November 30 | \$ 61 |
| CA | Mammoth Lakes | Mono | December 1 | March 31 | \$ 61 |
| CA | Mammoth Lakes | Mono | April 1 | September 30 | \$ 61 |
| CA | Mill Valley / San Rafael / Novato | Marin | | | \$ 56 |
| CA | Modesto | Stanislaus | | | \$ 51 |
| CA | Monterey | Monterey | October 1 | June 30 | \$ 71 |
| CA | Monterey | Monterey | July 1 | August 31 | \$ 71 |
| CA | Monterey | Monterey | September 1 | September 30 | \$ 71 |
| CA | Napa | Napa | October 1 | November 30 | \$ 66 |
| CA | Napa | Napa | December 1 | January 31 | \$ 66 |
| CA | Napa | Napa | February 1 | September 30 | \$ 66 |
| CA | Oakhurst | Madera | October 1 | May 31 | \$ 56 |
| CA | Oakhurst | Madera | June 1 | August 31 | \$ 56 |
| CA | Oakhurst | Madera | September 1 | September 30 | \$ 56 |
| CA | Oakland | Alameda | | | \$ 61 |
| CA | Palm Springs | Riverside | October 1 | December 31 | \$ 71 |
| CA | Palm Springs | Riverside | January 1 | May 31 | \$ 71 |
| CA | Palm Springs | Riverside | June 1 | September 30 | \$ 71 |
| CA | Point Arena / Gualala | Mendocino | | | \$ 66 |
| CA | Redding | Shasta | | | \$ 61 |
| CA | Sacramento | Sacramento | | | \$ 61 |
| CA | San Diego | San Diego | | | \$ 71 |
| CA | San Francisco | San Francisco | October 1 | October 31 | \$ 71 |
| CA | San Francisco | San Francisco | November 1 | December 31 | \$ 71 |
| CA | San Francisco | San Francisco | January 1 | August 31 | \$ 71 |
| CA | San Francisco | San Francisco | September 1 | September 30 | \$ 71 |
| CA | San Luis Obispo | San Luis Obispo | | | \$ 66 |
| CA | San Mateo / Foster City / Belmont | San Mateo | | | \$ 61 |
| CA | Santa Barbara | Santa Barbara | October 1 | June 30 | \$ 66 |
| CA | Santa Barbara | Santa Barbara | July 1 | August 31 | \$ 66 |
| CA | Santa Barbara | Santa Barbara | September 1 | September 30 | \$ 66 |
| CA | Santa Cruz | Santa Cruz | October 1 | May 31 | \$ 66 |

B-50 Training/Conferences/Seminars/Travel

Attachment 1

| | 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 | Santa Cruz | Santa Cruz | June 1 | August 31 | \$ 66 |
| CA | Santa Cruz | Santa Cruz | September 1 | September 30 | \$ 66 |
| CA | Santa Monica | City limits of Santa Monica | October 1 | December 31 | \$ 71 |
| CA | Santa Monica | City limits of Santa Monica | January 1 | May 31 | \$ 71 |
| CA | Santa Monica | City limits of Santa Monica | June 1 | August 31 | \$ 71 |
| CA | Santa Monica | City limits of Santa Monica | September 1 | September 30 | \$ 71 |
| CA | Santa Rosa | Sonoma | | | \$ 61 |
| CA | South Lake Tahoe | El Dorado | | | \$ 71 |
| CA | Stockton | San Joaquin | | | \$ 56 |
| CA | Sunnyvale / Palo Alto / San Jose | Santa Clara | | | \$ 56 |
| CA | Tahoe City | Placer | | | \$ 61 |
| CA | Truckee | Nevada | | | \$ 71 |
| CA | Visalia / Lemoore | Tulare / Kings | | | \$ 61 |
| CA | West Sacramento / Davis | Yolo | | | \$ 51 |
| CA | Yosemite National Park | Mariposa | October 1 | November 30 | \$ 71 |
| CA | Yosemite National Park | Mariposa | December 1 | May 31 | \$ 71 |
| CA | Yosemite National Park | Mariposa | June 1 | August 31 | \$ 71 |
| CA | Yosemite National Park | Mariposa | September 1 | September 30 | \$ 71 |

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