



POLICY AND PROCEDURE

POLICY TITLE: Director Compensation & Expense Reimbursement Policy	NUMBER: 2021-02	PAGE: 1 of 6
APPROVED BY: Zone 7 Board	REVISION:	EFFECTIVE DATE: July 1, 2021

I. POLICY

The purpose of this policy is to establish guidelines for the Zone 7 Board of Directors compensation and expense reimbursement for travel and related expenses incurred in the performance of their official duties in accordance with Water Code Section 20200, et seq., and declare that each director shall exhibit good judgement in the matter of travel and incidental expenses submitted to the Agency for reimbursement. The members of the Board of Directors will fully comply with the provisions of the following "Policy on Directors' Compensation and Expense Reimbursement."

II. COMPENSATION

Notwithstanding other sections of this Policy, Board Member compensation for attendance virtual or in person meetings, events or activities as described in Section II A through F shall be allowed for one (1) meeting per day for up to a total of ten (10) days in any calendar month irrespective of the number of days which he or she attends a meeting.

The amount of compensation paid to Board Members for attendance at each meeting shall be reviewed on a biennial basis. The amount of compensation shall be established in accordance with the provisions of Water Code Section 20200, et seq., and shall be adopted by ordinance.

Board members will be compensated for attendance, virtual or in person at each board-approved meeting, event, and activities as described as follows:

A. Zone 7 Meetings

A Director may receive compensation for regular board meetings, special board meetings, or committee meetings, or otherwise provides service as a Director at the request of the Board. Attendance shall be considered service rendered at the request of the Board and shall not require specific pre-approval by the Board.

B. Required Trainings

A Director may receive compensation for attendance at training programs which are required by law (e.g., ethics training and sexual harassment prevention training). Attendance shall be considered service rendered at the request of the Board and shall not require specific pre-approval by the Board.

C. Non-Zone 7 Meetings

A Director may receive compensation for attendance at meetings, events, or functions held by Zone 7 Retailers, civic, business, or nonprofit organizations, local, regional, statewide or federal public officials or agencies, and regulatory bodies and their committees on topics related to the water industry, water policy, or other issues that could impact Zone 7. Attendance shall be considered service rendered at the request of the Board and shall not require specific pre-approval by the Board. Meetings, events, or functions include and are not limited to:

1. City of Livermore City Council Meetings
2. City of Livermore Chamber of Commerce Meetings
3. City of Livermore Community Meetings and Events
4. City of Pleasanton City Council Meetings
5. City of Pleasanton Chamber of Commerce Meetings
6. City of Pleasanton Community Meetings and Events
7. City of Dublin Chamber of Commerce Meetings
8. Dublin San Ramon Services District Board Meeting
9. Dublin San Ramon Services District Board Community Meeting and Events
10. California Water Service Meeting and Events
11. Tri-Valley Liaison Committee Meetings
12. Alameda County
13. California State Assembly and Senate Meetings

D. Conferences, Seminars and Trainings

Each member of the Board of Directors is encouraged to participate in activities and organizations which, in the judgment of the Board, further the interests of Zone 7. Board Members may receive compensation for attending meetings, events, or activities, including and not limited to conferences, seminars, educational events, regional and committee meetings and trainings located in the State of California (unless otherwise noted below) held by agencies and organizations which Zone 7 is a current member to. Attendance shall be considered service rendered at the request of the Board and shall not require specific pre-approval by the Board. Below is a current list of organizations which Zone 7 is a member to:

1. Association of California Water Agencies (ACWA)

2. Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
3. Delta Conveyance Design and Construction Joint Powers Authority (DCA), unless the Director is being compensated by the DCA
4. Delta Conveyance Finance Authority, unless the Director is being compensated by the Delta Conveyance Finance Authority
5. Alameda County Special Districts Association (ACSDA)
6. American Water Works Association (AWWA)
7. American Water Works Association California-Nevada Section (AWWA CA-NV Section) located in the States of California and Nevada
8. CalDesal
9. California Special Districts Association (CSDA)
10. California Water Efficiency Partnership
11. East Bay Leadership Council
12. Floodplain Management Association
13. Groundwater Resources Association
14. National Ground Water Association, Inc.
15. Water Education Foundation
16. Water Research Foundation
17. The WateReuse Association
18. Sites Reservoir
19. Los Vaqueros Reservoir
20. State of California Department of Water Resources
21. State of California Water Commission
22. State of California Water Resources Control Board
23. State of California Delta Stewardship Council

Note: Future memberships and associations will be approved by the Board through the Budget process.

E. Staff Organized Meetings

A Director may receive compensation for attendance at an orientation, educational activity, and briefing organized by Zone 7 staff (e.g., Board orientation, Board Member training, site visits to regional water or District-owned facilities, special briefings with the General Manager or Executive Staff). Attendance shall be considered service rendered at the request of the Board and shall not require specific pre-approval by the Board.

F. Meetings or Events Permitted Upon Board Approval

Compensation for meetings, events, and activities not described in Sections II. A through E must be approved by the Board in advance of the meeting to be considered service rendered at the request of the Board. Compensation and reimbursement of related expenses must be specifically authorized by the Board.

III. EXCEPTION TO BOARD APPROVAL IN ADVANCE OF A MEETING

Situations may arise where Board approval in advance of a meeting is not possible due to insufficient notice of a meeting or event or other circumstances reasonably beyond a Director's control. Notwithstanding anything to the contrary contained herein, in the event there is insufficient time to comply with the Board approval process for attendance at meetings events or activities as set forth in Section II. F., Directors may choose to attend such meetings at their own cost and seek the Board's approval thereafter. After such attendance, Directors shall at the next regularly scheduled meeting of the Board, request Board approval for compensation and reimbursement in conformity with the procedures set forth in Section V herein together with a detailed explanation as to why compliance with the Board approval process was not feasible. The Board shall have the right to reject any post-attendance request if the failure to obtain approval in advance was a result of a Director's negligence or willful failure to submit his or her request in a timely manner or if the meeting was deemed not to further the interests of Zone 7.

IV. REGISTERING FOR TRAINING OR CONFERENCES

A Director will make requests to attend a non-Zone 7 meeting, training, or conference to the Executive Secretary. Payment for conferences, trainings, or other non-Zone 7 events described in Section II are paid by Zone 7 through Alameda County Auditor-Controller's Office. Zone 7 will not reimburse a Director for training or conference registration fees except as described in Section III. The Directors are responsible for determining their eligibility for compensation and reimbursement of related expenses as per section II.

V. REIMBURSEMENT OF BOARD MEMBER EXPENSES

Board Members shall be entitled to reimbursement for meals, lodging, and travel expenses incurred while attending a meeting, event or activity pursuant to Section II and in accordance with the Alameda County Manual of Accounting Policies and Procedures (MAPP). Note that the Board approves a total travel budget for all directors, rather than for individual directors, each year as part of the budget process.

A. Reasonable, Necessary, and Actual Expenses

The Directors may receive reimbursement for reasonable, necessary, and actual travel and/or incidental expenditures incurred in the performance of official duties and upon proper submittal of a Travel Expense Reimbursement Claim and supporting documentation in conformance with this policy and MAPP.

B. Reimbursement Procedure

All requests for reimbursement for reasonable, necessary, and actual expenses incurred while performing official duties shall be submitted to the General Manager (or designee)

within 45 days of when the expenses were incurred or expenditures made, unless circumstances warrant otherwise. Requests for reimbursement and accountings will be submitted, on a Travel Expense Reimbursement Claim form provided by the Alameda County Auditor-Controller's Office and must be accompanied by receipts evidencing each expense or other documentation deemed satisfactory by the Alameda County Auditor-Controller. All out-of-pocket expenses must be supported by proof of payment.

C. Review and Approval

The principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review all expenses submitted for reimbursement to determine conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements related to unusual circumstances may be exercised that are not in strict accordance with this policy but are necessary and prudent and were incurred in performance of official duties while furthering the interests of Zone 7. If a Director disagrees with the determination, the Director submitting the expenses for reimbursement shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a travel expense claim by a Director shall be deemed a representation by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy and MAPP, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager or designee has identified. If the matter is referred to the Board of Directors, the Board shall approve the travel expense claim unless the Board believes it substantially deviates from this policy.

VI. BOARD MEMBER REPORTS

Members of the Board of Directors shall provide brief written reports or presentations (less than five minutes) on meetings, events or activities attended at the expense of Zone 7 at the next regular Board of Directors meeting. Ideally, such reports should contain a summary of meetings attended and specific lessons learned with appropriate references so that other Directors and staff can obtain additional information on the meeting, event or activity.

VII. ADMINISTRATION

The General Manager, or designee, shall administer this policy and shall institute appropriate accounting and control procedures to ensure compliance of the policy.

This policy shall be adopted by resolution of the Board and shall be subject to review and revision every five (5) years.

HISTORY

Date	Action	Resolution
March 15, 2006	Originally adopted	2858
November 15, 2006	Updated	2955
March 16, 2011	Updated	4069
June 20, 2012	Updated	4203
June 16, 2021	Updated	21-50