



Big Bear Area Regional Wastewater Agency
Policies and Procedures

**GOVERNING BOARD POLICY
GOVERNING BOARD MEMBER EXPENSE REIMBURSEMENT
AND TRAINING/MEETING COMPENSATION
(Approved October 28, 2020)**

I. PURPOSE

To establish a policy and procedure for Governing Board member compensation and travel event reimbursement for attending professional development events such as conferences, trainings, continuing education, and other official business.

II. GENERAL

Governing Board members attend meetings of national, state, and local associations that are relevant to the function of the Agency and shall consider attendance as an opportunity for in-service training. Governing Board members are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve the Agency's operations and provide insight.

Travel expense reimbursement is authorized for conferences, education and training events, meetings, tours, and other functions from which Governing Board member attendance provides a specific benefit and serves an Agency related purpose.

III. POLICY

1. Governing Board members receive compensation at a rate established by ordinance for each Regular or Special Governing Board meeting, committee meeting, or approved professional meeting, tour, conference, or training event that he or she attends. A Report of Meetings Attended form (Exhibit A) is completed by Agency staff and submitted to each Governing Board member at the end of each month for their approval prior to issuing a compensation payment.
2. Governing Board members who are not members of a committee and who attend meetings, tours, conferences, and training events that pertain specifically to an Agency committee, rather than to the Governing Board in general, will need to obtain authorization from a majority of the Governing Board for attendance and travel reimbursement prior to attendance of such functions.
3. A Governing Board member may attend and seek travel reimbursement, without prior approval, for authorized training conferences and seminars for Governing Board Members (Exhibit B). All other Governing Board member attendances and travel expenses must be authorized by the Governing Board through a majority vote prior to attendance.
4. Compensation or travel reimbursement is not provided for attendance at a social event or meeting of other local government agencies.
5. Compensation or travel reimbursement is not provided for junkets (i.e., tours or journeys for pleasure without an official purpose).
6. Governing Board member reimbursement is provided for transportation, lodging, and meal expenses associated with attendance at conferences or meetings held outside of the San Bernardino Mountains. Such overnight stays are authorized in advance by the Governing Board if not specified on the list



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of authorized training conferences and seminars (Exhibit B). Prior authorization is not required for events that may continue longer than originally anticipated due to an unforeseen emergency or inclement weather conditions. The Agency makes reimbursement payments for out-of-pocket seminar costs. Each Governing Board member seeking reimbursement must complete a Travel Expense Report form (Exhibit C) and attach the related receipts.

7. Upon completion of an Agency funded training or conference, the Governing Board member must prepare a written report regarding the conference for distribution to the Governing Board at the next regular meeting. Material from the session or event may be delivered to the Agency's office to be included in the library for future use by staff and Governing Board members.
8. Governing Board members are encouraged to attend the closest available seminar and must always travel using the least expensive, most practical transportation option.
9. All work related incidental expenses will be reimbursed by the Agency when receipts are provided, including parking and other business related expenses.
10. Travel expenses are not eligible for reimbursement if incurred subsequent to a Governing Board member's resignation or an election which results in the Governing Board member not retaining their seat on the Governing Board. If travel was arranged in advance of these events, and any portion thereof paid for by the Agency, the Agency may request reimbursement from the Governing Board member. In the above circumstance, the Governing Board retains the discretion to approve requests that deviate from these procedures upon request of the effected Governing Board member or the General Manager.
11. Meeting compensation or travel related expenses which do not fall under the guidelines of this policy must be approved by the Governing Board in a public meeting prior to incurrence or reimbursement by the agency.

IV. Procedure

1. Authorized conferences and seminars
 - a. A Training Request Form, also known as the Report of Meetings Attended form (Exhibit A) must be completed and submitted to the Finance Department 15 working days prior to the start date of the conference or seminar.
 - b. Governing Board members may attend training conferences listed on the authorized conferences and seminars list (Exhibit B) without prior approval by the Governing Board.
 - c. The Training Request form (Exhibit A) must be approved by the Governing Board prior to attendance of all other conferences and seminars.
 - d. During the June Governing Board meeting, the Governing Board may review and update the authorized training for conferences and seminars list for Governing Board members. Any updates to the authorized training list will become effective July 1st of each year.
2. Travel Expenses
 - a. Once the Finance Department receives the Training Request Form, all costs are estimated including registration, per diem, hotel, airfare, rental car, and shuttle or taxi expenses. Most travel expenses are paid for by the Agency and handled by the Finance Department prior to travel.
 - b. Travel expenses not paid for in advance by the Agency should be submitted for reimbursement as soon as possible, but no later than two weeks after attendance by completing the Travel Expense Form (Exhibit C).



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- c. Lodging: Whenever possible, Governing Board members shall make use of special lodging rates offered in connection with the event being attended.
- d. Vehicle Usage: Agency vehicles should be used when traveling on Agency business. Exceptions to this policy must be authorized by the General Manager in advance. When personal vehicles are used, mileage will be reimbursed at the standard Internal Revenue Service mileage rate in effect. Governing Board members are not reimbursed for mileage or given a mileage allowance for travel in a personal vehicle while performing official business or attending an approved function within the Big Bear area. Prior to using an Agency owned vehicle or rented vehicle, Governing Board members should confirm with the human resources office that a copy of their California driver's license and current auto insurance certificate is on file with the Agency.
- e. Air Travel: The least expensive tickets (coach, economy, or government rate) as recommended by staff are to be used whenever possible. Travel by private or Agency vehicle will be authorized in lieu of air travel when the vehicle travel does not necessitate reimbursement greater than what would have been required if air travel had been used, taking into consideration mileage, meals, and lodging expenses. The total travel cost shall be computed on direct route distances, but in no case shall the expense exceed the round-trip cost by air. If a Governing Board member uses a higher-priced ticket than the one recommended by staff, the Governing Board member will be required to pay the difference in cost between the two tickets. Airport parking is reimbursable at the daily rate available for the least expensive parking, that is in a reasonably accessible, secure parking area.
- f. Meal Reimbursement, Per Diem: The following guidelines apply for payment of meal reimbursement or per diem. Please note, there will be no reimbursement or per diem if the meal is included in the cost of the event.
 - 1. If attendance at the function requires travel prior to 8:00 am, reimbursement or per diem will be paid for breakfast.
 - 2. Lunch per diem or reimbursement will be paid in the event the function is held during normal lunch hours.
 - 3. If attendance at the function requires travel after 4:00 pm, reimbursement or per diem will be paid for dinner. The General Manager may authorize meal reimbursement in excess of the allowed per diem in cases where the meal exceeded the per diem rate in cases where the meal exceeded the rate due to high cost localities (i.e., San Deigo, San Francisco, etc.) or special dietary requirements. Such approval, if warranted, will follow a review of expenses by the Finance Manager and the General Manager.
- g. Per Diem Rates: Per diem is provided for breakfast, lunch, and dinner. All per diem rates will be adjusted annually on July 1st, based on the May cost of living adjustment as determined by the Consumer Price Index, All Urban Consumers for the Riverside, San Bernardino, Ontario, California areas.



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Exhibit A

BIG BEAR AREA REGIONAL WASTEWATER AGENCY
REPORT OF MEETINGS ATTENDED

Governing Board Member: _____

Date Submitted: _____

Month Covered: _____

Compensation

BBARWA Regular Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

BBARWA Special Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

BBARWA Committee Meeting Attended: _____ Date: _____ \$ _____

PURPOSE

Other Governing Board Approved Meetings:

_____ Date: _____ \$ _____

TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month) \$ _____

Other Governing Board Approved Expenses (Governing Board Approved)

Mileage: _____ Date: _____ \$ _____

Lodging: _____ Date: _____ \$ _____

Registration: _____ Date: _____ \$ _____

Tuition: _____ Date: _____ \$ _____

Meals: _____ Date: _____ \$ _____

Note: Other Governing Board approved expenses receipts must be accompanied with the travel expense form "EXHIBIT B" and forwarded to Finance Manager or designee for reimbursement.

TOTAL OTHER EXPENSE REIMBURSEMENT: \$ _____

Uncompensated Meetings Attended:

PURPOSE

_____ Date: _____

Board Member Signature: _____ Total Amount Paid \$ _____



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Exhibit B

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
GOVERNING BOARD MEMBERS LIST OF AUTHORIZED TRAINING CONFERENCES AND SEMINARS**

1. BBARWA regular, special, or advisory committee meetings,
2. Association of California Water Agencies conferences and seminars.
3. California Association of Sanitation Agencies conferences and seminars.
4. California Special Districts Association conferences and seminars.
5. California Water Environmental Association conferences and seminars (non-section meetings)
6. California Water Environmental Association – Desert Mountain Section conferences and seminars.
7. Southern California Edison conferences and seminars.
8. Manager/Governing Board workshop.
9. Tri-State training conference.
10. American Water Works Association conferences and seminars.

This list may be updated on an annual basis, based upon the Governing Board approved budget.
Attendance at functions not specified above requires prior authorization from the Governing Board.



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EXHIBIT C
TRAVEL EXPENSE FORM

Name:	Title:	Date of Claim:
Purpose of Trip		Authorized by Initials:
		Date:

Method of Transportation	Depart From:			Arrival At:		
	Name of City	Date	Time	Name of City	Date	Time

EXPENDITURES

Indicate by a "C" when charges incurred using Agency Credit Card
Backup receipts must be attached.

Date:								Total	Credit Card "C"
Description	Sun	Mon	Tues	Wed	Thurs	Fri	Sat		
Breakfast									
Lunch									
Hotel (Lodging)									
Air/Travel Fare									
Auto Rental									
Fuel Expenses									
Taxi, Bus, Other									
Telephone									
Registration Fees									
Parking									
Miscellaneous									
Personal Mileage*									
Total									

*Personal mileage incurred will be reimbursed based on the Internal Revenue Service mileage rate effective at the time of travel.

Explanations: _____

The undersigned, under penalty of perjury, states That the above claim is correct.		Total Expenditures:	
Claimant Signature	Date:	Prepaid Amount	
General Manager Approval	Date:	Total Charges Agency Credit Card	