

MOJAVE WATER AGENCY
ORDINANCE 10

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MOJAVE WATER AGENCY ESTABLISHING THE BOARD OF DIRECTORS
EXPENSE REIMBURSEMENT POLICY

WHEREAS the Board of Directors of the Mojave Water Agency hereby establishes the Directors' Expense Reimbursement Policy as follows:

- A. Meetings. Each Board Member is authorized under Water Code Section 20201 to be compensated at a rate of \$100.00 per meeting, adjusted annually, and not to exceed a maximum of 10 meetings per month.
1. Reimbursable meetings may include, but are not limited to the following:
 - * Regular Board Meetings, Special Board Meetings, Public Hearings conducted by MWA Board of Directors.
 - * Attendance at Board authorized seminars, short courses, conferences, workshops and institutes.
 - * Meetings at which the Board Member attends on behalf of the Mojave Water Agency (e.g., appearances before City Council, other special district, LAFC, etc.
 - * Agency committee meetings (e.g., Personnel and Finance, Planning and Resource Development, Legal/Legislative, etc.).
 - * Attendance at committee meetings of organizations (ACWA, AWWA, CMUA, etc.) to which the Agency belongs.
 2. The President of the Board of Directors is understood to have broad discretion in the attendance of meetings with staff for the purpose of representing the Agency's interest.

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3. The Board encourages its members to attend seminars, meetings and conferences that will strengthen the Agency's ability to serve its member agencies and constituents more effectively. Costs and compensation for such activities are controlled through the budget and subject to the limits established herein.

B. Each Board Member is authorized an amount NOT TO EXCEED \$8,500 per fiscal year for chargeable expenses as set forth herein. The President of the Board is authorized \$9,000 per fiscal year.

In the event a Director assumes his seat during any part of the fiscal year, the prorated share of the respective limit shall apply.

C. Chargeable Expenses. The following Director expenses are chargeable and will be reimbursed upon submittal of a Monthly Reimbursement Request Form with receipts attached.

1. Travel on Agency Business, including conference/seminar registration, mileage, round trip coach air fare including transportation to and from airports and parking, if necessary; or mileage in lieu of the round trip coach air fare, whichever is less.

2. Car rental and incidental expenses.

3. Lodging.

4. Telephone and mileage outside Agency boundaries.

5. The Agency pays for all memberships, dues and subscriptions approved by the Board.

6. The costs of any Agency Healthcare self-coverage for directors and dependents.

7. All meals.

D. Non-chargeable Expense. The following Directors expenses are not chargeable to the limits set forth herein:


1. In-Agency mileage and telephone expenses.

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2. Directors and dependents participation in the Agency's health, dental, vision and life insurance programs.
 3. Board members may participate in the Public Employees Retirement System.
- E. Request for Reimbursement. All requests for reimbursement by Directors shall be submitted for approval and payment no later than five days prior to the first Board Meeting of the month. All such requests shall be submitted on the "Director Monthly Reimbursement Request Form". If requests for reimbursements are not received in time to be included for approval, they will be held over until the next regular meeting of the Board. The Board can approve expenditures above the authorized cap on a case-by-case basis, consistent with California Water Code Section 20201 et.seq.
- F. Effective Date. This ordinance is effective as of May 31, 1994 and rescinds Resolution #560-93.


ADOPTED this 31st day of May 1994.

MOJAVE WATER AGENCY



John Russell
President

ATTEST:



Peggy Sartor
Secretary