

authorized expenses of Directors, Managers or Staff members that may be reimbursed, as long as the other requirements of this policy are met:

- a) Communicating with representatives of regional, state and national government on District adopted policy provisions;
- b) Attending educational seminars designed to improve a Director's, Manager's or Staff's skills and information levels;
- c) Participating in regional, state and national organizations whose activities affect the Districts interests; including attendance at a semi-annual conference of the Association of California Water Agencies (ACWA), and California Special District Association;
- d) Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
- e) Attending District events; including but not limited to, meetings of the Board, standing committees of the Board, or temporary committees of members of the Board.
- f) Attendance at a meeting with members of the legislative, executive or judicial branch of the State or Federal governments when attendance is authorized by the Board or President.
- g) Attendance at a meeting with leadership of any local agency when authorized by the Board or the President to discuss District business.
- h) Attendance at a meeting with President, Vice President or a committee, when authorized by the President or Board.

2600.4

For purposes of this section, attendance includes:

- (a) The HPUD Board of Directors relies upon interaction that grows from discussions among members. HPUD anticipates that elected and appointed Board members will make every reasonable effort to attend all regular meetings, and attend special meetings, and to be prepared to discuss matters on their respective agendas. Physical presence at the majority of the meeting, event, or occurrence listed above, unless presence for a lesser period is authorized by the President or by the Board or committee, respectively.
- (b) Any board member who is absent from three consecutive, regular meetings will be deemed to have vacated his or her membership, unless his or her absence is excused by a majority vote of the other members, as reflected in the official minutes of the board. Lawful participation by teleconference in any other meeting listed in this policy.
- (c) Board members, by a majority vote, may excuse a fellow board member's absence from meetings for any of the following reasons:
 - 1. Illness of the member, family member of the member, or personal friend of the member;
 - 2. Previously scheduled vacation of the member, notice of which was provided to the respective board in advance of the meeting;
 - 3. Attendance of the member at a funeral, religious service or ceremony, wedding, or other similarly significant event;
 - 4. Unexpected, emergency situation that prohibits the member's attendance; or
 - 5. Other reason for which the member has given notice to the secretary of his or her unavailability at least seven days in advance of the meeting.
- (d) Members shall vote on excusing a member's absence from a regular meeting. The vote shall be reflected in the official minutes for the meeting at which the vote was taken. A member may vote to excuse his or her own absence.
- (e) The secretary of the board shall notify the board if a voting member misses three regular, consecutive meetings of the board without being excused by a majority vote of the board as expressed in its official minutes.

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(fe) Participation in an approved home study or online ethics course to meet the requirements of Government Code Sections §53234 – §53235.5.

2600.5 The following expenses also require Board approval:

- a) International and out-of-state travel for Directors, Management, or Staff;
- b) Accommodations for overnight stays for Directors, and Management; and
- c) Expenses which exceed the limits established for Directors, Managers, or Staff if the District establishes such limits.

2600.6 Personal expenses are not reimbursable.

2600.7 Examples of personal expenses that the District will not reimburse include, but are not limited to:

- a) The personal portion of any trip;
- b) Political or charitable contributions or events;
- c) Family expenses, including partner's expenses when accompanying a Director(s), Manager(s), or Staff member(s) on agency-related business, as well as children or pet-related expenses;

- d) Entertainment expenses, including theater, movies (either in-room or at the cinema), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, commuting mileage, or gasoline;
- f) Alcohol, laundry service, and personal telephone calls; and
- g) Personal losses not related to the District's business incurred while on District business.

2600.8 Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

Meeting Stipends

2601 Consistent with Water Code Section §20201 and prior action taken by the District, Directors may receive \$400.00 per month as a meeting stipend for attending the monthly meetings, as defined in this policy. Such compensation is subject to any State and Federal taxes as may be applicable by law. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with this policy.

2601.1 Meetings and Service Subject to Monthly Stipend

2601.1.1 To be entitled to a monthly stipend, the meeting in question must constitute a meeting of the Heber Public Utility Board of Directors at a Regular, Special, or Emergency Meeting. Additionally, the term "meeting" is defined in section §54952.2 of the Government Code. This section is also known as the Ralph M. Brown Act.

2601.1.2 As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section §54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.¹

2601.1.3 **The Board Member need only attend one meeting per month to receive the Monthly Stipend. Should the Board Member not attend at minimum one meeting of the Heber Public Utility District Board of Directors, then they are not eligible to receive the monthly stipend. Should the BOD approve, by a majority vote, to "Go Dark" or cancel a monthly meeting, the Board Members shall receive the monthly Director Fee or Monthly Stipend. (Amended via Reso. 2017-11)**

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2601.1.4 The Board Member may request an excused absence and still receive monthly stipend. To request an excused absence, the Board Member must call, e-mail or otherwise notify either the Board President or if unable to reach the Board President, notify the General Manager.

Reimbursement Requirements

2601.1.5 To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District may be limited to the costs that fall within the guidelines.

2601.2 Unless the Board or this policy establishes other permitted reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.