

WEST BASIN MUNICIPAL WATER DISTRICT

NOVEMBER 13, 2001 – Finance Committee

Smith, Dear

NOVEMBER 26, 2001 – Board Meeting

Prepared by: Steven Hines

Submitted by: Steven Hines

Approved by: Darryl G. Miller

## ACTION CALENDAR

AD HOC COMMITTEE ON DIRECTORS EXPENSES AND ETHICSSUMMARY:

At the October Board meeting, staff presented an overview of the current and past per diem and expense reimbursement policies adopted by the West Basin Board. This item was referred to the Board by the Ad Hoc Committee on Directors Expenses and Ethics for discussion of possible policy changes. As part of that discussion, the Board directed staff to come back to the Board, adding to the overview the current per diem and expense reimbursement policy of the Central Basin Municipal Water District. A summary of each policy is presented below, with a copy of the actual policies attached for your review.

The current West Basin Policy authorizes each Director to attend:

- Meetings of the Board;
- Committee Meetings;
- And meetings and events "...reasonably necessary to facilitate each Director's knowledge of issues and information related to water and/or represent the interests of the District."

The past West Basin Policy:

- Authorizes the attendance of all Directors at certain meetings, such as: West Basin Board and Committees, Association of California Water Agencies (ACWA), West Basin Water Association, Colorado River Water Users Association (CRWUA), etc.);
- Authorizes the attendance of individual Directors to specifically assigned meetings/organizations, such as: Water Replenishment District (WRD), ACWA Joint Powers Insurance Authority, Urban Water Institute, etc.);
- Requires Directors wishing to attend meetings not specifically authorized to receive approval by submitting a request to the Board of Directors or to the Board President.

The current Central Basin Policy:

- Authorizes the attendance of all Directors at certain meetings (Board and Committee meetings, ACWA, CRWUA, Metropolitan Water District, WRD, Water Reuse Association, etc.);
- Authorizes the attendance of individual Directors to specifically assigned meetings/organizations (ACWA Joint Powers Insurance Authority);
- Limits Directors who sit on both the Central Basin Board and MWD Board to receive reimbursement not exceeding 15 days each month;
- Requires that Directors wishing to travel or attend meetings not specifically authorized receive prior approval by the Finance Committee, or if the Finance Committee is unavailable from the Board President. If this is not practical, the Director must seek approval from the Board or Finance Committee at the next scheduled meeting of the Board or Finance Committee.

Additionally, the Central Basin Policy lists examples of meetings that are not reasonably necessary to represent the interest of the District. Examples include: Service club meetings where a Director is not making a presentation on behalf of the District, meetings with elected officials or their staff without prior approval of the Finance Committee, meetings with District staff not pre-approved by the General Manager, or purely social or ceremonial events not pre-approved by the Board. The policy also limits monthly meal expenditures to \$500 for Directors and \$750 for the President.

FISCAL IMPACTS:

The fiscal impacts of a change in a policy on Director expense reimbursement will vary based on the approved policy.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Finance Committee on November 15, 2001 and it was recommended that the full Board approves two members to meet with Sacramento Legislators before revising the Director's expense reimbursement policy.

RECOMMENDED MOTION:

That the Board approves two members to meet with Sacramento Legislators regarding Director's expense reimbursements.

LIST OF EXHIBITS:

Exhibit "A" – Past Policies on Director Expense Reimbursement

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