

RESOLUTION NO. 06-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY AMENDING THE BYLAWS BY ADDING REIMBURSEMENT PROVISIONS CONSISTENT WITH AB 1234

WHEREAS, the Western Riverside County Regional Conservation Authority (“Authority”) is a public agency of the State of California formed by a Joint Exercise of Powers Agreement; and

WHEREAS, pursuant to Section 19 of the Joint Powers Agreement, the Authority has the power to adopt such rules and regulations as the Authority’s Board of Directors (“Board”) may deem necessary for the conduct of the Authority’s affairs; and

WHEREAS, the Board desires to amend its Bylaws to include reimbursement provisions for the purpose of providing guidance to the Authority on the use and expenditure of its resources as well as the standards against which those expenditures will be measured; and

WHEREAS, this amendment of the Bylaws will satisfy the requirements of Government Code sections 53232.2 and 53233.3.

NOW, THEREFORE, the Board of Directors of the Western Riverside County Regional Conservation Authority does hereby **RESOLVE** and **ORDER** as follows:

Section 1: Renumbering of Article XII “Amendments:” Article XII “Amendments” of the Bylaws is hereby renumbered as Article XIII “Amendments.”

Section 2: Amendment of the Bylaws: Article XII of the Bylaws shall be entitled “Reimbursement” and shall read as follows:

- A. **PERSONS SUBJECT TO REIMBURSEMENT PROVISIONS.** These Reimbursement Provisions (“Provisions”) shall be applicable to all members of the Authority’s legislative bodies, as defined in Government Code section 54952, provided such persons receive compensation for actual and necessary Authority expenses (“Official”). Legislative Bodies include, but are not limited to, the Board of Directors, the Funding Coordination Committee, the Reserve Management Oversight Committee, the Administrative Committee, and the Implementation and Administration Guidelines Committee.
- B. **PURPOSE.** The purpose of these Provisions is to provide guidelines for the reimbursement of any Official for actual and necessary expenses incurred in the performance of their duties. Whenever issues of reimbursement arise, the Authority shall adhere to Government Code sections 53232.2 and 53232.3.
- C. **TRANSPORTATION**
 - 1. Use of Personal Vehicle. The Authority shall reimburse for mileage incurred when personal vehicles are used to attend Board and Committee meetings and conferences or other meetings approved by the Board or

Deputy Executive Director and in furtherance of the Authority's affairs. Authority will reimburse mileage for travel to and from the destination based upon the approved Internal Revenue Service rate in effect.

2. Rentals. The Authority shall reimburse for actual and necessary vehicle rental expenses. The Authority shall only reimburse economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When an Official rents a vehicle, he or she shall obtain insurance for the vehicle at the Authority's expense.
 3. Shuttle, Bus, Taxi, and public transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Officials are encouraged to use the most efficient mode of transportation available.
 4. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Officials may use air travel or other mode of common carrier transportation to and from the destination.
- D. **LODGING.** Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor government rates are available, the Authority shall reimburse lodging at a rate not exceeding \$300.00 per night without Board approval. For lodging in high costs cities (e.g., San Francisco, New York, Washington., D.C.), the Authority will reimburse at a rate not exceeding \$490.00 per night without Board approval. Lodging reimbursement rates will be adjusted annually according to the CPI in the applicable metropolitan statistical area.
- E. **MEALS.** The actual costs of meals incurred while attending conferences or other meetings in furtherance of the Authority's affairs are reimbursable provided the Authority's staff is given a receipt. Meal costs shall be reimbursed at an amount not exceeding the greater of one hundred fifty dollars (\$150.00) per day or the applicable Internal Revenue Service rate.
- F. **PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE.** The Authority shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of official duties. Personal costs, not reimbursable by the Authority, shall include, but not be limited, to the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.
- G. **CONFERENCES AND OTHER MEETINGS.** Officials shall only receive reimbursement of travel, lodging, and meals for conferences or other meetings in furtherance of the Authority's affairs. No other occurrences will be reimbursed.

- H. EXPENSES NOT INCLUDED WITHIN THESE PROVISIONS. Occurrences or expenses which do not fall within these Provisions or the Internal Revenue Service reimbursable rates must be approved by the Board in a public meeting before the expense is incurred.
- I. EXPENSE REPORTS. The Authority shall not reimburse any expenses until an expense form is submitted to the Authority's administrative office no later than 45 days of the expenditure. Expense forms shall be accompanied by receipts documenting each expense. Furthermore, officials will be required to provide a brief report on the conference or meeting attended at the next regular meeting of his or her respective legislative body.
- J. CPI INCREASE. The dollar limits referenced herein shall be automatically updated annually to reflect increases in the Consumer Price Index.

Section 3: Repeal of Inconsistent Provisions. This Resolution hereby repeals inconsistent portions of any ordinance, resolution, or policy.


Section 4: Effective Date. This Resolution is effective upon its adoption by the Board of Directors.

PASSED AND ADOPTED at a Meeting of the Board of Directors of the Western Riverside County Regional Conservation Authority held this 3rd day of April, 2006.

By: 

Kelly Seyarto, Chairman
Western Riverside County
Regional Conservation Authority

ATTEST:

By: 

Honey Bernas, Clerk of the Board
Western Riverside County
Regional Conservation Authority