



RESOLUTION NO. 21-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A REIMBURSEMENT POLICY FOR ACTUAL AND NECESSARY EXPENSES

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding use and expenditures of public funds for the purpose of reimbursing employees for travel on District business; and

WHEREAS, the Board of Directors of the District ("Board") seek to establish its reimbursement policy setting forth the authority and restrictions on the reimbursement of employees for actual and necessary expenses; and

WHEREAS, it is in the best interests of the District and its residents and landowners to set and maintain limits, restrictions, and procedures in the form of a reimbursement policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its reimbursement policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the reimbursement policy shall be subject to any and all applicable Government Code and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the reimbursement policy shall be deemed controlling over, and shall otherwise supersede any and all other reimbursement authority policies that may conflict with, or be contrary to, the hereby adopted reimbursement policy.
5. If any provision of this Resolution or the attached and incorporated

reimbursement policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated reimbursement policy shall remain unaffected.

6. This Resolution shall become effective upon the date of adoption as set forth herein.

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I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a special meeting held on the 12th day of May 2021, by the following vote:

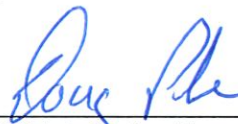
AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

ATTEST:



DOUG PIKE, Interim General Manager
LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
LISA PALMER, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, Ray Phe, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

REIMBURSEMENT POLICY FOR ACTUAL AND NECESSARY EXPENSES

I. PURPOSE

It is the policy of the District to prescribe the manner in which District personnel may be reimbursed for expenditures related to District business. This policy applies to all members of the District, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to a member.

As a basic rule, all actual and necessary expenses incurred by a Director or an employee are reimbursable if the activity is authorized under the guidelines of this Policy. These guidelines follow legal requirements as discussed in the following sections. In general, an activity can be authorized if the activity is considered necessary in the pursuit of the mission of the District or to promote and to protect the interests of the District and of its constituents.

II. LEGAL REQUIREMENTS AND COMPLIANCE

This Policy it is intended to comply with the specific provisions of California Government Code §53232.1 through §53232.3, which define Directors' attendance at meetings and other 'occurrences' and expense reimbursement for 'actual and necessary expenses incurred in the performance of official duties'. Employee travel and expense reimbursements are included.

III. GENERAL POLICIES

1. It is the policy of the District to reimburse District employees and Directors for transportation, program/registration fees, lodging and meals expenses while attending to District business, including but not limited to conferences, training programs, meetings, seminars and classes.
2. It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff members to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.
3. In cases where District business is combined with some personal dealings, care must be taken to segregate the costs applicable to the official District part of the trip from any personal costs. Directors and employees will be reimbursed only for costs directly related to the District business portion of the trip.

4. Travel to and attendance at meetings, seminars, training programs and conferences should not place a financial burden on the attendee to advance travel, meals and lodging costs. Requests for advancements or prepayment shall be made in writing and prepayment will be made using the District's Credit card, when one is obtained by the District (where prepayments can be refunded if the event is cancelled or the attendee fails to attend). Until such time as the District establishes a Credit Account and Card, authorized travel shall be pre-paid by the individual.
5. All expense documents related to the trip must be kept and submitted to support any request for reimbursement.
6. Expenses incurred for alcoholic beverages, premiums for personal property insurance, or any discretionary items intended for the personal benefit or pleasure of the Director or employee such as entertainment, laundry services and the like shall not be subject to reimbursement.
7. Whenever feasible, attendance by District employees at training seminars and classes should be during regular working hours.
8. Directors, employees, and officers must obtain the pre-approval from the District Board of Directors for travel and attendance at out-of-state seminars, conferences, meetings and classes.
9. A claim for reimbursement of travel expenses must be filed within ten days after the event in writing along with the appropriate supporting documents.

IV. RULES AND GUIDELINES FOR REIMBURSEMENT

A. Transportation

The general rules for selection of mode of transportation is that mode which is the most efficient (time, cost, and availability) to the District.

- a. Travel via private automobile:
 - i. Driver must carry liability insurance and possess valid driver's license.
 - ii. No reimbursement will be made on the insurance premium for the vehicle used.
 - iii. No reimbursement will be made for the repair of a private vehicle for any repairs during the trip.
 - iv. Mileage reimbursement will be at a rate equal to the rate prescribed by the Internal Revenue Service (IRS).

- v. Employees authorized to travel on official District business in their personal vehicles, will be reimbursed for those miles over and above their normal commute (home to work/work to home).
 - vi. An accepted mapping program, such as MapQuest, Expedia, Google Maps or Apple Maps will be the basis for determining point to point mileage reimbursement and reasonable business-related mileage. Deviations from this mileage must be explained in writing and will be subject to review and approval from the responsible authority.
- b. Commercial auto rental:
- i. The use of rental car will be considered when necessary due to traveling out-of-the-area by aircraft, and/or when it is considered to be the most economical means of transportation.
 - ii. The type and size of the automobile rented shall be the least expensive appropriate to the use required by the employee or Director. Luxury cars are not to be rented under any circumstance. Effort should be made to obtain the lowest rate whenever possible.
 - iii. Rental car insurance is to be purchased to provide full protection to the District.
 - iv. The actual and necessary costs of the rental when substantiated by an invoice will be reimbursed.
- c. Air travel:
- i. Use a carrier that has the lowest airline rates available. Reimbursement will be based on travel by economy class.
 - ii. No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.
 - iii. Air travel requires pre-authorization by the Board of Directors.
- d. Taxis and "ride hailing" services:
- i. Use of taxis and "ride hailing" services, such as Uber and Lyft, is discouraged. Whenever possible, all attempts must be made to utilize hotel shuttle services to and from airport or train/bus station.
 - ii. These services will not be used to travel to a restaurant unless there are no available facilities at or near the venue of the event or place of lodging.

- iii. The actual cost of the ride plus gratuity will be reimbursed. Any claim for reimbursement must be accompanied by a ticket/receipt and an explanation as to why travel via taxi or "ride hailing" service was necessary.

B. Meal reimbursement

Meal reimbursement will be paid on a Receipt basis as described below.

Receipt Reimbursement: The reimbursement limit for meals is seventy-five dollars (\$75.00) (including tax and gratuity) per day for full travel days requiring purchase of three (3) meals. When separate meals are claimed for partial days of travel and/or when any meals are included as part of the meeting/conference or seminar, the per-meal allowance will be twenty dollars (\$20.00) for breakfast, twenty dollars (\$20.00) for lunch and thirty dollars (\$35.00) for dinner, all including tax and gratuity. Gratuities should be in keeping with the accepted standard of 15% to 20%. Deviations from this allowance are subject to approval by the General Manager based on an identified need.

C. Lodging

It is the policy of the District to exercise prudence in selecting lodging accommodations. Although it is also a policy that the preferred lodging be in the venue of the event to gain maximum participation and having the advantage of more interaction with other participants, the cost has to be compared to and weighed against other lodging accommodations that are within ten minutes of the venue where the expected benefits of a same venue lodging are simply minimal or non-existent.

- a. If lodging is provided in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the Director or employee at the time of booking. If the group rate is not available, the Director or employee shall use lodging that is comparable with the group rate. The maximum reimbursement is the event group rate.
- b. Where a family member or friend (who is not a participant in the event) is sharing the room, only the rate for single occupancy will be reimbursed.
- c. Where the room is shared with other employees or a Director who are participants in the event, only one employee/Director will pay the lodging cost and thereon be entitled to reimbursement.
- d. Lodging reimbursement is allowed for the evening before an event where the attendee has to leave before 7:00 a.m. on the day of the event to make it on time. It is also allowed for the last day of the event where traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.

D. Registration Fees

Payment for the registration fee would normally be accomplished by a check or District Credit Card.

The employee may also pay the registration fee with his/her own credit/debit card and then claim reimbursement after the event.

V. **PAYMENTS OF EXPENSES**

A. Expenses Paid By Attendee

Nothing in these policies prohibits a Director or employee from paying all travel and reimbursable costs using his/her own resources and then requesting reimbursement of costs, that meet the requirements of this policy, by submitting a request in writing after the event.

B. Expenses Paid By District

District resources may be used by a Director or employee to pay costs in advance of the travel and/or to advance travel, lodging and registration expenses. Requests for advancements or prepayment shall be made in writing and prepayment will be made using the District's Credit card, when one is obtained by the District (where prepayments can be refunded if the event is cancelled or the attendee fails to attend). Until such time as the District establishes a Credit Account and Card, authorized travel shall be pre-paid by the individual.

VI. **REPORTING REQUIREMENTS AND JUSTIFICATION OF ADVANCES**

A. Directors, Officers and Employees

Within ten days after the travel, the Travel & Reimbursement Expense must be submitted in writing. This request serves both as a claim for reimbursement or to settle an advance and as a report of all the costs of the travel/meeting.

B. Board member

A brief report on the class, training or seminar attended by him/her must be presented by the Board Member at the next meeting of the Board of Directors.

C. Employee

Within ten days after the travel or meeting, an employee must provide his/her supervisor with an oral or written report on the event which highlights knowledge gained by the employee and the benefits that may accrue to the District as a result. If the subject matter covered at the class, training program or seminar is of value to other employees, then the participant may be required to present a summary of the class, training or seminar to other employees of the District. In all cases, the report must be communicated by the

participant or supervisor to the General Manager.

D. General Manager

The General Manager will summarize orally or in writing all reports of meetings, conferences and training programs or seminars attended by the GM or a District employee at the following Board of Director meeting. In cases where the subject matter discussed in a travel event/meeting has an urgent nature, the report must be communicated immediately to the President of the Board or in his/her absence to the Vice-President. Such report will again be replicated in the General Manager's report at the next regular meeting of the Board.