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	Latest Revision Date December 13, 2017	Ordinance No. 454

Article 19. ASSOCIATION MEMBERSHIP

Sec. 19.1 revised by Ordinance No. 454 / December 13, 2017

Sec. 19.1. revised by Ordinance No. 419 / August 14, 2014

Sec. 19.1. revised by Ordinance No. 416 / June 18, 2014

Sec. 19.1. revised by Ordinance No. 396 / July 25, 2012

Sec. 19.1. revised by Ordinance No. 392 / December 14, 2011

Sec. 19.1. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.1. revised by Ordinance No. 371-A / June 24, 2009

Sec. 19.1. revised by Ordinance No. 370 / February 11, 2009

Sec. 19.1. revised by Ordinance No. 363 / July 23, 2008

Sec. 19.1. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.1. revised by Ordinance No. 327 / February 17, 2006

Sec. 19.1. revised by Ordinance No. 320 / July 27, 2005

Sec. 19.1. revised by Ordinance No. 305 / October 22, 2003

Sec. 19.1. District Membership. The District is a member of the following associations. Attendance by the Board of Directors and staff at meetings of the associations is hereby authorized.

The Board of Directors shall receive director’s fees for each day or portion of a day in attendance. Board Directors shall provide at the next regular meeting of the Board of Directors brief oral or written reports on meetings attended at District expense, pursuant to §53232 et seq. of the Government Code.

- Alliance for Water Efficiency
- American Membrane Technology Association
- American Public Works Association
- American Society for Training and Development
- American Society of Civil Engineers
- American Water Works Association
- Association of California Water Agencies
- Association of Women in Water, Energy, and Environment
- CalDesal
- California Municipal Treasurers Association
- California Public Employees Retirement System
- California Society of Municipal Financial Officers
- California Special Districts Association
- California Special Districts Association San Diego Chapter
- California Water Environment Association
- California Women Lead
- Conservation Action Committee
- Construction Management Association of America
- CLE International (Continuing Legal Education)

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Council of Water Utilities, San Diego County
 Escondido Creek Watershed Alliance
 Foundation for Cross-Connection Control & Hydraulic Research
 Government Finance Officers Association
 International Desalination Association
 International Public Management Association for Human Resources
 Local Agency Investment Fund
 Metropolitan Water District of Southern California
 Municipal Information Systems Association of California
 National Association of Corrosion Engineers
 National Fire Protection Association
 National Water Resources Association
 National Water Research Institute
 North County Water Group
 North San Diego County Employment Relations Consortium
 Pacific Safety Council
 Rural Community Assistance Corporation
 San Diego Botanic Garden
 San Diego County Water Authority
 San Diego Metal Theft Taskforce
 San Diego North Economic Development Council
 San Diego Water Works Group
 Southern California Water Committee
 South West Membrane Operators Association
 Special District Risk Management Authority
 Submersible Wastewater Pump Association
 Urban Water Institute
 Water Education Foundation
 Water for People
 Water Reliability Coalition
 Water Utilities Human Resources Committee
 Water Utility Safety Managers Association
 WaterReuse Association of California

Sec. 19.2. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.2. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.2. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.2. Meeting Compensation. The Board of Directors shall be compensated for meeting attendance for any of the meetings, conferences, dedications of a public facility or seminars of the agencies listed in §19.1 above, any meetings, subcommittee meetings or other advisory body meetings of the Board of Directors of Olivenhain Municipal Water District and any meetings with District

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staff to fulfill the requirements of the duties of the Board Director’s position on the Board.

Sec. 19.3. Staff Membership. The District expects Staff Members to affiliate, at District expense, with professional associations or societies concerned with the work in which they are engaged. In general, attendance at meetings of other associations of which a Staff Member is a member is authorized. Time spent at such meetings shall be considered time spent on District work and shall not be chargeable to annual leave.

In order to encourage attendance at local meetings, the General Manager may authorize District Staff to attend at District expense if there is a benefit to the District. Local meetings requiring overnight travel expenses must be approved by the General Manager.

Sec. 19.4. revised by Ordinance No. 454 / December 13, 2017

Sec. 19.4. revised by Ordinance No. 382 / August 25, 2010

Sec. 19.4. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.4. revised via Ordinance No. 325 / December 7, 2005

Sec. 19.4. revised via Ordinance No. 320 / July 27, 2005

Sec. 19.4. was amended via Ordinance No. 311 / September 22, 2004

Sec. 19.4. Travel. Travel is defined as all mode of transportation necessary for authorized attendees including board members and employees at meetings, conferences, seminars, training, and professional functions outside the District offices that involve the interests of the District and is authorized in the Administrative and Ethics Code or by Board action. The District will reimburse expenses incurred by board members or employees in connection with authorized attendance at meetings, conferences, seminars, and professional functions that take place away from District offices as follows:

A. Reimbursement of Expenses:

Reimbursement of travel expenses will not be considered taxable income to the employee or the board member for income tax purposes so long the District’s reimbursement policy and procedures meets the rules of being an Accountable Plan in accordance with the Internal Revenue Code (IRC). As an Accountable Plan all expenses must have a business connection that is included in the supporting documentation accompanying the reimbursement request. The reimbursement request must be submitted within reasonable period of time and should any excess reimbursement occur, it must be returned to the District within a reasonable period of time.

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Travel Expenses shall be budgeted by District staff as part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. An “Employee Expense Claim Form” or a “Director’s Fee/Per Diem/Expense Claim Form” must be completed for reimbursement of expenses (referred to as a claim form).

B. Travel Arrangements

All travel arrangements that can practically be made in advance (such as reservation for airfare, lodging, and transportation) will be made by the District, unless otherwise approved by the General Manager.

Travel must be pre-authorized and verified to be eligible for reimbursements prior to making travel arrangements. The District reserves the right to deny reimbursement of unplanned travel expenses and for failure to comply with District’s Administrative and Ethics Code.

C. Transportation

Travel must be by the most direct route, considering the mode of transportation used. The mode of transportation used shall be selected on the basis of the lowest overall cost to the District after all costs are considered, including the travel time and the salary of the employee; provided, however, that travel by common carrier bus shall not be required.

Additional expense resulting from travel by an indirect route for the personal interest of board members or employees is not chargeable to the District. These expenses need to be included and reported on claim forms for reimbursement and identified as chargeable to the board member or employee.

Trips, which require travel in excess of 200 miles one way, shall be made by commercial airline, unless circumstances dictate otherwise. Reimbursements for transportation costs for trips over 200 miles one way by any form of transportation other than commercial airline shall generally not exceed the standard round-trip airline coach airfare in effect at the time, plus the lesser of any auto mileage, or shuttle costs, and/or airport parking that would have been incurred and reimbursable if air transportation had been used.

Modes of transportation:

- Air Transportation: The District will reimburse board members or employees or pre-pay costs for economy (coach) class airfares. The

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District will endeavor to purchase airline tickets in advance, taking advantage of available discounts and low fares. Whenever possible, airline reservations shall be made to permit travel during normal business hours.

- Automobile – District Owned: Whenever practicable, and when auto travel is the preferred mode, District will provide a vehicle to accommodate the trip. When this occurs, the District will reimburse the employee for tolls, parking, gasoline and other maintenance that may be required during the course of use. Employees who use District vehicle for District travel are not eligible to receive reimbursement for mileage.
- Automobile – Personal Auto: board members or employees may use their own personal vehicle. District will reimburse employee or board member at the current rate/mile as established by IRS, plus tolls, parking, etc.

Employees who receive monthly auto allowance from the District and use their personal vehicle for District business and travel are not eligible to receive reimbursement for gasoline, mileage, and other maintenance that may be required during the course of use.

Adequate Accounting of miles reimbursed is required in accordance with Internal Revenue Code in order to substantiate the mileage reimbursement. Adequate Accounting for purposes of mileage reimbursement includes either a statement of beginning and ending odometer reading for each business purpose or an online mapping source (such as MapQuest or Google) showing beginning travel point and destination. The employee's normal daily commute to the District shall be subtracted from the total miles requested for reimbursement. Gasoline, collision and liability insurance, and maintenance will be provided by the employee and board member and is deemed covered in the rate/mileage reimbursement. Employees or board members using personal vehicles on District business must maintain the automobile insurance coverage required by the State of California and provide a copy of valid insurance card to Human Resources.

- Rental Cars: District will provide a rental car when practicable; often in conjunction with another mode, i.e. air transportation or rail transportation. The maximum reimbursement for rental cars shall be a standard mid-sized car, unless there is a clear business or safety need

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and it is approved by the General Manager. Upgrades or additional cost features are the employee’s responsibility.

Sec 19.5. Lodging. The District will reimburse board members or employees for prearranged accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single room business, government or commercial class accommodation may be obtained.

Any lodging costs in excess of these standards, whether based on location, type of accommodations, number of occupants, etc., will be the sole responsibility of the board member or employee. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts or the night after it ends. However, in a situation when available travel schedules would require an overnight stay that would otherwise require the employee to leave home before 6 a.m. and return home after 12:00 a.m., lodging will be reimbursable with prior approval.

Sec. 19.6. Meals and Beverages. The District will reimburse board member or employee for prearranged meal functions and tips for reasonably priced meals during the course of travel. The maximum daily amount reimbursable for meals, including beverages, is \$100, plus service charges, service fees and maximum 20% gratuities. The District will not approve alcohol beverages and expenses incurred by spouses, family members, or guests.

Sec. 19.7 Entertainment. The District will not cover expenses incurred for recreation or entertainment, except when such entertainment is part of a function of the event, i.e. meal functions that include entertainment with the meal.

Sec. 19.8 Incidental Expenses. Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

- a. Telephone Calls (Business): All calls placed by the employee, to the District office, or for the purpose of conducting District business.
- b. Telephone Calls (Personal): Brief personal calls each day away from home.
- c. Telephone Calls (Local): Charges for local calls for meal and transportation reservations, or for area information related to travel.
- d. Reasonable transportation to local restaurants and to optional functions which are a part of the conference.
- e. Reasonable gratuities.

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- f. Parking fees.
- g. Room Service is not generally reimbursable except:
 - Upon late night arrival at a hotel or early meetings;
 - During illness of the employee requiring in-room convalescence;
 - Other bona fide reasons. If room service is used for convenience, the District will reimburse for food costs only; all service charges will be the employee's or board of director's responsibility.
- h. Shared Expenses: When appropriate and available, modifications and exceptions are allowed if sharing expenses is reasonable and economical. Such sharing may be among District employees or board of directors, or involve personnel from other agencies such as a two-for-one fare, larger auto rentals to accommodate a number of people, or taxicab or van usage in lieu of multiple bus or shuttle fares.
- i. Tolls
- j. The following expenses are also not reimbursable:
 - Parking or traffic violations
 - In-room movies
 - Laundry service

Sec. 19.9. Compensation for Non-Exempt Employees. Non-exempt employees travelling and staying overnight are normally authorized to work only for the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. All employees travelling and staying overnight are considered by the District to be on flexible schedules. During flexible schedules, employee's starting time, meal period, rest periods, and etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, the District will compensate eligible employees for reasonable hours spent in travel and function attendance pursuant to state law. These hours are considered regular work hours for purposes of calculating overtime. During all compensable hours, an employee is subject to any and all provisions of District's Administrative and Ethics code.

The following hours are compensable:

- Actual hours spent at meetings, conferences, or functions, except for meals and special events of an entertainment nature held in conjunction with a function.
- Actual hours spent in transit, except for hours spent in travel between the employee's residence and the District. Any time spent in layover at

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a public transportation facility is also compensable travel time, unless the employee chooses to participate in recreational activities during the layover.

The following hours are not compensable:

- Time spent taking a break from travel in order to eat a meal, sleep or engage in other personal activities not connected with travelling or making necessary travel connections, such as sightseeing, visiting friends and family, or other activities of a recreational or entertainment nature.

Sec. 19.10 Travel Advance. Known expense amounts may be authorized and paid by the District in advance of the employee’s travel. Hotel accommodations, transportation, conference registrations and meal functions, are example of these travel advances.

Sec. 19.11. Responsibility. On completion of a trip, board members or employees shall submit a claim form for reimbursement of travel expenses. Claim forms shall be supported by itemized receipts of all expenditures greater than \$10 for which reimbursement is being requested. Claim forms must be submitted within a reasonable time in the same calendar year when the expense incurred. If a receipt is not provided or is lost, an explanation of the expenditure shall be included with the claim form.

When two or more employees combine an expense on one receipt, the employee requesting reimbursement shall indicate on the claim form or attached to claim form, the identity of the other persons sharing expenses. This will facilitate approval of reimbursable expenses.

It is not necessary to separate the “actual” combined expenses incurred by multiple persons that appear on one receipt.

Expenses incurred by spouses or guests will not be reimbursed by the District and these expenses are the responsibility of the board member or employee and director.

Sec. 19.12 Supervisor Responsibility Supervisors are responsible for approving travel expenses submitted for reimbursements of their subordinate staff. It is the responsibility of the supervisor that all employees have correctly applied all provision of the District’s Administrative and Ethics code. General Manager’s expenses submitted for reimbursements will be reviewed by the District’s Finance Officer. All reimbursed amounts will be submitted by Finance to be

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included in the monthly disbursement report to the Board including travel and other business expenses paid by the District's credit cards.

Sec. 19.13 Credit card. District Issued credit cards can also be used to charge for preauthorized and planned travel expenses. District credit cards are the sole property of the District and issued in the names of authorized District's individuals. District issued credit cards can only be used for District business expenses and approved in the budget. The District has established credit card terms and conditions for general terms and procedures on using District's credit cards as approved by the General Manager. The District reserves the right to deny payment of expenses for failure to comply with the District's credit card policy and procedures.

The District's credit card can be used to pay for authorized travel and prepaid expenses such as conference or event registration fees, airline and train tickets, car rentals, and other travel expenses for authorized attendance at meetings, conferences, seminars, training and professional functions that take place away from the District offices. The District's credit card can also be used to pay for expenses for District's events, functions, supplies, or business.

Travel expenses charged to District credit card must be completed in accordance with Section 19 of the District's Administrative and Ethics code.

Itemized receipts are required for expenses paid by the District's credit card. The following information shall be included on all receipts using by the District's credit card:

- a. The amount of the expenditure.
- b. The time, date and place of travel or entertainment.
- c. The business purpose of the expenditure.

If this is shared charges while conducting District business, the identity of individuals sharing expenses must be submitted by the employee whose name on the credit card.

Sec. 19.14. Supervisor Responsibility for District credit card. Supervisors are responsible for approving expenses and purchases incurred that are charged to District credit card by their subordinate staff. It is a supervisor's responsibility to assure that all employees using District credit card have complied with the District's credit card terms and procedures.

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Sec. 19.15. Penalties. Penalties for misuse of public resources or falsifying expense reports in violation of the policies contained in the Administrative and Ethics Code may include, but are not limited to:

- a. The loss of reimbursement privileges;
- b. Restitution to the District;
- c. Civil penalties for misuse of public resources pursuant to §8314 of the Civil Code;
- d. Prosecution for misuse of public resources pursuant to §424 of the Penal Code.

Sec. 19.16. revised by Ordinance No. 352 / September 14, 2007

Sec. 19.16. was Added to Admin and Ethics Code per Ordinance No. 325 / December 7, 2005

Sec. 19.16. Ethics Training. All Board Directors must receive at least two hours of general training in ethics principles and ethics laws relevant to his or her public service every two years pursuant to §53234 et seq. of the Government Code. The General Manager shall provide information on training available to meet the requirements of this article at least once annually in the Board package. The District shall maintain records that indicate the dates that the Board Director satisfied the requirements of this article and the entity that provided the training. These records shall be maintained by the District for at least 5 years after the receipt of the training by the Board Director. The first deadline for completion of ethics training is January 1, 2007.