

## Plumas County Flood Control and Water Conservation District

### Compensation Policy

**Effective Date: January 1, 2006**

#### **Purpose**

This policy sets forth the rules and procedures by which the Flood Control District Board of Directors shall be compensated for their service, as authorized by Plumas County Flood Control District Ordinance 05-1039. This policy is intended to comply with the requirements established by AB. 1234 (2005 Cal. Stat. 700).

#### **Overview**

California Water Code section 20200, et seq., which was made applicable to the Flood Control District by Chapter 125 of the Statutes of 2005, provides for compensation for a water district board of directors in the amount of one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a member of the board by request of the board. There are three limitations:

1. Water Code section 20202 provides that a board member shall be compensated for no more than ten days in any calendar month.
2. Section 9(c)(2)(B) of the Plumas County Flood Control and Water Conservation District Act provides that board members shall not be compensated for any meeting held on the same day as a meeting of the Plumas County Board of Supervisors.
3. AB. 1234 requires the Flood Control District to adopt a policy such as this one, specifying activities for which Board members will be compensated beyond certain activities that are generally authorized by AB.1234.

The daily stipend may be increased annually by ordinance by an amount not to exceed five percent.

Each Board member is required to provide a brief report on meetings attended at the expense of the Flood Control District at the next regular Board meeting.

#### **Compensation for Official Duties**

Board members shall receive a daily stipend for participation in the following official duties:

1. Meetings of the Board of Directors, except for meetings held on the same day as a meeting of the Plumas County Board of Supervisors.
2. A meeting of an advisory body to the Board of Directors.

*ADOPTED 11/01/05*

3. A conference or organized educational activity conducted in compliance with Government Code section 54952.2(c), including ethics training required by A.B. 1234.

(The Government Code section refers to attendance of a majority of the Board members at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to the Flood Control District, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the Flood Control District.)

4. FERC relicensing meetings for projects 1962, 2100, 2105, and 2107.
5. Lake Davis Steering Committee meetings.
6. Bay-Delta Public Advisory Committee and subcommittee meetings.
7. Meetings with DWR or with other state water contractors.
8. Meetings related to the Integrated Regional Water Management Plan for the Upper Feather River.
9. Other activities as specifically authorized by the Board from time to time.

As of the effective date of this policy, the daily stipend for official duties is \$100. The daily stipend may be increased by ordinance at a rate of no more than five percent per year, as provided by Water Code section 20202.

No Board member may receive the daily stipend for more than ten days in any calendar month.

For meetings of the Board of Directors for which the daily stipend is authorized, the Clerk of the Board shall notify the Plumas County Auditor of each Board member's attendance. For individual activities for which the daily stipend is authorized, each Board member shall submit a claim to the Plumas County Auditor.

### **Expense Reimbursement for Official Duties**

Board members shall be reimbursed for their actual, necessary, and reasonable expenses incurred in the conduct of the official duties listed above, including travel, meals, lodging, and other qualifying expenses.

Other qualifying expenses are those authorized by the Plumas County expense reimbursement policy or approved by the Board as provided below.

Expenses for travel, meals, and lodging shall be reimbursed in accordance with the expense reimbursement policy of Plumas County or, if no such policy is in effect, in accordance with IRS Publication 463 (or any successor IRS publication).

Board members shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when such rates are available.

For lodging related to a conference or educational activity described in item 3 above, lodging costs may not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If lodging at the group rate is not available, lodging may be obtained at a government rate consistent with the Plumas County expense reimbursement policy or, if no such policy is in effect, with IRS Publication 463.

Any other actual, necessary, and reasonable expense shall be reimbursed in accordance with the Plumas County expense reimbursement policy. If any expense is not addressed by the Plumas County expense reimbursement policy or if no such policy is in effect, the expense must be approved by the Board of Directors at a public meeting before the expense is incurred.

Board members shall report their expenses on the standard forms provided by the Plumas County Auditor.

Expense reports must be submitted within ninety (90) days of incurring any reported expense and must include receipts documenting each expense.

All records related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

### **Ethics Training Requirement**

Government Code section 53235 requires ethics training for members of a legislative body, such as the Flood Control District Board, who receive compensation or reimbursement of expenses. The requirement is for two hours of training every two years in general ethics principles and ethics laws relevant to the Board members' public service.

At least once every year, the Flood Control District shall provide information to the Board members about training available to satisfy the ethics requirement.