

<b>Policy No.:</b> P100-16-2	<b>Type of Policy:</b> Board Business
<b>Policy Title:</b> Day of Service	
<b>Policy Description:</b> Definition of a Compensable Day of Service for a Director	
<b>Approval Date:</b> 8/16/2016	<b>Last Review Date:</b> 2016
<b>Approval Resolution No.:</b> 52-16	<b>Next Review Date:</b> 2020
<b>Rescinded Resolution No.:</b> 9-14	<b>Rescinded Resolution Date:</b> 2/18/2014

It is the policy of the Board of Directors of Dublin San Ramon Services District:

That each Director shall exhibit good judgment in the matter of compensation for service, and shall have proper regard for the propriety and economy of conducting District business.

## 1. Compensation for Days of Service

Directors may, upon submittal of the District's monthly Board of Director's Timesheet, receive an amount of compensation not to exceed that approved by the Board of Directors. The amount of compensation shall be set in accordance with Water Code Section 20200 *et seq.*, as amended. Compensation shall be earned for each day's service rendered as a member of the Board, and cannot exceed a total of ten [10] days in any calendar month. Except for the Board and Committee meetings described in subsections 2 (a) and (b) of this policy, in order to be eligible for compensation for a day of service, the Board must have previously approved, at a Board meeting, the Director's representation of the District, and the Director must deliver a written report to the Board regarding his or her attendance at a qualifying activity or event at the next Board meeting following the qualifying activity or event. If the written report is not submitted at the next Board meeting following the qualifying activity or event, the Director is no longer eligible for and shall not be paid compensation for the day(s) of service associated with the qualifying activity or event. (Government Code Section 61047, subdivisions (e)(2) through (e)(5).)

## 2. Services Eligible for Compensation

Pursuant and subject to Government Code Section 61047(e), the following activities are eligible for compensation as a day of service:

- a. Attendance in a policy maker role at District meetings noticed in accordance with the Brown Act (Government Code Section 54950 *et seq.*). This is specifically limited to:
  - Regular Board Meetings

**Policy No.:** P100-16-2**Policy Title:** Day of Service

- Special Board Meetings
  - Adjourned Board Meetings
  - Regular, Adjourned, and Special Meetings of Board Standing Committees, including Liaison Committees
  - Emergency Meetings of the Board or a Standing Committee
- b. Attendance in a policy maker role at meetings of a Joint Powers Authority (JPA) of which the District is a Member and that have been noticed in accordance with the Brown Act (Government Code Section 54950 *et seq.*), including:
- Regular JPA Meetings
  - Special JPA Meetings
  - Adjourned Regular JPA Meetings
  - Regular, Adjourned, and Special Meetings of Standing Committees of the JPA, including Liaison Committees
  - Emergency Meetings of the JPA or a Standing Committee of the JPA

JPAs, include but are not limited to Livermore-Amador Valley Water Management Agency (LAVWMA), DSRSD-EBMUD Recycled Water Authority (DERWA), WateReuse, Finance Authority, or California Sanitation Risk Management Authority (CSRMA).

- c. Attendance at professional, technical, and trade association meetings, conferences, (and the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee) activities, and organized educational activities, training sessions and events, including but not limited to ethics training pursuant to Government Code Section 53234 *et seq.*, as it may be amended from time to time, including but not limited to California Association of Sanitation Agencies (CASA), California Sanitation Risk Management Authority (CSRMA), Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), Sanitation and Water Agencies of Contra Costa County, Economic Development Alliance for Business (EDAB), WateReuse, and National Water Research Institute (NWRI). Travel on the day before or the day after the activity shall not be eligible for compensation as a day of service.
- d. As a principal speaker, panel member, or otherwise representing the District in an official capacity at a public event including ceremonial functions of other agencies, meetings of a service club, a homeowner association, a chamber of commerce or other business or neighborhood group, including meetings with neighbors of the wastewater treatment facilities (when those meetings are open and held at the wastewater treatment plant).
- e. Representation of the District at a public meeting or public hearing of another public agency (e.g., Board of Supervisors, City Council, Local Agency Formation Commission [LAFCO], State Water Resource Control Board [SWRCB], Regional Water Quality Control Board [RWQCB], Bay Area Air Quality Management District [BAAQMD]) at which that

Policy No.: P100-16-2

Policy Title: Day of Service

agency has agendized business that involves the District.

### 3. **Activities and/or Events Ineligible for Compensation**

- a. Compensation will only be paid for one day of service if a Director attends two or more meetings or activities on one day which meetings are otherwise separately eligible for compensation.
- b. Compensation will not be paid for attendance at a meeting of an ad hoc or advisory committee of the Board that does not have a continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the Board.
- c. Compensation will not be paid for attendance at meeting of a Standing or Liaison Committee of the Board on which the Director does not serve.
- d. Compensation will not be paid for any meeting with District staff unless the meeting is a Board or Committee meeting noticed pursuant to the Brown Act.

### 4. **Review and Approval**

Principal responsibility for compliance with this policy rests with each Director. The General Manager shall review Director's timesheets and written reports to determine conformance with this policy prior to approving payment. If a Director disagrees with the General Manager's determination, the Director submitting the timesheet shall refer the matter to the President of the Board (or Vice President if the timesheet is that of the President) for consideration. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that Director that the timesheet, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board President (or the Vice President as the case might be), they shall approve the timesheet unless they believe it substantially deviates from this policy. Directors may appeal any timesheet disapproved by the President or Vice President by submitting the matter to the Board as an agenda item at a regular meeting, not later than 60 days after the day for which reimbursement is requested.

### 5. **Contents of Written Reports**

Written reports submitted in accordance with this Policy shall consist of one or more of the following:

- A handwritten report of the Director's activities
- A typewritten report of the Director's activities
- Copies of agendas for the qualifying event
- Copies of handouts distributed at the qualifying event
- Copies of business cards from contacts made by the Director
- Copies of notes the Director took while attending the qualifying event
- Certificates the Director received for attending the qualifying event

Policy No.: P100-16-2

Policy Title: Day of Service

- Remarks made at the qualifying event if a Director was a speaker (bullet points or script)
- Other similar written materials

All such materials should give a member of the public a sense of the business purpose of the qualifying event as well as the Director’s role at the qualifying event.

**6. Administration**

The General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.

**7. Previous Policies Superseded**

This policy supersedes all previously adopted District policies related to compensation for a day of service by a Director.