



Policy No.: P100-22-1	Type of Policy: Board Business
Policy Title: Director Compensable Activities	
Policy Description: Director activities which are eligible for compensation for service	
Approval Date: 1/18/2022	Last Review Date: 2022
Approval Resolution No.: 2-22	Next Review Date: 2026
Rescinded Resolution No.: 36-19	Rescinded Resolution Date: 9/3/2019

The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish meetings, events, activities, and occasions that constitute the performance of official duties which qualify for compensation in accordance with Water Code Section 20200 et seq., Government Code Sections 61047 and 53232.1 (b), and to declare 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

Directors may receive an amount of compensation not to exceed the amount approved by the Board, upon submittal of the District's monthly Director Timesheet. 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. By adoption of this policy, Director representation of the District at all events listed in Sections 2 and 3 of this policy shall be deemed pre-approved by the Board as eligible for compensation unless modified by Board resolution. Except for the Board and Committee meetings described in Section 2, in order to be eligible for compensation for a day of service, Directors must also deliver a written report, as detailed in Section 5, to the Board regarding their 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 in accordance with Government Code Section 61047(e)(2) through (e)(5). Compensation will be paid for only one day of service if a Director attends two or more meetings or activities on one day even if each of the meetings would otherwise be separately eligible for compensation. Travel days before or after the day or days of any activity eligible for compensation, shall not be eligible for separate compensation.

2. Services Eligible for Compensation Not Requiring a Written Report

Pursuant and subject to Water Code Section 20200 et seq. and Government Code Sections 61047(e) and 53232.1 (b), the following activities are eligible for compensation as a day of service:

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- a. Attendance in a policy maker role at District meetings conducted in accordance with the Brown Act (Government Code Section 54950 *et seq.*), specifically limited to:
 - Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board

- 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 conducted in accordance with the Brown Act, specifically limited to:
 - JPA Board and Standing Committee Meetings, including Liaison Committee Meetings (Regular, Special, Adjourned, or Emergency) and Ad Hoc or Advisory Committees created by the Board

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 as the only Director at a Boardmember policy or activity briefing with the General Manager and/or other senior and key staff, held onsite at a District facility or via teleconference.

3. Services Eligible for Compensation Requiring a Written Report at the Next Board Meeting

- a. Attendance at professional, technical, and trade association meetings, conferences, activities, and organized educational activities, training sessions, facility tours, and events of or presented by, including but not limited to, the following entities:
 - Association of California Water Agencies (ACWA) including the annual Washington D.C. conference
 - American Water Works Association
 - California Association of Sanitation Agencies (CASA) including the annual Washington D.C. conference
 - California Sanitation Risk Management Authority (CSRMA)
 - California Special Districts Association (CSDA) and its affiliated local chapters
 - East Bay Leadership Council Water and Environment Task Force
 - Recycled Water and Resource Recovery Agencies and Organizations
 - Special Districts Learning Foundation (SDLF)
 - Wastewater and Water Agencies and Consortiums
 - Water Education Foundation (WEF)
 - WateReuse Association

Includes the board and/or committee meetings of these groups for which the Director is a member of the board and/or a committee.

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- b. Ethics training pursuant to Government Code Section 53234 *et seq.* and sexual harassment prevention training pursuant to Government Code Section 53237 *et seq.* from an entity duly authorized to present such training (including in person and online) and to provide certificates of completion.
- c. As a principal speaker, panel member, or otherwise representing the District in an official capacity at a public event (i.e., an event to which the general public is invited) including but not limited to the following:
- Annual State of the City addresses by the mayors of Dublin, Livermore, Pleasanton, and San Ramon
 - Annual State of the District addresses (County Board of Supervisors, Congressional Representatives) by elected officials
 - Annual Tri-Valley Mayors' Summit
 - Ceremonial functions of DSRSD, the JPAs of which the District is a member, and other water/wastewater/recycled water/resource recovery agencies within Alameda and Contra Costa Counties, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - DSRSD wastewater treatment facility neighborhood meetings (when the meetings are open to the public and held at the wastewater treatment plant)
- d. Representation of the District at a public meeting or public hearing of another public agency at which that agency has agenda'd business that involves the District, including but not limited to the following:
- Bay Area Air Quality Management District (BAAQMD)
 - Board of Supervisors of Alameda and Contra Costa Counties
 - City Council of Dublin, Pleasanton, Livermore, and San Ramon
 - Dublin and San Ramon Valley Unified School Districts
 - East Bay Dischargers Authority (EBDA)
 - East Bay Municipal Utility District (EBMUD)
 - Local Agency Formation Commission (LAFCO), unless the Director receives compensation from LAFCO for attendance as a LAFCO representative
 - State Water Resource Control Board (SWRCB)
 - Regional Water Quality Control Board (RWQCB)
 - Zone 7 Water Agency (Zone 7)
- e. Representation of the District at a meeting of a public benefit nonprofit corporation on whose board of which the District has membership, including but not limited to the following:
- DSRSD Financing Corporation

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4. Board Pre-approval Required for Compensation

Any meeting, event, or other activity not identified in Sections 2 and 3 above are not pre-approved by the Board and, therefore, are not eligible for compensation, unless the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District. Written reports will be required for these activities, if approved for compensation.

- a. For clarity, the following public meetings and public events would be eligible for compensation but only if the Board, at a Board meeting held prior to the activity, specifically approves a Director’s attendance as a representative of the District:
 - DSRSD booths at fairs
 - Ceremonial functions of entities other than those pre-approved in section 3(c) above, including groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - Monthly Chamber of Commerce lunch meetings
 - Community meetings hosted by local government agencies, including mayor briefings and director briefings
 - Community events such as City of Dublin St. Patrick’s Day events, including the Green and White Gala and St. Patrick’s Day parade
 - Service club meetings and events
 - Homeowners association and neighborhood group meetings
 - Meetings with legislators to discuss matters of concern to the District and which have been scheduled through District staff

- b. The following activities are deemed by the Board to be ineligible for compensation and therefore the Board cannot approve attendance as being eligible for compensation:
 - Attendance at meeting of a Standing, Liaison, Ad Hoc, or Advisory Committee of the Board on which the Director does not serve
 - DSRSD Citizens Water Academy
 - Internal DSRSD events, including Employee Recognition Events, groundbreakings, ribbon cuttings, dedications, and anniversary celebrations
 - Social gatherings such as retired Director dinners and pre-conference activities and non-partisan welcoming or retirement events for staff of local agencies and organizations
 - Meetings with legislators not scheduled through District staff
 - Any activity for which a Director receives compensation from another agency

5. Review and Approval

Principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review Director’s timesheets and written reports to determine conformance with this policy prior to approving payment. If a Director disagrees with the determination, the Director submitting the timesheet shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a timesheet by a Director shall be deemed an acknowledgement by that

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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 of Directors, the Board shall approve the timesheet unless the Board believes it substantially deviates from this policy.

6. Contents of Written Reports

Written reports submitted for a qualifying event shall consist of one or more of the following materials:

- A handwritten or typewritten report of the Director’s activities
- Copies of notes taken by the Director
- Copies of agendas or programs
- Certificates the Director received
- Script or outline of remarks made if a Director was a speaker
- 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.

7. Administration

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

8. Previous Policies Superseded

This policy supersedes all previously adopted District policies related to Director compensation.