

**MONTECITO WATER DISTRICT POLICY**  
**DIRECTORS' BENEFITS, COMPENSATION AND EXPENSE REIMBURSEMENT**  
**Revised 08-21-07**

**BENEFITS**

Current District Directors are not to receive District Medical, Dental, Vision or Retirement benefits. District Directors first elected or appointed to office prior to January 1, 1995 will receive benefits in accordance with District Resolution No. 1969, adopted May 20, 2003.

**DAILY COMPENSATION**

The daily rate of directors' compensation for attendance at District and other authorized meetings will be as set by the Board in accordance with State law and annual Board resolution.

1. Compensation will only be paid for attendance at:
  - a. District Board Meetings and District Board Workshops
  - b. District Committee Meetings
  - c. Meetings of Joint Powers Agencies that the District is a member of, and other agency meetings to which the Director is assigned as the principal District representative by the Board President. The daily compensation will not be paid to a Director for meetings for which another agency pays the Director a daily compensation.
  - d. One orientation meeting for a joint powers agency or other agency which a new Director is requested to attend by the Board President.
  - e. Other functions authorized by the Board majority such as special conferences.
  - f. One travel day each way, only if required by distant location or timeliness, will be allowed.
2. Directors' compensation is limited to payment for one meeting per day, and no more than ten meetings per month.

**AUTHORIZED MEETING EXPENSES**

Expenses will only be paid for attendance at meetings to which the director is assigned by the Board President, or designated to attend by a vote of a majority of the Board, as follows:

1. Attendance by the designated principal District representative at meetings of a Joint Powers Agency or other agencies.
2. Attendance at ACWA Conferences and educational seminars designed to improve officials' skill and information level concerning District interests, including mandated ethics training.
3. Communicating with representatives of regional, state and national government on District adopted policy positions.

**EXPENSE REIMBURSEMENT**

Directors' will be reimbursed for those actual, reasonable expenses, necessary and related to the above mentioned District business, carried on for the benefit of the District's water users.

Reimbursement expenses will be for the Board member only and do not include additional expenses for spouses, family members, or guests.

Where expenses are not included in the registration cost of an authorized event or activity, reimbursement of actual expenses will be in accordance with the limits set forth below:

1. Under no circumstances will reimbursement be made for expenses of or related to any person other than the Director, except if such other person is necessary to provide essential support necessary to a Director due to a specific recognized handicap or physical limitation.
2. Expenses for alcoholic beverages, entertainment expenses, personal phone calls and other personal expenses will not be reimbursed.
3. Reimbursement will be provided only for the expense equivalent to the most economical mode and class of transportation reasonably consistent with scheduling requirements. The actual mode of travel will be at the option of the Director.
4. Reimbursement for use of personal autos.
5. Travel outside of California must have prior Board approval.
6. A District FAX machine with dedicated phone line will be provided for District business to a director, if approved by the Board of Directors. District reimbursement will be limited to the actual use for District business.
7. The District will not issue District credit cards, cell phones, or pagers for use by any Director.
8. At the following District Board meeting, or as soon thereafter as possible, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.
9. Board members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act.

**Reimbursement limits:**

1. Meals: Reimbursement will be made up to the per diem amount established by the IRS for San Francisco. Meals will be reimbursed based upon actual cost and submittal of receipts.
2. Lodging: The most reasonable cost room should be chosen. The District will pay for the actual cost of the lodging. The District will be responsible for hotel reservations and will pay the hotel directly.
3. Air Travel: The District will pay for the actual cost of air travel. The District will be responsible for booking air travel in consultation with the attendee and will pay the cost of air travel directly.
4. Mileage: If travel involves the use of a personal vehicle, mileage will be reimbursed at the current IRS rate.
5. Business related incidental costs (faxes, telephone, copying) will be reimbursed based upon actual costs and submittal of receipts.

**Reimbursement:**

1. Expenses will be reimbursed by the District in accordance with these rules within two weeks of submission to the General Manager on the Director's Fee and/or Expense Form.
2. All compensation and reimbursement to Directors will be placed on the next claims list and will be reviewed by the Finance Committee and ratified by the Board at the next Board meeting.
3. No request for reimbursement will be considered more than 90 days after the expense was incurred.
4. Any questions in regard to expense reimbursement matters should be addressed to the President of the Board, and the President in turn may refer the matter to the entire Board for resolution.