

RESOLUTION NO. 2010-1916

A RESOLUTION APPROVING A REVISED POLICY FOR TRAINING/CONFERENCES/SEMINARS/TRAVEL FOR THE BOARD OF DIRECTORS OF THE DISTRICT

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Training/Conferences/Seminars/Travel B-50, a copy of which is attached as Exhibit A and by reference incorporated herein.

The previously approved policy for Training/Conferences/Seminars/Travel B-50 is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

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I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 11<sup>th</sup> day of November, 2010, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Greenfield, Hoder, Murray, Schrieber  
NOES, Members: none  
ABSENT, Members: none  
ABSTAIN, Members: none

Carol A. Memmott  
Carolyn A. Memmott, District Secretary

Approve:

Craig K. Murray

Craig K. Murray, President of Board of Directors



(seal)

## Training/Conferences/Seminars/Travel

### B-50

**PURPOSE:** This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

**B-50-10 Attendance Encouraged, but Limit on Number of Conferences.** Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit to the District and are directly related to improving the operation of the District. In general, Board Members should limit of four (4) conferences or seminars per year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement schedule below. For multi-day conferences, compensation shall be at a maximum of one meeting per day.

**B-50-20 Usual and Reasonable Costs.** The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Reimbursement for expenses will adhere to the specific guidelines of District Administrative Policy – Travel on District Business A-01. The expenses shall be presented to the Board for approval through the normal administrative process.

**B-50-30 Report to Board.** A Board member who attends a conference/seminar/etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

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Date Approved: November 11, 2010

President of the Board

Supersedes: Resolution 2009-1872 July 9, 2009
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