



STAFF REPORT

Meeting Type: Finance & Administration Committee/Board of Directors
Title: Review of Revised Board Reimbursement of Travel Expenses Policy
From: Molly MacLean, General Counsel
Through: Ben Horenstein, General Manager
Meeting Date: April 25, 2024

TYPE OF ACTION: Action Information X Review and Refer

RECOMMENDATION: Review proposed changes to the Board Reimbursement of Travel Expenses Policy and refer it to a regular bi-monthly Board meeting to allow the Board to consider approval of the revised policy

SUMMARY: At the January 25th Finance and Administration Committee Meeting, staff presented a review of Board Policy No. 41, adopted in 2006, which covers when a Director is eligible to seek reimbursement from the District for Directors’ travel for District business activities. District business activities include attendance at conferences, training, meetings, and other official business on behalf of the District. Based on the input received at that meeting, staff has prepared a revised Board Reimbursement of Travel Expenses Policy for the purpose of updating outdated information and achieving greater clarity. Staff will present the revised policy and requests that the Committee review and refer this item to a future regular Board meeting to allow the Board to consider approval.

DISCUSSION: Board Policy No. 41, Travel Authorization & Reimbursement of Travel Expenses for Elected or Appointed Officials, was adopted in 2006 and provides details regarding travel reimbursement for Board Directors travelling on District business or to conferences or trainings that advance professional knowledge and provide opportunities to exchange information related to water district operations and policy issues. State law provisions also govern certain aspects of reimbursement.

Based on input received at the January 25th Finance and Administration Committee, staff has prepared a revised Board Reimbursement of Travel Expenses Policy for the purpose of addressing outdated information contained in the current policy and to achieve greater clarity as to which expenses incurred by a Director traveling for District business are appropriate for reimbursement.

Staff will walk through the revised Board Reimbursement of Travel Expenses Policy, highlight changes and address any questions or concerns.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Board Reimbursement of Travel Expenses are limited and vary from year to year. When analyzing reimbursement expenditures over the last several fiscal years, they ranged from a low of \$1,195 in FY 2021 to a high of \$6,915 in FY 2019.

ATTACHMENT(S):

1. Current Board Policy No. 41- Travel Authorization & Reimbursement of Travel Expenses for Elected or Appointed Officials
2. Revised Board Policy No. 41- Reimbursement of Travel Expenses for Marin Municipal Water District Directors

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
General Counsel's Office	 <hr/> Molly MacLean General Counsel	 <hr/> Ben Horenstein General Manager