

Policy Name	Commission Compensation, Expense Reimbursement, and Ethics Training Policy
Policy Number	18-001
Supersedes	Policy No. 17-001 Adopted 3/21/17; Comm Memo 2017.46
Date/Authorized	11/19/19; Commission Memo 2019.116 Effective: October 1, 2019



Policy Name: Commissioner Compensation, Expense Reimbursement, and Ethics Training Policy

History: Supersedes Policy No. 17-001 adopted March 21, 2017

Application: All SAWPA and Member Agencies Staff, Commissioners and Alternates

PURPOSE:

This Commission Compensation, Expense Reimbursement, and Training Policy provides guidelines required by Government Code, Sections 53232.1 and 53232.2 (effective January 1, 2006 per AB 1234) for the payment of compensation and expenses incurred for agency business and for the mandated ethics training.

BACKGROUND:

SAWPA's JPA provides for the compensation and reimbursement of expenses for Commissioners and Alternates hereinafter referred to as Commissioners). Ordinance No. 2017-01, adopted March 7, 2017 and attached hereto, sets the rate of compensation and the expenses to be reimbursed. AB 1234 (Chapter 700, Stats. of 2005) requires ethics training that is relevant to compensation and expense reimbursement.

COMPENSATION AND EXPENSES REIMBURSED:

SAWPA shall comply with the requirements and intent of the JPA, its amendments, SAWPA's Ordinance No. 2017-01, Water Code, Section 20202 and related provisions in a manner that is equitable to its member agencies.

Consistent with Ordinance No. 2017-01, each Commissioner shall receive compensation for each day's service to the Commission. The meetings and activities listed below are designated by this policy as "requested by the Commission" and do not require further authorization or ratification for a Commissioner to receive compensation or reimbursement of expenses. Other meetings or activities on SAWPA's behalf may be compensable under this policy if directed or ratified by the Commission at a regularly scheduled meeting.

1. Commission meetings and workshops.
2. SAWPA Committee meetings.
3. Designated representatives of SAWPA attending scheduled meetings of the Lake Elsinore & San Jacinto Watersheds Authority, the SAWPA-OCSD Joint Policy Committee, and the OWOW Steering Committee.
4. Designated representatives of SAWPA participating in membership organization meetings in which SAWPA holds an active membership, e.g., California Association of Sanitation Agencies (CASA) and California Special Districts Association (CSDA).
5. Representation of SAWPA in conjunction with SAWPA staff at meetings of other agencies in the watershed.
6. Participation on SAWPA's behalf in stakeholder meetings as part of OWOW.
7. Participation in meetings with SAWPA staff for the purposes of carrying out a directive from the SAWPA Commission.
8. Participation in meetings with consultants providing professional services such as legal services, business management services, etc., for the purposes of carrying out a directive from the SAWPA Commission.
9. Designated representatives to non-profit professional organizations or working coalitions in which SAWPA is an active participant.

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Meetings or activities that are not eligible for SAWPA compensation or reimbursement include:

1. Social or ceremonial events not pre-approved by the Commission
2. Nonprofit organization events not pre-approved by the Commission
3. SAWPA-sponsored employee events
4. Parades, festivals, funerals, weddings, or holiday events
5. Meetings of partisan political organizations.

Consistent with Ordinance No. 2017-01, SAWPA shall reimburse its Commissioners for actual mileage expenses incurred in the performance of his or her duties required or authorized by the Commission, including mileage to and from Commission and Committee meetings not to exceed mileage for ten (10) days in any calendar month. The mileage paid shall be that which is recognized as a deductible mileage expense under the current rules and regulations of the Internal Revenue Service. Any other expenses incurred by any Commissioner shall be paid by that Commissioner's member agency based on the current and historical custom and practice.

SAWPA shall include these costs in its annual budget at a level commensurate with the expected costs for such compensation and expense reimbursement, and they shall be identified as Commission Expenses in the budget.

PROCESS:

Each January, the CFO shall document the compensation rate to be paid based on the 5% increase provided in Ordinance No. 2017-01, unless a resolution waives the increase. The CFO shall also indicate the current IRS rate for mileage to be paid. This rate will automatically change from time-to-time as the IRS mileage rate changes from time-to-time. As of 11/19/19, this amount is \$0.58 per mile traveled.

Each month by the 10th day of the month, each Commissioner will submit a request for compensation and expense reimbursement to the Clerk of the Board using the attached form or the most recent update of that form. The form may be submitted electronically.

Commissioners' compensation and reimbursement will be paid by SAWPA by check or direct deposit to each Commissioner with standard accounts payable documentation reflecting the meetings and costs paid. SAWPA will provide Commissioners a Form W-2 for each tax year.

Commissioners may elect not to receive compensation or reimbursement by simply not submitting those payments on the Compensation and Reimbursement Request.

ETHICS TRAINING:

Two hours of training every two years are mandated to meet the requirements of Section 53234 of the Government Code. In accordance with the SAWPA formation JPA and amendments, Commissioners are appointed directors or officials of the member agencies. The directors or officials are subject to the same requirements at their home agencies. Subsection 53235.1 (c) permits the training requirement to be met once without regard for the number of agencies on which the Commissioner serves.

Based on these circumstances, no Commissioners will require training as a SAWPA Commissioner, separate from the training provided by their appointing agencies. SAWPA shall rely on its member agencies to retain all records for required training. If a circumstance occurs where training by SAWPA is required, SAWPA's General Counsel will provide or arrange for training adequate to meet these requirements.

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Authorized for Payment: _____

Date: _____

Commissioner Compensation and Reimbursement Request

- By submitting this compensation and reimbursement request, the Commissioner/Alternate affirms that the meetings listed below are compensable under the *Commission Compensation, Expense Reimbursement, and Ethics Training Policy* adopted 11/19/19.
- Complete and submit on or before the 10th day of the month following attendance at the meetings listed below.

COMMISSIONER | ALTERNATE NAME: _____

MEETINGS ATTENDED DURING THE MONTH OF: _____

SIGNATURE: _____

This Request is submitted and effective as of _____ 20 _____

	Meeting Date	Meeting Attended	Meeting Location	Mileage (round trip)
1				
2				
3				
4				
5				
6				