



**BOARD OF DIRECTORS  
EAST BAY MUNICIPAL UTILITY DISTRICT**

---

375 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

---

**Notice of Time Change**

**FINANCE/ADMINISTRATION  
COMMITTEE**

**Tuesday, March 25, 2025**

**8:30 a.m.**

**Boardroom**

**375 11<sup>th</sup> Street**

**Oakland, CA 94607**

Notice is hereby given that the Tuesday, March 25, 2025 Finance/Administration Committee meeting of the Board of Directors has been rescheduled from 10:00 a.m. to 8:30 a.m. The meeting will be held in the Administration Building Boardroom at 375 11th Street, Oakland, California.

Dated: March 20, 2025

A handwritten signature in blue ink that reads 'Rischa S. Cole'.

Rischa S. Cole  
Secretary of the District

This page is intentionally left blank.



**BOARD OF DIRECTORS  
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 – 11<sup>th</sup> Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA  
Finance/Administration Committee  
Tuesday, March 25, 2025  
8:30 a.m.  
Boardroom  
375 11th Street  
Oakland, CA 94607**

*Committee Members: Directors Valerie D. Lewis {Acting Chair}, Andy Katz, and Jim Oddie*

**\*\*\* Please see appendix for public participation instructions\*\*\***

**ROLL CALL:**

**PUBLIC COMMENT:** The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

**DETERMINATION AND DISCUSSION:**

1. Monthly Investment Transactions Report (Skoda)
2. Provide Direction on Revisions to Policy 4.14 – Reimbursement of Director Expenses (Gardin)

**ADJOURNMENT:**

**Disability Notice**

*If you require a disability-related modification or accommodation to participate in an EBMUD public meeting, please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.*

**Document Availability**

*Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at [www.ebmud.com](http://www.ebmud.com).*



EBMUD

# APPENDIX

---

## Finance/Administration Committee Meeting

*EBMUD Board committee meetings will be conducted in person and accessible via Zoom.  
These meetings are live streamed on the District's website.*

### Online\*

<https://ebmud.zoom.us/j/92433162059?pwd=emM4YjRrQTJtK3M0NnAxTDRoVzh5Zz09>

Webinar ID: 924 3316 2059

Passcode: 282322

### By Phone\*

Telephone: 1 669 900 6833

Webinar ID: 924 3316 2059

Passcode: 282322

International numbers available: <https://ebmud.zoom.us/u/kdjdx0Kd06>

\*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

**Providing public comment** - *The EBMUD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.*

- Each speaker is allotted 3 minutes to speak; the Board President has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

### In person

- Fill out and submit a blue speaker card which is available in the meeting room

### Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment  
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
  - If you participate by phone, press \*9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

### Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to [SecOffice@ebmud.com](mailto:SecOffice@ebmud.com)
- Please indicate the meeting date and agenda item number or non-agenda item in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

---

**To view the livestream of Board meetings, please visit:**

<https://www.ebmud.com/about-us/board-directors/board-meetings/>

---

## EAST BAY MUNICIPAL UTILITY DISTRICT

---

DATE: March 20, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Sophia D. Skoda, Director of Finance *SDS*

SUBJECT: Monthly Investment Transactions Report

### SUMMARY

In accordance with Policy 4.07 – Investments, staff prepares a monthly transactions report for the Finance/Administration Committee to review and for the Board to consider each month. The Committee will review the February 2025 report at the March 25, 2025 Finance/Administration Committee meeting.

### DISCUSSION

Pursuant to Policy 4.07, staff prepares a monthly report of investment transactions (buys, sales, deposits, withdrawals) as well as transactions that occur as a feature of the securities held (interest, calls, maturities). Information on portfolio performance, balances, and other factors is presented in the quarterly investment report.

In February 2025, the portfolio decreased from \$587.7 million to \$571.8 million. Net transactions decreased the total by \$16.7 million. Interest received added approximately \$686,000 to the portfolio. Deposits into short-term liquidity funds totaled \$11.3 million, and the District withdrew \$39.6 million. The District did not purchase any securities. No securities matured, and no securities were called or sold. Net transactions at the District's commercial bank resulted in an increase of approximately \$11.6 million.

### NEXT STEPS

This item will be brought to the Board for consideration at its March 25, 2025 meeting.

CCC:SDS:rlh

Attachment: February 2025 Monthly Investment Transactions Report

This page is intentionally left blank.


## **Monthly Investment Transactions Report**

### **February 2025**

This report is presented to the Board pursuant to Government Code Section 53607 and in accordance with the District's Investment Policy 4.07.

The attached report details transactions in the District's portfolio as follows:

- **Monthly Investment Transactions Summary** **Page 1**
- **Monthly Investment Activity** **Page 2**
  - Buys **Page 3**
  - Deposits **Page 4**
  - Matured **Page 5**
  - Calls **Page 6**
  - Sales **Page 7**
  - Withdrawals **Page 8**
- **Monthly Interest Activity** **Page 9**
  - Interest Received (Transferred to Wells Fargo) **Page 10**
  - Interest Received (Reinvested) **Page 11**

  
[Sophia Skoda \(Mar 6, 2025 16:53 PST\)](#)  
Approved by: Sophia D. Skoda, Finance Director

03/06/2025

Date

SDS:KM:SLS



**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Investment Transactions Summary**  
**February 2025**

Portfolio	Beginning Balance*	Monthly Net Transaction Activity	Monthly Interest Activity	Ending Balance
001 - Water System Consolidated	431,825,050	(20,000,000)	370,002	412,195,051
007 - Wastewater Consolidated	101,484,402	(5,000,000)	121,763	96,606,165
049 - Ferc Partnership	2,187,411	-	-	2,187,411
009 - BACWA	2,474,620	-	-	2,474,620
015 - DERWA	1,093,708	-	-	1,093,708
002 - FRWA	1,093,708	-	-	1,093,708
014 - IICP	164,605	-	-	164,605
010 - UMRWA	69,995	-	-	69,995
003 - Employees Retirement	9,700,108	(3,284,000)	-	6,416,108
099 - Wells Fargo**	37,633,022	11,628,438	194,438	49,455,898
<b>Total</b>	<b>587,726,628</b>	<b>(16,655,562)</b>	<b>686,202</b>	<b>571,757,268</b>

\* Portfolio balance presented at face value.

\*\*Wells Fargo's month-end available balance per bank statement. Gross amount; not allocated by fund and not included in balances above.

A portion of the balance in Wells Fargo is swept to a money market fund to increase investment earnings.

Sherry Sarcos  
Prepared by: Sherry Sarcos, Accounting Technician

03/06/2025  
Date

Kevin Ma  
Reviewed by: Kevin Ma, Accounting Supervisor

03/06/2025  
Date

David Glasser  
Approved by: David Glasser, Controller

03/06/2025  
Date





**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Investment Activity**  
**February 2025**

Portfolio	Buys	Deposits	Matured	Calls	Sales	Withdrawals	Non-Investment Transactions*	Net Transaction Activity
001 - Water System Consolidated	-	-	-	-	-	(20,000,000)	-	(20,000,000)
007 - Wastewater Consolidated	-	-	-	-	-	(5,000,000)	-	(5,000,000)
049 - Ferc Partnership	-	-	-	-	-	-	-	-
009 - BACWA	-	-	-	-	-	-	-	-
015 - DERWA	-	-	-	-	-	-	-	-
002 - FRWA	-	-	-	-	-	-	-	-
014 - IICP	-	-	-	-	-	-	-	-
010 - UMRWA	-	-	-	-	-	-	-	-
003 - Employees Retirement	-	11,266,000	-	-	-	(14,550,000)	-	(3,284,000)
<b>Investment Activity Total</b>	-	<b>11,266,000</b>	-	-	-	<b>(39,550,000)</b>	-	<b>(28,284,000)</b>
099 - Wells Fargo	-	(11,266,000)	-	-	-	39,550,000	(16,655,562)	11,628,438
<b>Total</b>	-	-	-	-	-	-	<b>(16,655,562)</b>	<b>(16,655,562)</b>

\*Non-investment transactions are net receipts and expenditures in Wells Fargo resulting from activities other than investment and interest transactions detailed in this report.



Reviewed by: Steven Goodman-Leibof, Principal Mgmt Analyst

03/06/2025

Date



Approved by: Robert L. Hannay, Treasury Manager

03/06/2025

Date



EAST BAY MUNICIPAL UTILITY DISTRICT  
Monthly Investment Activity  
February 2025

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Buys										

\*No Transactions this Period\*

-----



EAST BAY MUNICIPAL UTILITY DISTRICT  
Monthly Investment Activity  
February 2025

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Deposits</b>										
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	2/28/2025	2/28/2025	N/A	5,645,000	5,645,000	-	5,645,000
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	2/14/2025	2/14/2025	N/A	5,621,000	5,621,000	-	5,621,000
					<b>Total</b>		<b>11,266,000</b>			
099 - Wells Fargo	Cash	WELLS FARGO Cash	CASH2017	2/28/2025	2/28/2025	N/A	11,822,876	11,822,876	-	11,822,876
					<b>Total</b>		<b>11,822,876</b>			
							<b>23,088,876</b>	<b>23,088,876</b>	<b>-</b>	<b>23,088,876</b>



EAST BAY MUNICIPAL UTILITY DISTRICT  
Monthly Investment Activity  
February 2025

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Matured										

\*No Transactions this Period\*

- - - -



EAST BAY MUNICIPAL UTILITY DISTRICT  
Monthly Investment Activity  
February 2025

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Calls										

\*No Transactions this Period\*

\_\_\_\_\_



EAST BAY MUNICIPAL UTILITY DISTRICT  
Monthly Investment Activity  
February 2025

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Sales										

\*No Transactions this Period\*

- - - -



**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Investment Activity**  
**February 2025**

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Withdrawals</b>										
001 - Water System Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/27/2025	2/27/2025	N/A	8,000,000	8,000,000	-	8,000,000
001 - Water System Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/14/2025	2/14/2025	N/A	4,000,000	4,000,000	-	4,000,000
001 - Water System Consolidated	Money Market Mutual Funds	Morgan Stanley MM	MVRXX	2/14/2025	2/14/2025	N/A	4,000,000	4,000,000	-	4,000,000
001 - Water System Consolidated	Money Market Mutual Funds	State Street MM	GVMXX	2/14/2025	2/14/2025	N/A	4,000,000	4,000,000	-	4,000,000
					<b>Total</b>		<b>20,000,000</b>			
007 - Wastewater Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/27/2025	2/27/2025	N/A	2,000,000	2,000,000	-	2,000,000
007 - Wastewater Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/14/2025	2/14/2025	N/A	1,000,000	1,000,000	-	1,000,000
007 - Wastewater Consolidated	Money Market Mutual Funds	Morgan Stanley MM	MVRXX	2/14/2025	2/14/2025	N/A	1,000,000	1,000,000	-	1,000,000
007 - Wastewater Consolidated	Money Market Mutual Funds	State Street MM	GVMXX	2/14/2025	2/14/2025	N/A	1,000,000	1,000,000	-	1,000,000
					<b>Total</b>		<b>5,000,000</b>			
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	2/27/2025	2/27/2025	N/A	14,550,000	14,550,000	-	14,550,000
					<b>Total</b>		<b>14,550,000</b>			
							<b>39,550,000</b>	<b>39,550,000</b>	<b>-</b>	<b>39,550,000</b>



**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Interest Activity**  
**February 2025**

Portfolio	Total Interest Received	Interest Transferred to Wells Fargo*	Net Interest Activity (Reinvested)**
001 - Water System Consolidated	459,018	(89,017)	370,002
007 - Wastewater Consolidated	169,506	(47,743)	121,763
049 - Ferc Partnership	-	-	-
009 - BACWA	16,189	(16,189)	-
015 - DERWA	14,803	(14,803)	-
002 - FRWA	13,497	(13,497)	-
014 - IICP	6,257	(6,257)	-
010 - UMRWA	5,459	(5,459)	-
003 - Employees Retirement	1,474	(1,474)	-
<b>Interest Transactions Total</b>	<b>686,202</b>	<b>(194,438)</b>	<b>491,765</b>
<b>099 - Wells Fargo</b>	<b>-</b>	<b>194,438</b>	<b>194,438</b>
<b>Total</b>	<b>686,202</b>	<b>-</b>	<b>686,202</b>

\*Coupon and other interest received; reinvestment unavailable.

\*\*Coupon and other interest payments reinvested in specific portfolio.

Sherry Sarcos  
 Prepared by: Sherry Sarcos, Accounting Technician

03/06/2025  
 Date

Kevin Ma  
 Reviewed by: Kevin Ma, Accounting Supervisor

03/06/2025  
 Date

David Glasser  
 Approved by: David Glasser, Controller

03/06/2025  
 Date





**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Interest Activity**  
**February 2025**

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
<b>Interest Received (Transferred to Wells Fargo)</b>										
001 - Water System Consolidated	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	89,017	89,017
							<b>Total</b>	-		<b>89,017</b>
007 - Wastewater Consolidated	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	47,743	47,743
							<b>Total</b>	-		<b>47,743</b>
003 - Employees Retirement	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	1,474	1,474
							<b>Total</b>	-		<b>1,474</b>
002 - FRWA	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	13,497	13,497
							<b>Total</b>	-		<b>13,497</b>
009 - BACWA	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	16,189	16,189
							<b>Total</b>	-		<b>16,189</b>
010 - UMRWA	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	5,459	5,459
							<b>Total</b>	-		<b>5,459</b>
014 - IICP	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	6,257	6,257
							<b>Total</b>	-		<b>6,257</b>
015 - DERWA	Cash	WELLS FARGO Cash	CASH2017	2/3/2025	2/3/2025	N/A	-	-	14,803	14,803
							<b>Total</b>	-		<b>14,803</b>
							-	-	<b>194,438</b>	<b>194,438</b>

**EAST BAY MUNICIPAL UTILITY DISTRICT**  
**Monthly Interest Activity**  
**February 2025**


Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Interest Received (Reinvested)										
001 - Water System Consolidated	Local Government Investment Pool	CAMP LGIP	CAMP6035	2/28/2025	2/28/2025	N/A	-	-	102,096	102,096
001 - Water System Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/3/2025	2/3/2025	N/A	-	-	80,775	80,775
001 - Water System Consolidated	Money Market Mutual Funds	Morgan Stanley MM	MVRXX	2/3/2025	2/3/2025	N/A	-	-	89,827	89,827
001 - Water System Consolidated	Money Market Mutual Funds	State Street MM	GVMXX	2/3/2025	2/3/2025	N/A	-	-	97,304	97,304
							Total			370,002
007 - Wastewater Consolidated	Local Government Investment Pool	CAMP LGIP	CAMP6035	2/28/2025	2/28/2025	N/A	-	-	37,766	37,766
007 - Wastewater Consolidated	Money Market Mutual Funds	Federated MM	GOFXX	2/3/2025	2/3/2025	N/A	-	-	27,293	27,293
007 - Wastewater Consolidated	Money Market Mutual Funds	Morgan Stanley MM	MVRXX	2/3/2025	2/3/2025	N/A	-	-	27,288	27,288
007 - Wastewater Consolidated	Money Market Mutual Funds	State Street MM	GVMXX	2/3/2025	2/3/2025	N/A	-	-	29,416	29,416
							Total			121,763
							-	-	491,765	491,765


## EAST BAY MUNICIPAL UTILITY DISTRICT

---

DATE: March 20, 2025

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager 

FROM: Barry N. Gardin, Internal Auditor Supervisor 

SUBJECT: Provide Direction on Revisions to Policy 4.14 – Reimbursement of Director Expenses

### SUMMARY

To ensure District operations and business practices remain consistent with Board of Directors objectives and priorities, the District reviews policies every two years to determine whether organizational, regulatory, or other changes have occurred which necessitate their modification. If policy modifications are warranted, they are forwarded to the Board for consideration and approval. Prior to being forwarded to the Board, all proposed modifications are reviewed by the Senior Management Team, the District's represented groups, and the Office of General Counsel. Policy 4.14 – Reimbursement of Director Expenses will be discussed at the March 25, 2025 Finance/Administration Committee meeting.

### DISCUSSION

Policy 4.14 was modified during development of the Board of Directors Governance Manual in 2024. At its November 12, 2024 meeting, the Board directed staff to finalize the manual and related governance policies, including Policy 4.14. During this review, additional revisions were requested to provide descriptions of reimbursable expenses, conference attendance reimbursement, and clarify the reimbursement authorization process. Staff is also seeking Board guidance on whether Directors should continue receiving mileage reimbursement for attending Board and committee meetings. Staff will revise the policy based on Board feedback and present the final draft policy at an upcoming Finance/Administration Committee meeting for review and Board meeting for approval.

### FISCAL IMPACT

These policy changes have no identified fiscal impact.

### NEXT STEPS

This policy will be brought to the Board for feedback and direction at its March 25, 2025 meeting.

CCC:BNG

Attachment: Policy 4.14

This page is intentionally left blank.



# Policy 4.14R

EFFECTIVE 25

22-NOV-22

SUPERSEDES 22 NOV 22

24-MAR-20

## REIMBURSEMENT OF DIRECTOR EXPENSES

### IT IS THE POLICY OF THE EAST BAY MUNICIPAL UTILITY DISTRICT TO:

Reimburse Directors as provided in the Municipal Utility District ~~(MUD)~~ Act, Public Utilities Code Section 11908.1, for reasonable, actual and necessary expenses that are incurred in the performance of duties authorized or requested by the Board.

#### Purpose and Scope

EBMUD reimburses Directors for reasonable, actual and necessary expenses incurred in the performance of duties authorized or requested by the Board. Each Director is encouraged to participate in outside activities and organizations that further the interests of the District. Expenses incurred by Directors in connection with such activities are reimbursable, when authorized in advance or subsequently approved by the Board President. Directors will not receive personal gain or incur personal loss for their activities.

#### Reimbursable Expenses

Directors are eligible for the reimbursement of expenses incurred in connection with attendance as a representative of the District at events such as conferences and association meetings. Reimbursable expenses include:

- Travel;
- Lodging;
- Meals;
- Technology Expenses; and
- Other related expenses incurred in the performance of official District business in accordance with the Guidelines for Reimbursement of Board of Director Expenses, attached to this policy.

#### Authorization of Reimbursement **Authorized Expenses**

Reimbursement of Director expenses must be approved as follows:

- The President of the Board of Directors will pre-authorize or approve Reimbursable ~~e~~ Expenses incurred by fellow Directors ~~in connection with attendance as a representative of the District at meetings, associations and other groups and will approve travel and other related expenses incurred in the performance of official District business.~~
- The Vice President of the Board of Directors will approve expenses incurred by the Board President, and in the President's absence, may approve expenses incurred by fellow Directors.
- In the absence of both the President and Vice President, the Immediate Past President who currently sits on the Board may also approve expenses incurred by fellow Directors, including the President and Vice President. ~~In the absence of the President and/or Vice President, the Immediate Past President may also approve expenses of fellow Directors including the President and Vice President.~~

- Any expense that does not meet the criteria for reimbursement ~~is not~~ specified in this Policy must be approved by the Board in a public meeting before it is incurred.
- Under no circumstance may any Director be authorized to approve their own expenses. ~~Reimbursable Director expenses will be reasonable, and in accordance with the guidelines attached to this policy.~~

---

### Rules Applicable to Reimbursable Expenses

#### The following rules apply to Reimbursable Expenses:

- Directors will exercise responsible fiscal management in incurring expenses as required by Policy 6.04, Ethics of the EBMUD Board of Directors. All expenses must be reasonable and necessary, and Directors will exercise prudence in all expenditures.
- Reimbursable Expenses will be incurred and reimbursed in accordance with the *Guidelines for Reimbursement of Board of Director Expenses*, attached to this Policy.
- Each Director must use government and group rates offered by a transportation or lodging provider, when available.
- EBMUD does not provide credit cards to Directors. Upon incurring expenses, Directors will submit a reimbursement request, accompanied by evidence of payment of such expenses that will meet the District's requirements.
- Each Director may be reimbursed for attendance at only one conference per year (that requires significant travel and lodging), unless the Director's attendance at a conference is necessary because the Director serves on a joint powers authority, regional committee or other body required to meet at the conference.
- Upon return from any conference attended on behalf of the District, a Director shall file with the Secretary of the District a written report on the Director's activities at the conference (e.g., what was learned at the conference that may be helpful to the Board or the District and what meetings or sessions the Board member attended).
  - The Secretary shall send a copy of the report to the Board President.
  - A Director shall not be eligible for reimbursement until they have filed the report with the Secretary.
- At the next Board meeting, following attendance at a conference or meeting for which a Director has received expense reimbursement, the Director shall briefly report on the meeting. If multiple Directors attended, a joint report may be made.

---

### **Authority**

Resolution No. 32874-94, August 9, 1994  
Amended by Resolution No. 33414-04, March 23, 2004  
Amended by Resolution No. 33471-05, April 26, 2005  
Amended by Resolution No. 33661-08, March 11, 2008

# Reimbursement of Director Expenses

NUMBER 4.14

PAGE NO.: 3

EFFECTIVE DATE: [25 MAR 25](#)  
~~22 NOV 22~~

---

Amended by Resolution No. 33756-10, February 23, 2010  
Amended by Resolution No. 33919-13, March 26, 2013  
Amended by Resolution No. 33923-13, April 9, 2013  
Amended by Resolution No. 35061-17, September 26, 2017  
Amended by Resolution No. 35168-20, March 24, 2020  
Amended by Resolution No. 35325-22, November 22, 2022

---

## References

Government Code Section 53232.2  
[Government Code Section 53232.3](#)  
Public Utilities Code Section 11908.1  
IRS Publication 463 – Travel, Entertainment, Gift and Car Expenses  
Policy 6.04 – Ethics of the EBMUD Board of Directors  
[Resolution No. 35428-24 dated November 26, 2024](#)  
[EBMUD District Vehicle Guidelines](#)  
[EBMUD Board of Directors Governance Manual](#)

---

## GUIDELINES FOR REIMBURSEMENT OF BOARD OF DIRECTOR EXPENSES

---

**PURPOSE** – These guidelines are used to reimburse Board of Directors (Director) for actual, reasonable and necessary expenses while engaged in official District business, as provided in MUD Act Section 11908.1, pursuant to Policy 4.14.

---

### **Internal Revenue Service (IRS) Requirement**

The District operates under an Accountable Plan, as defined in Internal Revenue Service Regulations 1.62.2. An Accountable Plan is one in which expense reimbursements are not taxable income, not wages, and not included as income. To be an Accountable Plan (according to the IRS), your employer's reimbursement or allowance arrangement must include the following rules:

- Your expenses must have a business connection - that is, you must have been paid or incurred deductible expenses while performing services as a 'Director of the District'.
- You must adequately account to your employer for these expenses within a reasonable period of time.
- You must return any excess reimbursement or allowance within a reasonable period of time.

Reasonable Period of Time: The definition of reasonable period of time depends on the facts and circumstances of your situation. However, regardless of the facts and circumstances of your situation, actions that take place within the times specified in the following list will be treated as taking place within a reasonable period of time.

~~• You receive an advance within 30 days of the time you have an expense.~~

- You adequately account for your expenses within 60 days after they were paid or incurred.
- You return any excess reimbursement within 120 days after the expense was paid or incurred.
- You are given a periodic statement (at least quarterly) that asks you to either return or adequately account for outstanding advances and you comply within 120 days of the statement.

---

### **Authorization**

#### Reimbursable Expenses That Require Prior Authorization

- Conferences, seminars, or similar training courses requiring either a registration fee or overnight lodging costing \$100 or more.
- Travel to destinations in excess of 150 miles from the Director's normal place of work or for overnight lodging of more than one night related to business travel.
- Travel advances and/or prepayment of business expenses that require submission to the Office of the Secretary.



- [Use of international data or telecommunications plans while traveling for non-District related purposes to remain in contact and available for District related communications.](#)

Note: The Board President approves all prior authorization requests from Directors. The Board Vice President approves all prior authorization requests from the Board President, and in the President's absence, may approve [fellow Director's](#) authorization requests. In the absence of the President and/or the Vice President, the Immediate Past President [who currently sits on the Board](#) may also approve authorization requests [including requests from the President or Vice President](#). Any expenses incurred without prior written approval will not be reimbursed unless it is an emergency related to District business.

[Prior to the beginning of each fiscal year, the Secretary will provide the Board with a draft calendar of conferences and activities for the fiscal year that may require reimbursable lodging, registration or airfare. By June 10 of each year, each Director shall provide the Secretary with a written forecast of the Director's planned event attendance for the fiscal year. The written forecast can include conferences or activities that were not on the draft calendar provided by the Secretary. The Secretary will submit the written forecasts to the Board President for review and approval.](#)

#### Reimbursable Expenses That Do Not Require Prior Authorization

- Conference, seminar or similar training registration fees costing less than \$100.
  - One day travel less than 150 miles from the Director's normal place of work.
  - Training with no registration fee or overnight stay.
  - Business meetings or District sponsored events:
    - Regular, adjourned regular, and special meetings of the Board.
    - Board committee meetings (as a member or alternate at the request of the committee chairperson) whether standing or ad hoc.
    - Seminars, and non-District meetings or functions when attending as a representative of the Board.
    - Other services rendered as a Director.
  - Typical reimbursed monthly expenses:
    - Meals – Refer to meals section.
    - Mileage – Refer to use of private owned vehicles section.
    - Tolls – No receipt required.
    - Parking – Receipt required.
    - Monthly internet charges – Reviewed and approved by Chief Information Officer. Expenses must be submitted within six months of being incurred or expense payment being made.
-

### **Qualifications**

Director business expenses are reimbursed or paid directly by the District provided they are ordinary, necessary, reasonable, and within the scope of District business for the individual requesting reimbursement. Expenses must meet the following general qualifications:

- Expenses incurred must comply with the provisions of this policy and all expenses must be properly authorized.
- Expenses and business purpose to the District must be adequately documented and explained. Reimbursement of actual expenses requires submission of receipts for all expenses except per diem reimbursement for luggage handling and housekeeping tipping, or reimbursement of bridge tolls.

---

### **Allowable Expenses**

#### Registration Fees

- Registration fees incurred to participate in conferences, training courses or other similar activities directly related to District business or interests are reimbursable.

#### Meals

Reimbursement for meals requires an itemized receipt and is limited to the IRS approved per diem rate for the area of travel. Per diem rates are subject to change at any time. The IRS approved per diem rate will be disbursed in whole dollar amounts to approximate 20 percent for breakfast, 30 percent for lunch, and 50 percent for dinner. Current per diem rates can be reviewed at the U.S. General Services Administration website, [GSA Home](#). Click the link to "Per Diem Lookup".

Meal expenses (breakfast, lunch, or dinner) are reimbursable for Directors under these specified conditions:

- For one-day training, conferences, seminars, meetings, and trips.
- Business meal costs incurred must be reasonable, necessary and at appropriate locations. You must include the names of participants (if being claimed for reimbursement), and the specific business purpose of the meal. Food may be provided at on-site gatherings such as ward events.

It is the Director's responsibility to make necessary arrangements with the host for special dietary requirements. If the Director's special dietary needs request is denied by the host, the Director should receive a meal reimbursement for that meal. The Director is required to provide written details from the host indicating the special dietary needs request cannot be fulfilled.

#### Car Rentals

Car rentals are only approved if public transportation is not reasonably available in the area of travel. Car rentals should be for compact or mid-sized models without upgrades for one or two persons sharing transportation. For three or more persons, or as required to meet District business needs, a larger model may be rented.

The District may contract with a vehicle rental company as a preferred provider. Such a preferred provider will offer governmental rates to Directors for all travel and will not offer liability or collision insurance to Directors on District business because the District is self-insured.

#### Use of Privately Owned Vehicles

Reimbursement for mileage expenses incurred shall be determined as follows:

- Local and long-distance travel shall be reimbursed at the authorized IRS rate per mile.
- Long distance travel - Mileage expenses shall be based upon direct mileage between destinations as determined from established tables of highway distances.
- Directors are personally responsible to pay all traffic citations, parking tickets and any resulting towing or impound charges.
- Mileage to and from the airport and parking at the airport. A receipt is required for cabs, ride-sharing, shuttle service or airport parking.

Note: The mileage reimbursement, plus related enroute expenses per Director, shall not exceed the corresponding lowest quoted round-trip airfare plus an allowance of \$50 covering avoided costs from Oakland, San Francisco, Sacramento or San Jose to the terminal point nearest the point of destination. Lowest quoted round-trip airfare [represents the fare for a direct flight \(for in state travel\), during normal business hours and](#) must be documented through services such as Expedia, Travelocity and Orbitz [or similar travel website](#). Questions regarding “in lieu” fare levels can be verified with the Secretary of the District in advance of travel.

#### Use of District Fleet Vehicles

[A Director may request use of a District fleet vehicle for travel in connection with attendance as a representative of the District at events. The Director should submit a request to the Office of the Secretary as far in advance as possible but no later than 72 hours before their travel date. The Director will operate the fleet vehicle in accordance with all vehicle laws and District vehicle guidelines. The Director will be responsible for refueling the fleet vehicle in accordance with District vehicle guidelines prior to returning it to the District. The Director will be reimbursed for refueling the fleet vehicle.](#)

[Directors are personally responsible to pay all traffic citations, parking tickets and any resulting towing or impound charges in a timely manner.](#)

#### Lodging

[Lodging expenses are limited to the GSA per diem rates. The rate may be exceeded if staying at the conference hotel. Lodging expenses must be reasonable. When possible, rates should not exceed the maximum group rates published for the conference.](#) Lodging expenses will be reimbursed only when overnight absence from the Director’s home is required. An itemized receipt must be ~~attached to~~[included with](#) the Expense Report. Overnight lodging is not authorized for conferences or seminars that are within the service area without specific advance written approval from the Board President.

Note: If double, deluxe, suite, or other premium-cost accommodations are requested, reimbursement will be at the [GSA per diem rate](#)~~standard rate for single room occupancy~~. The receipt should be annotated to show the “standard single” rate if the cost of the accommodations exceeds that rate.

Government, corporate or conference rates must be requested, when available, and used if these rates are less than otherwise posted rates.

#### Transient Occupancy Tax (TOT)

When reserving a hotel reservation for a stay in City of Rancho Mirage, San Francisco and Sacramento cities and counties, complete the TOT exemption form. When you check in, show the hotel staff the form, show them your District ID and sign the TOT exemption form. Exemption forms are found on the Travel and Expense (T&E) [Splashpad page](#).

#### Airline Fares

Each airline ticket purchased must be at the lowest fare consistent with the business purpose. The District does not reimburse the costs of travel agent fees incurred for the purpose of purchasing airlines tickets. Directors traveling by air for business have the option to reserve and purchase airline tickets on the Internet using their personal credit card and documenting the available fare options that reasonably meet the business purpose.

The following travel service websites are available to research and book reservations:

- Expedia.com
- Travelocity.com
- Orbitz.com
- Travelzoo.com
- Kayak.com

Other travel websites may also be used. Not all airlines are affiliated with these travel service websites, including Southwest, Jet Blue, ATA, etc. Therefore, those airline websites should also be reviewed for cost comparisons for available flights.

After locating the lowest airfare consistent with the business purpose of the trip, if the airfare is greater than \$250 the Director must provide the information from the website(s) (travel service website and, where used, specific airline website) indicating the alternative options available, in addition to the option ticketed. That documentation must show the lowest fare available for the business trip and must accompany the Expense Report for reimbursement or payment to the District.

#### Miscellaneous

- Internet Access at the hotel or conference center for business use and access to District Information systems.
- Limits on gratuities are described below:
  - Business meals – 18~~5~~ percent of the total cost of the meal for an individual or as automatically charged by the restaurant for a group business meal when substantiated by an itemized receipt.
  - Taxi [or rideshare](#) – 10 percent of the cost of taxi [or rideshare](#) fares.

- Luggage handling and housekeeping – limited to the IRS per diem rate for the area.
  - Laundry services are only reimbursed when travel extends beyond five business days.
  - Minor purchases are reimbursable up to \$500 for non-stock/non-repetitive supplies, or materials that cannot be procured economically through normal channels due to time or the value of the purchase.
- 

**Unauthorized Expenses**

Meals

- Meal allowances are not paid for meals enroute by air when food is provided by the airline, included with the conference registration, or otherwise provided. (Snacks and continental breakfasts such as rolls, juice and coffee shall not be considered meals.)
- Business discussions during mealtime between Directors, and a Director and employees do not constitute a business meal eligible for reimbursement.
- Alcoholic beverages are not reimbursed except for specific events with prior written approval of the Board President.

Car Rental Insurance and Citations

Directors should not purchase, nor shall the District reimburse the cost of liability or collision insurance as the District is self-insured. Insurance authorized by the Director at the time of rental will not be reimbursed. In the event of an accident while using a rental car, refer the car rental agency to the [District's](#) Risk Management Division.

Directors are personally responsible for paying all traffic citations, parking tickets and resulting towing or impound charges in a timely manner.

Airline Fares

Directors will not be reimbursed for the following airline fees:

- Upgraded seating such as first-class, business class, or economy plus
  - When a Director prefers to use a higher class than the economy ticket for reimbursement, the Director must pay the incremental cost of the airfare and provide documentation that shows the incremental cost.
- Early Bird check-in
- Frequent flyer miles or rewards programs
- Cancellation protection or insurance
- Additional travel insurance or premiums

Any requests for a particular airline or routing which results in higher fares will not be reimbursed. The additional costs of airline fares will be the responsibility of the Director.

Miscellaneous

The District provides a cell phone allowance or District cell phones for business related telephone expenses. The District does not provide any additional reimbursement for business or non-business related telephone expenses.

---

**Travel and  
Expense  
Authorization**

Travel and Expense Authorizations:

- Must be completed in Elsie for reimbursement of expenses before the expense is incurred unless these guidelines specifically state otherwise.
  - Must be completed by each Director for all travel and approved by the Board President.
  - Travel and Expense Authorizations become a public record upon submission to the District for payment.
- 

**Processing Travel  
& Expense  
Authorizations**

Director

- [Receives permission from the Board President or designee to attend a conference, seminar, or training course.](#)
- Requests Secretary of the District to complete Travel and Expense Authorization in Elsie before expenses are incurred.
- Provides copies of the conference, seminar or training course schedule/agenda to include with the Travel and Expense Authorization.
- Provides written justification stating business purpose for the expense to include with the Travel and Expense Authorization.
- Completes the local TOT exemption form for lodging in California at time of check in if available in that city.

Office of the Secretary

- Prepares Travel and Expense Authorization in Elsie, attaches the required documentation and written request from the Director and obtains approval from the Board President.
- Reviews and approves use of the District Purchase Card for travel and business related expenses and direct travel-related expense payments for up to the total approval amounts shown on Travel and Expense Authorization for transactions requiring payment via purchase/credit card.
- Determines the “reasonableness” of expenses eligible for reimbursement based on time and location of travel, duration of trip and purpose of travel.
- Enters Travel and Expense Authorization with supporting documentation and approvals in Elsie for processing by the Accounting Division.

Board President

- Reviews and approves Travel and Expense Authorization for reasonableness and forwards it to the Office of the Secretary.

Board Vice President

- Reviews and approves, for the Board President and all other Directors in the President's absence, Travel and Expense Authorization for reasonableness and forwards it to the Office of the Secretary.

Immediate Past President (who currently sits on the Board)

- In the absence of the Board President and/or the Vice President, reviews and approves for the President, Vice President or other Director's Travel and Expense Authorization for reasonableness and forwards it to the Office of the Secretary.

Accounting Division

- Accounts Payable (AP) staff, under the direction of the Controller, audits Travel and Expense Authorizations submitted for compliance with procedures.
- Prepares direct travel-related expense payments for up to the total approval amounts shown on the Travel and Expense Authorization for transactions requiring payment by check.

---

**Expense Report**

Expense Reports must always be completed by each Director for reimbursement of any business expense after the expense is incurred unless these guidelines specifically state otherwise. All Expense Reports must include adequate documented explanations of the business purpose of the expenses. Expense Reports become a public record upon submission to the District for payment.

---

**Processing  
Expense Report**

Director

- Submits Expense Report and supporting receipts to the Office of the Secretary. Do not include any personal information such as personal credit card information, bank account information, home address or personal phone numbers.
- Always ~~check~~ use the most current version of the form in the Forms Shop ~~for the current form. This form is updated to~~ which will include current mileage reimbursement rates, regulatory and processing changes.
- The Director incurring the expense cannot approve their own Expense Report.
- Information in the Expense Report must be authorized in writing (e.g., via email) by the Director incurring the expense

Office of the Secretary

- Reviews Expense Report and attachments.
- Sends Expense Report to the Board President for approval.

- Enters Expense Report with supporting documentation and approvals in Elsie for processing by the Accounting Division.

#### Board President

- Reviews Expense Report for approval after expenses are incurred to determine the need, appropriateness, and reasonableness of each item of expense.
- Sends approved Expense Report to Office of the Secretary for final review before Office of the Secretary enters Expense Report with supporting documentation and approvals into Elsie.

#### Board Vice President

- Reviews and approves Expense Report for the Board President and all other Directors in the President's absence after expenses are incurred to determine the need, appropriateness, and reasonableness of each item of expense.
- Sends approved Expense Report to Office of the Secretary for final review before entering in Elsie.

#### Immediate Past President ([who currently sits on the Board](#))

- In the Board President and/or Vice President's absence, reviews and approves Expense Report of the President, Vice President or other Directors after expenses are incurred to determine the need, appropriateness, and reasonableness of each item of expense.
- Sends approved Expense Report to Office of the Secretary for final review before entering in Elsie.

#### Accounting Division

- Audits all Expense Reports for compliance with procedures.
- Returns incomplete Expense Reports to the Office of the Secretary with a request for adjustment or explanation.
- Advises Office of the Secretary when reimbursement is available for distribution to Director.

---

### **Prepayment of Expenses**

~~Directors requesting prepayment of expenses for a business trip are required to submit their requests to the Secretary of the District at least ten (10) working days prior to their scheduled departure date or event.~~

~~If the District issued a prepayment of expenses, a copy of the Travel and Expense Authorization must be attached to the request. In order to account for prepaid expenses, Expense Reports must be submitted within 15 working days of completion of the business trip.~~

For periodic expenses when a Travel and Expense Authorization is not required (tolls, BART fares, personal car mileage, etc.) an Expense Report should be submitted by the 10<sup>th</sup> day of the month but no later than 30 days following the expenditure~~within six months.~~



If the Director chooses not to purchase an airline ticket, the information regarding the ticket selection should be sent to the Secretary of the District who will purchase the ticket at the request of the Director. The charge for the amount of the ticket will be recorded as a prepaid expense to be cleared by a subsequent approved Expense Report.

#### Cancellations

When traveling on District business, the Director must be reasonably certain that they will be able to complete the trip. Canceling a trip for personal reasons must be approved by the Board President and may result in the Director being responsible for any non-refundable costs. Where possible, another Director may be substituted with the approval of the Board President. If a substitution needs to be made, notify the Secretary's Office [as soon as reasonably possible](#) and copy the Board President.

#### Business and Personal Combined

Any Director who wishes to combine personal and business travel should consult with the Secretary of the District who in consultation with the Controller [prior to the trip](#) will determine a reasonable allocation of costs. Any cost variance in airfare, car rental, or lodging must be clearly identified on the Travel and Expense Authorization. Charges to accommodate personal preferences will not be reimbursed. Use of frequent flyer miles will not be reimbursed. All other expense reimbursement rules apply.

#### **~~Report to Board~~**

~~At the next Board Meeting, the Director will make an oral or written presentation to the Board after business travel outside of the District service area or meetings attended at the District's expense are completed. If multiple Directors attended, a joint report may be made.~~

---

#### **Substantiation of Travel Expenses**

Travel expenses shall be substantiated by any of the following sources:

- Board meeting minutes
- Certification of committee attendance signed by the committee chair
- Verification of attendance at authorized meetings and functions signed by the Board President

This page is intentionally left blank.