



Additional Proposed Revisions to Policy 4.14 – Reimbursement of Director Expenses

Finance/Administration Committee

March 25, 2025

Derek McDonald, General Counsel

Overview

November 2023 Board Retreat – Board asked staff to draft governance policies
Board provided comments/feedback on draft governance policies during various Committee and Board meetings starting in June 2024

- September 24 Finance/Administration Committee – Final Board edits on three governance policies received including Policy 4.14 – Reimbursement of Director Expenses
- November 26 Board meeting – Board adopted Board Governance Manual and staff recommendation to finalize three governance policies (including Policy 4.14) through District's review process

Additional Policy 4.14 edits (*after November 2024*)

Key additional proposed edits by Board members for discussion

Delete mileage reimbursement for attending regular, adjourned regular, special and committee meetings of the Board

Add *“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”*

Add *“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 forecasts to the Board President for review and approval”*

Clarifying language re: travel cancellations not reported in time and approved by the Board President may result in the Director being responsible for any non-refundable costs borne by the District

Next Steps

- Discussion and feedback from Finance/Administration Committee and Board on additional edits proposed to Policy 4.14
- Update Policy 4.14 based on feedback
- Present updated policy during upcoming Finance/Administration Committee for review and Board meeting for approval

Questions?

