OTAY WATER DISTRICT
FINANCE, ADMINISTRATION AND COMMUNICATIONS
COMMITTEE MEETING
and
SPECIAL MEETING OF THE BOARD OF DIRECTORS

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA
BOARDROOM
MONDAY
November 26, 2007
11:30 A.M.

This is a District Committee meeting. This meeting is being posted as a special meeting in order to comply with the Brown Act (Government Code Section §54954.2) in the event that a quorum of the Board is present. Items will be deliberated, however, no formal board actions will be taken at this meeting. The committee makes recommendations to the full board for its consideration and formal action.

AGENDA

1. ROLL CALL

2. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

DISCUSSION ITEMS

3. ADOPT RESOLUTION NO. 4114 TO EXPAND THE EMPLOYMENT PROCEDURES FOR FINGERPRINT, RECORD CHECKS, IDENTITY VERIFICATION AND DRIVING STANDARDS TO INCLUDE RECEIVING CRIMINAL CONVICTION INFORMATION FROM THE FEDERAL BUREAU OF INTESTIGATIONS (WILLIAMSON/SARNO) [5 minutes]

4. APPROVAL OF ENGAGEMENT LETTER FROM THE AUDITING FIRM OF TEAMAN, RAMIREZ & SMITH, INC. TO PROVIDE AUDIT SERVICES TO THE DISTRICT FOR FISCAL YEAR ENDING JUNE 30, 2008 (BEACHEM/CUDLIP) [10 minutes]

5. ADOPT RESOLUTION NO. 4115 DESIGNATING SPECIFIC STAFF POSITIONS TO BE AUTHORIZED AS AGENTS TO COMMUNICATE WITH THE STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES ON THE DISTRICT'S BEHALF IN ALL MATTERS PERTAINING TO DISASTER ASSISTANCE (BEACHEM/CUDLIP) [5 minutes]

6. ADOPT RESOLUTION NO. 4116 AMENDING POLICY NO. 8 – DIRECTORS COMPENSATION, REIMBURSEMENT OF EXPENSES AND GROUP INSURANCE BENEFITS TO PROVIDE A MORE COMPREHENSIVE DESCRIPTION

HEALTH BENEFITS CONTRIBUTION AMOUNTS AND UPDATE TO LIFE INSURANCE AMOUNTS AND AMENDING POLICY 34 – STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY (WILLIAMSON) [5 minutes]

7. REVIEW OF DIRECTOR'S EXPENSES FOR THE 1ST QUARTER OF FISCAL YEAR 2008 (PRENDERGAST/BEACHEM) [5 minutes]

8. RECEIVE THE DISTRICT'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEARA ENDED JUNE 30, 2007 (BEACHEM/CUDLIP) [15 minutes]

9. ADJOURNMENT

BOARD MEMBERS ATTENDING:
Mark Robak, Chair
Larry Breitfelder

All items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the District Secretary at 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on November 21, 2007 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 24 hours in advance of the meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on November 21, 2007.

Connie Rathbone

Connie Rathbone, Asst. District Secretary

AGENDA ITEM 3

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	Kelli Williamson, Human Resources Manager	W.O./G.F. NO:	DIV. NO.
APPROVED BY: (Chief)	Rom Sarno, Chief Administrative Services		
APPROVED BY: (Asst. GM):	German Alvarez, Asst. GM, Finance and Administration		
SUBJECT:	Adopt Resolution 4114 to expand the Employment Procedures for Fingerprint, Record Checks, Identity Verification and Driving Standards to include receiving criminal conviction information from the Federal Bureau of Investigations.		

GENERAL MANAGER'S RECOMMENDATION:

That the Board of Directors adopt Resolution 4114 - Resolution to expand the Employment Procedures for Fingerprint, Record Checks, Identity Verification and Driving Standards to include receiving criminal history information from the Federal Bureau of Investigations(FBI)for employment or licensing purposes via fingerprinting for all newly hired employees.

COMMITTEE ACTION: _____

See attached (Attachment A).

PURPOSE:

To request the Board to expand the current fingerprinting standards to include receiving criminal information from the FBI.

ANALYSIS:

In February 2004, the District received approval from the Board of Directors to implement fingerprinting background checks for all newly hired employees. At that time, the District was under the impression that we were allowed to receive criminal information from both, the State of California Department of Justice (DOJ) and the FBI. During the implementation it was discovered that water districts were prohibited from receiving criminal information from the FBI. The District has been recently informed by the California DOJ that water districts are now allowed to receive criminal conviction information on a federal level via the FBI. However, in order to receive the FBI

criminal information, the District must adopt Resolution 4114 (Attachment B).

Since the District was not able to conduct a national background check through the DOJ and the FBI, the District continued utilizing another background check company to obtain national background check information. This process involves manual checks and at times there can be delays associated with wrong identities. By receiving criminal conviction information directly from the DOJ and FBI, the District will be able to streamline our background check process by allowing the District to obtain all background check information from one provider in a more efficient manner thus streamlining our selection process.

FISCAL IMPACT: _____

The cost for receiving criminal information from the FBI is $19 per applicant; however, this cost would be offset by the savings we will have by not having to pay $52 for receiving the criminal conviction information from our current third party vendor. The cost savings per applicant is $33.

LEGAL IMPACT: AB

This is a legally sound practice once we are granted approval by the Department of Justice.

Penal Code section 11105 (b)(10) requires cities, counties or special districts to become authorized before they can receive criminal history information for employment or licensing purposes.

Criminal Offender Record Information (CORI) is information identified through fingerprint submission to the DOJ with a criminal record or "No Record". It is confidential information disseminated to applicant agencies authorized by California statue for the purposes of employment, licensing, certification and volunteer clearances.

Criminal Offender Record Information shall be accessible only to the Records Custodian and/or hiring authority charged with determining the suitability for employment or licensing of an applicant. The information received shall be used by the requesting agency solely for the purpose for which it is requested and shall not be reproduced for secondary dissemination to any other employing or licensing agency. The unauthorized access and misuse of this information may violate an individual's right.

General Manager

Attachments

Attachment A: Committee Action

Attachment B: Resolution 4114 - A Resolution of the Board of Directors of Otay Water District Expanding the Fingerprinting Policy to Include Receiving Criminal Information from the FBI

ATTACHMENT A

SUBJECT/PROJECT:	Adopt Resolution 4114 to expand the Employment Procedures for Fingerprint, Record Checks, Identity Verification and Driving Standards to include receiving criminal conviction information from the Federal Bureau of Investigations.

COMMITTEE ACTION:

The Finance/Administration Committee met on November 26, 2007 and supported adopting Resolution 4114 to expand the Employment Procedures for Fingerprint, Record Checks, Identity Verification and Driving Standards to include receiving criminal conviction information from the Federal Bureau of Investigations (FBI).

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full Board.

ATTACHMENT B

RESOLUTION No. 4114

A RESOLUTION OF THE BOARD OF DIRECTORS OF OTAY WATER DISTRICT EXPANDING THE EMPLOYMENT PROCEDURES FOR FINGERPRINT, RECORDS CHECKS, IDENTITY VERIFICATION AND DRIVING STANDARDS TO INCLUDE RECEIVING CRIMINAL INFORMATION FROM THE FEDERAL BUREAU OF INVESTIGATIONS

WHEREAS, Penal Code Sections 11105 (b)(10) and 13300(b)(10) authorize cities, counties and districts to access state and local summary criminal history information for employment, licensing or certification purpose; and

WHEREAS, Penal Code Section 11105 (b)(10) authorizes cities, counties and districts to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(10) and 13300(b)(10) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(10) and 13300(b)(10) require the city council, board of supervisors, or governing body of a city, county or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes; and

WHEREAS, the Board of Directors has established a policy authorizing fingerprinting of employees to facilitate the performance of background check to enhance the security of the District; and

WHEREAS, it is in the best interest of the District at this time to specifically authorize the District's Human Resources personnel to obtain access to summary criminal history information from the Federal Bureau of Investigations (FBI) to the extent allowed by Penal Code Sections 11105(b)(10) and 13300(b)(10) or other applicable law.

NOW THEREFORE, BE IT PROCLAIMED, ORDERED AND RESOLVED that the Otay Water District is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes and may not disseminate the information to a private entity; and

BE IT FURTHER RESOLVED, that the Otay Water District shall not consider employing a person who has been convicted of a felony, at any time; or who has been convicted of a misdemeanor within the one year preceding the date of application for any offense(s) considered to be crimes of moral turpitude by any court of the state, and/or crimes involving firearms, explosives, violence, dishonesty and/or requiring registration under Penal Code 290. These limitations apply to any person being considered for employment (including volunteers and contract employees), or licensing.

ATTACHMENT B

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting held this 5th day of December 2007.

Ayes:
Noes:
Abstain:
Absent:

_____
President

ATTEST:

_____
Secretary

AGENDA ITEM 4

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	James Cudlip, Finance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager		
SUBJECT:	Appointment of Auditor for Fiscal Year Ending June 30, 2008		

GENERAL MANAGER'S RECOMMENDATION:

That the Board approve an engagement letter from the auditing firm of Teaman, Ramirez & Smith, Inc. (TRS) to provide audit services to the District for the Fiscal Year Ending June 30, 2008.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To retain the services of Teaman, Ramirez & Smith, Inc. to serve as the District's auditors for the Fiscal Year ending June 30, 2008.

ANALYSIS:

The District is required to retain the services of an independent accounting firm to perform an audit of the District's financial records each year. The Board has approved TRS as the District's auditors for the last four years (Fiscal Years 2004, 2005, 2006 & 2007). It is the District's practice to keep the same auditors for 3-5 years, making this the last year prior to requesting bids for a new audit firm.

Staff is recommending the appointment of Teaman, Ramirez & Smith, Inc. based on their knowledge of the District's operations and finances, their technical qualifications, and their performance as the District's auditors for the last four fiscal years. Also, in our successful efforts to prepare an award-winning Comprehensive Annual Financial Report (CAFR), staff has solicited the advice of TRS who has had significant experience in award-winning CAFR preparation.

The following is a tentative planning schedule for the major activities involved in completing the FY-08 financial audit:

- Mar-08: Audit planning meeting with auditors and Finance, Administration & Communications Committee.
- May-08: Pre-audit (3 - 4 days).
- Aug-08: Year-end audit (4 - 5 days).
- Oct-08: Board presentation of audited financials.
- Nov-08: Completed CAFR.

The audit will consist of four major components: 1) Standard Audit Services, to provide an audit opinion on the District's financial statements; 2) Review of the District's Investment Policy procedures; 3) A Single Audit, required for federal grants; and 4) A State Controllers Report, required by the State of California.

FISCAL IMPACT:

The fee for auditing services and preparation of the State Controller's Report will not exceed $26,600 for the Fiscal Year ending June 30, 2008. This is an increase of $600 over last year's fee, or 2.3%.

STRATEGIC GOAL:

Required by law.

LEGAL IMPACT:

None.

General Manager

Attachments:

A) Committee Action Form
B) TRS Audit Engagement Letter

ATTACHMENT A

SUBJECT/PROJECT:	Appointment of Auditor for Fiscal Year Ending June 30, 2008

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee supported staff's recommendation to the Board to appoint Teaman, Ramirez and Smith, Inc. as the District's auditors for the Fiscal Year ending June 30, 2008.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.

TRS TEAMAN, RAMIREZ & SMITH, INC.
CERTIFIED PUBLIC ACCOUNTANTS

November 15, 2007

Joe Beachem, Chief Financial Officer
Otay Water District
2554 Sweetwater Springs Road
Spring Valley, California 91978-2096

We are pleased to confirm our understanding of the services we are to provide the Otay Water District for the year ended June 30, 2008. We will audit the financial statements of the business-type activities, which comprise the District's basic financial statements, of the Otay Water District as of and for the year ended June 30, 2008. The documents we submit to you will include the following supplementary information required by generally accepted accounting principles that will be subjected to the auditing procedures, but will not be audited:

Management Discussion and Analysis

Supplementary Pension Information

Schedule of Expenditures of Federal Awards (if necessary)

The documents we submit to you will include the following additional information that are part of the District's Comprehensive Annual Financial Report (CAFR) and are presented for purposes of additional analysis and are not a required part of the basic financial statements. These items have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them:

Introductory Section Information

Statistical Data

Audit Objective

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The Objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

V. C. Smith Jr., CPA • Richard A. Teaman, CPA • Greg W. Fankhanel, CPA • David M. Ramirez, CPA • Joseph A. Deledonne, CPA
4201 Brockton Ave. Suite 100, Riverside CA 92501 • 951.274.9500 • 951.274.7826 FAX • www.trscpas.com

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133 and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133 and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with laws, regulations, contracts, agreements and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with U.S. generally accepted accounting principles and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us, including any significant vendor relationships in which the vendor has the responsibility for program compliance. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards but the responsibility for the financial statements remains with you. As part of our engagement we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with

applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements or abuse that we may report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

As part of the audit, we will prepare a draft of your financial statements and related notes and a report to the State Controller. In accordance with Government Auditing Standards, you will be required to review and approve those financial statements and reports prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and reports. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of the other information in the electronic site with the original document.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by errors, fraudulent financial reporting, misappropriation of assets or violations of laws or governmental regulations that are attributable to the entity or to acts by management of employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on the Otay Water District's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards and OMB Circular A-133.*

Audit Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of Teaman, Ramirez & Smith, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal cognizant and grantor agencies, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability

Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our firm. Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies. In such cases, Teaman, Ramirez & Smith, Inc. is not responsible for the distribution of the photocopies or information contained therein.

Our fee for these services will be as follows:

	2007-2008
Financial Statement Audit	$ 21,400
Agreed Upon Procedures - Investments	$ 750
Single Audit, if necessary	$ 3,700
State Controller's Report	$ 750

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Otay Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

TEAMAN, RAMIREZ & SMITH, INC.

Richard A. Teaman

Richard A. Teaman
Certified Public Accountant

Response:

This letter correctly sets forth the understanding of the Otay Water District.

Signature: _____

Title: _____

Date: _____

AGENDA ITEM 5

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	James Cudlip, Finance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager		
SUBJECT:	Adopt Resolution No. 4115 to Designate District Agents for Disaster Assistance		

GENERAL MANAGER'S RECOMMENDATION:

That the Board adopts Resolution No. 4115, designating specific staff positions to be authorized as agents to deal with the State of California, Office of Emergency Services, on the District's behalf in all matters pertaining to disaster assistance.

COMMITTEE ACTION: _____

See Attachment A.

PURPOSE:

To authorize District staff in the positions of Safety and Security Administrator, Finance Manager, and Environmental Compliance Specialist, to be the authorized contacts on behalf of the District for all matters pertaining to disaster assistance.

ANALYSIS:

The recent Harris Fire burned through the Habitat Management Area (HMA) surrounding the District's facilities in the vicinity of the Salt Creek Golf Course (District "Use Area"). Damage repair is currently expected to include some or all of the following: 1) debris removal; 2) fencing; 3) irrigation pipes, valves, and pumps; 4) erosion control; and 5) re-seeding. Total costs could potentially exceed $100,000.

The District is applying to the Federal Emergency Management Agency (FEMA), and the State of California, Office of Emergency

Services (OES), for disaster assistance to help pay for these repairs. FEMA requires all claims to be processed through OES.

OES requires the governing body of each agency to formally designate specific agents, by position title, to represent the agency in all matters pertaining to their application for disaster assistance. OES will not release any grant money to an agency that has not provided them with a fully executed Agent Resolution (OES Form 130)(Attachment C). Resolution No. 4115 (Attachment B) will fulfill this requirement, and allows for the possibility of a change in personnel assignments to these agent positions without requiring the Board to execute a new resolution.

The District has identified the following three positions as being the most knowledgeable and appropriate for working directly with OES and FEMA: 1) Safety and Security Administrator; 2) Finance Manager; and 3) Environmental Compliance Specialist.

FISCAL IMPACT:

None.

LEGAL IMPACT:

None.

General Manager

Attachments:
A) Committee Action Form
B) Resolution No. 4115
C) OES Form 130

ATTACHMENT A

SUBJECT/PROJECT:	Adopt Resolution No. 4115 to Designate District Agents for Disaster Assistance

COMMITTEE ACTION:

The Finance, Administration, and Communications Committee recommends that the Board adopt Resolution No. 4115, designating specific staff positions to be authorized as Agents to deal with the State of California, Office of Emergency Services, on the District's behalf in all matters pertaining to disaster assistance.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.

Attachment B

RESOLUTION NO. 4115

A RESOLUTION OF THE BOARD OF DIRECTORS OF
OTAY WATER DISTRICT
FOR DESIGNATION OF AGENTS TO
THE STATE OF CALIFORNIA,
OFFICE OF EMERGENCY SERVICES

WHEREAS, the Otay Water District Board of Directors have been presented with a ``Designation of Applicant's Agent Resolution'' for the Otay Water District, authorizing it's agent(s) to execute for and on behalf of the District for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the Natural Disaster Assistance Act; and

WHEREAS, the Board needs to authorize its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required; and

WHEREAS, it is in the interest of the District to so designate agents;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Otay Water District that the following three positions are so designated as Authorized Agents: 1) Safety and Security Administrator; 2) Finance Manager; and 3) Environmental Compliance Specialist.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Otay Water District at a board meeting held this 5th day of December 2007, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

_____
President

ATTEST:

_____
District Secretary

State of California
OFFICE OF
EMERGENCY SERVICES

ATTACHMENT C

P.A. No.: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE OTAY WATER DISTRICT
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

_____
(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the _____, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the Natural Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this _____ day of _____, 19_____

_____
(Name and Title)

_____
(Name and Title)

_____
(Name and Title)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the _____ of the _____ on the
(Governing body) (Name of Applicant)
_____ day of _____, 20__.

Date: _____

_____
(Official Position)

_____
(Signature)

OES Form 130 (10/97) DAD Form

AGENDA ITEM 6

OTAY WATER DISTRICT

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	Kelli Williamson, Human Resources Manager	W.O./G.F. NO:	DIV. NO.
APPROVED BY: (Chief)	Rom Sarno, Chief Administrative Services		
APPROVED BY: (Asst. GM):	German Alvarez, Asst. GM, Finance and Administration		
SUBJECT:	Adopt Resolution 4116 to Amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy		

GENERAL MANAGER'S RECOMMENDATION:

That the Board of Directors adopt Resolution 4116 - Amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy.

COMMITTEE ACTION: _____

See attached (Attachment A).

PURPOSE:

To request the Board to update two Board policies regarding per diem meal allowances during travel.

ANALYSIS:

The current Policy 34 established on May 3, 2000, fixed the existing per diem meal allowances at the rate established at the time based on the Meals and Incidental Expenses (M&IE) Table that is developed and maintained by the U.S. General Services Administration. The District has fallen behind and we are recommending that Policy 34 be amended, and to be consistent apply the same changes to Board Policy 8 to include wording referring to the Meals and Incidental Expenses Table. This table is reviewed and may be updated on an annual basis. The attached policies remove the actual per diem meal allowances and adds a reference to the M&IE Table. This change will reduce the frequency that these policies are required to be updated thus increasing

efficiency. The Finance Department will provide updates on an annual basis as required if the per diem amounts are updated. In addition, to be consistent with the District's practice, Policy 34 clarifies that the use of the policy is for travel outside of San Diego County.

FISCAL IMPACT:

The fiscal impact would be minimal. Currently the breakfast allowance is increasing by $4.00, the lunch allowance is increasing by $5.00, and the dinner allowance is increasing by $6.00. The per diem amounts were last updated in 2004.

LEGAL IMPACT: JB.

None.

General Manager

Attachments

Attachment A: Committee Action

Attachment B: Resolution 4116 - Amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy

Attachment B1: Board Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits

Attachment B2: Board Policy No. 34 - Staff Travel and Business Related Expenses Policy

Attachment C: Underline/Strikethrough version of Board Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits

Attachment D: Underline/Strikethrough version of Board Policy No. 34 - Staff Travel and Business Related Expenses Policy

ATTACHMENT A

SUBJECT/PROJECT:	Adopt Resolution 4116 to Amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy

COMMITTEE ACTION:

The Finance/Administration Committee met on November 26, 2007 and supported adopting Resolution 4116 to amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy to allow for updates to the per diem meal allowances based on the rate provided by the Meals and Incidental Expenses (M&IE) Table that is developed and maintained by the U.S. General Services Administration.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full Board.

ATTACHMENT B

RESOLUTION NO. 4116

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OTAY WATER DISTRICT AMENDING POLICY NO. 8 - DIRECTORS COMPENSATION, REIMBURSEMENT OF EXPENSES AND GROUP INSURANCE BENEFITS AND POLICY NO. 34 - STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY

WHEREAS, the Human Resources staff routinely evaluates and makes recommendations to update, revise and replace Board policies, in order to ensure that the policies are maintained to promote best management practices, and

WHEREAS, the Human Resources staff has determined that there is a need to amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits (Attachment B1) and Policy No. 34 - Staff Travel and Business Related Expenses Policy (Attachment B2), in order to allow for updates to the per diem meal allowances based on the rate provided by the Meals and Incidental Expenses (M&IE) Table.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Otay Water District as follows:

Amend Policy No. 8 - Directors Compensation, Reimbursement of Expenses and Group Insurance Benefits and Policy No. 34 - Staff Travel and Business Related Expenses Policy.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Otay Water District at a regular meeting held this 5th day of December, 2007.

_____
President

ATTEST:

_____
Secretary

OTAY WATER DISTRICT **BOARD OF DIRECTORS POLICY**			
Subject DIRECTORS COMPENSATION, REIMBURSEMENT OF EXPENSES AND GROUP INSURANCE BENEFITS	Policy Number 08	Date Adopted 2/20/91	Date Revised 12/5/07

Purpose

To provide guidelines for payment of compensation and reimbursement of expenses to Directors in connection with their attendance at meetings or the performance of other authorized business, and for group insurance benefits for Directors.

Background

Members of the Board of Directors ("Directors") attend regular, adjourned or special meetings of the Board of Directors ("Board"). In addition, Directors attend other District meetings, committee meetings, association meetings, and educational seminars on behalf of the District. These meetings and seminars are related to District business, water and water related issues, and California special districts. State statutes authorize District payments for meetings, reimbursements of expenses. State law also authorizes the District to provide health and welfare benefits for active Directors and, in limited circumstances, retired Directors if they served 12 years and were first elected prior to January 1, 1995. The District is also authorized to offer health and welfare benefits for retired Directors who commenced office on or after January 1, 1995, if the recipient participates on a self-pay basis.

Policy

The District will compensate Directors on a per diem basis for attendance at authorized meetings or functions and will reimburse Directors for reasonable expenses incurred while traveling on District business to include, lodging, dining, transportation and related incidentals.

A. Directors Per Diem

As provided in Section 1.01 C. of the District Code of Ordinances, each Director shall receive a per diem in the amount of $100 for each day of attendance at meetings of the Board or for each day of service rendered as a Director by request or authorization of the Board, not to exceed a total of ten (10) days in any calendar month. Attendance at any meeting shown on Exhibit A to this Policy shall be deemed a meeting requested or authorized by the Board. Attendance of meetings shall be in accordance with Exhibit A. The President of the Board or the Board may authorize a Director to attend meetings not listed in Exhibit A when the President or the Board determine that it is in the interest of the District that a Director attend, and that such attendance be compensated and expenses reimbursed. Director's claims for per diem amounts shall be made on a "Board of Directors Per Diem and Mileage Claim Form" (Exhibit B). The President of the Board or the Board may approve reimbursement of expenses outside the per diem limit for a Director, if the

Director submits receipts for all of the related District business expenses.

Attendance at a meeting that is not authorized by this policy (pre-approved meetings) or pre-approved by the President may be approved by the Board for per diem. Director's seeking per diem amounts for these meetings shall request that the item be presented to the Board at its next regularly scheduled meeting for consideration. The decision of the Board shall be final.

When travel arrangements require a day earlier arrival or a day later departure, Directors will not be eligible for the $100 per diem, however, reasonable expenses associated with the extended stay will be reimbursed as specified below.

B. Pre-payment of Otherwise Reimbursable Expenses

The Director may request pre-payment of registration, transportation, and lodging, using the "Board of Directors Travel Request Form" (Exhibit C). Pre-payments shall be limited to the Director's expenses only. No advances shall be made on travel expenses.

C. Reimbursement of Expenses

Each Director shall be reimbursed for travel expenses to and from the meetings described in Exhibit A or for any other authorized District business as follows:

1. Authorization

Travel associated with the attendance of meetings or functions for Directors shall be approved in advance by the Otay Water District Board President. To request approval of travel, the Director should complete a "Board of Directors Travel Request Form" (Exhibit B) in order to be eligible for compensation and/or reimbursement. Travel requests will be reviewed and approved by the Board President or the Board.

2. Transportation

a. Air Transportation
The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares.

b. Automobile
1. Personal Auto: Directors may use their personal vehicle. The District will reimburse Directors at the current rate/mile as established by the IRS, plus tolls, parking, etc., provided,

however, if air transportation is available, the total amount of expense paid shall be limited to the cost of coach air travel between points traveled by personal vehicle. Gasoline, collision and liability insurance, and maintenance will be provided by the Director and is deemed covered in the rate/mileage reimbursement.

Directors using personal vehicles on District business must maintain a valid California driver's license and the automobile insurance coverage required by the State of California, or make arrangements for a driver who meets the above requirements. The General Manager's Staff will verify that Directors have a valid driver's license. Directors will also be required to maintain automobile insurance coverage. Proof of such insurance will be submitted two times per year, in January and July, and is required to be eligible for mileage reimbursement.

2. Rental Cars: The District will provide a rental car when needed. Such rental car shall be a compact or mid-size class, unless upgrades are offered at no additional cost to the District.

c. Miscellaneous Transportation
Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, modes above.

3. Meals and Lodging

a. Meals and Beverages
Whenever travel requires meals, the meals, excluding gratuity, shall be reimbursable, provided the Director presents a receipt along with the "Board of Directors Expense Claim Form" (Exhibit D) for all meals. Reimbursements for expense items where a receipt has been lost will not be paid until the President or the Board has reviewed and approved the expense item. Meals are reimbursable based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement
When a Director is traveling for a full day and no meals are provided for by other sources, such

as pre-paid registration, the Director may be reimbursed for meal expenses at the rate provided by the M&IE per day. This amount is exclusive of any gratuities.

2. Single Meal Reimbursement
When a Director requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate provided by the M&IEfor Breakfast, lunch, and/or dinner, or amounts determined by the President or the Board to be reasonable for the occasion or circumstances. These amounts and any amount approved by the President or Board shall exclude gratuities.

3. Partial Day Reimbursement
When a director will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be at the rate provided by the M&IE per meal, or such other amounts as may be determined by the President or the Board to be reasonable for the occasion or circumstances. In any event all amounts to be reimbursed shall exclude any gratuities.

4. Taxes
The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes. The maximum meal reimbursements shall exclude any and all gratuities.

b. Lodging
The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government or commercial class accommodation may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the Director to leave home before 6:00 AM or return to home after 12:00 AM, lodging for the night before or the night after will be reimbursable.

4. Entertainment

   The District shall not cover any expenses incurred for recreation or entertainment.

5. Incidental Expenses

   Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

   a. Telephone Calls (Business): Calls placed by the Director, to the District office, or for the purpose of conducting District business. Business related calls should be itemized on the Director's "Board of Directors Expense Claim Form" (Exhibit D).

   b. Telephone Calls (Personal): One (1) brief personal call each day away from home, up to a $10 maximum per day.

   c. Telephone Calls (Local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.

   d. Reasonable transportation to local restaurants and to optional functions that are a part of conference events.

   e. Parking fees.

   f. The following expenses are not reimbursable:

      1. Alcoholic beverages

      2. Parking or traffic violations

      3. In-room movies or laundry services

6. Director's Responsibility

   a. Directors must submit a detailed "Board of Directors Expense Claim Form" for reimbursement. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt is lost, the lost receipt must be noted on the "Board of Directors Expense Claim Form" (Exhibit D) and approved by the President or the Board before any payment can be made. Claim forms shall be submitted within 45 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 45 calendar days, shall be deducted

from the next month's reimbursement.

b. Expenses will not be reimbursed for meetings that have been pre-paid and not attended. The President or the Board may excuse an absence for a meeting. The absent Director shall provide a verbal or written report at the next regularly scheduled Board meeting stating the reason for the absence and, if appropriate, request that it be excused. Directors will be required to reimburse the district for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

c. When two (2) or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Director's "Board of Directors Expense Claim Form" the identity of the other persons sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

d. Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

e. Staff will create a quarterly report showing in detail all expenses for the Directors The report will include all expenses, for example, stipend, mileage, seminar, airline or ground travel, meals, telephone use, the date incurred, and the Director's name. To the extent that Directors report meetings for which they did not receive reimbursement or per diem, those meetings shall be noted on the report. All payments will be listed whether the payment was a reimbursement or direct payment made on behalf of the Director to a vendor. The reports will be presented to the Board of Directors at public meetings.

D. District Group Insurance Benefits

1. Each Director, while serving as a member of the Board of Directors, shall be entitled to the health and welfare and life insurance benefits set forth in the Schedule of Benefits in the District Group Insurance Plan Booklet, which benefits are furnished by the District at District cost, with applicable contributions, for active District employees and Directors. Each active Director shall also be entitled to a $65,000 term life and accidental death and dismemberment insurance policy (subject to policy requirements and any standard age reduction schedule), a $50,000 travel accidental death and dismemberment policy. In addition to the foregoing, the District will pay

premiums for additional individual life insurance coverage in an amount of up to $250,000 for a 20 year term for those active Directors who apply for such coverage with the District's provider and meet the provider's standard underwriting guidelines and policy requiremets. If coverage at higher amounts or for a longer term is made available by the provider, each Director may purchase such additional coverage on a self-pay basis.

2. Each former member of the Board of Directors, who served in office after January 1, 1981, who was elected to a term of office that began before January 1, 1995, who is at least 60 years of age, and whose total service at the time of termination is not less than 12 years, shall be entitled to the health and welfare and life insurance benefits set forth in the District Group Insurance Plan Booklet, which benefits are furnished by the District, at District cost, for retired Directors.

E. Miscellaneous

1. The following are not reimbursable expenses:

   a. Cell phone expenses

   b. Service fees for internet access

2. The District does not provide equipment, such as fax machines, computers and laptops to board members for District business use.

Attachments

Exhibit A: Approved Function List
Exhibit B: "Board of Directors Per Diem and Mileage Claim Form"
Exhibit C: "Board of Directors Travel Request Form"
Exhibit D: "Board of Directors Expense Claim Form"

EXHIBIT A

Approved Functions List

Board Policy for payment of per diems and expenses for Director attendance at District meetings:

The Board reviews its authorization and policy for payment of per diems (pre-approved meetings) annually, in January following reorganization of the Board and election of a new President. Below is the current Board policy:

1. The following meetings are pre-approved for all Directors to attend and receive a per diem and expense reimbursement:

   - Otay Water District Regular and Special Board Meetings
   - Otay committee meetings for committee members only
   - Otay business meetings called by the General Manager and authorized by the President of the Board where individual Directors are requested to attend
   - Except as otherwise specifically excluded in this policy, official District functions that take place during normal business hours where Directors are requested to attend by either the Board President or the Board
   - Semi-annual conference of the Association of California Water Agencies
   - Regular quarterly meetings of the Water Agencies Association of San Diego County
   - Regularly monthly meeting of Council of Water Utilities
   - Business meetings and conferences of the California Special District Association held in San Diego County

   All other meetings not listed here require pre-approval by the President or Board.

2. The following meetings are pre-approved for designated Otay Director representatives or designated alternate. The District Secretary will maintain an updated list of designated Director representatives. Any other Director who wishes to attend these meetings and receive a per diem must have approval from the President or Board prior to the event or be designated by the President or Board, as an alternate. The pre-approval shall include the attendance of the Director at the commission, committee, board or meeting and any committee, subcommittee or other official or posted meeting of the agencies, commissions, committees or boards listed below:

- Planning Group and City Commission meetings that fall within the boundaries of each directors district (when issues impacting OWD are discussed)
- Inter-Agency Committee Meeting
- METRO (TAC/AFFORD) Commission
- ACWA or CSDA meetings/conferences
- Water Conservation Garden

3. The Board President or his designee is pre-authorized to attend District business meetings with cities and other agencies to represent Otay Water District, and may claim a per diem and expenses. Any other Director desiring to attend the same meeting of this nature would require approval to attend from the President or the Board in order to receive a per diem and expense reimbursement.

4. When the President or the Board appoints a director(s) to a committee, the meeting(s) shall be considered pre-approved for per diem and expense reimbursement.

5. The following meetings are not eligible for pre-approved per diem claims:
   a) Attending other Districts' Board meetings
   b) Otay employee appreciation breakfast, luncheons or dinners
   c) Retirement receptions
   d) Otay picnics or dinner-dances or other purely social events
   e) CWA meeting attendance (by Otay Water District appointed CWA Board Member(s))
   f) Chamber of Commerce events
   g) First Friday Breakfasts unless presenting Otay official business to the assembly
   h) Any political campaign event or function

6. In order to submit a per diem/travel reimbursement the member must attend at least 50% of the meeting (per day) and the reimbursement request must be submitted within 45 days of the occurrence, otherwise it may be considered attended without per diem. The President of the Board will make the final determination.

7. All other meetings/conferences/tours/seminars/workshops/functions not listed in this policy must be pre-approved by the Board President or the Board.

EXHIBIT B

OTAY WATER DISTRICT

BOARD OF DIRECTORS

PER-DIEM AND MILEAGE CLAIM FORM

Pay To: _____ Period Covered:

Employee Number: _____ From: _____ To: _____

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS

Total Meeting Per Diem: $ _____
($100 per meeting)

Total Mileage Claimed: _____ **miles**

_____
(Director's Signature)

GM Receipt: _____ **Date:** _____

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

INSTRUCTIONS ON REVERSE

EXHIBIT B

INSTRUCTIONS FOR PREPARATION OF
BOARD OF DIRECTORS PER DIEM CLAIM FORM

1. Record the date, and name or purpose/issues discussed of meeting attended on behalf of the District.

   Note: The District will pay Director's per-diem for one meeting/ function per day and the maximum of 10 meetings/functions per month. If a Director attends more than 10 meetings/functions (10 days), the District will reimburse for the mileage and any reimbursable out-of-pocket expenses incurred for these additional meetings.

2. Record number of miles (round trip) driven to attend meeting/ function.

The use of personal vehicles in the conduct of official District business shall be reimbursed at the current Internal Revenue Service rate. The Director's expense claim should indicate the nature of the trip. If a trip begins at home, the District will reimburse the mileage from home to destination and return mileage. District insurance does not cover personal vehicles while they are being driven on District business. The reimbursement rate is inclusive of an allowance for insurance costs. The District will reimburse Directors for the deductible under their personal insurance policy should they be involved in an accident while on District business. To be eligible for reimbursement, each Director shall maintain a current California driver's license and at least the minimum vehicle liability insurance required by State law or shall arrange for a driver who meets said standards.

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business.

Claim forms shall be submitted within 45 calendar days after the meeting date. Expense claims requiring reimbursement to the District which are not reconciled within 45 calendar days, shall be deducted from the next month's reimbursement.

No information on the Per Diem Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

EXHIBIT C

OTAY WATER DISTRICT

BOARD OF DIRECTORS
TRAVEL REQUEST FORM

Director: _____ **Date of Request:** _____

Name and Location of Function: _____

Date(s) function to be held: _____ - _____

Sponsoring Organization: _____

Request for Prepayment of Fees Related to the Function:

Expense Type	Not Needed	Pre-Payment Requested
Registration	☐	☐
Airline	☐	☐
Auto Rental	☐	☐
Mileage	☐	N/A
Taxi/Shuttle	☐	N/A
Lodging	☐	☐
Meals	☐	N/A
Other Expenses – Explain Below	☐	☐

Lodging Preference: _____

Explanation of Other Expenses: _____

_____ _____

Signature of Director **Date of Request**

For Office Use Only Below This Line

Date of Board Approval: _____

Expense Type	Description	Amount Pre-Paid
Registration		
Airline		
Auto Rental		
Mileage		N/A
Taxi/Shuttle		N/A
Lodging		
Meals		N/A
Other Expenses		

_____ _____

District Secretary Date Processed

EXHIBIT D

INSTRUCTIONS FOR PREPARATION OF
BOARD OF DIRECTORS EXPENSE CLAIM FORM

The necessary expenses incurred while traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day ($10 maximum per day), lodging, baggage handling, parking fees, meals, etc. will be reimbursed when documented on the Director's Per Diem and Expense Claim Forms. Receipts must be attached for all meal expenses. If a receipt is lost, the lost receipt should be noted next to the expense and submitted to the President before any reimbursement can be made. Receipts are required for the reimbursement of all expenses.

All receipts must have the nature of the expense and the business purpose noted on the receipt.

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business.

Meals shall be reimbursed up to $46 per day, or an amount determined by the President of the Board of Directors to be reasonable for occasion or circumstances, exclusive of any gratuities. Partial days shall be reimbursable at a rate of $8 for breakfast, $13, for lunch and $25 for dinner, or amounts determined by the President of the Board of Directors to be reasonable for the occasion or circumstances, excluding any gratuities. The above amounts may be combined if travel status requires two (2) or more meals. The meal reimbursement amounts are inclusive of and assume expenses for taxes only. Gratuities are not reimbursable and are excluded. Where pre-paid registration includes meals, only meals that are not included in the registration will be reimbursable.

Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

Claim forms shall be submitted within 45 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District which are not reconciled within 45 calendar days, shall be deducted from the next month's reimbursement.

No information on the Expense Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are <u>not reimbursable</u>:

a. Alcoholic Beverages

b. Parking or traffic violations

c. In-room movies

d. Laundry service

e. Entertainment or recreation

f. Expenses incurred by spouses, family members, or guests.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY	34	5/3/2000	12/5/07

Purpose

To provide guidelines for compensation, expenses, and advancement and reimbursement of such expenses when work duties require Otay Water District Staff to conduct District business away from their regular work site(s) outside of San Diego County.

Background

Employees of the Otay Water District are called upon to travel or conduct business related meetings, conferences, training or functions away from their regular work site(s)outside of the San Diego County in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling out of San Diego County on District business.

Policy

The District will reimburse Otay Water District Staff for reasonable expenses incurred while out of San Diego County at District business related meetings, functions, conferences, training or traveling on District business to include, lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOU's).

Procedures

A. Advances and Pre-payment of Otherwise Reimbursable Expenses

Employees may request pre-payment of registration, transportation, and lodging, and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the "Staff Travel Authorization Request" (Exhibit A). Pre-payments and advances shall be limited to the employee's expenses only. Advances for per diem meals shall not exceed the per diem allowance anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

B. Reimbursement of Expenses

Each employee shall be reimbursed for travel expenses incurred while at District business related meetings, functions, conferences, training or traveling on authorized District business outside of San Diego County as follows:

1. Accountability

Travel Expenses shall be budgeted by Staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Travel expenses included in CIP budgets are also considered authorized. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a "Staff Travel Authorization Request" form (Exhibit A). The employee's Department Chief shall approve the authorization form. When a Department Chief is traveling, the Assistant General Manager shall approve the authorization form.

2. Transportation

The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.

a. Air Transportation
The District will reimburse employees or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.

b. Automobile
1. District Vehicle: Whenever travel by vehicle is most cost effective or practical, Staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will

reimburse employees for gasoline purchases with receipts while using a District vehicle, however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of Board of Directors Policy #14, "Use of District Vehicles and Car Allowance" whenever an employee chooses to use a District vehicle while traveling.

2. Personal Vehicle: Employees must obtain permission from their Department Chief before using a personal vehicle in conjunction with District business.

   In situations where employees use personal vehicles on District business the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California, or make arrangements for a driver who meets the above requirements. The Administrative Services Staff will verify that employees or drivers have a valid driver's license. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

   If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle.

   Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage within San Diego County.

3. Rental Cars: The District will cover the expenses required for use of a rental car. The maximum reimbursement for rental cars shall be based on the rate provided for a standard mid-sized car. Upgrades or additional cost features are the employee's

responsibility.

c. Miscellaneous Transportation
Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

3. Meals and Lodging

a. Meals and Beverages
Whenever travel outside of San Diego County requires meals, employee may receive the per diem allowance at the rate established by the Meals and Incidental Expenses (M&IE), as updated by the U.S. General Services Administration.

1. Per diem:

a. Full Day Allowance
When an employee is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the per diem meal allowance shall be at the rate provided by M&IE per day, or an amount that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

b. Single Meal Allowance
When an employee requires an allowance for a single meal while traveling, the per diem meal allowance shall be at the rate provided by M&IE for breakfast, lunch, and dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

c. Partial Day Allowance
When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the per diem allowance amount shall be at the rate provided by M&IE for dinner, lunch, and breakfast, or amounts that the General Manager deems reasonable for the occasion or circumstances.

d. Receipts do not have to be submitted for per diem allowances.

b. Lodging
The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodation may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 AM or return home after 12:00 AM, lodging for the night before or the night after will be reimbursable. If staying overnight an extra night or over a weekend at a destination allows for a reduction of travel expenses, and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

4. Entertainment

The District will not cover expenses incurred for recreation or entertainment.

5. Incidental Expenses

Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

a. Telephone Calls (Business): Calls placed by the employee to the District office or for the purpose of conducting District business. Business related calls should be itemized on the "Staff Expense Claim Form" (Exhibit B).

b. Telephone Calls (Personal): One (1) brief personal call each day away from home, up to a $10

maximum per day.

c. Telephone Calls (Local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.

d. Reasonable transportation to local restaurants and to optional functions that are a part of conference events.

e. Reasonable gratuities.

f. Parking fees.

g. The following expenses are not reimbursable:

1. Alcoholic beverages
2. Parking or traffic violations
3. In-room movies
4. Laundry service
5. Expenses incurred by spouses, family members, or guests.

6. Compensation for Non-Exempt employees

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules.

During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Otay Water District Policies and Procedures.

The following hours are compensable:

a. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a

function.

b. Actual Hours spent in transit, excepting hours spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

7. Employees' Responsibility

a. In situations, where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a "Petty Cash Order" (Exhibit B) to be reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed "Staff Expense Claim Form" (Exhibit C). Petty Cash Orders and Expense Claim Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses with the exception of per diem meal allowance. If a receipt required for reimbursement is lost, the lost receipt must be noted on the "Staff Expense Claim Form" and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expense was incurred.

b. Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

c. When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the "Staff Expense Claim Form" the identity of the other persons sharing expenses.

d. Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

Attachments

Exhibit A: "Staff Travel Authorization Request"

Exhibit B: "Petty Cash Order"

Exhibit C: "Staff Expense Claim Form"

EXHIBIT A

OTAY WATER DISTRICT

STAFF TRAVEL AUTHORIZATION REQUEST

Employee Name: _____ **Date of Request:** _____

Name and Location of Function: _____

_____

Is Travel out of San Diego County? ☐ **Yes** ☐ **No**

Date(s) function to be held: _____ - _____

Purpose of function: _____

Sponsoring Organization: _____

Request for Pre-Payment or Advance of Fees Related to the Function:

Expense Type	**Not Needed**	**Pre-Payment Requested**	**Advance Requested**
Registration	☐	$	N/A
Airline	☐	$	N/A
Auto Rental	☐	$	N/A
Fuel - for District or Rental Cars only*	☐	N/A	$
Taxi / Shuttle*	☐	N/A	$
Lodging	☐	$	N/A
Meals - See Below	☐	N/A	$
Other Expenses - Explain Below	☐	$	$
	Total Pre-Payment Requested:		
	Total Advance Requested:		

(*Advanced through petty cash)

Lodging Preference: _____

Explanation of Other Expenses: _____

Meals Calculator:

_____	x $31 +	_____	x $18 +	_____	x $12 =	_____
total expected dinners	or $___	total expected lunches	or $___	total expected breakfasts	or $___	max. meal advance

_____ _____

Employee Signature Date of Request

For Office Use Only Below This Line

Total Pre-Paid: $ _____ **Total Advanced:** $ _____

Travel Approved by: _____ **Date:** _____

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EXHIBIT B

PETTY CASH ORDER

DATE _____

NAME _____

DEPT _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSES:

Project	Subproject	Activity	Cost Type	DESCRIPTION	AMOUNT
Total:					0.00

PURPOSE OF EXPENDITURES

_____

DEPARTMENTAL APPROVAL

_____

CASH RECEIVED BY DATE

NOTE: RECEIPTS MUST BE ATTACHED. FORM IS NOT TO BE USED FOR OVERNIGHT TRAVEL.

EXHIBIT C

OTAY WATER DISTRICT

STAFF EXPENSE CLAIM FORM

Pay to: _____

Employee Number: _____

Period Covered:
From _____ to _____

ITEMIZED REIMBURSEMENTS CLAIMED
(Attach receipts for all expenses, except for per diem meal and beverage allowances.)

DATE	TYPE OF REIMBURSEMENT	TOTAL REIMBURSABLE AMOUNT	LESS AMOUNT PREPAID	LESS AMOUNT ADVANCED	TOTAL AMOUNT CLAIMED

For Travel Reimbursements:

Nature of Travel: _____ Date Travel Commenced: _____

Destination: _____ Date Travel Terminated: _____

Total Mileage Claimed = _____ Miles x $._____ Rate = $_____.____

Total Reimbursements Claimed _____

_____ _____
Employee Signature Date

_____ _____
Approved by Date

INSTRUCTIONS ON REVERSE

Rev. 12/07

INSTRUCTIONS FOR PREPARATION OF STAFF EXPENSE CLAIM FORM

The necessary expenses incurred while traveling outside of San Diego County at District business related meetings, functions, training or traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day ($10 maximum per day), lodging, baggage handling, parking fees, meals, gratuities, etc. will be reimbursed when documented on the Staff Expense Claim Forms. Receipts must be attached for all expenses with the exception of per diem meal allowances. If a receipt required for reimbursement is lost, the lost receipt should be noted next to the expense, submitted to the DepartmentChief, and approved by the Department Chief before any reimbursement can be made. **All receipts must have the nature of the expense and the business purpose noted on the receipt.**

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business. Per diem meal allowance shall be at the rate provided by the Meals Incidental Expenses (M&IE), or amounts that the General Manager deems reasonable for the occasion or circumstances. Partial day's per diem allowance shall be at the rate provided by M&IE for breakfast, lunch and dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. The per diem meal allowance is inclusive of and assumes expenses for taxes and gratuities of up to 15%. Where pre-paid registration includes meals, only meals that are not included in the registration will be provided as per diem meal allowance.

Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

Mileage will be reimbursed for travel using personal vehicles only if a District vehicle is not available. In order to be reimbursed for mileage, employees must have a valid Driver's License and current automobile insurance that meets or exceeds State minimum insurance requirements.

Advances and pre-payments shall be deducted from expenses and reconciled with travel authorization forms where applicable.

Department Chiefs or the General Manager may authorize Expense Claim Forms.

Claim forms shall be submitted within 14 calendar days after the expense was incurred.

No information on the Expense Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are <u>not reimbursable:</u>

a. Alcoholic beverages

b. Parking or traffic violations

c. In-room movies

d. Laundry service

e. Entertainment or recreation

f. Expenses incurred by spouses, family members, or guests.

g. Meetings, conferences, training or functions attended in the County of San Diego.

ATTACHMENT C

OTAY WATER DISTRICT **BOARD OF DIRECTORS POLICY**			
Subject DIRECTORS COMPENSATION, REIMBURSEMENT OF EXPENSES AND GROUP INSURANCE BENEFITS	Policy Number 08	Date Adopted 2/20/91	Date Revised ~~10/3/07~~ 12/05/07

Purpose

To provide guidelines for payment of compensation and reimbursement of expenses to Directors in connection with their attendance at meetings or the performance of other authorized business, and for group insurance benefits for Directors.

Background

Members of the Board of Directors ("Directors") attend regular, adjourned or special meetings of the Board of Directors ("Board"). In addition, Directors attend other District meetings, committee meetings, association meetings, and educational seminars on behalf of the District. These meetings and seminars are related to District business, water and water related issues, and California special districts. State statutes authorize District payments for meetings, reimbursements of expenses. State law also authorizes the District to provide health and welfare benefits for active Directors and, in limited circumstances, retired Directors if they served 12 years and were first elected prior to January 1, 1995. The District is also authorized to offer health and welfare benefits for retired Directors who commenced office on or after January 1, 1995, if the recipient participates on a self-pay basis.

Policy

The District will compensate Directors on a per diem basis for attendance at authorized meetings or functions and will reimburse Directors for reasonable expenses incurred while traveling on District business to include, lodging, dining, transportation and related incidentals.

A. Directors Per Diem

As provided in Section 1.01 C. of the District Code of Ordinances, each Director shall receive a per diem in the amount of $100 for each day of attendance at meetings of the Board or for each day of service rendered as a Director by request or authorization of the Board, not to exceed a total of ten (10) days in any calendar month. Attendance at any meeting shown on Exhibit A to this Policy shall be deemed a meeting requested or authorized by the Board. Attendance of meetings shall be in accordance with Exhibit A. The President of the Board or the Board may authorize a Director to attend meetings not listed in Exhibit A when the President or the Board determine that it is in the interest of the District that a Director attend, and that such attendance be compensated and expenses reimbursed. Director's claims for per diem amounts shall be made on a "Board of Directors Per Diem and Mileage Claim Form" (Exhibit B). The President of the Board or the Board may approve reimbursement of expenses outside the per diem limit for a Director, if the

Director submits receipts for all of the related District business expenses.

Attendance at a meeting that is not authorized by this policy (pre-approved meetings) or pre-approved by the President may be approved by the Board for per diem. Director's seeking per diem amounts for these meetings shall request that the item be presented to the Board at its next regularly scheduled meeting for consideration. The decision of the Board shall be final.

When travel arrangements require a day earlier arrival or a day later departure, Directors will not be eligible for the $100 per diem, however, reasonable expenses associated with the extended stay will be reimbursed as specified below.

B. Pre-payment of Otherwise Reimbursable Expenses

The Director may request pre-payment of registration, transportation, and lodging, using the "Board of Directors Travel Request Form" (Exhibit C). Pre-payments shall be limited to the Director's expenses only. No advances shall be made on travel expenses.

C. Reimbursement of Expenses

Each Director shall be reimbursed for travel expenses to and from the meetings described in Exhibit A or for any other authorized District business as follows:

1. Authorization

Travel associated with the attendance of meetings or functions for Directors shall be approved in advance by the Otay Water District Board President. To request approval of travel, the Director should complete a "Board of Directors Travel Request Form" (Exhibit B) in order to be eligible for compensation and/or reimbursement. Travel requests will be reviewed and approved by the Board President or the Board.

2. Transportation

a. Air Transportation
The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares.

b. Automobile
1. Personal Auto: Directors may use their personal vehicle. The District will reimburse Directors at the current rate/mile as established by the IRS, plus tolls, parking, etc., provided,

however, if air transportation is available, the total amount of expense paid shall be limited to the cost of coach air travel between points traveled by personal vehicle. Gasoline, collision and liability insurance, and maintenance will be provided by the Director and is deemed covered in the rate/mileage reimbursement.

Directors using personal vehicles on District business must maintain a valid California driver's license and the automobile insurance coverage required by the State of California, or make arrangements for a driver who meets the above requirements. The General Manager's Staff will verify that Directors have a valid driver's license. Directors will also be required to maintain automobile insurance coverage. Proof of such insurance will be submitted two times per year, in January and July, and is required to be eligible for mileage reimbursement.

2. Rental Cars: The District will provide a rental car when needed. Such rental car shall be a compact or mid-size class, unless upgrades are offered at no additional cost to the District.

c. Miscellaneous Transportation
Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, modes above.

3. Meals and Lodging

a. Meals and Beverages
Whenever travel requires meals, the meals, excluding gratuity, shall be reimbursable, provided the Director presents a receipt along with the "Board of Directors Expense Claim Form" (Exhibit D) for all meals. Reimbursements for expense items where a receipt has been lost will not be paid until the President or the Board has reviewed and approved the expense item. Meals are reimbursable ~~up to the following maximum rates~~based on the Meals and Incidental Expenses (M&IE) as updated by the U.S. General Services Administration:

1. Full Day Reimbursement
When a Director is traveling for a full day and

no meals are provided for by other sources, such as pre-paid registration, the Director may be reimbursed for meal expenses ~~up to a maximum rate of $46 per day~~at the rate provided by the M&IE per day. This amount is exclusive of any gratuities.

2. Single Meal Reimbursement
When a Director requires reimbursement for a single meal while traveling, the maximum meal reimbursement amount shall be at a rate ~~of~~ provided by the M&IE~~$8~~ for Breakfast, ~~$13 for~~ lunch, and/or ~~$25 for~~ dinner, or amounts determined by the President or the Board to be reasonable for the occasion or circumstances. These amounts and any amount approved by the President or Board shall exclude gratuities.

3. Partial Day Reimbursement
When a director will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the maximum reimbursement amount shall be at the rate provided by the M&IE per meal~~reduced to $21 when only dinner is not reimbursable; $33 when only lunch is not reimbursable; and $38 when only breakfast is not reimbursable~~, or such other amounts as may be determined by the President or the Board to be reasonable for the occasion or circumstances. In any event all amounts to be reimbursed shall exclude any gratuities.

4. Taxes
The maximum meal reimbursement amounts are inclusive of and assume expenses for taxes. The maximum meal reimbursements shall exclude any and all gratuities.

b. Lodging
The District will reimburse Directors or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. Or, in the absence of conference accommodations, normal single-room business, government or commercial class accommodation may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel

schedules would require the Director to leave home before 6:00 AM or return to home after 12:00 AM, lodging for the night before or the night after will be reimbursable.

4. Entertainment

The District shall not cover any expenses incurred for recreation or entertainment.

5. Incidental Expenses

Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

a. Telephone Calls (Business): Calls placed by the Director, to the District office, or for the purpose of conducting District business. Business related calls should be itemized on the Director's "Board of Directors Expense Claim Form" (Exhibit D).

b. Telephone Calls (Personal): One (1) brief personal call each day away from home, up to a $10 maximum per day.

c. Telephone Calls (Local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.

d. Reasonable transportation to local restaurants and to optional functions that are a part of conference events.

e. Parking fees.

f. The following expenses are not reimbursable:

1. Alcoholic beverages

2. Parking or traffic violations

3. In-room movies or laundry services

6. Director's Responsibility

a. Directors must submit a detailed "Board of Directors Expense Claim Form" for reimbursement. Claim forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses. If a receipt is lost, the lost receipt must be noted on the "Board of Directors Expense Claim Form" (Exhibit D) and approved by the President or the Board before any payment can be made. Claim forms

shall be submitted within 45 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District, which are not reconciled within 45 calendar days, shall be deducted from the next month's reimbursement.

b. Expenses will not be reimbursed for meetings that have been pre-paid and not attended. The President or the Board may excuse an absence for a meeting. The absent Director shall provide a verbal or written report at the next regularly scheduled Board meeting stating the reason for the absence and, if appropriate, request that it be excused. Directors will be required to reimburse the district for any pre-paid expenses for any unexcused absence. This reimbursement will be made by deduction from future expenditures.

c. When two (2) or more Directors combine an expense on one receipt, the Director requesting reimbursement should indicate, on or attached to the Director's "Board of Directors Expense Claim Form" the identity of the other persons sharing expenses. This will facilitate appropriate allocation of expenses to each participant.

d. Expenses incurred by spouses, family members, or guests are the responsibility of the Director.

e. Staff will create a quarterly report showing in detail all expenses for the Directors The report will include all expenses, for example, stipend, mileage, seminar, airline or ground travel, meals, telephone use, the date incurred, and the Director's name. To the extent that Directors report meetings for which they did not receive reimbursement or per diem, those meetings shall be noted on the report. All payments will be listed whether the payment was a reimbursement or direct payment made on behalf of the Director to a vendor. The reports will be presented to the Board of Directors at public meetings.

D. District Group Insurance Benefits

1. Each Director, while serving as a member of the Board of Directors, shall be entitled to the health and welfare and life insurance benefits set forth in the Schedule of Benefits in the District Group Insurance Plan Booklet, which benefits are furnished by the District at District cost, with applicable contributions, for active District employees and Directors. Each active Director shall also be entitled to a $65,000 term life and accidental death and

dismemberment insurance policy (subject to policy requirements and any standard age reduction schedule), a $50,000 travel accidental death and dismemberment policy. In addition to the foregoing, the District will pay premiums for additional individual life insurance coverage in an amount of up to $250,000 for a 20 year term for those active Directors who apply for such coverage with the District's provider and meet the provider's standard underwriting guidelines and policy requiremets. If coverage at higher amounts or for a longer term is made available by the provider, each Director may purchase such additional coverage on a self-pay basis.

2. Each former member of the Board of Directors, who served in office after January 1, 1981, who was elected to a term of office that began before January 1, 1995, who is at least 60 years of age, and whose total service at the time of termination is not less than 12 years, shall be entitled to the health and welfare and life insurance benefits set forth in the District Group Insurance Plan Booklet, which benefits are furnished by the District, at District cost, for retired Directors.

E. Miscellaneous

1. The following are not reimbursable expenses:

   a. Cell phone expenses

   b. Service fees for internet access

2. The District does not provide equipment, such as fax machines, computers and laptops to board members for District business use.

Attachments

Exhibit A: Approved Function List
Exhibit B: "Board of Directors Per Diem and Mileage Claim Form"
Exhibit C: "Board of Directors Travel Request Form"
Exhibit D: "Board of Directors Expense Claim Form"

EXHIBIT A

Approved Functions List

Board Policy for payment of per diems and expenses for Director attendance at District meetings:

The Board reviews its authorization and policy for payment of per diems (pre-approved meetings) annually, in January following reorganization of the Board and election of a new President. Below is the current Board policy:

1. The following meetings are pre-approved for all Directors to attend and receive a per diem and expense reimbursement:

   - Otay Water District Regular and Special Board Meetings
   - Otay committee meetings for committee members only
   - Otay business meetings called by the General Manager and authorized by the President of the Board where individual Directors are requested to attend
   - Except as otherwise specifically excluded in this policy, official District functions that take place during normal business hours where Directors are requested to attend by either the Board President or the Board
   - Semi-annual conference of the Association of California Water Agencies
   - Regular quarterly meetings of the Water Agencies Association of San Diego County
   - Regularly monthly meeting of Council of Water Utilities
   - Business meetings and conferences of the California Special District Association held in San Diego County

   All other meetings not listed here require pre-approval by the President or Board.

2. The following meetings are pre-approved for designated Otay Director representatives or designated alternate. The District Secretary will maintain an updated list of designated Director representatives. Any other Director who wishes to attend these meetings and receive a per diem must have approval from the President or Board prior to the event or be designated by the President or Board, as an alternate. The pre-approval shall include the attendance of the Director at the commission, committee, board or meeting and any committee, subcommittee or other official or posted meeting of the agencies, commissions, committees or boards listed below:

- Planning Group and City Commission meetings that fall within the boundaries of each directors district (when issues impacting OWD are discussed)
- Inter-Agency Committee Meeting
- METRO (TAC/AFFORD) Commission
- ACWA or CSDA meetings/conferences
- Water Conservation Garden

3. The Board President or his designee is pre-authorized to attend District business meetings with cities and other agencies to represent Otay Water District, and may claim a per diem and expenses. Any other Director desiring to attend the same meeting of this nature would require approval to attend from the President or the Board in order to receive a per diem and expense reimbursement.

4. When the President or the Board appoints a director(s) to a committee, the meeting(s) shall be considered pre-approved for per diem and expense reimbursement.

5. The following meetings are not eligible for pre-approved per diem claims:
   a) Attending other Districts' Board meetings
   b) Otay employee appreciation breakfast, luncheons or dinners
   c) Retirement receptions
   d) Otay picnics or dinner-dances or other purely social events
   e) CWA meeting attendance (by Otay Water District appointed CWA Board Member(s))
   f) Chamber of Commerce events
   g) First Friday Breakfasts unless presenting Otay official business to the assembly
   h) Any political campaign event or function

6. In order to submit a per diem/travel reimbursement the member must attend at least 50% of the meeting (per day) and the reimbursement request must be submitted within 45 days of the occurrence, otherwise it may be considered attended without per diem. The President of the Board will make the final determination.

7. All other meetings/conferences/tours/seminars/workshops/functions not listed in this policy must be pre-approved by the Board President or the Board.

EXHIBIT B

OTAY WATER DISTRICT

BOARD OF DIRECTORS

PER-DIEM AND MILEAGE CLAIM FORM

Pay To: _____ Period Covered:

Employee Number: _____ From: _____ To: _____

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS

Total Meeting Per Diem: $ _____
($100 per meeting)

Total Mileage Claimed: _____ **miles**

_____
(Director's Signature)

GM Receipt: _____ **Date:** _____

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

INSTRUCTIONS ON REVERSE

EXHIBIT B

INSTRUCTIONS FOR PREPARATION OF
BOARD OF DIRECTORS PER DIEM CLAIM FORM

1. Record the date, and name or purpose/issues discussed of meeting attended on behalf of the District.

   Note: The District will pay Director's per-diem for one meeting/ function per day and the maximum of 10 meetings/functions per month. If a Director attends more than 10 meetings/functions (10 days), the District will reimburse for the mileage and any reimbursable out-of-pocket expenses incurred for these additional meetings.

2. Record number of miles (round trip) driven to attend meeting/ function.

The use of personal vehicles in the conduct of official District business shall be reimbursed at the current Internal Revenue Service rate. The Director's expense claim should indicate the nature of the trip. If a trip begins at home, the District will reimburse the mileage from home to destination and return mileage. District insurance does not cover personal vehicles while they are being driven on District business. The reimbursement rate is inclusive of an allowance for insurance costs. The District will reimburse Directors for the deductible under their personal insurance policy should they be involved in an accident while on District business. To be eligible for reimbursement, each Director shall maintain a current California driver's license and at least the minimum vehicle liability insurance required by State law or shall arrange for a driver who meets said standards.

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business.

Claim forms shall be submitted within 45 calendar days after the meeting date. Expense claims requiring reimbursement to the District which are not reconciled within 45 calendar days, shall be deducted from the next month's reimbursement.

No information on the Per Diem Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

EXHIBIT C

OTAY WATER DISTRICT

BOARD OF DIRECTORS
TRAVEL REQUEST FORM

Director: _____ **Date of Request:** _____

Name and Location of Function: _____

Date(s) function to be held: _____ - _____

Sponsoring Organization: _____

Request for Prepayment of Fees Related to the Function:

Expense Type	Not Needed	Pre-Payment Requested
Registration	☐	☐
Airline	☐	☐
Auto Rental	☐	☐
Mileage	☐	N/A
Taxi/Shuttle	☐	N/A
Lodging	☐	☐
Meals	☐	N/A
Other Expenses – Explain Below	☐	☐

Lodging Preference: _____

Explanation of Other Expenses: _____

_____ _____

Signature of Director **Date of Request**

For Office Use Only Below This Line

Date of Board Approval: _____

Expense Type	Description	Amount Pre-Paid
Registration		
Airline		
Auto Rental		
Mileage		N/A
Taxi/Shuttle		N/A
Lodging		
Meals		N/A
Other Expenses		

_____ _____

District Secretary Date Processed

EXHIBIT D

OTAY WATER DISTRICT

BOARD OF DIRECTORS
EXPENSE CLAIM FORM

Pay To: _____ Period Covered:

Employee Number: _____ From: _____ To: _____

ITEMIZED REIMBURSEMENT CLAIMED
(Attach receipts for expenses greater than $10)

Date	Type of Reimbursement	Amount

TOTAL Reimbursement Claimed: $ _____

Director Signature: _____ Date: _____

GM Receipt: _____ Date: _____

INSTRUCTIONS ON REVERSE

EXHIBIT D

INSTRUCTIONS FOR PREPARATION OF BOARD OF DIRECTORS EXPENSE CLAIM FORM

The necessary expenses incurred while traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day ($10 maximum per day), lodging, baggage handling, parking fees, meals, etc. will be reimbursed when documented on the Director's Per Diem and Expense Claim Forms. Receipts must be attached for all meal expenses. If a receipt is lost, the lost receipt should be noted next to the expense and submitted to the President before any reimbursement can be made. Receipts are required for the reimbursement of all expenses.

All receipts must have the nature of the expense and the business purpose noted on the receipt.

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business.

Meals shall be reimbursed up to $46 per day, or an amount determined by the President of the Board of Directors to be reasonable for occasion or circumstances, exclusive of any gratuities. Partial days shall be reimbursable at a rate of $8 for breakfast, $13, for lunch and $25 for dinner, or amounts determined by the President of the Board of Directors to be reasonable for the occasion or circumstances, excluding any gratuities. The above amounts may be combined if travel status requires two (2) or more meals. The meal reimbursement amounts are inclusive of and assume expenses for taxes only. Gratuities are not reimbursable and are excluded. Where pre-paid registration includes meals, only meals that are not included in the registration will be reimbursable.

Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

Claim forms shall be submitted within 45 calendar days after the expense was incurred. Expense claims requiring reimbursement to the District which are not reconciled within 45 calendar days, shall be deducted from the next month's reimbursement.

No information on the Expense Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are <u>not reimbursable</u>:

a. Alcoholic Beverages

b. Parking or traffic violations

c. In-room movies

d. Laundry service

e. Entertainment or recreation

f. Expenses incurred by spouses, family members, or guests.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY	34	5/3/2000	~~9/1/04~~

Purpose

To provide guidelines for compensation, expenses, and advancement and reimbursement of such expenses when work duties require Otay Water District Staff to conduct District business away from their regular work site(s) outside of San Diego County.

Background

Employees of the Otay Water District are called upon to travel or conduct business related meetings, conferences, training or functions away from their regular work site(s)outside of the San Diego County in conjunction with their job functions. Federal and State codes permit and provide guidance for reimbursement of expenses and compensation to employees while traveling out of San Diego County on District business.

Policy

The District will reimburse Otay Water District Staff for reasonable expenses incurred while out of San Diego County at District business related meetings, functions, conferences, training or traveling on District business to include, lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy and applicable Memorandums of Understanding (MOU's).

Procedures

A. Advances and Pre-payment of Otherwise Reimbursable Expenses

Employees may request pre-payment of registration, transportation, and lodging, and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the "Staff Travel Authorization Request" (Exhibit A). Pre-payments and advances shall be limited to the employee's expenses only. Advances for per diem meals shall not exceed the per diem allowance anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

B. Reimbursement of Expenses

Each employee shall be reimbursed for travel expenses incurred while at District business related meetings, functions, conferences, training or traveling on authorized District business outside of San Diego County as follows:

1. Accountability

Travel Expenses shall be budgeted by Staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Travel expenses included in CIP budgets are also considered authorized. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a "Staff Travel Authorization Request" form (Exhibit A). The employee's Department Chief shall approve the authorization form. When a Department Chief is traveling, the Assistant General Manager shall approve the authorization form.

2. Transportation

The District will pay for reasonable transportation costs. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.

a. Air Transportation
The District will reimburse employees or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance taking advantage of discounts and low airfares. Whenever possible, air reservations shall be made to permit travel during normal business hours.

b. Automobile
1. District Vehicle: Whenever travel by vehicle is most cost effective or practical, Staff shall endeavor to use a District vehicle. Staff must have a valid driver's license to operate a District vehicle. The District will

reimburse employees for gasoline purchases with receipts while using a District vehicle, however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of Board of Directors Policy #14, "Use of District Vehicles and Car Allowance" whenever an employee chooses to use a District vehicle while traveling.

2. Personal Vehicle: Employees must obtain permission from their Department Chief before using a personal vehicle in conjunction with District business.

   In situations where employees use personal vehicles on District business the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California, or make arrangements for a driver who meets the above requirements. The Administrative Services Staff will verify that employees or drivers have a valid driver's license. Employees may not be reimbursed for travel in a personal vehicle if either the license or insurance requirements are not met.

   If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS regardless of the actual operating costs of the vehicle.

   Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage within San Diego County.

3. Rental Cars: The District will cover the expenses required for use of a rental car. The maximum reimbursement for rental cars shall be based on the rate provided for a standard mid-sized car. Upgrades or additional cost features are the employee's

responsibility.

c. Miscellaneous Transportation
Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

3. Meals and Lodging

a. Meals and Beverages
Whenever travel outside of San Diego County requires meals, employee may receive the per diem allowance at the rate established by the Meals and Incidental Expenses (M&IE), as updated by the U.S. General Services Administration~~District~~.

1. Per diem:

a. Full Day Allowance
When an employee is traveling for a full day and no meals are provided for by other sources, such as pre-paid registration, the per diem meal allowance shall be at the rate provided by M&IE ~~$46~~ per day, or an amount that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

b. Single Meal Allowance
When an employee requires an allowance for a single meal while traveling, the per diem meal allowance shall be at the rate provided by M&IE ~~$8~~ for breakfast, ~~$13 for~~ lunch, and ~~$25 for~~ dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

c. Partial Day Allowance
When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the per diem allowance amount shall be at the rate provided by M&IE ~~reduced to $21, when only~~ for dinner, ~~is provided, $33 when only~~ lunch ~~is provided~~,

~~and $38 when~~ and ~~only~~ breakfast ~~is provided~~, or amounts that the General Manager deems reasonable for the occasion or circumstances.

d. Receipts do not have to be submitted for per diem allowances.

b. Lodging
The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodation may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts and the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 AM or return home after 12:00 AM, lodging for the night before or the night after will be reimbursable. If staying overnight an extra night or over a weekend at a destination allows for a reduction of travel expenses, and the cost of accommodations is less than the savings realized by the reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses may be reimbursed in these situations.

4. Entertainment

The District will not cover expenses incurred for recreation or entertainment.

5. Incidental Expenses

Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

a. Telephone Calls (Business): Calls placed by the employee to the District office or for the purpose of conducting District business. Business related calls should be itemized on the "Staff Expense

Claim Form" (Exhibit B).

b. Telephone Calls (Personal): One (1) brief personal call each day away from home, up to a $10 maximum per day.

c. Telephone Calls (Local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.

d. Reasonable transportation to local restaurants and to optional functions that are a part of conference events.

e. Reasonable gratuities.

f. Parking fees.

g. The following expenses are not reimbursable:

1. Alcoholic beverages
2. Parking or traffic violations
3. In-room movies
4. Laundry service
5. Expenses incurred by spouses, family members, or guests.

6. Compensation for Non-Exempt employees

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules.

During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

Should business require a non-exempt employee to travel, function attendance and travel hours are compensable. These hours are considered regular work hours for purposes of calculating overtime. During any compensable hours an employee is subject to any and all provisions of Otay Water District Policies and Procedures.

The following hours are compensable:

a. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.

b. Actual Hours spent in transit, excepting hours spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time unless the employee chooses to participate in recreational activities during the layover.

7. Employees' Responsibility

a. In situations, where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a "Petty Cash Order" (Exhibit B) to be reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed "Staff Expense Claim Form" (Exhibit C). Petty Cash Orders and Expense Claim Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses with the exception of per diem meal allowance. If a receipt required for reimbursement is lost, the lost receipt must be noted on the "Staff Expense Claim Form" and approved for reimbursement before any payment can be made. Claim forms shall be submitted within 14 calendar days after the expense was incurred.

b. Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.

c. When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the "Staff Expense Claim Form" the identity of the other persons sharing expenses.

d. Expenses incurred by spouses, family members, or guests are the responsibility of the employee.

Attachments

Exhibit A: "Staff Travel Authorization Request ~~Form~~"

Exhibit B: "Petty Cash Order"

Exhibit C: "Staff Expense Claim Form"

EXHIBIT A

OTAY WATER DISTRICT

STAFF TRAVEL ~~AND BUSINESS RELATED EXPENSES~~ AUTHORIZATION REQUEST~~FORM~~

Employee Name: _____ Date of Request: _____

Name and Location of Function: _____

_____

Is Travel out of San Diego County? ☐ Yes ☐ No

Date(s) function to be held: _____ - _____

Purpose of function: _____

Sponsoring Organization: _____

Request for Pre-Payment or Advance of Fees Related to the Function:

Expense Type	Not Needed	Pre-Payment Requested	Advance Requested
Registration	☐	$	N/A
Airline	☐	$	N/A
Auto Rental	☐	$	N/A
Fuel - for District or Rental Cars only*	☐	N/A	$
Taxi / Shuttle*	☐	N/A	$
Lodging	☐	$	N/A
Meals - See Below	☐	N/A	$
Other Expenses - Explain Below	☐	$	$
	Total Pre-Payment Requested:		
	Total Advance Requested:		

(*Advanced through petty cash)

Lodging Preference: _____

Explanation of Other Expenses: _____

Meals Calculator:

_____ x $31~~25~~ + _____ x $18~~13~~ + ___ x $12~~8~~ = _____

total expected dinners or $___ total expected lunches or $___ total expected breakfasts or $___ max. meal advance

_____ _____

Employee Signature Date of Request

For Office Use Only Below This Line

Total Pre-Paid: $ _____ Total Advanced: $ _____

Travel Approved by: _____ Date: _____

Rev. 12/07

EXHIBIT B

PETTY CASH ORDER

DATE _____

NAME _____

DEPT _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSES:

Project	Subproject	Activity	Cost Type	DESCRIPTION	AMOUNT
Total:					0.00

PURPOSE OF EXPENDITURES

_____

DEPARTMENTAL APPROVAL

_____

CASH RECEIVED BY DATE

NOTE: RECEIPTS MUST BE ATTACHED. FORM IS NOT TO BE USED FOR OVERNIGHT TRAVEL.

EXHIBIT C

OTAY WATER DISTRICT

STAFF EXPENSE CLAIM FORM

Pay to: _____

Employee Number: _____

Period Covered:
From _____ to _____

ITEMIZED REIMBURSEMENTS CLAIMED
(Attach receipts for all expenses, except for per diem meal and beverage allowances.)

DATE	TYPE OF REIMBURSEMENT	TOTAL REIMBURSABLE AMOUNT	LESS AMOUNT PREPAID	LESS AMOUNT ADVANCED	TOTAL AMOUNT CLAIMED

For Travel Reimbursements:

Nature of Travel: _____ Date Travel Commenced: _____

Destination: _____ Date Travel Terminated: _____

Total Mileage Claimed = _____ Miles x $. _____ Rate = $ _____ . _____

Total Reimbursements Claimed _____

_____ _____
Employee Signature Date

_____ _____
Approved by Date

INSTRUCTIONS ON REVERSE

Rev.

12/07~~11/00~~

EXHIBIT C

INSTRUCTIONS FOR PREPARATION OF STAFF EXPENSE CLAIM FORM

The necessary expenses incurred while traveling outside of San Diego County at District business related meetings, functions, training or traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day ($10 maximum per day), lodging, baggage handling, parking fees, meals, gratuities, etc. will be reimbursed when documented on the Staff Expense Claim Forms. Receipts must be attached for all expenses with the exception of per diem meal allowances. If a receipt required for reimbursement is lost, the lost receipt should be noted next to the expense, submitted to the Department ~~Head~~Chief, and approved by the Department Chief~~Head~~ before any reimbursement can be made. **All receipts must have the nature of the expense and the business purpose noted on the receipt.**

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business. Per diem meal allowance shall be at the rate provided by the Meals Incidental Expenses (M&IE) ~~$46 per day~~, or amounts that the General Manager deems reasonable for the occasion or circumstances. Partial day's per diem allowance shall be at the rate provided by M&IE ~~$8~~ for breakfast, ~~$13, for~~ lunch and ~~$25 for~~ dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. The per diem meal allowance is inclusive of and assumes expenses for taxes and gratuities of up to 15%. Where pre-paid registration includes meals, only meals that are not included in the registration will be provided as per diem meal allowance.

Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

Mileage will be reimbursed for travel using personal vehicles only if a District vehicle is not available. In order to be reimbursed for mileage, employees must have a valid Driver's License and current automobile insurance that meets or exceeds State minimum insurance requirements.

Advances and pre-payments shall be deducted from expenses and reconciled with travel authorization forms where applicable.

Department Chiefs~~Heads~~ or the General Manager may authorize Expense Claim Forms.

Claim forms shall be submitted within 14 calendar days after the expense was incurred.

No information on the Expense Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are not reimbursable:

a. Alcoholic beverages

b. Parking or traffic violations

c. In-room movies

d. Laundry service

e. Entertainment or recreation

f. Expenses incurred by spouses, family members, or guests.

g. Meetings, conferences, training or functions attended in the County of San Diego.

AGENDA ITEM 7

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	Sean Prendergast, Payroll/AP Supervisor	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager		
SUBJECT:	Director's Expenses for the 1st Quarter of Fiscal Year 2008		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

Please see Attachment A.

PURPOSE:

To inform the Board of the Director's expenses for the 1st quarter of Fiscal Year 2008.

ANALYSIS:

The Director's expense information is being presented in order to comply with State law. (See Attachment B for Summary and C-H for Details.)

FISCAL IMPACT: _____

None.

STRATEGIC GOAL:

Prudently manage District funds.

LEGAL IMPACT: _____

Compliance with State law.

_____
General Manager

Attachments:

A) Committee Action Form

B) Director's Expenses and per Diems

C-H) Director's Expenses Detail

ATTACHMENT A

SUBJECT/PROJECT:	Director's Expenses for the 1st Quarter of Fiscal Year 2008

COMMITTEE ACTION:

This is an informational item only.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.

BOARD OF DIRECTORS' EXPENSES AND PER-DIEMS

FINANCE, ADMINISTRATION AND COMMUNICATIONS COMMITEE
NOVEMBER 26, 2007

Policy 8 requires that staff present the Expenses and Per-Diems for the Board of Directors on a Quarterly basis:

- Fiscal Year 2008, 1st Quarter
- The expenses are shown in detail by Board member, month and expense type.
- This presentation is in alphabetical order.
- This information was presented to the Finance and Administration Committee on November 26, 2007

Board of Directors' Expenses and Per-Diems
Fiscal Year 2008 Quarter 4 (Jul 07- Sep 07)

• Director Bonilla	0.00
• Director Breitfelder	$2,996.68
• Director Croucher	$1,300.00
• Director Lopez	$3,462.62
• Director Robak	$3,465.86
• Total	$11,225.16

Director Bonilla

Fiscal Year 2008 Quarter 1

	Jul 07	Aug 07	Sep 07	Qtr1
• Mileage Business				
• Mileage Commute				
• Conference				
• Travel				
• Director's Fees				
•				
• Monthly Totals	0.00	0 .00	0.00	

- Meetings Attended
- Meetings Paid
- Quarterly Total
- Fiscal Year-to-Date 2008 (Jul07-Sep07)

Director Bonilla does not request Per-Diem reimbursements.

Director Breitfelder

Fiscal Year 2008 Quarter 1

	Jul 07	Aug 07	Sep 07	Qtr1
• Mileage Business	104.76	53.35	96.52	
• Mileage Commute	29.10	72.75	58.20	
• Business Meetings	65.00	42.00	25.00	
• Seminars & Travel			150.00	
• Director's Fees	700.00	800.00	800.00	
• Monthly Totals	898.86	968.10	1,129.72	
• Meetings Attended	11	16	9	
Meetings Paid	7	8	8	
• Quarterly Total				2,996.68
• Fiscal Year-to-Date 2008 (Jul07-Sep07)				2,996.68

Director Croucher

Fiscal Year 2008 Quarter 1

	Jul 07	Aug 07	Sep 07	Qtr1
• Mileage Business				
• Mileage Commute				
• Director's Fees	400.00	500.00	400.00	
• Seminars				
• Business Meeting				
• Monthly Totals	400.00	500.00	400.00	
•				
• Meetings Attended	7	6	5	
• Meetings Paid	4	5	4	
• Quarterly Total				1,300.00
• Fiscal Year-to-Date 2008 (Jul07-Sep07)				1,300.00

Director Lopez

Fiscal Year 2008 Quarter 1

	Jul 07	Aug 07	Sep 07	Qtr1
• Mileage Business		32.01		
• Mileage Commute	9.70	29.10	29.10	
• Travel			219.60	
• Business Meetings		10.00		
• Director's Fees	300.00	600.00	700.00	
• Conference			1,533.11	
• Monthly Totals	309.70	671.11	2,481.81	
• Meetings Attended	3	6	7	
• Meetings Paid	3	6	7	
• Quarterly Total				3,462.62
• Fiscal Year-to-Date 2008 (Jul07-Sep07)				3,462.62

Director Robak

Fiscal Year 2008 Quarter 1

	Jul 07	Aug 07	Sep 07	Qtr1
• Mileage Business	72.27		62.83	
• Mileage Commute	1.94		5.82	
• Travel			317.60	
• Director's Fees	600.00		800.00	
• Conference			1,151.65	
• Business Meetings	40.00			
Subscriptions	50.00			
• Monthly Totals	764.21		2,701.65	
• Meetings Attended	7		11	
• Meetings Paid	6		8	
Quarterly Total				3,465.86
Fiscal Year-to-Date 2008 (Jul07-Sep07)				3,465.86

Board of Directors' Expenses and Per Diems
Fiscal Year 2008 to Date (Jul 07- Jun 08)

• Director Bonilla	0.00
• Director Breitfelder	$2,996.68
• Director Croucher	$1,300.00
• Director Lopez	$3,462.62
• Director Robak	$3,465.86
• Total	$11,225.16

Board of Directors' Expenses and Per Diems
Fiscal Year 2008 to Date (Jul 07- Jun 08) **Projected**

• Director Bonilla	0.00
• Director Breitfelder	$11,987.00
• Director Croucher	$5,200.00
• Director Lopez	$13,849.00
• Director Robak	$13,863.00
• Total	$44,899.00

OTAY WATER DISTRICT
ADMINISTRATIVE EXPENSES - BOARD
July 1, 2007 - September 30, 2007

		Jul-07 1	Aug-07 2	Sep-07 3	Oct-07 4	Nov-07 5	Dec-07 6	Jan-08 7	Feb-08 8	Mar-08 9	Apr-08 10	May-08 11	Jun-08 12	Total
JAIME BONILLA (DETAILED IN SECTION D):														
5211	Mileage - Commuting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5211	Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
5214	Business meetings	-	-	-	-	-	-	-	-	-	-	-	-	-
5114	Director's fees	-	-	-	-	-	-	-	-	-	-	-	-	-
5241	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
LARRY BREITFELDER (DETAILED IN SECTION E):														
5211	Mileage - Commuting	$ 29.10	$ 72.75	$ 58.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 160.05
5211	Mileage - Business	104.76	53.35	96.52	-	-	-	-	-	-	-	-	-	254.63
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
5214	Business meetings	65.00	42.00	25.00	-	-	-	-	-	-	-	-	-	132.00
5114	Director's fees	700.00	800.00	800.00	-	-	-	-	-	-	-	-	-	2,300.00
5241	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	150.00	-	-	-	-	-	-	-	-	-	150.00
	Total	$ 898.86	$ 968.10	$ 1,129.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,996.68
GARY D. CROUCHER (DETAILED IN SECTION F):														
5211	Mileage - Commuting	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5211	Mileage - Business	-	-	-	-	-	-	-	-	-	-	-	-	-
5212	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
5214	Business meetings	-	-	-	-	-	-	-	-	-	-	-	-	-
5114	Director's fees	400.00	500.00	400.00	-	-	-	-	-	-	-	-	-	1,300.00
5241	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	$ 400.00	$ 500.00	$ 400.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,300.00
JOSE LOPEZ (DETAILED IN SECTION G):														
5211	Mileage - Commuting	$ 9.70	$ 29.10	$ 29.10	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 67.90
5211	Mileage - Business	-	32.01	-	-	-	-	-	-	-	-	-	-	32.01
5212	Travel	-	-	219.60	-	-	-	-	-	-	-	-	-	219.60
5214	Business meetings	-	10.00	-	-	-	-	-	-	-	-	-	-	10.00
5281	Director's fees	300.00	600.00	700.00	-	-	-	-	-	-	-	-	-	1,600.00
5241	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	1,533.11	-	-	-	-	-	-	-	-	-	1,533.11
	Total	$ 309.70	$ 671.11	$ 2,481.81	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,462.62
MARK ROBAK (DETAILED IN SECTION H):														
5211	Mileage - Commuting	$ 1.94	$ -	$ 5.82	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7.76
5211	Mileage - Business	72.27	-	62.83	-	-	-	-	-	-	-	-	-	135.10
5212	Travel	-	-	317.60	-	-	-	-	-	-	-	-	-	317.60
5214	Business meetings	40.00	-	-	-	-	-	-	-	-	-	-	-	40.00
5114	Director's fees	600.00	-	800.00	-	-	-	-	-	-	-	-	-	1,400.00
5241	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
5213	Seminars and conferences	-	-	1,515.40	-	-	-	-	-	-	-	-	-	1,515.40
5231	Books, Periodicals and Subscriptions	50.00												50.00
	Total	$ 764.21	$ -	$ 2,701.65	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,465.86
TOTALS:														
5211	**Mileage - Commuting**	**$ 40.74**	**$ 101.85**	**$ 93.12**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 235.71**
5211	**Mileage - Business**	**177.03**	**85.36**	**159.35**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**421.73**
5212	**Travel**	**-**	**-**	**537.20**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**537.20**
5214	**Business meetings**	**105.00**	**52.00**	**25.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**182.00**
5114	**Director's fees**	**2,000.00**	**1,900.00**	**2,700.00**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**6,600.00**
5241	**Telephone**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
5213	**Seminars and conferences**	**-**	**-**	**3,198.51**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**3,198.51**
5231	**Books, Periodicals and Subscriptions**	**50.00**												**50.00**
	Total	**$ 2,372.77**	**$ 2,139.21**	**$ 6,713.18**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,225.16**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT D
SECTION D

DIRECTOR'S NAME: **JAIME BONIILA**

ACCOUNT NAME	DATE	DESCRIPTION	AMOUNT
Total			
Grand Total			

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT E
SECTION E

DIRECTOR'S NAME: BREITFELDER, LARRY

Account Name	Date	Descriptions	Amount
Business meetings			
	07/17/07		
		COUNCIL OF WATER UTILITIES	$ 25.00
	07/19/07		
		WATER AGENCIES ASSOCIATION	40.00
	08/16/07		
		AUGUST BUSINESS AFTER HOURS	10.00
		CSDA QUARTER MEETING	32.00
	09/18/07		
		REGISTRATION MEETING-JULY 17, 2007	25.00
Business meetings Total			**132.00**
Director's fees			
	07/10/07		
		REGULAR BOARD MEETING	100.00
	07/11/07		
		CAC MODEL ORDINANCE COMMISSION	100.00
	07/17/07		
		COUNCIL OF WATER UTILITIES	100.00
	07/19/07		
		WATER AGENCIES ASSOCIATION	100.00
	07/20/07		
		JOINT BOARD MEETING	100.00
	07/23/07		
		GAS ACTION COMMITTEE	100.00
	07/24/07		
		FINANCE & ADMINISTRATIVE COMMITTEE MEETING	100.00
	08/01/07		
		REGULAR BOARD MEETING	100.00
	08/02/07		
		METRO COMMISSION	100.00
	08/16/07		
		MODEL ORDINANCE COMMITTEE MEETING	100.00
	08/20/07		
		SPECIAL BOARD MEETING	100.00
	08/21/07		
		TAXPAYER ASSOCIATION WATER PANEL DISTRICT	100.00
	08/22/07		
		FINANCE & ADMINISTRATIVE COMMITTEE MEETING	100.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT E
SECTION E

DIRECTOR'S NAME: BREITFELDER, LARRY

Account Name	Date	Descriptions	Amount
Director's fees	**08/24/07**		
		GM CONTRACT AD HOC COMMITTEE	100.00
	08/30/07		
		FENTON AD HOC COMMITTEE MEETING	100.00
	09/05/07		
		REGULAR BOARD MEETING	100.00
	09/07/07		
		MODEL ORDINANCE COMMITTEE MEETING	100.00
	09/14/07		
		AD HOC MEETING - FENTON BUSINESS CENTER	100.00
	09/17/07		
		FINANCE & ADMINISTRATIVE COMMITTEE MEETING	100.00
	09/18/07		
		COUNCIL OF WATER UTILITIES	100.00
	09/20/07		
		PATHS TO PARTNERSHIP FORUM (CONSTRUCTION OUTREACH)	100.00
	09/24/07		
		WATER CONSERVATION COMMITTEE MEETING	100.00
	09/25/07		
		SPECIAL BOARD MEETING	100.00
Director's fees Total			**2,300.00**
Mileage - Business			
	07/31/07		
		MEETING - JULY 17, 11, 19, 20, & 23	104.76
	08/31/07		
		MEETING - AUGUST 3 & 16	53.35
	09/30/07		
		MEETING - SEPTEMBER 7, 18, 20 & 24	96.52
Mileage - Business Total			**254.63**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT E
SECTION E

DIRECTOR'S NAME: BREITFELDER, LARRY

Account Name	Date	Descriptions	Amount
Mileage - Commuting			
	07/31/07		
		MEETING - JULY 10 & 24, 2007	29.10
	08/31/07		
		MEETING - AUGUST 2, 20, 22, 24 & 30, 2007	72.75
	09/30/07		
		MEETING - SEPTEMBER 5, 14, 17 & 25	58.20
Mileage - Commuting Total			**160.05**
Seminars and conferences			
	09/28/07		
		ECONOMIC SUMMIT - SEPTEMBER 28, 2007	150.00
Seminars and conferences Total			**150.00**
Grand Total			**$ 2,996.68**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT F
SECTION F

DIRECTOR'S NAME: CROUCHER, GARY

Account Name	Date	Descriptions	Amount
Director's fees			
	07/09/07	EMPLOYEE NEGOTIATIONS/AD HOC COMMITTEE	$ 100.00
	07/10/07	REGULAR BOARD MEETING	100.00
	07/18/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	07/20/07	JOINT AGENCIES BOARD MEETING	100.00
	08/01/07	REGULAR BOARD MEETING	100.00
	08/17/07	AD HOC NEGOTIATIONS	100.00
	08/20/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	08/21/07	TAXPAYER ASSOCIATION WATER PANEL DISTRICT	100
	08/27/07	AD HOC NEGOTIATIONS	100.00
	09/05/07	REGULAR BOARD MEETING	100.00
	09/25/07	SPECIAL BOARD MEETING	100.00
	09/11/07	MEETING WITH GENERAL MANAGER	100.00
	09/13/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
Director's fees Total			**1,300.00**
Grand Total			**$ 1,300.00**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT G
SECTION G

DIRECTOR'S NAME: LOPEZ, JOSE

Account Name	Date	Descriptions	Amount
Business meetings			
	08/16/07	SAN DIEGO EAST COUNTY MEETING	$ 10.00
Business meetings Total			$ 10.00
Director's fees			
	07/09/07	EMPLOYEE NEGOTIATIONS/AD HOC COMMITTEE	100.00
	07/10/07	REGULAR BOARD MEETING	100.00
	07/18/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	08/01/07	REGULAR BOARD MEETING	100.00
	08/16/07	WATER CONSERVATION GARDEN/EAST COUNTY CHAMBER	100.00
	08/17/07	EMPLOYEE NEGOTIATIONS/AD HOC COMMITTEE	100.00
	08/20/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	08/21/07	WATER PANELISTS PRESENTATION	100.00
	08/31/07	OWD TOUR-CV	100.00
	09/05/07	REGULAR BOARD MEETING	100.00
	09/14/07	ENGINEERING & OPERATIONS COMMITTEE MEETING	100.00
	09/25/07	SPECIAL BOARD MEETING	100.00
	09/11/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/09/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/10/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/12/07	NATIONAL WATEREUSE CONFERENCE	100.00
Director's fees Total			$ 1,600.00

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT G
SECTION G

DIRECTOR'S NAME: LOPEZ, JOSE

Account Name	Date	Descriptions	Amount
Mileage - Business			
	08/31/07		
		MEETING - August 16 & 21, 2007	32.01
Mileage - Business Total			**32.01**
Mileage - Commuting			
	07/31/07		
		MEETING - July 10 2007	9.70
	08/31/07		
		MEETING - August 1, 20 & 31, 2007	29.10
	09/30/07		
		MEETING - SEPTEMBER 5, 14 & 25, 2007	29.10
Mileage - Commuting Total			**67.90**
Seminars and conferences			
	09/30/07		
		REGISTRATION FEE - 22ND ANNUAL WATEREUSE SYMPOSIUM ON SEPT. 9-12, 2007	590.00
		HOTEL ACCOMMODATIONS - NATIONAL WATEREUSE CONFERENCE SEPT. 9-12, 2007	801.92
	09/11/07		
		DINNER - WATEREUSE CONFERENCE	23.31
		LUNCH - WATEREUSE CONFERENCE	11.25
	09/09/07		
		BREAKFAST - WATEREUSE CONFERENCE	18.14
		DINNER - WATEREUSE CONFERENCE	13.00
	09/12/07		
		A-1 TAXI & LIMO	14.00
		PARK, SHUTTLE & FLY AIRPORT PARKING	25.00
		LUNCH - WATEREUSE CONFERENCE	12.25
	09/08/07		
		SUPER SHUTTLE FROM AIRPORT TO HOTEL	13.00
		DINNER - WATEREUSE CONFERENCE	11.25
Seminars and conferences Total			**1,533.11**
Travel			
	09/30/07		
		AIRFARE TO ATLANTA GEORGIA FOR WATEREUSE	219.60
Travel Total			**219.60**
Grand Total			**$ 3,462.62**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT H
SECTION H

DIRECTOR'S NAME: ROBAK, MARK

Account Name	Date	Descriptions	Amount
Books, Periodicals and Subscriptions			
	07/31/07	SUBSCRIPTION RENEWAL - WESTERN WATER YEAR 2007	$ 50.00
Books, Periodicals and Subscriptions Total			**50.00**
Business meetings			
	07/19/07	WATER AGENCIES ASSOCIATION	40.00
Business meetings Total			**40.00**
Director's fees			
	07/10/07	REGULAR BOARD MEETING	100.00
	07/11/07	WATER CONSERVATION COMMITTEE MEETING	100.00
	07/12/07	METRO COMMISSION	100.00
	07/19/07	WATER AGENCIES ASSOCIATION	100.00
	07/20/07	JOINT AGENCIES BOARD MEETING	100.00
	07/24/07	FINANCE & ADMINISTRATIVE COMMITTEE MEETING	100.00
	09/05/07	REGULAR BOARD MEETING	100.00
	09/17/07	FINANCE & ADMINISTRATIVE COMMITTEE MEETING	100.00
	09/25/07	SPECIAL BOARD MEETING	100.00
	09/11/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/09/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/10/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/12/07	NATIONAL WATEREUSE CONFERENCE	100.00
	09/06/07	GARDEN EXECUTIVE DIRECTOR MEETING	100.00
Director's fees Total			**1,400.00**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT H
SECTION H

DIRECTOR'S NAME: ROBAK, MARK

Account Name	Date	Descriptions	Amount
Mileage - Business			
	07/31/07		
		MEETING - July 10, 11, 12 19, 20, 24 & 25 2007	72.27
	09/30/07		
		MEETING - SEPTEMBER 5, 8, 12 & 25	37.83
	09/12/07		
		PARK, SHUTTLE & FLY AIRPORT PARKING	25.00
Mileage - Business Total			**135.10**
Mileage - Commuting			
	07/31/07		
		MEETING - July 10, 2007	1.94
	09/30/07		
		MEETING - SEPTEMBER 5, 17, & 25	5.82
Mileage - Commuting Total			**7.76**
Seminars and conferences			
	09/30/07		
		REGISTRATION FEE - 22ND ANNUAL WATEREUSE SYMPOSIUM ON SEPT. 9-12, 2007	590.00
		HOTEL ACCOMMODATIONS - NATIONAL WATEREUSE CONFERENCE SEPT. 9-12, 2007	801.92
	09/11/07		
		DINNER - WATEREUSE CONFERENCE	23.31
		LUNCH - WATEREUSE CONFERENCE	11.25
	09/09/07		
		BREAKFAST - WATEREUSE CONFERENCE	18.14
		DINNER - WATEREUSE CONFERENCE	15.00
	09/12/07		
		DINNER - WATEREUSE CONFERENCE	6.09
		A-1 TAXI & LIMO	14.00
		LUNCH - WATEREUSE CONFERENCE	11.45
	09/08/07		
		SUPER SHUTTLE FROM AIRPORT TO HOTEL	13.00
		DINNER - WATEREUSE CONFERENCE	11.25
Seminars and conferences Total			**1,515.40**

OTAY WATER DISTRICT
SUMMARY - BOARD OF DIRECTORS EXPENSES
FOR THE PERIOD JULY 1, 2007 THROUGH SEPTEMBER 30, 2007

ATTACHMENT H
SECTION H

DIRECTOR'S NAME: ROBAK, MARK

Account Name	Date	Descriptions	Amount
Travel			
	09/30/07		
		AIRFARE TO ATLANTA GEORGIA FOR WATEREUSE SYMPOSIUM ON SEPT. 9-12, 2007	317.60
Travel Total			317.60
Grand Total			$ 3,465.86

AB000-1B1000-2101-528101 700.00
AB000 1B1000-2101-52.102 29.10

EXHIBIT B

done

OTAY WATER DISTRICT

BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay to: Larry Breitfelder

Period Covered:
From 7-1-07 to 7-31-07

Employee Number: 7013

	Date	Meeting Name	Purpose / Issues Disc		Mileage Home to OWD / OWD to Home	Mileage Other Locations
	7-6	First Friday				
*✓	7-10	BoD Mtg			30	
*✓	7-17	Council of Water Utilities	Per Diems	0•*		84
*✓	7-19	Water Agencies Assoc.				38
*✓	7-11	CAC Model	Ord'n Comm	7•×		40
*✓	7-23	Gov. Action	Comm	100•=		40
*✓	7-24	OWD Finance Comm		700•00*✓	30	
	7-25	CV ch. Public	Policy	0•*		
	7-31	CV ch EDC		30•+		
*✓	7-20	Jt BoD Mtg.		30•+		14
	7-4	Celebrate CV	mileage	60•*		
				60•×		
				0•4850=		
				29•1*✓		

TOTAL MEETING PER DIEM: $ 700.00
($145 per meeting)

TOTAL MILEAGE CLAIMED: 276 miles

(Director's Signature)

GM ~~Approval~~ Receipt Date: 7/25/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT = $_____

'07 JUL 25 AM 11:19

INSTRUCTIONS ON REVERSE

8-6-07

AB 000 · 1B1000 · 2101 · 528101 800.00
000 1B1000 · 2101 · 521102 72.75

EXHIBIT B

OTAY WATER DISTRICT

BOARD OF DIRECTORS

PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Larry Breitfelder

Period Covered:

Employee Number: 7013

From: 8-1-07 To: 8-30-07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
*	1	OWD BoD			
*✓	2	Metro Commission		30	
	3	First Friday	* 40	→	
	9	WAA officer Other Planning Mtg.	(Water Agencies Assoc).		
*	16	Model Ordinance Committee	40	→	
	16	CSDA Quarterly Bus. Mtg	30	→	
*✓	20	OWD Special BoD		30	
*✓ ok per pres GM	21	Taxpayer Assoc. Water Panel Disc.			
	21	Mtg w/ Fenton owner and tenants	Fenton		
*✓	22	OWD Finance Comm.		30	
	23	CWA			
*✓	24	OWD GM Search Ad Hoc		30	
	28	~~CV Chamber EDC~~			
	29	Mtg. w/ Mark Watton			
	29	CV Chamber Public Policy Mtg.			
*✓	30	Fenton Ad Hoc		30	

Per Diems
0 · *
8 · ×
100 · =
800.00 *

Total Meeting Per Diem: $ 800.00
($100 per meeting)

Total Mileage Claimed: 260 **miles**

16 East County Chamber Event at the Garden, 9/18/07

Mileage
0 · *
30 · +
30 · +
30 · +
30 · +
30 · +
150 · *
150 · ×
0.4850 =
72.75 *

L Breitfelder
(Director's Signature)

GM Receipt: [signature]

Date: 9/5/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $

'07 SEP 10 AM 8:48

INSTRUCTIONS ON REVERSE

* Per Susan Cruz - mileage - other locations

✓ 9.13.07

AB000 - 1B1000 · 2101 · 528101 800.00
AB000 · 1B1000 · 2101 · 521102 58.20

EXHIBIT B

OTAY WATER DISTRICT

BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay to: Larry Breitfelder

Period Covered: From 9-1-07 to 9-30-07

Employee Number: 7013

	Date	Meeting Name	Purpose / Issues Discussed	Mileage: Home to OWD OWD to Home	Mileage: Other Locations
✓*	9-5	BoD Mtg.		30	
✓*	7	Model Ordinance	40 →		
	13	Chamber Mixer @	Salt Creek		
✓*	14	AD Hoc Mtg (Fenton Bus. Center)		30	
✓*	17	OWD Fin, Admin & Communications Committee		30	
✓*	18	Council of Water Utilities	84 →		
✓*	20	Partnerships to Prosperity Forum (construction outreach)	35 →		
✓*	24	Conservation Conser Action Comm.	40 →		
✓*	25	OWD Spec Bo D.		30	
		South County Econ Summit			

Per Diems

0 · *
8 · ×
100 · 00 =
800 · 00 * ✓
0 · *
0 · *
30 · +
30 · +
30 · +
30 · +
120 · ◊
120 · ×
0 · 4850 =
58 · 2 * ✓

TOTAL MEETING PER DIEM: $ 800.00
($145 per meeting)

TOTAL MILEAGE CLAIMED: 319 miles

L Breitfelder
(Director's Signature)

Mileage

GM ~~Approval~~ Received Date: MW 10/4/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT = $

7 OCT 8 AM 11:17

INSTRUCTIONS ON REVERSE

✓ D 10-5-07

AB000 - 1B3000 - 2101 - 528101 400.00

EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher **Period Covered:**

Employee Number: 7011 **From:** 07/01/07 **To:** 07/31/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	07/09	Committee	Employee Negotiations / Ad Hoc Committee		
2	07/10	Board	Regular Board of Directors Meeting		
	07/18	GM	General Manager Meeting – Review of Issues, Committees		
3	07/18	Committee	Engineering and Operations Committee Meeting		
4	07/20	Board	Multi District (Lakeside, Padre, Sweetwater, Helix & Otay Special Board Meeting) Multi Issues (Joint Agency Bd Mtg)		
	07/25	Employee	Employee Appreciation Lunch		
	07/27	GM	CWA and Otay Agenda Review		

Per Diems

0.*
4.×
100.=
400.00*

Total Meeting Per Diem: $400
($100 per meeting)

Total Mileage Claimed: 0 miles

8/7/07
(Director's Signature)

Received
GM Approval: **Date:** 7/30/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $

ab 000 - 1b*00i - 2101 - 521****

8-6-07

'07 JUL 31 AM 11:

AB3000 · 1B3000 · 2101. 528101 500.00

EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 8/1/07 **To:** 8/31/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1	Aug 1	Board	Board Meeting		
2	Aug 17	Comm.	AD Hoc Negotiations		
3	Aug 21	Full Bd	Taxpayers - Water Issues		
4	Aug 20	Comm.	Eng & Ops Comm.		
5	Aug 24	Comm.	AD Hoc Negotiations		
~~6~~	Aug 20	Board	Special Meeting		

Per Diems 0.*
5.x
100.00=
500.00*

9/18/07

Total Meeting Per Diem: $ 500.—
($100 per meeting)

Total Mileage Claimed: _____ **miles**

(Director's Signature)

'07 SEP 17 PM 12:40

GM Receipt: _____ **Date:** 9/14/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

9-17-07

A13000-133000 · 2101 · 528101 400.00

EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Gary Croucher

Period Covered:

Employee Number: 7011

From: 9/1/07 **To:** 9/30/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	5	Board	Board of Directors Meeting		
✓ 2	11	Staff	GM/Staff Ref: Legal Matters		
	12	Association	CSDA Board of Directors Meeting		
✓ 3	13	Committee	Eng & Operations		
✓ 4	25	Board	Special Board Meeting		

Per Diems

0.*

100.00×
4.=
400.00*

0.*

Total Meeting Per Diem: $400
($100 per meeting)

Total Mileage Claimed: 0 **miles**

3 AM 11:58

(Director's Signature)

Received
GM ~~Approval~~: for mileation **Date:** 11/13/07

'07 NOV 13 AM 11:58

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

N 11/13/07

AB000- 1B4000-2101- 528101 200.00
AB000- 1B4000-2101- 521102 9.70

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 07/01/07 **To:** 07/31/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
1.	07/09/07	OWD	Employees Negotiations Ad Hoc Committee		
2.	07/10/07	OWD	Board Meeting	20	
3.	07/18/07	OWD	Engineering/Operations Committee		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Per Diems
0.*
3.x
100.00=
300.00*

Mileage
0.*
20.x
0.4850=
9.7*

Total Meeting Per Diem: $ 300
($100 per meeting)

Total Mileage Claimed: 20 **miles**

9/18/07
(Director's Signature)

GM Reciept: 9/14/07

Date: 9-14-07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $

9-18-07

'07 SEP 17 PM

FROM : FAX NO. : Oct. 06 2001 05:21PM P1

A13000 · 134000 · 2101 · 521102

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

A13000 · 134000 · 2101 · 521102 29.10

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: 08/01/07 **To:** 08/31/07

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	08/01/07	OWD	Board Meeting	20	
✓ 2.	08/16/07	ECCC	Water Conservation Garden/East County Chamber		24
✓ 3.	08/17/07	OWD	Employees Negotiations Ad Hoc Committee		
✓ 4.	08/20/07	OWD	Engineering/Operations Committee	20	
✓ 5.	08/31/07	OWD	OWD tour-CV City Mgr (DG) & Councilman (JR)	20	
✓ 6.	08/21/07	SDTaxpayers	Water panelists presentation		42
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

0 * 6 × 100.00 = 600.00 * 0 * 20 + 20 + 20 + 60 * 60 × 0.4850 = 29.1 *

Per Diems

Mileage

Total Meeting Per Diem: $ 600.00
($100 per meeting)

Total Mileage Claimed: 84 **miles**

9/18/07

(Director's Signature)

GM Reciept: 9/14/07

Date: 9-14-07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

'07 SEP 17 PM 4:06

9-18-07

EXHIBIT B

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Jose Lopez

Period Covered:

Employee Number: 7010

From: Sept 01 **To:** Sept 30, 2007

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1.	9/5	OWD	Board Meeting	20	
✓ 2.	9/9	W/Reuse	W/Reuse & DeSal Symposium		
✓ 3.	9/10	W/Reuse	W/Reuse & DeSal Symposium		
✓ 4.	9/11	W/Reuse	W/Reuse & DeSal Symposium		
✓ 5.	9/12	W/Reuse	W/Reuse & DeSal Symposium		
✓ 6.	9-25	OWD	Special Board Mtg	20	
✓ 7.	9/14	OWD	Ops & Eng Com	20	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Total Meeting Per Diem: $
($100 per meeting)

Total Mileage Claimed: _____ **miles**

Jose A. Lopez
(Director's Signature)

GM Reciept: M Megaira **Date:** 11-15-07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $

660-0829

EXHIBIT D

OTAY WATER DISTRICT

BOARD OF DIRECTORS
EXPENSE CLAIM FORM

Pay To: Jose A. Lopez

Period Covered:

Employee Number:

From: 09-01-07 To: 09-30-07

ITEMIZED REIMBURSEMENT CLAIMED
(Attach receipts for expenses greater than $10)

Date	Type of Reimbursement	Amount
9-8	Dinner at Champions (½ to Dir. Robak)	22.50
9-9	Dinner at Hooters ($15 to Dir. Robak)	28.00
9-11	Lunch at Champions (½ to Dir Robak)	22.50
9-12	Lunch at Champions ($11.45 to Dir Robak)	23.70
9-12	Marriott Hotel (4 nights)	801.92

TOTAL Reimbursement Claimed: $ 898.62

Director Signature: Jose A. Lopez

Date: * 11/16/07

GM Receipt: MLWatts

Date:

* Submitted one day late due to confusion on split of expense with Director Robak and how such split was to be reported for reimbursement purposes - mw

INSTRUCTIONS ON REVERSE

AB000-135000 · 2101 · 528101 600.00
000 · 135000 · 2101 · 521102 1.94

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Mark Robak **Period Covered:**

Employee Number: 70140707 **From:** 7-1-07 **To:** 7-31-07

3217 Fair Oaks Lane, Spring Valley, CA 91978

ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓ 1	7-10	Monthly Otay Board Meeting	General District Business	4	6
✓ 2	7-11	Water Conservation Garden	Monthly Meeting / General Business (See Exhibit A - Agenda)	0	9
✓ 3	7-12	Metro Commission - Poway	Monthly Meeting / General Business (See Exhibit B - Agenda)	0	44
✓ 4	7-19	Water Associations Dinner	Meeting and speaking presentation to group (See Exhibit C - Agenda)	0	40
✓ 5	7-20	Joint Agencies Board Meeting	Discussion of joint water agencies issues (See Exhibit D - Agenda)	0	28
✓ 6	7-24	Finance & Administration Committee	Monthly meeting involving finance & administration issues	0	11
7	7-25	Otay Employees Luncheon	Inform and recognize employees – **No Charge**	0	11
					149

0 * 6 × 100.00 = 600.00 * 0 * 4 × 0.4850 = 1.94 *

Per Diem Mileage

9/18/07

Total Meeting Per Diem: $600
($100 per meeting)

17 SEP 11 PM 4:45

Total Mileage Claimed: 153 **miles**

Mark Robak
(Director's Signature)

Receipt
GM Approval: _____ **Date:** 9/7/07

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

9.13.07

OTAY WATER DISTRICT
BOARD OF DIRECTORS
PER-DIEM AND MILEAGE CLAIM FORM

Pay To: Mark Robak **Period Covered:**

Employee Number: 70140907 **From:** 9-1-07 **To:** 9-30-07

3217 Fair Oaks Lane, Spring Valley, CA 91978

	ITEM	DATE	MEETING	PURPOSE / ISSUES DISCUSSED	MILEAGE HOME to OWD OWD to HOME	MILEAGE OTHER LOCATIONS
✓	1	9-5	Monthly Otay Board Meeting	General District Business	4	6
	2	9-6	Lunch meeting to discuss Water Conservation Garden	Discuss strategies for bringing in new members with Garden Executive Director, Friends Board President & Otay GM – **No Charge**	0	0
✓	3	9-6	Garden Executive Director & Friends Board President	Discuss performance review for Executive Director	0	0
	4	9-8	National WaterReuse Conference – Tampa Bay	Annual Conference on recycled water issues & strategies – **No Charge**	0	30
✓	5	9-9	National WaterReuse Conference – Tampa Bay	Annual Conference on recycled water issues & strategies (See Exhibit "A – Agenda)	0	0
✓	6	9-10	National WaterReuse Conference – Tampa Bay	Annual Conference on recycled water issues & strategies	0	0
✓	7	9-11	National WaterReuse Conference – Tampa Bay	Annual Conference on recycled water issues & strategies	0	0
✓	8	9-12	National WaterReuse Conference – Tampa Bay	Annual Conference on recycled water issues & strategies (See Exhibit B – Expenses)	0	30
✓	9	9-17	Finance & Administration Committee	Monthly meeting involving finance & administration issues	4	6
	10	9-21	Steele Canyon High School & Valhalla High School	Artificial turf field dedications – **No Charge**	0	0
✓	11	9-25	Otay Special Board Meeting	Discussion of settlement agreement in Harron v Otay Water District	4	6
					12	72

Total Meeting Per Diem: $800
($100 per meeting)

Total Mileage Claimed: 84 **miles**

Mark Robak
(Director's Signature)

Receipt:
GM ~~Approval~~: _____

Date: M J Magana for M. Watton

FOR OFFICE USE: TOTAL MILEAGE REIMBURSEMENT: $_____

Exhibit "B"

OTAY WATER DISTRICT

BOARD OF DIRECTORS
EXPENSE CLAIM FORM

Pay To: Mark Robak

Period Covered:

Employee Number: 70140907

From: 9-1-07 **To:** 9-30-07

ITEMIZED REIMBURSEMENT CLAIMED
(Attach receipts for expenses greater than $10)

Date	Type of Reimbursement	Amount
9-8	Super Shuttle from airport to hotel (1/2 to Director Lopez)	$26.00
9-9	Breakfast at Café Waterside (1/2 to Director Lopez)	$36.27
9-11	Dinner at Tampa Bay Brewing Company (1/2 to Director Lopez)	$46.61
9-12	A-1 Taxi & Limo (1/2 to Director Lopez)	$28.00
9-12	Park, Shuttle & Fly airport parking (1/2 to Director Lopez)	$50.00
9-12	Dinner at Chik-Fil-A	$6.09
9-12	Marriott Hotel (4 nights)	$801.92

TOTAL Reimbursement Claimed: $994.89

Director Signature: Mark Robak **Date:** 11-14-07

GM Approval: **Date:** 11/21/2007

'07 NOV 20 AM 10:31

AGENDA ITEM 8

STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	December 5, 2007
SUBMITTED BY:	James Cudlip, Finance Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Joseph R. Beachem, Chief Financial Officer		
APPROVED BY: (Asst. GM):	German Alvarez, Assistant General Manager		
SUBJECT:	Receive the District's FY-2007 Comprehensive Annual Financial Report (CAFR)		

GENERAL MANAGER'S RECOMMENDATION:

This is an informational item only.

COMMITTEE ACTION: _____

See Attachment A.

PURPOSE:

To receive the District's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2007.

ANALYSIS:

On November 7, 2007, the Board accepted the District's audited financial statements for the fiscal year ended June 30, 2007. The CAFR is a more comprehensive means of presenting the financial information, to include an introductory narrative overview of the District's operations, administration and finance areas. In addition, it contains numerous statistical schedules that give a broader, historical perspective to data covering operating, financial, demographic, and economic information for the District and the surrounding community.

In order to be awarded a *Certificate of Achievement for Excellence in Financial Reporting* from GFOA, a government agency must publish an easily readable and efficiently organized CAFR. A Certificate of Achievement is valid for a period of one year only. This will be the fourth year that the District has produced a CAFR, and we have received a Certificate of Achievement for each of the prior three years. Staff anticipates that this CAFR will receive the same award.

The CAFR reflects the culmination of the fiscal year's financial operations, including prior year data for comparative purposes, and is an excellent communication tool for the District. Preparation of the CAFR is a collaborative effort between the Finance Department and the District's Auditors, and meets the standard of best management practice for government financial statement presentation.

FISCAL IMPACT:

None.

STRATEGIC OUTLOOK:

The District ensures its continued financial health through long-term financial planning and improved financial reporting.

LEGAL IMPACT:

None.

General Manager

Attachments:

A) Committee Action Form

B) FY-2007 Comprehensive Annual Financial Report (CAFR)

ATTACHMENT A

SUBJECT/PROJECT:	Receive the District's FY-2007 Comprehensive Annual Financial Report (CAFR)

COMMITTEE ACTION:

Information item only.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for board approval. This report will be sent to the Board as a committee approved item, or modified to reflect any discussion or changes as directed from the committee prior to presentation to the full board.