

## **ORDINANCE No. 20**

### **ORDINANCE AND ORDER OF THE GOVERNING BOARD OF THE CARPINTERIA SANITARY DISTRICT ADOPTING A GENERAL REGULATION PERTAINING TO BOARD MEMBER COMPENSATION**

**Be It Ordained By The Governing Board Of The  
Carpinteria Sanitary District  
As Follows:**

#### **RECITALS**

The Board of Directors finds as follows:

1. California Health and Safety Code § 6489 provides that each member (“Director”) of the Board of Directors (“Board”) receive compensation for each of day of service rendered, together with expenses, subject to the limits set forth by law;
2. California Health and Safety Code § 6489, California Government Code § 53232, et seq., and Water Code § 20201 and § 20202 regulate compensation of the members (Directors) of the District Board of Directors (Board). Water Code § 20202 allows a compensation increase of up to 5% for each calendar year following the operative date of the last adjustment of the compensation;
3. The Board of Directors of Carpinteria Sanitary District per diem compensation for attending Board meetings was \$100 for over three decades and this amount was reaffirmed in January 2006 through adoption of Resolution No. R-176 and again in January 2016 with the adoption of Resolution No. R-291;
4. The Board may conservatively consider January 2006 as the operative date of the last adjustment of the per diem compensation and as such may approve an increase of up to 5% for each calendar year since that time, to implement the permitted increases not taken in 2006-2025; and
5. Any such increase does not become effective for at least 60 days from the date of final passage.

#### **SETTING BOARD MEMBER COMPENSATION**

##### **1. Per Diem Compensation/Day of Service.**

Pursuant to Health and Safety Code § 6489(a), each Director will receive compensation from the District in the amount of Two Hundred Dollars (\$200.00) per day, whether sitting on the Board or acting pursuant to its orders, for:

- A. Attendance at regular, special, or adjourned meetings of the Board of Directors.

B. Attendance at any Board committee meeting, with compensation limited to the two Directors serving on the committee.

C. Attendance at conferences, meetings or formal educational activities of the following organizations of which the District is a member, including local chapters thereof; the Board hereby determines that such attendance has a significant and meaningful link to the purposes, policies and interests of the District and is therefore beneficial to the District:

1. California Association of Sanitation Agencies;
2. California Special Districts Association;
3. California Sanitation Risk Management Authority;
4. Water Environment Federation;
5. California Water Environment Association;

D. Attendance at meetings providing ethics training in accordance with Government Code § 53232.1.

E. Other meetings or conferences which the Board approves as an agendized action item at a regular meeting preceding such meeting or conference, that serves as a benefit to the District and constitute the performance of official duties.

The number of days of per diem compensation for any Director in any calendar month may not exceed six.

## **2. Reimbursement of Expenses.**

A. Each Director may be reimbursed for actual and necessary expenses incurred in the performance of official duties, including those expenses relating to travel, meals, lodging and other actual and necessary expenses, for attendance at meetings and conferences of organizations listed in Section 1, or as otherwise approved by the Board as an agendized action item pursuant to Section 1.F. In accordance with Government Code § 53232.2(c), the District may use the IRS rates for reimbursement of such expenses as established in Publication 463 or any successor publication thereto.

B. If the lodging expenses are in connection with a conference or organized educational activity including, without limitation, ethics training, conducted by the California Association of Sanitation Agencies or the California Special Districts Association, or as otherwise approved by the Board in accordance with Section 1, the cost may not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director at the time of booking. If the group rate is not available, the Director must use comparable lodging that is consistent with the requirements of this policy. A Director must use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

C. Any expenses which do not fall within this policy or the IRS reimbursable rates must be approved by the Board in a public meeting prior to the Director incurring such expense, except where a group rate is not available for lodging as set forth above.

D. The following expenses are prohibited:

1. Alcoholic beverages.
2. Parking or traffic violations.

3. In-room movies.
4. Laundry service.
5. Entertainment.
6. Expenses incurred on behalf of a spouse, dependent or traveling companion.

**3. Expenses Reports.**

A. Within 30 days after attending a meeting, conference, or event at which authorized or pre-approved reimbursable expenses were incurred, a Director must submit a signed expense reimbursement request on a form approved by the District, together with valid receipts documenting each expense.

B. The Board secretary must produce and distribute a quarterly report containing the expense reimbursements of the Directors. The report must be presented to the Board on a quarterly basis.

**4. Board Member Reports.**

All Board members, either verbally or in writing, must briefly report on meetings, conferences, or events attended at District expense at the next regularly scheduled Board meeting following such meeting, conference or event for which the reimbursement is received.

**5. Ethics Training.**

In accordance with Government Code § 53234, Directors and any designated employees must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. Certificates of completion of ethics training must be maintained by the District for at least five years.

**6. Repeal of Resolution No. R-291.**

Resolution No. R-291 is repealed in its entirety.

**7. Effective Date.**

This Ordinance takes effect May 3, 2025, 60 days from adoption of this Ordinance by the Board of Directors.

**PASSED AND ADOPTED** by the Governing Board of CARPINTERIA SANITARY DISTRICT this 4th day of March 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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Debbie Murphy, President Pro-Tem  
Board of Directors  
CARPINTERIA SANITARY DISTRICT

**ATTEST:**

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Lindal Graf, Secretary  
Board of Directors  
CARPINTERIA SANITARY DISTRICT

I, Lindal Graf, Secretary of the CARPINTERIA SANITARY DISTRICT, hereby certify that the foregoing is a true copy of Ordinance No. 20 duly and legally adopted by the Governing Board of the District at a legal meeting of said body duly and specially held on March 4, 2025.

DATE CERTIFIED: