

RESOLUTION NO. 08-01-25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA
COMMUNITY SERVICES DISTRICT ADOPTING BOARD COMPENSATION AND
TRAVEL REIMBURSEMENT POLICY**

WHEREAS, Pajaro/Sunny Mesa Community Services District (District) is a community services district created pursuant to Government Code section 61000 et seq.;

WHEREAS, Government Code section 61047(a) provides that “[t]he board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.”

WHEREAS, Government Code section 61047(d) provides that a “member of the board of directors may waive any or all of the payments permitted by this section”;

WHEREAS, it is the policy of the District to encourage Board of Directors development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging, and meals as a result of training, educational courses, participation with professional organizations, and attendance at local and state conferences associated with the interests of the District;

WHEREAS California Government Code section 53232 et seq. requires local government agencies to establish a policy for compensation and travel expense reimbursement for elected officials;

WHEREAS, in May 2010, the District adopted Bylaws that provided that Board member compensation shall be set by Resolution of the Board;

WHEREAS, on April 27, 2023, the District adopted a Resolution that set the Director's compensation and allowed for reimbursement of travel and training expenses;

WHEREAS, the Board now desires to modify its compensation and travel reimbursement policy, as set forth in Exhibit A attached hereto and incorporated by reference;

WHEREAS, the District has determined that the proposed modification of the compensation and travel reimbursement policy is not a project as defined by California Environmental Quality Act (“CEQA”) Guidelines section 15378.

NOW THEREFORE BE IT RESOLVED as follows:

1. The District Board of Directors hereby finds and determines that the foregoing recitals are severally ratified, confirmed, approved, and adopted in all respects.

2. The District Board hereby approves and adopts the Compensation and Travel Reimbursement Policy attached as Exhibit A.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, duly held on the 28th day of August 2025, upon motion of Director Anderson, seconded by Director Miller, and carried by the following roll call vote:

AYES: P. Anderson; D. Olsen; C. Miller; D. Chesterman

NOES:

ABSENT: S. Coplin

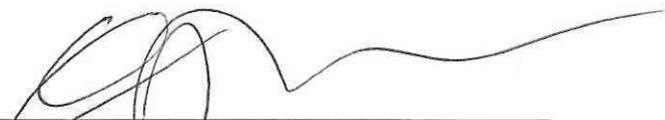
ABSTAIN:



Paul Anderson, President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Clinton Miller, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the 28th day of August 2025, and that a copy of this will be included in the minutes of said Board.



Clinton Miller, Secretary of the Board of Directors

**Pajaro/Sunny Mesa Community Services District
Compensation and Travel Reimbursement Policy**

A. Compensation

1. The members of the Pajaro/Sunny Mesa Community Services District (District) Board shall receive as compensation the sum of \$100.00 each per meeting, up to six (6) meetings per month.
2. Each Board member may receive said compensation in cash, however, that no Board member may receive compensation in excess of \$600.00 per month.
3. A Board member may notify the General Manager that they waive any or all compensation.

B. Travel Reimbursement

1. District Board members are eligible for reimbursement of all actual and necessary expenses to attend conferences, educational workshops, or other meetings. The following activities shall qualify for reimbursement of actual and necessary expenses:
 - Communication with local, state, or federal government representatives regarding District business.
 - Attendance at a conference or organized educational activity designed to improve employees' or Directors' skill and information levels, including, but not limited to, training required by the California Government Code.
 - Participation in local, state, or federal organizations whose activities affect the District's interests.
 - Attendance at official events of other public agencies.
 - Attendance at meetings of outside agencies, including, but not limited to:
 - California Special Districts Association (CSDA)
 - Special District and Local Government Institute
 - Association of California Water Agencies (ACWA)
 - Association of California Water Agencies Joint Powers Insurance Agency (ACWA-JPIA)
 - Monterey County Board of Supervisors

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- Monterey County Local Agency Formation Commission (LAFCO)
 - Other activities approved by the Board of Directors at a public meeting prior to incurring the expense.
2. Directors shall ensure that travel/training budgeted funds are available before commitment by verifying availability with the General Manager, and ensure costs remain within budget.
 3. Reimbursement rates for meals will be pursuant to the U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s), except for meals included in the registration fees for a conference, seminar, or training activity. Meals included in the seminar/conference registration package for which the traveler has no control over meal choices or costs will be paid for as part of the seminar/conference registration fees, and the traveler may not claim reimbursement for them.
 4. Reimbursement for lodging will be for a modest single room or, for accommodations in the hotel hosting the conferences, seminars, or meetings, not to exceed the maximum group rate published by the conference or activity sponsor, when possible. If the group rate is not available at the time of reservation, reimbursement shall be at the government rate, not to exceed the GSA per diem rate.
 5. Reimbursement for travel shall be at the standard IRS approved reimbursement mileage rate for use of a private vehicle (65.5 cents per mile on or after January 1, 2023, plus tolls and parking fees for the most direct highway route. Only the driver, regardless of passengers, is reimbursed.
 6. There is no reimbursement for air, rental vehicle, or rail travel beyond the published IRS mileage reimbursement for use of a private vehicle. Directors are required to verify motor vehicle insurance coverage with the General Manager before using private vehicles on District business.

Exhibit A

**Pajaro/Sunny Mesa Community Services District
Compensation and Travel Reimbursement Policy**

7. Reimbursement for travel expenses for "junkets" (a tour or journey for pleasure at public expense) is not permitted.
8. Directors must schedule all of their travel and training plans through District staff. The General Manager shall determine if the event meets the requirements for reimbursement. Any requested reimbursement from the training/travel general fund budget for events that do not satisfy paragraph B(1) above will be referred to the Board for approval.
9. Whenever Directors desire to be reimbursed for out-of-pocket expenses for travel, meals, lodging, and training appropriately related to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
10. Directors must prepare a written report for distribution to the Board during the next regular meeting of the Board upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District. The report shall describe what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
11. The General Manager, Interim General Manager, and Manager of Operations are local agency officials for the District and shall comply with the requirements of California Government Code section 53234 et seq. for the purposes of ethics laws and shall be required to comply with this policy.

Created:

Revised: