

Sunnyslope County Water District Training, Education, and Conferences

7070: Training, Education, and Conferences

7070.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

- A. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

7070.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. A cash advance of up to \$100 per day may be requested. Use of District credit cards for these purposes is not permitted (see Policy § 8110.1).

- A. The Executive Assistant – Confidential is responsible for making arrangements for Directors to attend a conference and will submit registration forms completed by the Director, including payment of any applicable registration fees.
 - 1. Per Diem expenses, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, shall be submitted to the Finance Manager on an Expense Report, together with validated receipts in accordance with State law and the District's Expense Reimbursement Policy § 8150.
 - 2. Any Director who registers to attend a conference and then does not attend will be responsible for reimbursing the District for any costs incurred.
- B. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs. Directors will be compensated at their current daily rate for attendance.
- C. Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Finance Manager and by:
 - 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
 - 2. Traveling together with other Directors whenever feasible and economically beneficial.

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3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

7070.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

7070.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail 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.

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	Date