

RESOLUTION NO. 409

RESOLUTION OF THE BOARD OF DIRECTORS OF CRESTLINE VILLAGE WATER DISTRICT AMENDING ITS POLICY REGARDING BOARD OF DIRECTORS TRAINING, EDUCATION AND CONFERENCES.

WHEREAS, it is to the benefit of Crestline Village Water District to encourage Board 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, state and national conferences associated with the interests of the District; and

WHEREAS, it is the Board's desire to amend the approval process for Directors to attend seminars, workshops and conferences prior to incurring any reimbursable costs:

NOW, THEREFORE, BE IT RESOLVED that the following section of the District's Administrative Code be amended as follows:

2.3 Training and Education Policy.

2.3.1 Policy to Encourage Training and Education.

It is the policy of the District to encourage Board 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, state and national conferences associated with the interests of the District. Attendance by Directors of seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

In addition to the above, when the General Manager deems a seminar, workshop or other meeting to be of interest to the District and the General Manager or other District staff is not available to attend said event, the General Manager may approve the attendance of the event by a Board member. The Board of Directors will be notified of this action at the next regular meeting of the Board and the attending Director will report expenses and make a report to the Board pursuant to Section 2.3.2.

(Res. 287, Section 2, April 28, 1994; Amended by Res. 409, January 21, 2014.)

2.3.2 Attendance at Training and Educational Events.

District administrative staff shall be responsible for making arrangements for travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts. Upon returning from seminars,

workshops, or conferences 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. Material from the session(s) shall be delivered to the District office for the future use of other Directors and staff.

(Res. 287, Sections 1 and 3, April 28, 1994.)

Dated: January 21, 2014

President, Crestline Village Water District

ATTEST: