

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF EASTERN MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 5111 (ADMINISTRATIVE CODE) AS IT RELATES TO AUTHORIZED EXPENSES FOR TRANSPORTATION INCLUDED WITHIN ARTICLE 6 – TRAVEL, EXPENSES AND REIMBURSEMENT FOR DISTRICT EMPLOYEES.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF EASTERN MUNICIPAL WATER DISTRICT RESOLVES AS FOLLOWS:

1. Purpose

This resolution amends Section 2.604 Authorized Expenses of Resolution No. 5111 (Administrative Code).

2. Amendment

Section 2.604 (e) Transportation under Authorized Expenses is amended to read as follows:

“(e) Transportation - Use of District vehicle, air, train, rental car, or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total cost to the District.

The following types of transportation expenditures while on District business are allowable:

(1) Travel by District Vehicle – Any travel in a District vehicle must be done in compliance with the District’s "Vehicle Use Policies and Procedures." Fas Track transponders may be obtained from the Auto Shop, when available, so toll roads may be used during travel.

(2) Travel by Private Automobile – The driver must possess a valid California driver's license and carry automobile insurance. Any damage to the vehicle or service repairs are of a personal nature, and will not be reimbursed by the District.

Mileage reimbursement will be based on the vehicle (i.e., the owner of the vehicle will be paid). Mileage reimbursement shall be at the prevailing Internal Revenue Service (IRS) established rate. Mileage will not be reimbursed to employees who receive auto allowances, unless total business mileage exceeds 1,000 miles in any

one calendar month. Any excess over 1,000 miles shall be at the prevailing IRS established rate. Parking will be reimbursed upon presentation of the original receipt.

If a traveler wishes to drive rather than fly to a destination, he/she may do so. In that case, travel by private automobile will be reimbursed at the mileage rate established by the IRS each year, unless the combined costs of commercial airfare (using a 14-day advance purchase, coach class), mileage to/from the airport, parking, and transportation at the destination (shuttle, taxi or car rental), is less than the total mileage. In that case, the reimbursement would be the lesser of the alternatives.

(3) Automobile Allowance – Senior Executive staff, consisting of Deputy General Managers and Assistant General Managers, may be provided a vehicle allowance as determined by the General Manager and established within their respective employment agreements.

Those provided with an automobile allowance shall be required to maintain automobile insurance at the minimum levels required by state law. These employees shall use their personal vehicles to conduct District business.”

3. Other

Except as provided herein, Resolution No. 5111 is reaffirmed and readopted.

4. This Resolution shall be effective upon its adoption

DATED: January 22, 2020

Ronald W. Sullivan, President

I hereby certify that the foregoing is a full, true and correct copy of the Resolution adopted by the Board of Directors of the Eastern Municipal Water District at its meeting held on January 22, 2020.

ATTEST:

APPROVED AS TO FORM:

Sheila Zelaya, Board Secretary

Steven P. O’Neill, District Counsel

(SEAL)