



Valley Clean Energy Alliance

Compensation and Expense Reimbursement Policy

Valley Clean Energy Alliance

A. PURPOSE

The (“Policy”) establishes the terms and conditions for members of the Board of Directors to receive per diem compensation and reimbursement of reasonable and necessary expenses when performing their official duties on behalf of Valley Clean Energy Alliance (VCE). The Policy applies to both regular members of the Board and alternate members.

B. DIRECTORS’ COMPENSATION

Pursuant to this Policy adopted by the Board of Directors, VCE is authorized to compensate Board members a stipend in the amount of \$125 for attending each meeting of the Board of Directors. Pursuant to the VCE’s Joint Powers Agreement, the Board of Directors may, from time to time, amend this Policy to change the amount of compensation and/or the maximum number of compensable days per month.

C. COMPENSABLE ACTIVITIES

VCE has identified the following activities to be compensable:

1) Meetings

Each regular Director shall be entitled to receive a stipend for attendance at (1) each meeting of the Board of Directors; (2) each meeting of a standing committee on which the Director serves; (3) each meeting of an ad hoc committee to which the Director has been duly appointed; and (4) each meeting of any joint governmental board, committee, or association to which the Director has been appointed as VCE’s representative. Each alternate Director shall be entitled to compensation for attendance at a meeting when, and only when, the alternate Director attends the meeting in place of the regular Director.

2) Limitations

In no event shall a Director receive compensation for more than one meeting on the same day. Directors may not be compensated for more than six meetings per month.

3) Non-compensable activities

Board members shall not receive compensation for the following activities: (1) attendance at meetings or events of nonprofit organizations or service clubs, except that Board members may receive reimbursement of expenses pursuant to Section D of this Policy when the Board Chair and Executive Officer have authorized the Director to make a presentation on behalf of VCE; (2) VCE sponsored employee events including, but not limited to, an annual employee holiday luncheon and retirement events; (3) parades, festivals, holiday events, or retirement dinners; (4) meetings, without VCE staff present, with existing or potential contractors, vendors, or consultants; (5) meetings of partisan political organizations; (6) meetings, tours, and similar events conducted at the request of the Board member; or (7) any activity not described above.

D. REIMBURSEMENT OF DIRECTORS’ EXPENSES

In accordance with this Policy, VCE will reimburse Directors for certain expenses incurred in connection with the compensable activities described above in Director Compensation; provided,

Valley Clean Energy Alliance

however, that Directors shall be authorized to attend CalCCA conferences and shall be eligible for reimbursement of associated expenses as set forth below, including alternate Directors whether or not the alternate Director is attending the conference in place of the regular director.

VCE will not reimburse Directors for any other expense.

1) Mileage for Personal Vehicles

VCE will reimburse Directors for the use of personal vehicles based on actual miles traveled at the then-current “standard mileage rate” adopted by the U.S. Internal Revenue Service for use in deducting the cost of operating an automobile for business purposes. VCE will not reimburse Directors for any other personal vehicle expenses.

When calculating mileage traveled by a Director to attend an event, VCE will use the lesser of (1) the distance from the administrative headquarters of the Director’s member agency to the event, and (2) the actual distance traveled. Mileage reimbursements shall not exceed the cost of the lowest available airfare.

2) Other Transportation Expenses

When travel by personal vehicle is impractical, VCE will reimburse Directors for the actual cost of (1) regularly-scheduled travel by airplane, train, bus, or other commercial carrier, (2) rental cars, and (3) taxis and other comparably priced for-hire vehicles. VCE will also reimburse Directors for related necessary travel expenses such as baggage fees, toll charges, and parking fees. Directors must take advantage of any government or group rates offered by a transportation provider.

Before deciding to travel by air, each Director must consider the total cost of alternatives, including the cost of ground transportation and any necessary lodging. Each Director should also consider alternative departure times, departure and arrival airports, dates, departure times, and stopovers to minimize airfare. Directors should request travel arrangements as early as possible to take advantage of lower airfares.

Generally, VCE will only reimburse Directors for air travel in coach class. When necessary, based on a Director’s physical needs and/or the need to conduct meaningful work during a flight, the Board Chair has the discretion to approve reimbursement of first-class air travel. For trips that will exceed 24 hours, Directors must use their personal cars to travel to and from the airport, and utilize long-term airport parking, rather than pay for a taxi or other transportation to and from the airport.

3) Lodging

VCE will reimburse Directors for actual and necessary lodging expenses incurred in attending a conference, seminar, or meeting. Directors must take advantage of any government rate or group rate for lodging whenever possible. If there is no government or group rate, VCE will reimburse Directors for lodging up to the per diem rate used by the U.S. Internal Revenue Service as the maximum allowable deduction for business-related lodging expenses. The per

Valley Clean Energy Alliance

diem rates are set by the General Service Administration (“GSA”) for federal employees. The rates are set forth at GSA.gov/per diem.

4) Meals

VCE will reimburse Directors for actual and necessary dining expenses incurred while attending (1) a conference, seminar, or meeting outside of VCE or member jurisdiction locations, or (2) a VCE-related business meeting within VCE facilities. The VCE will reimburse Directors up to the applicable GSA per diem rate for each separate meal set forth at GSA.gov/per diem.

5) Incidentals

VCE will reimburse Directors for actual and necessary incidental expenses incurred while attending a conference, seminar, or meeting outside VCE, up to the applicable GSA per diem rate set forth at GSA.gov/per diem. Reimbursable expenses include tips given to drivers, porters, bellhops, baggage carriers, and hotel housekeepers.

6) Travel Arrangements

Each Director must utilize VCE staff to arrange all travel, lodging, and event registrations. The Executive Officer shall designate a VCE employee responsible for making these arrangements or designate a single travel agency for use in making all travel arrangements.

7) Expenses That Are Not Reimbursable

VCE will not reimburse Directors for the costs of: (1) barber and/or beauty shop services; (2) fines for traffic or parking violations; (3) any person accompanying a Director on a VCE approved trip or event; (4) personal telephone calls; (5) fitness/health facility use; (6) massages; (7) alcoholic beverages; (8) Entertainment (movies, sporting events, etc.); or (9) vehicle expenses other than the standard mileage charge.

8) Other Expenses

Any expense that does not meet the requirements of this Policy may be reimbursed only if the Board of Directors approves the expense at a public meeting before the expense is incurred.

E. CONTROL & ACCOUNTABILITY

An information report describing any implemented within budget year rate adjustment authorized under this policy will be provided to the Board at the next regularly scheduled Board Meeting following implementation of the rate adjustment.

1) Reimbursement Procedure

Each Director seeking reimbursement must file with the Secretary of the Board an expense report no later than three weeks after the conclusion of the compensable activity. The report shall attach detailed, actual receipts for all expenses. The report shall document that each expense meets the requirements for reimbursement set forth in this policy. Without limiting the foregoing, each report shall identify the compensable activity and the date, nature, and purpose of each expense for which reimbursement is sought. For reimbursement of a personal vehicle

Valley Clean Energy Alliance

expense at the standard mileage rate, the expense report shall identify the date of the travel, the actual miles traveled, and the business purpose of the travel. The Executive Officer shall prepare a standard form of expense report for use by Directors in seeking reimbursement.

2) Board Reports

Each Director seeking reimbursement of expenses incurred in connection with an activity shall provide a brief report of the activity at the next regular meeting of the Board of Directors.

3) Penalties

Any Director that misuses public resources or falsifies an expense report required by this Policy is subject to the following penalties: (1) loss of reimbursement privileges; (2) restitution of VCE; (3) civil penalties for misuse of public resources pursuant to Government Code Section 8314; and/or (4) prosecution for misuse of public resources pursuant to Penal Code Section 424.

F. POLICY ADMINISTRATION

The Board must approve amendments to this Policy.