



Amendments to Administrative Code

Board Meeting
Item 8-3
April 10, 2012

Current Action

- Proposed Changes to Metropolitan's Administrative Code
 - Travel Policy – reviewed and updated
 - Inspection trips – Clarify responsibility to ensure guests meet guidelines of Administrative Code

Travel Policies -- Amendments

- Director's Domestic Travel
 - Chairman of the Board must approve travel outside of Metropolitan's service area
 - Directors limited to 3 conferences/business meetings per year
 - Additional meetings not at Metropolitan's expense, unless approved by Chairman of the Board, including
 - Representing Metropolitan in leadership position for an organization
 - Speaking at conference on behalf of Metropolitan
 - Similar representations of Metropolitan

Travel Policies -- Amendments

- Lodging
 - If no government or group rate available, then moderately priced accommodations based on prevailing rates in area
 - Traveler may request per diem for area of travel in lieu of actual expenses
- Meals
 - Limited to IRS-published per diem rates or rate provided in MOU's
 - Directors must provide receipt even though limited to IRS per diem rate

Travel Policies -- Amendments

- Board and Committee Meetings
 - Overnight stays reimbursed only for directors residing outside of a 35 mile radius of the meeting location
 - Or when reasonably required under circumstances (e.g., evening or early morning meeting) and approved by Chairman of the Board

Travel Policies -- Amendments

- Business Meals

- Occur when conducting business of the District with others (excludes Metropolitan directors and employees)
- Not subject to meal per diem limit
- Clarifies that alcoholic beverages excluded

- Items of Personal Benefit

- Clarifies that incidental items are not reimbursed

General Provisions -- Amendments

- Inspection Trips
 - Each Director to ensure that guests meet guidelines of Administrative Code
 - Clarifies that one family member can attend
 - If space available, additional family members can attend with the advance written approval of the Chairman of the Board
 - Clarifies that minor children are not allowed to attend

Board Options

- Option # 1
 - Adopt the CEQA determination
 - Adopt the proposed revisions to the Metropolitan Water District Administrative Code as set forth in Attachment 1 of Board Letter # 8-3
- Option #2
 - Do not amend the Administrative Code

Staff Recommendation

- Option #1