

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Remuneration and Reimbursement  
**POLICY NUMBER:** 4030

1. Members of the Board of Directors may receive monthly compensation, the amount of which shall be established by the Board in the Annual Salary Resolution.
  - a. Any monthly compensation shall be established in accordance with the limits and conditions set forth in Section 5784.15 of the Public Resources Code.
  - b. Compensation guidelines for the members of the Board of Directors are set forth in Appendix A.
2. Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090.
  - a. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.
3. The Board of Directors may, at its discretion, establish health and welfare benefits for members of the Board.

**APPENDIX A**  
**COMPENSATION GUIDELINES**  
**FOR THE**  
**BOARD OF DIRECTORS**  
**OF THE**  
**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**QUALIFIES:**

1. Board meetings.
2. Board committee meetings.
3. Attendance at meetings and events at which the Directors are officially representing LARPD.

**DOES NOT QUALIFY:**

1. Attendance at conferences (when getting per diem).
2. Individual meetings with staff members.
3. Meetings with individuals or groups that want to talk over something with which they are concerned, prior to it being assigned to a Board committee.
4. Unofficial attendance at groundbreaking/dedications other than LARPD's.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE: Training, Education, Conferences, Association Memberships**

**POLICY NUMBER: 4090**

1. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is 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.
2. Members of the Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training and as an opportunity to promote the goals and objectives of the District.
3. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for registration, 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. (Public Resources Code 5786.29)
  - a. An amount to cover Board training, education and conference expenses, shall be designated for the Board each Fiscal Year in the District's annual budget.
  - b. Members of the Board shall not make any expenditures for training, education and/or conference expenses in excess of the amount designated in the Fiscal Year Budget.
  - c. Expenditure for training, education and/or conference expenses in excess of the budgeted amount may occur only if approved by majority action of the Board of Directors.
  - d. When away from the District while attending conferences, conventions, and meetings on official business, members of the Board shall receive per diem or reimbursement for actual expenses, as established by the Board of Directors in the District's Personnel Rules and Regulations.
  - e. The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. All expenses for which reimbursement is requested by Directors, or which are billed to the District by

Directors, shall be submitted to the General Manager, together with validated receipts.

- f. Board of Directors is encouraged and expected to practice economy for expenditures related to training, education and conferences.
4. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.
5. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors are required to provide a brief report to other Board members and/or staff at a Regular Meeting of the Board of Directors.
6. All Directors and any Board-designated employees are required to take at least two hours of ethics training at least every two years and receive a certificate of completion. For Directors in service on January 1, 2006, the first training must be completed by January 1, 2007. New Directors must complete the training within one year of taking office. The District must keep records for five years indicating when Directors completed the training and who provided the training. (Policy 4010)