

REPORT TO THE BOARD OF DIRECTORS
Board Meeting of February 23, 2026
Agenda Item No. 17

GDPUD

AGENDA SECTION: ACTION ITEMS

SUBJECT: Consider Recommendations Regarding Policy 4090

PREPARED BY: Nicholas Schneider, General Manager

Approved By: Nicholas Schneider, General Manager

BACKGROUND

The District has recently approved a Policy Manual. This manual contains all of the policies that are in their most current form regarding a variety of topics pertaining to the District's business. Much of this manual was the work of the AD-Hoc Policy committee which has since been dissolved, however, there are still some policies and practices that pertain to conference travel and/or board member reimbursements that need further review, attention, and revision. Policy 4090 with respect to reimbursements and eligible travel expenses should be updated to mimic Policy 4025. District staff met with legal multiple times to discuss the need for the changes to eliminate the burden on the Board of Directors from approving Board Member expenses more than once for prior approved expenses.

DISCUSSION

After reviewing the applicable policies and past practices, it was directed that the entire matter of Board travel/reimbursement needs to be reviewed closely to clarify any ambiguities, clear up any potential conflicting or contradictory policy language, and ensure the policies are consistent and implementable going forward.

Policy 4090: Eligible Expenses Related to Director Training, Education, Conferences, and Meetings

The purpose of the changes to Policy 4090 where to align it more with the employee reimbursement policy 4025. Thus, many of the additions in the initial 4090.1 section are copied over from the 4025 policy. Please review the redline version of the policy to better understand the direction of the revised policy.

Edits and additions were made to section 4090.04 to do the following:

1. No longer require a second approval prior to reimbursement for Board Member events that have already been approved by the Board.
2. Reimbursement for out-of-pocket expenses that may not have been identified but part of an approved event.
3. Mimic Policy 4025 which prohibits reimbursements for costs incurred to pay for third parties unless said costs are prior approved and pursuant to certain stipulations.
4. Allowance for the District Manager to use the District credit card if there is a group meal or group expense to avoid difficult reimbursement issues.

CEQA ASSESSMENT

This is not a CEQA project.

RECOMMENDED ACTION

Staff recommend the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt Draft Policy 4090.

ATTACHMENTS

- A.** Policy 4090 Eligible Expenses Related to Director Training, Education, Conferences, and Meetings
- B.** Draft Policy 4090
- C.** Resolution 2026-XX Adoption of Amended Policies 4090



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Eligible Expenses Related to Director Training, Education, Conferences, and Meetings

POLICY NUMBER: 4090 **Adopted:** June 25, 2013
Amended: January 9, 2025

REFERENCES: Internal Revenue Service Publication 535, Government Service Administration Per Diem Rates.

SECTION 4090.01 Purpose

Members of the Board of Directors are encouraged to attend Official Event(s) that directly relates to and benefits the District, subject to the rules and restrictions set forth in this policy. There is no limit as to the number of Directors attending an Official Event(s), provided such attendance otherwise complies with this policy. This policy establishes the procedures governing the payment and/or reimbursement of certain eligible expenses incurred by a Board Member, or on behalf of a Board Member, of the Georgetown Divide Public Utility District. This policy is intended to prevent "junkets" (which, for purposes of this Policy, means a tour or journey for personal pleasure at public expense). This policy shall not be construed to allow or otherwise permit junkets, which shall not be eligible expenses, as set forth in Section 4090.03.

SECTION 4090.02 Definitions

For the purposes of this Policy, the following term is defined as follows:

- Official Event(s):** A Board Member's participation or representation at a training or training program, educational activity, meeting, conference, or event or activity concerning a matter, issue, or topic that directly relates to and benefits the District.

SECTION 4090.03 Eligible Expenses

- Eligible expenses for Director participation in Official Events are permitted as follows:

A. Registration Expenses: The District shall pay for Registration at the rates published by the sponsor of the Official Event (e.g., conference or event sponsor).

B. Lodging Expenses: For one-day Official Events, the minimum distance of the Official Event to be eligible for lodging expenses must be at least 70 miles from the District office (for consecutive day Official Events, there is no minimum distance required). The Board Member must pay, and may seek reimbursement for, lodging expenses at the group rates published or advertised by the Official Event sponsor; provided, however, that the District shall only reimburse the Board Member for any such lodging expenses up to the amount of the group rates published or advertised by the Official Event sponsor. Alternatively, if there are no group rates published or advertised by the Official Event sponsor, the District shall only reimburse the Board Member for

any such lodging expenses up to the daily lodging rate (excluding taxes and fees) for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

C. Meals and Incidental Expenses: The Board Member must pay, and may seek reimbursement for, his or her own personal meals and incidental expenses (for purposes of this Policy, “incidental” means “fees and tips”) incurred in connection with his or her performance of Official Duties; provided, however, that a Board Member shall not be reimbursed for such meals and incidental expenses which exceed the daily amount for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

D. Transportation Expenses: The Board Member must pay, and may only seek reimbursement for transportation expenses consistent with the following: (i) must be non-premium (e.g., coach instead of first class) transportation expenses, (ii) must use government and/or group rates offered by a provider of transportation for travel when available, (iii) must be kept to a minimum by utilizing recommendations for transportation put forth by the Clerk of the Board, (iv) may travel together with other Directors whenever feasible and economically beneficial, and (v) must request reservations sufficiently in advance, when possible, to obtain discounted airfares. Cash advances or use of District credit cards for these purposes is not permitted.

E. Mileage Expenses: Mileage incurred by Board Members in connection with their participation in an Official Event in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service.

F. Procedure for Reimbursements to Board Members: All expenses for which reimbursements are requested by Directors, shall be submitted to the Office/Finance Manager and Accounts Payable and Clerk of the Board, together with validated receipts in accordance with State law. Any and all requested reimbursements must be submitted no later than sixty days of incurring such expense(s).

SECTION 4090.04 Other Conditions on Eligibility of Expenses

1. Must be Compliant and Budgeted. Expenses shall not be paid or reimbursed by the District if it is not compliant with the eligible expense requirements as set forth immediately above in Section 4090.03 or have not been appropriated in the approved District budget. The Board shall set an annual maximum allowance for Eligible Expenses for the Board as a whole.

2. Prior Approval Required. Except where a majority of the Board find that the Board meeting schedule did not reasonably permit prior approval of the request, expenses shall not be paid or reimbursed by the District if such expense(s) have not been previously requested by such Board Member and approved by the Board by specific motion or action on a duly agendized item. The motion shall specify (a) the requesting Director(s), and (b) the applicable Official Event(s). The staff report shall disclose (a) each eligible expense category requested, (b) estimated amounts of each requested eligible expense (except for mileage), and (c) the daily limits for lodging and meals and incidental expenses as set forth in subsections 1.B. and 1.C. of Section 4090.03 of this Policy

3. An expense shall not be paid or reimbursed by the District for the Board Member to participate in an Official Event after the Board Member has announced his or her pending

resignation (or 90 days before an election if the Board Member is not seeking re-election), or after it has been determined that the Board Member will not retain his or her seat on the Board after a contested election.

4. Where lodging, transportation, or registration expenses have been incurred for an Official Event, and where that Director does not attend the Official Event, the Board Member shall not be entitled to reimbursement and the Board Member shall be responsible to reimburse the District, as the case may be, to the extent such lodging, transportation, or registration expense has not been refunded.

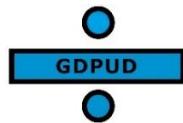
SECTION 4090.05

Upon returning from the Official Event where expenses are incurred or reimbursed by the District, the Board Member shall 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 Official Event that will be of benefit to the District. Materials from the Official Event may be delivered to the District office to be included in the District library for the future use of other Board Members and staff.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4090 amended by the Board of Directors of the Georgetown Divide Public Utility District on January 9, 2025.

Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: **Eligible Expenses Related to Director Training, Education, Conferences, and Meetings**

POLICY NUMBER: 4090

Adopted: June 25, 2013

Amended: January 9, 2025

Amended: **, 2026**

REFERENCES: Internal Revenue Service Publication 535, Government Service Administration Per Diem Rates.

SECTION 4090.01 Purpose

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B. Lodging Expenses: For one-day Official Events, the minimum distance of the Official Event to be eligible for lodging expenses must be at least 70 miles from the District office (for consecutive day Official Events, there is no minimum distance required). **If not otherwise paid for by the District at the rates published by the sponsor of the Official Event, the Board Member must pay, and** may seek reimbursement for lodging expenses at the group rates published or advertised by the Official Event sponsor; provided, however, that the District shall only reimburse the Board Member for any such lodging expenses up to the amount of the group rates published

or advertised by the Official Event sponsor. Alternatively, if there are no group rates published or advertised by the Official Event sponsor, the District shall only reimburse the Board Member for any such lodging expenses up to the daily lodging rate (excluding taxes and fees) for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

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E. Mileage Expenses: Mileage incurred by Board Members in connection with their participation in an Official Event in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service.

F. Procedure for Reimbursements to Board Members: Board members may request reimbursement for expenses for item(s) appropriately relating to pre-approved District business by submitting an Expense Reimbursement Form explaining the purpose for the expenditures and attaching copies of all receipts as evidence of each expense. Such requests should be submitted not more than ten (10) days after the expense is incurred or the travel is completed, whichever is later. All expenses for which reimbursements are requested by Directors, shall be submitted to the Office/Finance Manager and Accounts Payable and Clerk of the Board, together with validated receipts in accordance with State law. Any and all requested reimbursements must be submitted no later than sixty days of incurring such expense(s).

SECTION 4090.04 Other Conditions on Eligibility of Expenses

1. Must be Compliant and Budgeted. Expenses shall not be paid or reimbursed by the District if it is not compliant with the eligible expense requirements as set forth immediately above in Section 4090.03 or have not been appropriated in the approved District budget. The Board shall set an annual maximum allowance for Eligible Expenses for the Board as a whole.

2. Prior Approval Required. Except where a majority of the Board find that the Board meeting schedule did not reasonably permit prior approval of the request, expenses shall not be paid or reimbursed by the District if such expense(s) have not been previously requested by such Board Member and approved by the Board by specific motion or action on a duly agendized item. The motion shall specify (a) the requesting Director(s), and (b) the applicable Official Event(s). The staff report shall disclose (a) each eligible expense category requested,

~~(b) estimated amounts of each requested eligible expense (except for mileage), and (c) the daily limits for lodging and meals and incidental expenses as set forth in subsections 1.B. and 1.C. of Section 4090.03 of this Policy Requests for payment or reimbursement of eligible expenses should be submitted at least 30 days prior to travel or anticipated expenses to be incurred, whenever feasible, to allow appropriate consideration and to minimize costs. The Board of Directors shall review and approve advanced expense authorization requests. Upon approval of such request, no further Board approval is required.~~

3. An expense shall not be paid or reimbursed by the District for the Board Member to participate in an Official Event after the Board Member has announced his or her pending resignation (or 90 days before an election if the Board Member is not seeking re-election), or after it has been determined that the Board Member will not retain his or her seat on the Board after a contested election.

4. Where lodging, transportation, or registration expenses have been incurred for an Official Event, and where that Director does not attend the Official Event, the Board Member shall not be entitled to reimbursement and the Board Member shall be responsible to reimburse the District, as the case may be, to the extent such lodging, transportation, or registration expense has not been refunded.

5. Board Members may request reimbursement for out-of-pocket expenses for item(s) and/or services appropriately relating to pre-approved District business by submitting an Expense Reimbursement Form explaining the purpose for the expenditures and attaching copies of all receipts as evidence of each expense. Such requests should be submitted not more than ten (10) days after the expense is incurred or the travel is completed, whichever is later.

6. Payment or reimbursement of expenses to a Board Member for non-District Employees is prohibited, except with strict prior approval. If determined acceptable by the Board of Directors, meal and incidental costs only (excluding alcohol) may be reimbursed to the Board Member for meals with representatives of other government agencies, community organizations, or private interests, if the meal is attended by at least one Board Member, and when the meal directly and substantially facilitates the conduct of District business and public benefit. Under no circumstances will any costs be reimbursed if said costs are not previously approved by the Board of Directors.

7. If in the interest of convenience, multiple Board Members or employees jointly and collectively incur the same cost at the same time, i.e. a group meal or transport, when said cost is associated with an approved Official Event, the District Manager may authorize, in their sole discretion, the use of the District credit card to avoid added reimbursements. However, the District credit card shall not be used if it would create a hardship on the District or require the District to cover costs that are not reimbursable pursuant to this or any other District policy.

SECTION 4090.05

Upon returning from the Official Event where expenses are incurred or reimbursed by the District, the Board Member shall 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 Official Event that will be of benefit to the District. Materials from the Official Event may be delivered to the District office to be included in the District library for the future use of

other Board Members and staff.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4090 amended by the Board of Directors of the Georgetown Divide Public Utility District on January 9 20252026.

Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

**RESOLUTION NO. 2026-XX
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
AMENDING POLICY 4030 AND POLICY 4090**

WHEREAS, the Georgetown Divide Public Utility District (“District”) Board of Directors adopted Policy 4030 Board Compensation, Expense Reimbursements, and Travel Allowance on June 25, 2013, the policy was amended on June 13th, 2024, and July 10, 2024; and

WHEREAS, the Georgetown Divide Public Utility District (“District”) Board of Directors adopted Policy 4090 Training, Education and Conferences on June 25, 2013; and

WHEREAS, at a September 5, 2024, Board of Directors meeting, direction was given to enact an Ad Hoc Policy Committee to evaluate and update Policy 4030 and 4090; and

WHEREAS, the Ad Hoc Policy Committee reviewed and approved proposed amendments for submission to the Board of Directors for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT Policy 4030 attached hereto as Exhibit A and Policy 4090 attached hereto as Exhibit B, as finally approved and directed by the Board at its February 18, 2026, Board Meeting, are approved and adopted by the Board of Directors. The General Manager is authorized to certify the policies and enter them into the Policy and Procedures Manual.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 23rd day of February 2026 by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Michael Saunders, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:

Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2026-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 23rd day of February 2026.

Nicholas Schneider, Clerk, and Ex Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTACHMENT:

Exhibit A – Policy 4030– Board Compensation, Expense Reimbursements and Travel Allowance

Exhibit B – Policy 4090 Eligible Expenses Related to Director Training, Education, Conferences and Meetings