

RESOLUTION NO. R.03-2006

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY AMENDING ADMINISTRATIVE POLICY 42 IN ACCORDANCE WITH AB 1234

Whereas, the Big Bear Area Regional Wastewater Agency (“BBARWA”) takes its stewardship over the use of its limited public resources seriously; and

Whereas, the public resources should only be used when there is a substantial benefit to BBARWA; and

Whereas, in furtherance of these beliefs, the Board of Directors desire to amend Administrative Policy 42.0 (“Policy”) to bring it in full compliance with AB 1234.

NOW, THEREFORE, the Board of Directors of the Big Bear Area Regional Wastewater Agency does hereby **RESOLVE** and **ORDER** as follows:

Section 1. Amendment. Section 4.7 of Administrative Policy 42.0 is amended to read as follows:

4.7 Lodging: Reimbursement is allowable for lodging expenses associated with attendance at conferences or meetings held more than 75 miles from the Big Bear Valley. Such overnight stays shall be authorized in advance by the Governing Board. Whenever possible, Board members shall make use special lodging rates offered in connection with the event being attended, unless less expensive accommodations that are clean, safe, and attractive are available nearby. If the special lodging rate is not available, Board members shall request the government rate. In the event the government rate is not available, Board members shall be reimbursed at the median lodging rates for the area in question.

Section 2. Amendment. Section 5.2 of Administrative Policy 42.0 is amended to read as follows:

5.2 Submittal of Expenses: Receipts are to be submitted to the Finance Department for processing as soon as possible after attendance. Processing shall include verification that the expenses for which reimbursement is requested comply with this Policy 42. In addition to receipts, Board members will be required to submit an expense report form, attached as “Attachment A.”

Section 3. Amendment. Section 5.6 is added to Administrative Policy 42.0 and shall read as follows:

5.6 Occurrences or expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Governing Board in a public meeting before the expense is incurred.

Section 4. Rescission of Conflicting Ordinances, Resolutions, Policies. This Resolution hereby repeals inconsistent portions of any ordinance, resolution, or policy.

Section 5. Effective Date. This Resolution is effective upon its adoption by the Board of Directors.

ADOPTED this 22nd day of March 2006.

Ken Dally, Chairman of the Governing Board
of the Big Bear Area Regional Wastewater Agency

ATTEST:

Dr. Don Eads, Secretary of the Governing Board
of the Big Bear Area Regional Wastewater Agency