

**Golden State Finance  
Authority (GSFA)  
Board of Directors Meeting**



**Wednesday, January 20, 2016  
11:30 a.m.**

**1215 K Street, Suite 1650  
Sacramento CA 95814  
916-447-4806**



**Golden State Finance Authority (GSFA)  
Board of Directors Meeting  
Wednesday, January 20, 2016  
11:30 a.m.  
1215 K Street Suite 1650  
Sacramento, CA 95814**

**AGENDA**

1. **Call to Order & Determination of Quorum**  
*Chair, Supervisor Kevin Cann, Mariposa County*
2. **Approval of Minutes – December 9, 2015 Board Meeting** **Page 1**  
*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*
3. **Member County Concerns**
4. **Public Testimony**  
*Presentation only of any matters of concern to the general public*
5. **Appointment of the GSFA 2016 Chair and Vice Chair,  
Appointment of the GSFA Authority Officers,  
Appointment of the GSFA Executive Committee – ACTION** **Page 5**  
*Greg Norton, Executive Director*
6. **Resolution 16-01: Acceptance of Associate Members - ACTION** **Page 7**  
*Greg Norton*
7. **Resolution 16-02: GSFA Board Member Travel  
Reimbursement – ACTION** **Page 13**  
*Greg Norton*
8. **Program Updates**  
*Greg Norton  
Craig Ferguson, Vice President*
9. **Adjournment**  
Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participant in a public meeting, please call Sarah Bolnik at (916) 447-4806 at least 48 hours before the meeting. Agenda items will be taken as close as possible to the schedule indicated. Any member of the general public may comment on agenda items at the time of discussion. In order to facilitate public comment, please let staff know if you would like to speak on a specific agenda item.





**Golden State Finance Authority (GSFA)  
Board of Directors Meeting  
December 9, 2015  
11:30 a.m.  
1215 K Street, Suite 1650  
Sacramento CA 95814  
916-447-4806**

**MINUTES**

**Call to Order & Determination of Quorum**

Chair, Supervisor Kevin Cann, Mariposa County, called the meeting to order at 11:42 a.m. A quorum was determined at that time. Those present:

<b><u>Supervisor</u></b>	<b><u>County</u></b>
Mary Rawson	Alpine
Brian Oneto	Amador
Dave Finigan	Del Norte
John Viegas	Glenn
Rex Bohn	Humboldt
Michael Kelley	Imperial
Matt Kingsley	Inyo
David Rogers	Madera
Kevin Cann	Mariposa
Carre Brown	Mendocino
John Pedrozo	Merced
Geri Byrne	Modoc
Tim Fesko	Mono
Diane Dillon	Napa
Nate Beason	Nevada
Jim Holmes	Placer
Anthony Botelho	San Benito
Les Baugh	Shasta
Lee Adams	Sierra
Michael Kobseff	Siskiyou
Larry Munger	Sutter
Bob Williams	Tehama
John Fenley	Trinity
Randy Hanvelt	Tuolumne
Roger Abe	Yuba

**Absent**

Doug Teeter	Butte
Cliff Edson	Calaveras

Kim Dolbow Vann	Colusa
Michael Ranalli	El Dorado
Anthony Farrington	Lake
Aaron Albaugh	Lassen
Kevin Goss	Plumas
Matt Rexroad	Yolo

**Others in Attendance**

Supervisor Allen Ishida, Tulare County  
Supervisor Rick Farinelli, Madera County  
Supervisor Richard Forster, Amador County  
Supervisor Karl Fisher, Trinity County  
Ed Horton, Placer County Water Agency  
Justin Caporusso, RCRC Public Affairs Specialist  
Paul A. Smith, RCRC Senior Legislative Advocate  
Lisa McCargar, RCRC Chief Financial Officer  
Terrance Rodgers, RCRC Economic Development Officer  
Cyndi Hillery, RCRC Legislative Advocate  
Santinia Pasquini, RCRC Legislative Analyst  
Randall Echevarria, RCRC Legislative Analyst  
Wanda Ishida

**Staff in Attendance**

Greg Norton, Executive Director  
Patricia Megason, Deputy Director  
Craig Ferguson, Vice President  
Sarah Bolnik, RCRC Office Manager

**Approval of Minutes – August 19, 2015 Board Meeting**

*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*

**Supervisor Nate Beason, Nevada County, motioned to approve the minutes of the August 19, 2015 GSFA Board of Directors Meeting. Supervisor Lee Adams, Sierra County, seconded the motion. Motion unanimously passed.**

***Abstaining:***

***Supervisor Michael Kelley, Imperial County; Supervisor Tim Fesko, Mono County; Supervisor Roger Abe, Yuba County***

**Member County Concerns**

None

**Public Testimony**

None

## **GSFA 2016 Proposed Budget**

Greg Norton, Executive Director, provided an overview of the 2016 GSFA proposed Budget and significant expenditure changes.

### **Recommendations**

It is recommended that the GSFA Board of Directors approve the following recommendations:

1. Approve the attached proposed 2016 GSFA Operating Budget.
2. Grant the GSFA Executive Director the authority to make necessary business decisions and utilize up to \$500,000 per decision outside of the approved operating budget when necessary. Such decisions will be made in consultation with the Vice President, the GSFA Board Chair and Vice Chair and reported back to the GSFA Board at the next available Board meeting.
3. Grant the GSFA Executive Director the authority to proceed with necessary operating decisions due to changes in opportunities, the market, the economy or changing transactional requirements to provide necessary flexibility to effectively and timely implement programs. Such decisions to be made in consultation with the Vice President, GSFA Chair and GSFA Vice Chair with subsequent ratification by the Board of Directors as necessary.
4. Consider and approve the lump sum contract service fee to RCRC in the amount of \$2,023,100, and performance fee in the amount of \$1,189,500 which includes a prorated amount of the salaries for RCRC personnel who provide services to the JPA through the contract for services with RCRC, including those of the RCRC President/CEO, Executive Vice President and Chief Financial Officer.

**Supervisor Michael Kobseff, Siskiyou County, motioned to approve the 2016 GSFA Proposed Budget as presented. Supervisor Nate Beason, Nevada County, seconded the motion. Motion unanimously passed.**

## **GSFA Investment Policy Renewal 2016**

Greg Norton informed the GSFA Board of Directors that the 2016 Investment Policy Renewal was reviewed and approved by the GSFA Executive Committee at their October 21, 2015 meeting. The only revisions are applicable date changes.

### **Recommendation**

It is recommended that the GSFA Board of Directors review and approve the attached 2016 Investment Policy.

**Supervisor John Pedrozo, Merced County, motioned to approve the 2016 GSFA Investment Policy as presented. Supervisor Nate Beason, Nevada County, seconded the motion. Motion unanimously passed.**

**Resolution 15-09: Disaster Relief Assistance**

Greg Norton informed the Board of Directors that the GSFA Executive Committee approved the use of GSFA public funds to assist families in current need of housing as a result of the recent fires at the November 18, 2015 Executive Committee Meeting. Mr. Norton requested that the Board of Directors approve and adopt Resolution 15-09 which would provide \$350,000 to Lake County, and \$150,000 to Calaveras County to be used to assist for temporary housing of those families that have lost their homes.

**Recommendation**

It is recommended that the GSFA Board of Directors adopt Resolution 15-09: Disaster Relief Assistance.

**Supervisor Randy Hanvelt, Tuolumne County, motioned to approve Resolution 15-09. Supervisor Tim Fesko, Mono County, seconded the motion. Motion unanimously passed.**

**Resolution 15-10: Authorizing the Issuance and Delivery of Multi-Family Housing Revenue Bonds – Sycamore Walk Project**

Craig Ferguson, Vice President, reviewed with the Board the housing revenue bonds and noted the similarity to the single family bonds from 2007. Mr. Ferguson reviewed Resolution 15-10, and answered questions that the Board had regarding the resolution.

**Recommendation:**

It is recommended that the Board approve Resolution 15-10 authorizing the issuance by the Authority of the Bonds for the purpose of financing the acquisition and rehabilitation of a multi-family housing facility located in Kern County, generally known as Sycamore Walk.

**Supervisor Michael Kobseff, Siskiyou County, motioned to approve Resolution 15-10. Supervisor Rex Bohn, Humboldt County, seconded the motion. Motion unanimously passed.**

**Program Updates**

Craig Ferguson provided an update on the existing Housing and Energy Programs.

**Adjournment**

Supervisor Kevin Cann, Mariposa County, adjourned the meeting of the GSFA Board of Directors at 12:01 p.m.





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**To:** GSFA Board of Directors  
**From:** Greg Norton  
Executive Director  
**Date:** January 12, 2016  
**Re:** Appointment of 2016 Chair and Vice Chair, Appointment of Authority Officers, Appointment of the GSFA Executive Committee - **ACTION**

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**Summary**

**GSFA Chair and Vice Chair:**

Annually, the Chair and Vice Chair of the Golden State Finance Authority (GSFA) are to be elected. The JPA Agreement (Section 9. a.) states that the Board shall elect a Chair and Vice Chair from among the GSFA Delegates. Traditionally, the RCRC Chair nominates or recommends the individuals to serve as the GSFA Chair and Vice Chair. Following the nomination, the GSFA Board then approves the nomination by electing those individuals to the Chair and Vice Chair positions.

**GSFA Authority Officers:**

The JPA Agreement (Section 9. b.) further states that the President/CEO of RCRC shall serve *ex officio* as the Executive Director, Secretary, Treasurer, and Auditor of the Authority. Further, the Executive Director may appoint such other officers as may be required for the orderly conduct of the Authority's business and affairs who shall serve at the pleasure of the Executive Director. As Executive Director, I appoint the following additional Authority officers for 2016:

Deputy Director/Assistant Secretary  
Vice President/Assistant Secretary  
Controller/Assistant Secretary

Patricia Megason  
Craig Ferguson  
Lisa McCargar

**GSFA Executive Committee:**

Lastly, as part of the revised GSFA JPA Agreement, Section 10 states that "the Authority shall appoint no fewer than nine (9) and no more than eleven (11) members of its Board to serve on an Executive Committee. The Chair and Vice Chair of the Authority shall serve on the Executive Committee." It should be noted that GSFA has thirty-three member counties. Tulare and San Luis Obispo Counties, although members of RCRC, are not members of GSFA.

**Recommendations:**

It is recommended that the GSFA Board:

1. Elect the 2016 GSFA Chair and Vice Chair per the nomination of the RCRC Chair;
2. Confirm the appointment of the additional 2016 Authority Officers by the GSFA Executive Director as noted above.
3. Take the steps necessary to appoint the GSFA Executive Committee.



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**To:** GSFA Board of Directors  
**From:** Greg Norton, Executive Director  
**Date:** January 12, 2016  
**Re:** Resolution 16-01: Acceptance of GSFA Associate Members - **ACTION**

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**Summary**

As required per the Golden State Finance Authority (GSFA) JPA Agreement, Resolution 16-01 is to approve the acceptance of current associate members.

As of December 15, 2015, GSFA has added one associate member county and one hundred seven associate member cities. This resolution ratifies all current GSFA associate members and restates the process by which new GSFA associate members are accepted by the Authority. Resolution 16-01 is presented to the GSFA Board of Directors as part of the annual process regarding associate members of GSFA.

The GSFA Joint Exercise of Powers Agreement (dated as of May 5, 2015) allows associate members to be added to GSFA "pursuant to action by the Board upon such terms and conditions, and with such rights, privileges and responsibilities, as may be established from time to time by the Board." Resolution 16-01 allows the GSFA Board to fulfill all Board responsibilities of governance required in the Joint Exercise of Powers Agreement by documenting the process by which the Authority accepts associate members.

This resolution also authorizes the Executive Director to approve or deny associate members to join GSFA under additional specific terms and conditions so long as these terms and conditions are not inconsistent with the terms and conditions of the documents that allow them to join GSFA.

The current list of GSFA members and associate members (attached) is provided for the Board of Directors' ratification. Currently GSFA membership includes thirty-three regular member counties. Additionally, GSFA membership includes twenty-two associate member counties, one hundred nine associate member cities and one associate member joint powers authority.

Updates will be provided at future GSFA Board of Directors meetings on the status of membership and associate membership as appropriate.

### **Recommendations**

It is recommended that the GSFA Board of Directors:

1. Review, Approve, and Adopt Resolution 16-01;
2. Ratify the current list of member counties and associate members per the attached list.

### **Attachments**

- GSFA Resolution 16-01
- GSFA Member and Associate Member List

## RESOLUTION NO. 16-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLDEN STATE FINANCE AUTHORITY REGARDING THE ACCEPTANCE OF ASSOCIATE MEMBERS AND APPROVING OTHER RELATED ACTIONS IN CONNECTION THEREWITH

WHEREAS, counties, cities and other specified entities are permitted to join, for the express purpose of the joint exercise of the powers of said counties, cities and entities, agencies created by a joint powers agreement entered into by pursuant to Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California; and

WHEREAS, Chapters 1-5 of Part 5 of Division 31 of the Health and Safety Code of the State of California (the "Act") authorize joint powers agencies established by cities and counties to incur indebtedness for the purpose of financing activities authorized by the Act, and the Act provides a complete additional and alternative method for doing the things authorized thereby; and

WHEREAS, numerous rural counties in the State of California have agreed, and additional counties, cities and joint powers agencies may agree, pursuant to the provisions of the Government Code referenced above, to cooperate and participate in a financing program and have entered into a Joint Exercise of Power Agreement, dated as of May 5, 2015, as amended ( the "Agreement"), creating the Golden State Finance Authority (the "Authority") and authorizing the Authority to exercise its powers pursuant to the Act for the purpose of authorized financing, as well as participate in other authorized programs; and

WHEREAS, the Agreement provides that Associate Members may be added to the Authority upon the affirmative approval of their respective governing boards and pursuant to action by the Authority's Board upon such terms and conditions, and with such rights, privileges, and responsibilities, as may be established from time to time by the Board; and

WHEREAS, the Authority desires to ratify all current associate members and to clarify the terms by which new associate members may be added.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors the Authority:

Section 1. Recitals. All of the above recitals are true and correct, and the Authority so finds and determines.

Section 2. Acceptance and Ratification of Associate Members. The Authority hereby ratifies the appointment of all of its current associate members, as shown on Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 3. New Associate Members. The Authority authorizes the Executive Director to approve or deny any entity that desires to become an associate member, provided that any condition agreed upon with respect to proposed new associate members is not inconsistent with any other term and condition specified in the Agreement. At the first available Authority Board Meeting and at least annually after an associate member's governing board has taken action to become an associate member, the Executive Director shall notify the Authority of the new associate member.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED APPROVED AND ADOPTED by the Board of the Golden State Finance Authority, the 20<sup>th</sup> day of January 2016.

GOLDEN STATE FINANCE AUTHORITY

\_\_\_\_\_  
Designated Officer

I certify that the foregoing resolution is a true and accurate copy of Resolution 16-01 approved by the governing board of the Golden State Finance Authority on January 20, 2016 in Sacramento, California.

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant Secretary



## MEMBERS

Alpine County  
Amador County  
Butte County  
Calaveras County  
Colusa County  
Del Norte County  
El Dorado County  
Glenn County  
Humboldt County  
Imperial County  
Inyo County

Lake County  
Lassen County  
Madera County  
Mariposa County  
Mendocino County  
Merced County  
Modoc County  
Mono County  
Napa County  
Nevada County  
Placer County

Plumas County  
San Benito County  
Shasta County  
Sierra County  
Siskiyou County  
Sutter County  
Tehama County  
Trinity County  
Tuolumne County  
Yolo County  
Yuba County

## ASSOCIATE MEMBERS

Alameda County  
Contra Costa County  
Fresno County  
Kern County  
Kings County  
Marin County  
Monterey County  
Orange County

Riverside County  
Sacramento County  
San Bernardino County  
San Diego County  
San Francisco County  
San Joaquin County  
San Luis Obispo County  
San Mateo County

Santa Cruz County  
Solano County  
Sonoma County  
Stanislaus County  
Tulare County  
Ventura County

## ASSOCIATE MEMBER JOINT POWERS AUTHORITY (JPA)

Independent Cities Finance Authority (ICFA)

## ASSOCIATE MEMBER CITIES

Alturas (Modoc County)  
American Canyon (Napa County)  
Angels Camp (Calaveras County)  
Antioch (Contra Costa County)  
Arcata (Humboldt County)  
Avenal (Kings County)  
Bakersfield (Kern County)  
Beaumont (Riverside County)  
Bell (Los Angeles County)  
Bellflower (Los Angeles County)

Benicia (Solano County)  
Brentwood (Contra Costa County)  
Buena Park (Orange County)  
Carlsbad (San Diego County)  
Carson (Los Angeles County)  
Chino (San Bernardino County)  
Citrus Heights (Sacramento County)  
Clovis (Fresno County)  
Colton (San Bernardino County)  
Concord (Contra Costa County)



**ASSOCIATE MEMBER CITIES continued**

- Corcoran (Kings County)
- Crescent City (Del Norte County)
- Danville (Contra Costa County)
- Del Mar (San Diego County)
- Dunsmuir (Siskiyou County)
- El Cajon (San Diego County)
- Elk Grove (Sacramento County)
- Encinitas (San Diego County)
- Escondido (San Diego County)
- Eureka (Humboldt County)
- Fairfax (Marin County)
- Fairfield (Solano County)
- Firebaugh (Fresno County)
- Fontana (San Bernardino County)
- Fort Bragg (Mendocino County)
- Fresno (Fresno County)
- Galt (Sacramento County)
- Garden Grove (Orange County)
- Glendora (Los Angeles County)
- Hanford (Kings County)
- Hawthorne (Los Angeles County)
- Hayward (Alameda County)
- Hesperia (San Bernardino County)
- Huron (Fresno County)
- Imperial Beach (San Diego County)
- Irwindale (Los Angeles County)
- La Habra (Orange County)
- La Mesa (San Diego County)
- Lafayette (Contra Costa County)
- Lake Forest (Orange County)
- Lancaster (Los Angeles County)
- Larkspur (Marin County)
- Lemoore (Kings County)
- Lemon Grove (San Diego County)
- Lomita (Los Angeles County)
- Los Angeles (Los Angeles County)
- Madera (Madera County)
- Malibu (Los Angeles County)
- Martinez (Contra Costa County)
- Mill Valley (Marin County)
- Mission Viejo (Orange County)
- Montclair (San Bernardino County)
- Mount Shasta (Siskiyou County)
- National City (San Diego County)
- Newport Beach (Orange County)
- Novato (Marin County)
- Oakland (Alameda County)
- Oceanside (San Diego County)
- Orland (Glenn County)
- Palmdale (Los Angeles County)
- Placerville (El Dorado County)
- Point Arena (Mendocino County)
- Poway (San Diego County)
- Rancho Cordova (Sacramento County)
- Reedley (Fresno County)
- Rialto (San Bernardino County)
- Rolling Hills Estates (Los Angeles County)
- San Anselmo (Marin County)
- San Diego (San Diego County)
- San Jose (Santa Clara County)
- San Marino (Los Angeles County)
- San Rafael (Marin County)
- San Ramon (Contra Costa County)
- Santa Ana (Orange County)
- Santa Fe Springs (Los Angeles County)
- Sausalito (Marin County)
- Santee (San Diego County)
- Shasta Lake (Shasta County)
- Solana Beach (San Diego County)
- Suisun City (Solano County)
- Taft (Kern County)
- Tehama (Tehama County)
- Thousand Oaks (Ventura County)
- Tiburon (Marin County)
- Torrance (Los Angeles County)
- Tracy (San Joaquin County)
- Trinidad (Humboldt County)
- Twentynine Palms (San Bernardino County)
- Union City (Alameda County)
- Upland (San Bernardino County)
- Vacaville (Solano County)
- Vallejo (Solano County)
- Ventura (Ventura County)
- Vista (San Diego County)
- Waterford (Stanislaus County)
- Westminster (Orange County)
- Williams (Colusa County)
- Willits (Mendocino County)
- Willows (Glenn County)





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**To:** GSFA Board of Directors  
**From:** Greg Norton, Executive Director  
Patricia Megason, Deputy Director  
**Date:** January 12, 2016  
**Re:** Resolution 16-02: GSFA Board Member Travel Policy - **ACTION**

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**Background**

Attached please find the 2016 Travel Expense Policy (Resolution 16-02) for GSFA Delegates.

At the November 18, 2015 meeting of the GSFA Executive Committee (EC), Resolution 16-02 was reviewed and approved. The Executive Committee directed the GSFA Executive Director to present Resolution 16-02 to the full GSFA Board of Directors for final approval and adoption.

**Recommendation**

It is recommended that the GSFA Board of Directors review and approve the Resolution 16-02: GSFA Board Member Travel Policy.

**Attachment**

- Resolution 16-02



## **RESOLUTION 16-02**

### **TRAVEL EXPENSE POLICY FOR THE GOLDEN STATE FINANCE AUTHORITY DELEGATES and ALTERNATES**

WHEREAS, the Golden State Finance Authority Board of Directors needs to establish rules and regulations concerning travel, lodging and meals;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Golden State Finance Authority (GSFA) that unless otherwise provided by law, the following rules and regulations shall govern GSFA business travel by GSFA delegates.

#### **STATEMENT OF GENERAL POLICY**

- A. It is recognized that members of Boards of Supervisors are reimbursed for business expenses by their respective counties. It is the intention of GSFA to encourage involvement in GSFA business by reimbursing GSFA delegates for certain GSFA-related expenses, as described herein. Such a policy is intended to augment county reimbursement, not fully replace it.
- B. Travel is limited to only those purposes which enhance the efficient and effective operation of GSFA.
- C. GSFA Delegates traveling on GSFA-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive utilization as a secondary consideration. It is also recognized that circumstances such as the distance to be traveled and the time necessary to travel, emergency situations, inclement weather conditions, etc., are all factors which may have significant impact in determining the allowance for the cost of travel.
- D. Authority to travel and reimbursements for customary and reasonable costs incurred for such travel including meals, transportation, registration, lodging, parking and other related costs shall be in accordance with policy and procedures delineated herein.
- E. Only one voting member (either the Delegate or Alternate) representing each County per meeting will be reimbursed for Board Meeting attendance.
- F. All travel reimbursement claims must be submitted utilizing the GSFA Delegate travel claim form.

- G. In no case will a Delegate be reimbursed in an amount greater than provided in this resolution without approval of the Executive Director, Deputy Director or Vice President.
- H. Reimbursement for commercial air travel will be at "coach" class cost.
- I. Reimbursement associated with a GSFA Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.

### **I. TRAVEL DEFINITIONS**

Travel in this policy is defined as travel that is necessary to complete GSFA business required by the organization in the performance of its primary function and/or in the course of the assigned duties. Travel for Delegates consists of roundtrip travel from their place of residence or office to attend such required events/activities.

Such travel events include, but are not limited to:

- Meetings or conferences required in the implementation or administration of new or ongoing GSFA program areas.
- Meetings, appearances or other travel necessary to conduct GSFA business requested by the Board of Directors, Chair of the Board, or GSFA Executive Director, Deputy Director or Vice President.

### **II. REIMBURSABLE TRAVEL ACTIVITIES**

GSFA and its Board recognize the importance of GSFA Officers and Delegates actively participating on behalf of GSFA in certain activities on GSFA business.

GSFA will reimburse for travel expenses, including transportation, meals and lodging at the levels approved in this policy, for such activities in the following circumstances:

1. The activity is either a GSFA Board or Executive Committee meeting and the attending person is an official Delegate or designated representative of GSFA.
2. The activity is official GSFA business and participation has been approved by the GSFA Executive Director, Deputy Director or Vice President for legislative or policy meetings with State Legislators, Administration, Committees, and Agencies, members of Congress, federal agencies, or similar governmental bodies. Travel outside of California will require the approval of the GSFA Officers, the GSFA Executive Director, Deputy Director or Vice President as appropriate.

3. The activity is a conference or a necessary meeting in which GSFA has been invited to participate, and relates to subjects of interest to GSFA, as determined by the GSFA Board, the GSFA Executive Director, Deputy Director or the Vice President and the person designated to attend makes a report to GSFA regarding his or her activities on behalf of GSFA.
4. The participation of the particular GSFA Officers and Delegates is designated as official GSFA business by the GSFA Executive Director, Deputy Director, or Vice President.
5. The travel, lodging and meal expenses are in connection with the activities described above, and are not for personal or non-official purposes, such as entertainment or tourist related activities organized as part of a conference.

**Reimbursements shall be made only upon supporting invoices, receipts and bills consistent with appropriate GSFA policies.**

Notwithstanding the above, in no event shall GSFA make reimbursement for lavish expenses for travel, lodging or meals; provided, however, that if the prevailing levels of lodging expenses exceed prevailing per diem levels, GSFA may reimburse for such expenses upon a determination of the GSFA Executive Director or Deputy Director that the location, prevailing costs of lodging, or business necessity required more expensive lodging or meals.

### **III. LICENSE, INSURANCE REQUIREMENTS AND MEANS OF TRAVEL**

**Licenses** - All GSFA Delegates operating any vehicle used in the performance of GSFA-related business must possess a valid driver's license. All GSFA Delegates flying/piloting their own or a rented aircraft in the performance of GSFA-related business must possess a valid and proper license.

**Insurance Requirements** - Any Delegate who uses their personal vehicle, rental vehicle or government vehicle for travel on GSFA-related business shall carry insurance for personal injury or property damage at or above state mandated minimum levels at that time. Delegates not in compliance with these minimum standards shall not be authorized to drive their personal vehicle, rental vehicle or government vehicle on GSFA business. If requested, Delegate is required to provide proof of licensing and insurance.

Any Delegate flying/piloting an aircraft for travel on GSFA-related business shall carry comprehensive liability insurance coverage in the minimum amount of \$1,000,000 prior to their using the aircraft to conduct GSFA business. Delegates not in compliance with these requirements shall not be authorized to fly their own or a rented aircraft on GSFA business. If requested, Delegate is required to

provide proof of licensing and insurance. GSFA's Liability and Excess Liability policies exclude aircraft.

#### **IV. MILEAGE CALCULATION AND REIMBURSEMENT**

**Mileage Calculation**-Roundtrip mileage is to be calculated from the Delegate's principal place of employment or home to the destination. Any special circumstances which inflate the normal mileage should be accompanied by an explanation in the expense claim and are subject to denial.

**Mileage Reimbursement Rate**-Authorized private vehicle usage for GSFA business travel will be reimbursed at the rate allowed under prevailing Internal Revenue Service rules and regulations as maintained by GSFA.

**Aircraft Travel**- GSFA Delegate's use of a private aircraft will be reimbursed at the same rate as that allowed by the Internal Revenue Service for a private automobile as stated under "Mileage Reimbursement Rate" or at the cost of commercial air travel.

**Other Forms of Travel**- GSFA Delegate's choosing to utilize another form of travel, such as train or other transit, shall be reimbursed at the same rate as if travel occurred as addressed in the Statements of General Policy. Item C. states GSFA Delegates traveling on GSFA-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive utilization as a secondary consideration. Item H states that Reimbursement for commercial air travel will be at "coach" class cost.

#### **V. LODGING**

**Hotel Allowance**-Delegates should seek the lowest cost accommodation reasonably available for the intended travel. For lodging in the Sacramento area, GSFA will reimburse lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$112 per night. In the event that GSFA has arranged a block of rooms for the event and the cost of the room within that block is greater than \$112, GSFA will reimburse the cost of the room at the block rate. Delegates are charged with using reasonable care and judgment in regard to whether overnight accommodations are required for their participation.

Guidelines regarding the need for overnight accommodations are as follows:

- For a two-day meeting/event when one-way travel from place of residence or office to the meeting/event is more than 75 miles or if travel will take more than 1 to 1 ½ hours;
- For a one-day meeting/event when one-way travel from place of residence or office is more than 150 miles or if travel will take longer than 2 hours; or
- In circumstances when the delegate needs to remain in Sacramento to participate at a GSFA associated event that will end later than 6:30 pm or in an early meeting the following morning.

- When participation in GSFA business requires arrival the night before for a meeting in Sacramento that begins at 8:00 am or earlier.

For accommodation reimbursement associated with a GSFA Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.

**Transient Occupancy Tax-** Occupancy tax can sometimes be waived by the motel/hotel dependent upon local regulation. Delegates traveling should always inquire about an exemption when appropriate.

## **VI. MEALS**

**Meal Allowances-** Meal allowances will be reimbursed at the following rate, however, receipts must be provided:

- Breakfast                   \$ 8.00
- Lunch                         \$12.00
- Dinner                        \$25.00

**Delegates will not be reimbursed for meals if the cost of a meal is included in the conference fee either reimbursed or paid directly by GSFA. Delegates will not be reimbursed for meals that are provided at GSFA events or meetings.**

**Meal Times -** Delegates are charged with using reasonable care and judgment in regard to reimbursements. Reasonable times are generally considered to be departure prior to 7:00 a.m. for breakfast and return to residence after 6:00 p.m. for dinner.

**Meal Limitations -** Reimbursement will not include alcoholic beverages regardless of meal type or captive nature. Gratuities are capped at 15% of the cost of the meal.

**Captive Meal -** Captive refers specifically to those instances where a Delegate must/should participate in a dining event as part of an agendaized event. Required group meetings, gatherings or functions for which meal allowances will be claimed for breakfasts, luncheons or dinners and which are of a captive nature shall be reimbursed at actual cost even though it exceeds those amounts set forth under Meal Allowances. Expense claims for meals at such meetings, gatherings or functions (captive meals) will state the captive nature of the meal for which the expense claim is being presented.

**Fixed Prices -** When attendance at official meetings or conventions forces fixed prices, the claimant must list the items separately on the claim form as "Official Banquet" or other such language and the amount thereof. In this event, all such items will be supported by receipts verifying such charges. If supporting

documents are not obtainable, then a statement to this effect will be made by the claimant. The GSFA Executive Director or Deputy Director, reserves the right to deny any undocumented expenses.

### **VII. EXPENSE DOCUMENTATION**

**Receipt Requirements-**Receipts must be provided for reimbursable expenses including the following:

- All lodging expenses paid at actual cost. There is \$112 per night maximum in the Sacramento area, inclusive of room rate, taxes and fees.
- All meal expenses
- Registration fees (only if not prepaid by GSFA)
- Telephone calls related to GSFA business in excess of \$2.50 per trip
- Fax charges for GSFA related business in excess of \$2.50 per trip
- Taxi/Bus fare in excess of \$5.00 per travel period
- Car Rental
- Air Travel (use ticket stub or electronic itinerary)
- Other common carrier (use ticket stub)
- Commuter bus fare (i.e. Airporter service)
- Toll Charges in excess of \$6.00
- "Captive Meal" and "Fixed Prices" as described in Section VI (a written explanation of circumstances and approval by the GSFA Executive Director or Deputy Director.)
- Parking, at standard parking rates for City visited

### **VIII. NON-REIMBURSABLE PERSONAL EXPENSE**

**Personal Expense-** Any and all expenses that are for the direct personal needs of the Delegate, except as otherwise identified as reimbursable under this document, are not reimbursable by GSFA. Examples of such non-reimbursable items are listed below. This is not intended to be an all-inclusive list.

- Personal telephone calls, internet charges and personal fax transmissions
- Alcoholic Beverages (Except as provided in connection with an GSFA business related meeting or event)
- Entertainment (including related transportation costs)
- Violations of legal requirements

### **IX. CLAIM PROCESS**

**Completed claim forms are to be submitted to GSFA within thirty (30) days after the completion of the trip/expense. Failure to adhere to the filing deadline may result in the denial of the reimbursement claim**



The claim form must include the purpose of the trip/expense, and the inclusive dates. All expenditures must be itemized and all claims will include receipts for expenses as detailed earlier under the section titled **EXPENSE DOCUMENTATION**.

The claim information must include all expenses of the trip whether or not they were paid directly to a vendor. The claim form is intended to be a recap of the complete trip as a reconciliation of all expenses and a central location for all receipts. Those items paid in advance or by credit card should be duly noted.

**Secretary's Certificate**

*I certify that the foregoing is a true and accurate description of action taken at a properly constituted meeting of the Board of Directors of the Golden State Finance Authority on January 20, 2016.*

\_\_\_\_\_  
**Secretary's Signature**



# DELEGATE EXPENSE CLAIM

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

County: \_\_\_\_\_

Purpose of Trip, Details and Remarks:

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Month/Year	Date	Time	LOCATION (Where Expenses Were Incurred)	LODGING	MEALS			MILEAGE POV @ \$0.54/ mile		TRANSPORTATION, FEE or OTHER EXPENSE		TOTAL EXPENSES
					Breakfast	Lunch	Dinner	Miles	Amount	Description of Expense	Amount	

Provide documentation for expenses as required in the Travel and Expense Policy for Delegates. Mileage expenses may not exceed \$0.54 per mile. For lodging in the Sacramento area, reimbursement will include lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$112 per night. Meal allowances may not exceed \$8 for breakfast, \$12 for lunch, and \$25 for dinner without prior approval, except as noted in the Travel and Expense Policy.

Supervisor's Signature \_\_\_\_\_

Office Use Only:  
Approved By: \_\_\_\_\_

G / L Code: \_\_\_\_\_  
Amount: \_\_\_\_\_

Mail Payment To:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_

