



### Staff Report Item 10

<b>To:</b>	Ava Community Energy Authority
<b>From:</b>	John Perkins, Legal Director and Deputy General Counsel
<b>Subject:</b>	Implementing a policy governing reimbursement of Board Members for expenses related to attendance of designated conferences.
<b>Date:</b>	March 18 Board Meeting

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#### **Summary/Recommendation**

This Staff Report proposes the implementation of a policy to authorize limited reimbursement of conference registration fees and reasonable related expenses incurred by members of the Board of Directors when attendance is reasonably related to the mission, programs, or governance responsibilities of Ava in order to standardize Ava's handling of reimbursement requests and ensure transparency and legal compliance.

#### **Financial Impact**

Ava will budget annually to account for estimated costs, which will differ year to year based on conference location and registration fees.

#### **Analysis and Context**

Staff proposes establishing an event reimbursement policy for the Board of Directors to provide a consistent response to requests by Directors for reimbursement for their attendance of industry events. This is a question that has arisen periodically from Directors, and the draft policy takes into consideration California Government Code section 53232.2, which requires a local agency to adopt a written policy governing the reimbursement of actual and necessary expenses incurred by elected or appointed officials in the performance of official duties.

The policy proposes pre-approval of only two events, both of which are materially relevant to Ava's mission:

- CalCCA Annual Conference
- CAISO Stakeholder Symposium

Ava will reimburse reasonable travel expenses provided that costs are in alignment with those available from the U.S. Government Services Administration. Ava will provide an online portal for the submission of requests and supporting documentation such as receipts.

### **Committee Recommendation**

The Executive Committee requested clarification that internet access be expressly included as a reasonable expense under the policy, and the policy has been updated to reflect this.

### **Attachments**

- A. Resolution
- B. Draft Conference Expenditures Reimbursement Policy for Ava Directors

**RESOLUTION NO. R-2026-xx**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF AVA COMMUNITY ENERGY AUTHORITY ADOPTING THE**  
**CONFERENCE EXPENDITURES REIMBURSEMENT POLICY FOR AVA**  
**DIRECTORS**

**WHEREAS** Ava Community Energy Authority (“Ava”) was formed as a community choice aggregation agency (“CCA”) on December 1, 2016, under the Joint Exercise of Powers Act, California Government Code sections 6500 *et seq.*, among the County of Alameda, and the Cities of Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Piedmont, Oakland, San Leandro, and Union City to study, promote, develop, conduct, operate, and manage energy-related climate change programs in all of the member jurisdictions. The cities of Newark and Pleasanton, located in Alameda County, along with the City of Tracy, located in San Joaquin County, were added as members of Ava and parties to the Joint Powers Agreement (“JPA”) in March of 2020. The city of Stockton was added as a member to Ava in September of 2022. The city of Lathrop was added as a member to Ava in October of 2023. San Joaquin County was added as a member to Ava in July 2024. On October 24, 2023, Ava legally adopted the name Ava Community Energy Authority, where it had previously used the name East Bay Community Energy Authority since its inception.

**WHEREAS** members of the Board of Directors have previously inquired into reimbursements for conferences; and

**WHEREAS** California law requires that a policy be in place in order to provide such reimbursements;

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF AVA COMMUNITY ENERGY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Adopt the Conference Expenditures Reimbursement Policy for Ava Directors.

ADOPTED AND APPROVED this 18<sup>th</sup> day of March 2026.

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Betsy Andersen, Chair

ATTEST:

Adrian Bankhead, Clerk of the Board



## Conference Expenditures Reimbursement Policy for Ava Directors

Policy Number: 1  
Approval Date: March 18, 2026  
Agenda Item: Staff Report Item 10  
Approved by Resolution: R-2026-\_\_

### Purpose

The purpose of this policy is to authorize limited reimbursement of conference registration fees and reasonable related expenses incurred by members of the Board of Directors (“Directors”) of Ava Community Energy Authority (“Ava”) when attendance is reasonably related to the mission, programs, or governance responsibilities of Ava, and to ensure transparency, accountability, and compliance with applicable California law.

### Governance

This policy is adopted pursuant to California Government Code section 53232.2, which requires a local agency to adopt a written policy governing the reimbursement of actual and necessary expenses incurred by elected or appointed officials in the performance of official duties.

### Scope

This policy applies to all members of the Board of Directors of Ava.

### Eligible Events

Reimbursement may be provided exclusively for reimbursable expenses associated with the following events:

- CalCCA Annual Conference
- CAISO Stakeholder Symposium



## Reimbursable Expenses

Ava may reimburse only (i) conference registration fees, including mandatory materials included in the registration cost and (ii) reasonable costs of travel, lodging, internet, and meals subject to the requirements of this policy. A cost shall be deemed reasonable if it aligns with the costs available from the United States General Services Administration (<https://www.gsa.gov/travel>) as of the date this policy was adopted).

## Non-Reimbursable Expenses

Expenses that Ava will not reimburse include, but are not limited to:

- Personal expenses of any kind
- Expenses incurred by spouses, partners, family members, or guests

## Reimbursement Procedure

To receive reimbursement, the Director shall submit:

- A completed reimbursement request form and
- Itemized proof of payment, such as receipts or other suitably corroborating documentation.

Reimbursement requests must be submitted no later than 60 days following the conclusion of the event at this URL: <https://ironcladapp.com/public-launch/695e9f36c027bc0e9f4b7ee5>.

## Budget and Fiscal Controls

All reimbursements under this policy are subject to:

- Availability of appropriated funds; and
- Compliance with Ava's accounting and internal control procedures.

Nothing in this policy creates an entitlement to reimbursement.

## Public Transparency

Reimbursements made pursuant to this policy shall be documented and disclosed in accordance with applicable open meeting, public records, and financial reporting laws.