



Contract Number

21-879

SAP Number

N/A

## Sheriff/Coroner/Public Administrator

Department Contract Representative

Kelly Welty, Chief Deputy Director  
of Sheriff's Administration

Telephone Number

909-387-0640

Contractor

California State Parks Division of  
Boating and Waterways

Contractor Representative

Attn: Brian Carroll

Telephone Number

(916) 327-1835

Contract Term

07/01/2021 – 06/30/2022

Original Contract Amount

Amendment Amount

Total Contract Amount

Cost Center

4438001000

### Briefly describe the general nature of the contract:

Memorandum of Understanding between the California State Parks Division of Boating and Waterways (DBW), and the Sheriff/Coroner/Public Administrator. DBW agrees to reimburse allowed transportation, lodging, and subsistence expenses incurred by Sheriff's employees while attending and satisfactorily completing training courses approved by DBW. Contract is effective from July 1, 2021 through June 30, 2022.

#### FOR COUNTY USE ONLY

Approved as to Legal Form

Richard D. Luczak, Deputy County Counsel

Date

11/4/2021

Reviewed for Contract Compliance

Date

Reviewed/Approved by Department

Kelly Welty, Chief Deputy Director of Sheriff's  
Administration

Date

11/8/21



**DEPARTMENT OF PARKS AND RECREATION**

Division of Boating and Waterways

One Capitol Mall, Suite #500

Sacramento, California 95814

Armando Quintero, Director

## **Marine Law Enforcement Training Program Reimbursement MOU**

The Division of Boating and Waterways (DBW) may have funds available to reimburse expenses incurred while successfully completing Division sponsored training, pending funding availability. The purpose of the Marine Law Enforcement Training Program Reimbursement MOU is to allow a method for reimbursing agencies whose personnel participate in boating safety and boating law enforcement training courses.

Agencies requesting reimbursement for personnel participating in Division sponsored training must enter into a written MOU with the Division *prior* to personnel attending training (the MOU is attached to this document). Additionally, agencies must provide a Letter of Intent prior to personnel attending training. The Letter of Intent shall include the estimated reimbursement amount, the name of the DBW course(s) to be attended, and the name(s) of personnel attending training during the fiscal year (a sample "Letter of Intent" is also attached to this document).

Upon completion of training, the agency shall submit a reimbursement request to the Division no later than 45 days after the training has been completed or by April 15<sup>th</sup>, whichever occurs first. Agencies requesting reimbursement should recognize that the expiration date of the MOU has precedence over the 45-day filing period. As a result, there may be occasions where an agency will not have the full 45 days to file a claim for reimbursement.

**Please note:**

- All reimbursable rates are based on California State employee rates.
- Transportation costs are reimbursable, providing receipts:
  - o **Air Travel:**
    - The State will only reimburse the most cost-effective method of travel (i.e. air travel versus ground travel).
    - Airline receipts must have the trainee's name, amount charged, and zero balance remaining (reservations will not suffice).
    - Reservations through Expedia/ Travelocity/ Etc are not acceptable for reimbursement.
  - o **Car Rental:**
    - Car rental costs are reimbursable at the rates listed in the MOU.
    - It is highly recommended that trainee's utilize Enterprise in order to eliminate issues with their travel claim.
    - Enterprise reimbursable car rental categories are 'Compact' and 'Intermediate'.
    - Car rental receipts must have the amount charged and a zero balance remaining (copies of reservations will not suffice).
    - Reservations through Expedia/ Travelocity/ Etc are not acceptable for reimbursement.
  - o **Mileage:**

- The State will only reimburse the most cost-effective method of travel (i.e. air travel versus ground travel).
- Mileage costs are reimbursable at the rate listed in the MOU.
- Mileage reimbursement applies to personal or department vehicles (excludes subvention vehicles).
- Proof of mileage must be submitted by submitting Google map directions with the travel claim. A single page map is sufficient. Do not send turn-by-turn directions.
- **Lodging:**
  - Lodging costs are reimbursable at the rates listed by County in the MOU.
  - It is highly recommended that trainees receive a check out receipt from the hotel to ensure proper documentation of lodging costs.
  - Lodging receipts must show the trainee's name, amount charged, and zero balance remaining (copies of reservations will not suffice).
  - Reservations through Expedia/ Travelocity/ Etc are not acceptable for reimbursement.
- **Meals:**
  - Meals are reimbursable at the rates listed in the MOU.
  - Please reference trip start / end times (accessible on the Marine Law Enforcement Training Program MOU [webpage](#)) to determine allowable meal expenses.
  - Meals will not be reimbursed if expenses are incurred within 50 miles of the personnel's designated headquarters or primary residence.
  - Meal receipts are *not* required.

Agencies having questions or needing additional information should first refer to the Marine Law Enforcement Training Program MOU [webpage](#). Outstanding questions can be addressed by contacting the Training Coordinator, Brian Carroll, at (916) 327-1835 or [brian.carroll@parks.ca.gov](mailto:brian.carroll@parks.ca.gov). The completed MOU and Letter of Intent should be mailed to the following address:

California Department of Parks & Recreation  
 Division of Boating & Waterways  
 Attn: Brian Carroll  
 1 Capitol Mall, Suite #500  
 Sacramento, CA 95814

## MEMORANDUM OF UNDERSTANDING

BOATING & WATERWAYS  
DEC 02 2021  
FTE TRAINING

- 1 This Memorandum of Understanding is entered into on **July 1, 2021**, between  
2 California State Parks, Division of Boating and Waterways (DBW) and the  
3 San Bernardino County Sheriff's Department. Federal assistance is authorized by Chapter  
4 131 of Title 46 of the United States Code (formally referred to as the Federal Boating  
5 Safety Act of 1971) for training personnel in skills related to boating safety and to the  
6 enforcement of boating safety laws and regulations. DBW will reimburse government  
7 agencies with federal monies for allowed transportation, lodging, and subsistence  
8 expenses incurred by their personnel while attending and satisfactorily completing  
9 training courses approved by DBW. Agencies entering into DBW's Marine Law  
10 Enforcement Training Program MOU acknowledge and agree to the following:
- 11 A) DBW's training budget fluctuates from fiscal year to fiscal year and  
12 reimbursement funds for completed training through DBW are  
13 contingent upon the availability of those funds.
  - 14 B) Agencies submitting claims for completed training without having received  
15 prior approval from DBW will not be reimbursed.
  - 16 C) Agencies will request reimbursement only for those personnel whose duty  
17 assignments are directly related to the enforcement of federal, state, and  
18 local laws for the regulation of boating safety and enforcement activities.
  - 19 D) All personnel eligible for reimbursement must have legal authority to  
20 issue citations and have arrest authority for violations of boating law,  
21 regulations, and ordinances. Personnel's legal authority was granted  
22 by Sheriff Shannon D. Dicus pursuant to California Penal Code  
23 section 830, 830.1 Govt. Code Section 24101 and Harbors and Navigation Code Section 663 et seq.
  - 24 E) Request for reimbursement shall occur within 45 calendar days following  
25 any completed training. Delinquent claims for reimbursement shall be  
26 denied.
  - 27 F) Reimbursement requests are required to include the following:
    - 28 1) A cover letter indicating the agency requesting the reimbursement, the  
29 amount of requested reimbursement, and the name, date, and location  
30 of the training session attended.
    - 31 2) A Marine Law Enforcement Training Program Travel Expense

Worksheet (DPR form 210) with original signatures from the personnel attending the training and the supervisor authorizing the travel expense claim.

3) A copy of the signed MOU between the Division and the agency.

G) This MOU will terminate **June 30, 2022**. However, claims must be received by April 15<sup>th</sup> in order to process the claim prior to fiscal year end. Agencies requesting reimbursement shall recognize that the April 15<sup>th</sup> date has precedence over the 45-day filing period. As a result, there will be occasions where an agency will not have the full 45 days to file a claim for reimbursement. It shall be the agency's responsibility to ensure that all claims for reimbursement are **received** by DBW no later 45 days after completion of training or April 15, 2022, whichever comes first.

H) Reimbursement shall not exceed the rates as listed below.

#### **Reimbursement Rates**

##### **Lodging:**

A) All Counties/Cities located in California (except as noted below):

Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.

B) Napa, Riverside, and Sacramento Counties:

Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.

C) Marin County:

Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

C) Los Angeles, Orange, and Ventura Counties:

Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.

D) San Diego and Monterey Counties:

Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.

E) Alameda, San Mateo, and Santa Clara Counties:

Actual lodging expense, supported by a receipt, up to \$140 per night,

65 plus tax.  
66 F) The City of Santa Monica:  
67 Actual lodging expense, supported by a receipt, up to \$150 per night,  
68 plus tax.  
69 G) The City of San Francisco:  
70 Actual lodging expense, supported by a receipt, up to \$250 per night,  
71 plus tax.  
72 Meals:  
73 Breakfast \$7.00  
74 Lunch \$11.00  
75 Dinner \$23.00  
76 Car Rental:  
77 Daily Rate \$36.06 + fees and taxes  
78 Weekly Rate \$144.24 + fees and taxes  
79 Mileage Reimbursement Rate:  
80 Per mile \$0.56

\*Reimbursement rates are subject to change without notice. Reimbursements will be made at the most current State rate at the time training was completed. Current State rates are posted on the Marine Law Enforcement Training Program MOU [webpage](#).

San Bernardino County Sheriff's Dept.

Agency Name

Curt Hagman, Chairman-Board of Supervisors

Authorized Signature

NOV 16 2021

Date

DBW Training Coordinator

Date

SIGNED AND CERTIFIED THAT A COPY OF  
THIS DOCUMENT HAS BEEN DELIVERED  
TO THE CHAIRMAN OF THE BOARD  
LYNNA MUNELL  
Clerk of the Board of Supervisors  
of the County of San Bernardino  
By \_\_\_\_\_

