

Thermalito Water & Sewer District

Policy and Procedures

Policy Title: Compensation and Reimbursement of Expenses
Policy Number: 4.130
Adopted: April 12, 2011

Section 1 - Directors' Compensation

Pursuant to California Water Code § 21166(a)(2), a director of Thermalito Water & Sewer District, for sitting on the Board or acting under its orders, shall receive a monthly salary, the amount of which shall be proposed annually by the Board at its regular meeting in April, but shall not exceed \$600.00 per month. If the proposed monthly salary is approved, it will not become effective until July 1 of the current year. Such salary shall compensate a director for, among other things, his or her attendance at meetings of the Board and committees of the Board.

Members also may be compensated for attendance at a conference or organized educational activity conducted in compliance with Government Code § 54952(c), including, but not limited to, ethics training as required under Government Code §§ 53234, et seq. and at occurrences not specified above but nonetheless required of them in performing their duties as directors, but only if such is approved in advance by a majority of the directors in a public meeting finding attendance at such occurrence necessary and in the best interests of the District. In such events, compensation shall be \$100.00 per day. In no event shall the total compensation paid to a director under this Section 1 exceed the sum of \$600.00 per month. As an additional condition to being reimbursed by the District for the actual and necessary expenses incurred by him or her in his or her attendance at such occurrence, a director shall provide a brief report on such occurrences attended by him or her at the next regular meeting of the Board of Directors of the District following such occurrence.

Section 2 - Reimbursement of Expenses

Directors and employees of the District shall be reimbursed for actual and necessary expenses incurred by them appropriately relating to District business. Expenses for which a director or employee may be reimbursed shall include travel, meals, lodging, and other actual and necessary expenses. When a director or employee uses his or her own vehicle for travel, he or she shall be reimbursed pursuant to the Internal Revenue Service rate for reimbursement of mileage

As a condition to such reimbursement, a director or employee shall submit expense reports as soon as reasonably practicable after incurring the expense, using the expense

reporting form attached hereto. Receipts documenting each such event shall be attached to such form. All such reports shall be approved by the General Manager before reimbursement, provided, however, that any reports of the General Manager shall be approved by the District Administrative Committee.

If lodging is required, it shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors or employees shall be reimbursed for comparable lodging at government or Internal Revenue Service rates.

It is against the law to falsify expense reports. Penalties may include loss of reimbursement privileges, restitution to the District, civil and/or criminal penalties.

Section 3 - Ethics Training

Pursuant to Government Code §§ 53234, et seq., directors, as well as all officers of the District, shall receive at least two hours of training in general ethics principles and ethics laws relevant to their public service for and on behalf of the District every two years. Notwithstanding the foregoing, each director and each officer of the District, as of January 1, 2006, shall receive such training on or before January 1, 2007. Thereafter, each existing director and officer shall receive the training at least once every two years, while each new director and officer who commences service with the District after January 1, 2006 shall receive the training no later than one year from the first day of service with the District.

This Policy 4.130 replaces in its entirety former Policy 5100 which upon adoption hereof is rescinded.

This policy was approved at the April 12, 2011 Board of Directors meeting by the following votes.

Following vote:

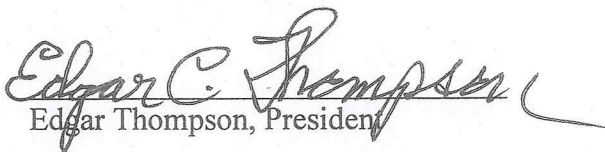
Ayes: Directors Taggart, Huston, Thompson, Hatley and Reynolds

Nays:

Abstentions:

Absent:


Jayme Boucher, Secretary


Edgar Thompson, President