



BOARD POLICY: DIRECTORS COMPENSATION AND PROCEDURE
BOARD POLICY NUMBER: 13

Original Date: 2004
Last Reviewed: April 2013
Last Revised: April 2013

Each director shall receive compensation in a standard amount not to exceed two hundred dollars (\$200) per day for each day's attendance at meetings of the Board or for each day's service rendered as a director by prior approval of the Board. Said standard amount shall be escalated annually on January 1st based upon the change in the San Francisco Bay Area Consumers Price Index for the prior 12-month period but no greater than 5% per year pursuant to the California Water Code Section 20200. Such service shall include: attendance at special Board meetings or subcommittee meetings; attendance at workshops/seminars relevant to District activities; attendance at meetings with other public entities where District interests are subject to consideration. Furthermore, such service compensation shall not exceed a total of six days in any calendar month and any Director shall have the option to decline compensation for attending any special meetings or other activities relevant to the District's interest.

When a Director is authorized by prior approval of the Board to attend a meeting out of the immediate area (beyond Marin or Sonoma Counties), the Director may request reimbursement of actual and necessary expenses for travel, meals, lodging and meeting registration, as applicable, along with the standard amount per each day's service noted above.

Actual and necessary expenses shall remain within IRS Publication 463 guidelines, except that lodging for conferences or an organized educational activity shall not exceed the maximum group rate published by the conference or activity sponsor. Expenses shall be documented with receipts and attached to the submitted reimbursement voucher.

Procedure:

Compensation for meetings of the Board, including special meetings, will be presented on the first disbursement list of the month following the month of attendance, as is currently the practice.

Compensation for attendance at committee meetings or other meetings attended on behalf of the Board will only be authorized after that Board member has submitted a voucher with justification to the Auditor-Controller.

Voucher Format:

I attended the [describe meeting and purpose of attendance] on [date] and wish to be compensated as provided under the Board compensation policy.

/signature/ /date/

Vouchers must be submitted no later than six calendar days prior to month end for inclusion in the disbursement package and may be submitted electronically (email/facsimile).