

POLICY ON DIRECTOR'S COMPENSATION AND EXPENSE REIMBURSEMENT

Category A: *Meetings.*

Each Director shall receive director's compensation in the amount of \$100 per day for each day's meeting attended by the Director. The meetings are to consist of the following:

1. Board's regular monthly meetings.
2. Board's special meetings.
3. Operating Budget Committee meetings.
4. Capital Budget Committee meetings.
5. North San Mateo County Sanitation District sewer rate meetings.
6. Public Relations Committee meetings.
7. Meetings of all other committees appointed by the President of the Board at a Board meeting.

Category B: *Seminars, Conferences, Tours, Workshops, and Classes.* (*Examples: ACWA, JPIA, Hetch Hetchy Tours, etc.*)

For all seminars, conferences, tours, workshops, and classes, approval by the Board shall first be obtained prior to registration or attendance to the above seminars, etc.

If the Board approves attendance of a Director to the seminars, etc., such Director shall receive director's compensation in the amount of \$100 for each day attended by the Director. All related expenses shall be paid by the District. The Director shall file an expense statement for reimbursement for the Board's review and approval.

Category C: *Lunch and Dinner Meetings Related to the District.* (*Examples: SSF Chamber of Commerce, Community Events, Special Events Related to the District, Field Trips, etc.*)

Each Director shall be allocated \$1,000 (this amount may be exceeded with prior approval of the Board) in the budget each fiscal year for the purpose of participating in the various functions as related to the District. This allocation is solely for the purpose of reimbursing the actual expenses incurred by the Director. The Director shall not receive director's compensation of \$100 per day for attending these functions. The Director will not need approval from the Board to attend these meetings. However, the Director shall file an expense statement with the District for the Board's review and approval.

Category D: Emergencies, Events not Covered Under Any of the Above Categories.

If a Director participates in any emergencies or events not covered in categories A, B, or C, the Director will not be reimbursed for any expenses incurred or director's compensation unless the Director files a report with the Board for their review. The Board will review the report and make a determination on the request. The Board's decision will be final.

Adopted: October 16, 2008.