

DIRECTORS REIMBURSEMENT AND COMPENSATION POLICY
(LOCATED IN THE POLICIES & PROCEDURES)

2.03 Director Compensation

Each Director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day’s attendance at meetings of the Board or for each day’s service rendered as a Director by request of the Board to an advisory committee, not to exceed three days per month for regular meetings. Each Director shall also receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day’s attendance at meetings of the Board for special or emergency meetings, not to exceeding a total of six days in any calendar month for all meetings.

2.06 Mileage

Directors may be reimbursed for mileage at the IRS standard mileage rate for the following duties (not including travel to Board meetings):

- (a) Training
- (b) Attorney or legal meetings
- (c) Construction project meetings
- (d) Development meetings
- (e) Mandatory research or supply pick up
- (f) Consulting meetings
- (g) Election matters
- (e) Banking matters
- (f) Postal services
- (g) Other District duties that are authorized by the majority vote of the Board

Directors must submit a detailed mileage report in the form below to claim reimbursement.

MILEAGE REPORT

DATE	REASON	START LOC.	END LOC.	MAP QUEST	VEH. I.D.	ENDING MILEAGE	BEGINNING MILEAGE	TOTAL MILEAGE

2.07 Training Expenses

The Directors and the Secretary shall be compensated for attending any training required by law or otherwise determined to be mandatory by the Board, as follows: 100% of actual seminar costs (not including lodging or travel); plus compensation at the rate \$25//hour (not to exceed \$100/day).

2.08 Lodging Expenses

Directors and the Secretary may be reimbursed for reasonable lodging expenses when District activities, including travel time, require at least at least 10 hours in a given day. Reimbursement will be authorized by a vote of the Board. Reimbursement requests shall include a detailed memo describing the business to be accomplished, estimated hours of business, travel time, mileage, and lodging costs. Reimbursement amounts shall be limited the cost of average accommodations. The Director(s) or Secretary may upgrade accommodations at their own expense. Reimbursement for air travel and rental car services may be authorized by the Board on an individual basis.

STAFF REIMBURSEMENT POLICY (LOCATED IN THE EMPLOYEE HANDBOOK)

3000. Expense reimbursement

Expenses incurred in connection with the Company's business will be reimbursed as set forth herein. Claims for reimbursement must be submitted on the Expense Reimbursement form, which is available from your supervisor. Expense reports must (1) be prepared monthly, (2) contain the reimbursable expenses incurred during the prior 30-day period along with supporting documentation (e.g. receipts for meals, mileage reports, etc.), (3) be signed by the employee, (4) be submitted to your supervisor on the first day of the month, and (5) be approved by your supervisor.