
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030

4030.1 Members of the Castro Valley Sanitary District (CVSan) Board of Directors (Board) shall receive monthly "Director's Fees," for each approved meeting attended in the previous month and in accordance with **Policy No. 4020 – Attendance at Meetings**.

4030.2 The current compensation rate, effective July 1, 2022, for each day's attendance at meetings of the Board or for each day's service rendered is two hundred and fifty dollars (\$250.00). The Board will periodically review their compensation rate and may make an adjustment to the current rate per Section 2106 – Directors Fees, of the CVSan Code.

4030.3 Members of the Board shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with **Policy No. 4090 – Travel Policy for the Board of Directors**. Reimbursement for the cost of the use of a Board Member's vehicle shall be on the basis of total miles driven for CVSan business and at the rate specified in the Internal Revenue Service (IRS) Guidelines in effect at the time of the vehicle usage.

4030.4 Members shall also be compensated for other meetings, as defined in **Policy No. 4060 – Committees of the Board of Directors, Policy No. 5010 – Board Meetings**, and the list of pre-approved events below, unless such meeting attendance has been compensated by another agency. The pre-approved events shall include:

- a. CVSan's 4R Star Employee Recognition Events
- b. CVSan's Annual Zero Waste Week Events
- c. CVSan's Earth Day Clean-Up Events
- d. CVSan's Green Ribbon Schools Program Presentations
- e. CVSan's Recycles Day Events
- f. CVSan's School Custodian Recognition Events
- g. The Annual Castro Valley Fall Festival, when CVSan is participating in it.
- h. The Rowell Ranch Rodeo Parade, when CVSan is participating in it.
- i. Meetings of the Castro Valley Unified School District (CVUSD) Board of Education, when the agenda includes a presentation by CVSan.

4030.4.1 For certain events from the above list, staff may choose to request a limitation on the number of Board Members who may receive compensation for their attendance at that specific event.

4030.4.2 The Board Member who has been assigned to be the Board's liaison to CVSan's Community Advisory Committee (CAC) shall be pre-approved to receive compensation for their attendance at any meetings of the CAC.

4035.5 Attendance by Members to meetings that a Member wishes to be compensated for that are not defined in **Policy No. 4060**, **Policy No. 5010**, or the list of pre-approved events above, shall be approved in advance by the Board of Directors.

4030.6 Director's fees, expenses, and benefits may be subject to review during the course of the normal fiscal year audit.

***** END OF POLICY *****