

**SAUSALITO-MARIN CITY SANITARY DISTRICT
STANDARD PROCEDURE**

Effective: 07/13/2020

SUBJECT: COMPENSATION FOR BOARD MEMBER MEETING ATTENDANCE

- I. **PURPOSE:** To establish a policy and procedure for the compensation of Board members in regards to their attendance at District-related meetings.
- II. **SCOPE:** This policy identifies which meetings Board members shall be compensated for attending and the amount of compensation. It also outlines the responsibilities of Board members and staff in relation to reporting and payment.
- III. **POLICY:** Board members will be compensated one hundred sixty dollars (\$160) per day for each day's attendance at meetings of the board, committee meetings, and each day's service rendered as a director by request of the Board, not exceeding a total of six days in any calendar month, per Health and Safety Code Section 6489.
- IV. **RESPONSIBILITY:** It shall be the responsibility of all Board members to comply with the reporting provisions of this procedure and the General Manager will ensure implementation of the procedure.
- V. **PROCEDURE:**
 - A. **Authorization:** Authorization for Board members to attend CASA and/or other meetings, seminars, conferences shall be by prior authorization of the Board at a District Board meeting.
 - B. **Compensation:** Board members will be compensated one hundred sixty dollars per day for each day's attendance at authorized meetings for which the Board has authorized compensation as well as attendance. Board members will be automatically compensated one hundred sixty dollars per day for attendance at all Board and Committee meetings.
 - C. **Reporting:** Board members shall report the dates of attendance at meetings, conferences and trainings on a standard District time sheet, which the Secretary/Clerk will retain with other District time sheet records. District staff will comply with the requirements of Assembly Bill No 2040 and Assembly Bill 1234 to report and post board compensation. Those requirements include making disclosures related to compensation of board members salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.
 - D. **Payment:** Compensation will be made through the ADP Payroll process in the form of direct deposit to Board members, which will be prepared in accordance to the District's payroll schedule.