



LOWER BRUSHY CREEK WCID BOARD APPROVED POLICY

DIRECTOR'S FEES AND EXPENSE REIMBURSEMENT POLICY

The purpose of this policy statement is to establish guidelines for payment of fees and for reimbursement of the expenses Board members incur in carrying out their responsibilities as Directors of the Lower Brushy Creek Water Control & Improvement District.

Each Director is entitled to fees for performing the duties of a director and/or reimbursement of expenses in accordance with State statutes and resolutions adopted by the Board of Directors.

Director's Daily Fees

Performing the duties of a director include:

- Substantive performance of the management or business of the District, including participation in Board and committee meetings;
- Other activities involving the substantive deliberation of District business, including training and/or meeting with District staff, consultants, or other officials;
- Attendance at association meetings, conventions and conferences that are directly related to District business, provided that such attendance is authorized by the Board; and
- Substantive participation in the District response to a District emergency event.

Directors are not entitled to reimbursement for routine or ministerial activities such as the execution of documents or self-preparation for meetings or other activities requiring a minimal amount of time.

Directors shall receive as daily fees of office for each day of service necessary to discharge his or her duties, if and only, if the compensation is approved by vote of the Board of Directors. The daily fee may only be charged in its entirety and may not be modified to a lesser amount.

The daily fees shall be as follows:

- \$100 per day on or after October 1, 2019 and
- \$150 per day on or after January 1, 2025.

The maximum fees of office of a Director may receive is \$7,200 per year.

Director's Expenses

Directors are entitled to reimbursement of expenses incurred which are "ordinary" and "necessary" in carrying out their responsibilities as District Board members. An expense is "ordinary" if it occurs with some degree of consistency in the District's business; and an expense is "necessary" in terms of what is "appropriate and helpful" to the development or conduct of the business of the District. Normally, these expenses include travel, meals and lodging while away from home conducting District business.

Expenses that qualify for reimbursement include travel expenses for airfare, car rental, taxi and use of a personal automobile. The mode and method of travel will be at the discretion of each Director. Airfare on a common carrier may not be reimbursed in an amount exceed the lowest available fare. Approval and reimbursement of Director's Expenses shall be consistent with the District *Purchasing and Payment Policy*. No reimbursement is allowed for the cost of entertainment or recreation unless the expenses are directly related to the conduct of the business of the District.

Audit of Director's Fees and Expenses

Annually, the District Auditor shall audit for compliance with this policy. Written results of that audit shall be presented to the full Board.

Effective Date

This policy will become effective upon adoption by the Board of Directors.

APPROVED AND ADOPTED on this 18 day of March, 2024.

By: Edmond S. Komandosky
Edmond S. Komandosky
Board President

ATTEST:

By: Monica P. Masters
Monica P. Masters
Board Secretary