

SAN JACINTO VALLEY CEMETERY DISTRICT

POLICY TITLE: Trustee Compensation and Reimbursement
POLICY NUMBER: 4030

4030.1 Compensation

In accordance with San Jacinto Valley Cemetery and this resolution dated February 15, 2006 and as authorized by California Health and Safety Code (CH&SC) section 9031, each member of the Board of Trustees may receive compensation in the amount not to exceed one hundred dollars (\$100) for attending each meeting of the board. A member of the Board of Trustees shall not receive compensation for more than four meetings of the board in a month. Trustees shall provide a brief report on meetings attended at the expense of the district at the next regular Board of Trustees meeting.

A meeting of the Board of Trustees includes:

- Regular Meetings
- Special Meetings
- Closed Sessions
- Emergency Meetings
- Board Field Trips
- District Public Hearings
- Committee Meetings of the Board

The amount of compensation for attending the above meetings may be increased by the Board in accordance with the requirements of California Health & Safety Code section 9031(b).

4030.2 Reimbursement

Member of the Board of Trustees may receive their actual and necessary traveling, and incidental expenses incurred while on official business other than a meeting of the board as authorized by CH&SC section 9031@

Official business, other than a meeting of the board, includes but is not limited to:

- California Association of Public Cemeteries conferences, seminars and workshops
- California Special Districts Association conferences, seminars and workshops
- Ethics training workshops
- Other educational activities related to district operations and governance as authorized by the Board of Trustees

Reimbursement rate limits:

Travel:

- Reimbursement for the cost of the use of a Trustees' personal vehicle to attend to the official business, other than, a meeting of the board, shall be on the total miles driven and at the rate specified in the Internal Revenue Guidelines (Publication 463) in effect at the time of the vehicle usage. Mileage will be calculated from the San Jacinto Valley Cemetery District office to the conference location and back. The district office will supply a map that verifies the mileage.
- The total amount to be reimbursed for personal usage shall not exceed the amount that would normally be required for public transportation.
- Trustees are responsible for payment transportation of spouses and or guest.

Meals:

- Reimbursement for the cost of meals purchased by Trustees in route, during and returning from official business meetings, other than a meeting of the board, shall be paid at the amount previously established by the Board of Trustees, Breakfast \$15.00 Lunch \$20.00 and Dinner \$30.00.
- Trustees are responsible for payment of meals of spouses and or guest.
- The District is not responsible for reimbursement for purchase of any alcoholic beverages.

Lodging:

- If lodging is in connection with a conference or organized educational activity authorized by the board, reimbursement for lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Trustee at the time of booking.
- If the group rate is not available, the Trustee shall use comparable lodging that is reasonably available in the immediate area or the Internal Revenue Service rates for reimbursement of lodging is established in the current version of Publication 463.

4030.3 Completed reimbursement forms with receipts for authorized expenses will be submitted to the district office within 60 days of incurring the expenses.

4030.4 A member of the Board of Trustees may waive any or all of the payments permitted by this policy.