

**ORDINANCE NO. 78**

**AN ORDINANCE OF THE WESTBOROUGH WATER DISTRICT  
AMENDING POLICY FOR DIRECTOR'S COMPENSATION  
AND EXPENSE REIMBURSEMENT**

**BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE WESTBOROUGH  
WATER DISTRICT AS FOLLOWS:**

**Section 1: FINDINGS AND DETERMINATIONS**

A. On May 12, 1991 the Board of Directors ("Board") of the Westborough Water District ("District") adopted a "Policy for Director's Compensation and Expense Reimbursement" ("Policy") that fixed the compensation paid to Directors for their attendance at specified meetings and Board-approved events.

B. The Board of Directors desires to amend the Policy to increase the compensation rate for attending such meetings and events and to modify the list of meetings for which compensation is due.

C. The Board of Directors, pursuant to Water Code Sections 20200 *et seq.* has called and held a public hearing regarding the modifications to the Policy set forth above at the April 9, 2026, notice of which was published in a newspaper of general circulation in the District pursuant to Government Code Section 6066.

**Section 2: AMEND POLICY FOR DIRECTOR'S COMPENSATION AND  
EXPENSE REIMBURSEMENT**

The updated Policy for Director's Compensation and Expense Reimbursement, which is attached to this Ordinance, is hereby approved, and the prior policy is rescinded on the effective date of this Ordinance.

Section 2. This Ordinance shall become effective on June 30, 2026, which is at least sixty (60) days from the date of its adoption. The voters of the District have the right, pursuant

to Section 20204 of the Water Code, to petition for referendum on this Ordinance. Any such petition must be presented to the Board prior to the effective date of the Ordinance pursuant to Section 20205 of the Water Code.

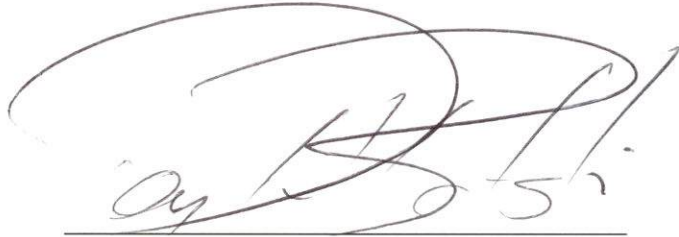
Section 4. The District Secretary shall cause a copy of this Ordinance to be published in a newspaper of general circulation in the District.

PASSED AND ADOPTED this 9th day of April, 2026, by the following vote of the Board:

AYES: Amuzie, Chambers, Medina, Richards, and Bautista.

NOES: None.

ABSENT: None.



\_\_\_\_\_  
President of the Board of Directors  
Westborough Water District

ATTEST:



\_\_\_\_\_  
Secretary of the Board

## **POLICY ON DIRECTOR'S COMPENSATION AND EXPENSE REIMBURSEMENT**

### Category A: *Meetings.*

Each Director is authorized to receive compensation in the amount of \$200 per day for the first meeting of the month and \$125 for each successive day for attending meetings of the Board, or of committees of the Board, including the following:

1. Board's regular monthly meetings.
2. Board's special meetings.
3. Budget and Finance Committee meetings.
4. Capital Improvement Committee meetings.
5. North San Mateo County Sanitation District sewer rate meetings.
6. Public Relations Committee meetings.
7. Personnel Committee meetings.
8. Meetings of all other committees appointed by the President of the Board.
9. San Mateo chapter of the California Special District Association meetings as District representative.

The maximum number of days for which a Director may receive compensation shall not exceed ten (10) days in a calendar month, irrespective of the number of days which he or she attends meeting or seminars authorized for compensation under this policy.

### Category B: *Seminars, Conferences, Tours, Workshops, and Classes.* *(Examples: ACWA, JPLA, Hetch Hetchy Tours, etc.)*

For all seminars, conferences, tours, workshops, and classes, approval by the Board shall first be obtained prior to registration to or attendance at the above seminars, etc.

If the Board approves attendance of a Director to the seminars, etc., such Director shall receive director's compensation in the amount of \$125 for each day attended by the Director. All related actual and necessary expenses shall be paid by the District. The Director shall file an expense statement for reimbursement for the Board's review and approval. Board members shall provide a brief report on meetings attended at District expense at a subsequent regular meeting.

### Category C: *Emergencies, Events not Covered Under Any of the Above Categories.*

If a Director participates in any emergencies or events not covered in categories A, B, or C, the Director will not be reimbursed for any expenses incurred or director's compensation unless the General Manager has pre-approved the participation and the Director files a report with the Board for their review. The Board will review the report and make a determination on the request. The Board's decision will be final.

Reimbursement Procedure:

In accordance with Government Code Section 53232.2 and 53232.3, a Director seeking reimbursement shall file an expense statement on the form to be provided by the District within a reasonable period of time after incurring the expense, along with receipts documenting each expense. The expense reports and related documents are to be maintained as public records. Unless otherwise provided by the District, directors shall receive reimbursement at the then-current Internal Revenue Service rate published in IRS Publication 463. Reimbursement of expenses not covered by Publication 463 or existing Board policy shall require the prior approval of the Board.

Adopted: April 9, 2026