



Mark Gardenhire

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Open Meeting Submission

TRD: 2023003300
Date Posted: 06/09/2023
Status: Accepted
Agency Id: 0917
Date of Submission: 06/09/2023
Agency Name: Fort Griffin Special Utility District
Board: Fort Griffin Special Utility District
Committee: Fort Griffin Special Utility District
Date of Meeting: 06/14/2023
Time of Meeting: 12:00 PM (##:## AM Local Time)
Street Location: 609 Railroad Street
City: Albany
State: TX
Original Meeting TRD Number: 2022001280
Liaison Name: Mark Gardenhire
Liaison Id: 4
Additional Information Obtained From: Mark Gardenhire
Agenda: Call to Order
Citizens Comments (Limit to 5 Minutes)
Review and Approval of May Minutes
Review and Approval of Financials
New Business:
*Review/Amendments to Expense Policy
*Setting of Public Hearing in Cisco Area
Old Business:
*Designate Signators for Bank Accounts
*Update on Projects
General Manager's Report
Adjourn

[New Submission](#)

FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109

Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called meeting Wednesday May 10, 2023 at Noon, at 609 Railroad Street, Albany, Texas.

Sug Roller presided in the absence of McKelvain & Snyder. Roller called the meeting to order at 12:21 pm. Board members present included Sid Collinsworth, Ben Hale, and Gary Roan. General Manager Mark Gardenhire, Office Administrator Carrie Holson were also present.

Visitor Comments: No visitors present.

Hale made a motion to approve the minutes of the April 12, 2023 meeting. Motion seconded by Roan; motion carried.

Roller opened discussion regarding the financial reports. Roan asked what the policy was for meal allowances by employees. Roller suggested discussion of/changes to the policy on the next board agenda. Roller also requested a list of the notes the board pays and details just for new board members to be aware of existing monthly debt. Request was also made for a Profit and Loss as part of the financials for future meetings. Montgomery made a motion to accept financials. Motion seconded by Collinsworth; motion carried.

Board member Montgomery arrived at 12:27pm.

Board members Sug Roller, Ben Hale and Robert Montgomery were Sworn in for the 2023-2025 term; and recited the Oath of Office.

Roller opened discussion regarding Board Officers for May 2023-May 2024. Collinsworth stated he would like to nominate Montgomery for Board President. Montgomery stated he declined the nomination. Montgomery made a motion the officers remain the same with McKelvain president; Snyder Vice-president; and Roller as Secretary/Treasurer. Motion seconded by Hale; all voting for; motion carried.

Roan made a motion to table any action on signators for the bank accounts. Motion seconded by Collinsworth; all voting for. No action taken-signators to remain as they are for all accounts until revisited.

Montgomery made a motion to adopt the proposed Resolution Authorizing the Issuance of \$3,746,000 in revenue bonds. Motion seconded by Hale; all voting for. Collinsworth requested Engineer Derek Turner be present for the next meeting to answer questions regarding the projects. Collinsworth also inquired about funds from West Bound Water Supply; but no information was available.

Gardenhire stated he would have to look in to Collinsworth's questions.

Roan left for another engagement at 1:12 PM.

Gardenhire stated Turner should have the new application to Powell (USDA) by end of week. Stated felt like should be able to start construction of the standpipe by August. He also suggested turning papers into Water Development Board by the May 30th deadline. Collinsworth questioned where the SUD had been buying parts, mentioning he heard of a "Hunter" who had good prices. Gardenhire stated the SUD uses Hunter with APSCO for supplies already. Collinsworth asked about the rate assessment and if Mark had gathered information requested. He responded that he was waiting on Community Resources. Collinsworth then asked Holson if she had info board had requested. Holson stated she had gathered the information on rate increases over the past 10 years, but Mark had asked her to hold off on presenting it until Community Resources has a chance to compile all the data into a presentation for board members.

No further action was taken by the board and Hale made a motion to adjourn the meeting at 1:35 PM. Motion seconded by Montgomery; the motion carried.

Attest:

Sug Roller, Certifying Official
Fort Griffin Special Utility District

Carrie Holson, Office Administrator

Fort Griffin Special Utility District
OPERATING ACCT TRANSACTIONS

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Ft Griffin SUD Operating						25,990.62
Depo...	05/01/2023			install-Simpson	3,286.00	29,276.62
Depo...	05/01/2023			Kopernicki re-install 369	660.00	29,936.62
Check	05/01/2023	10044	JAMIE OTWELL	REFUND-cancelled application	-360.00	29,576.62
Liabil...	05/01/2023	ONLI...	T.C.D.R.S.	27-2830777	-1,834.57	27,742.05
Liabil...	05/01/2023	ONLI...	United States Tr...	27-2830777	-5,707.70	22,034.35
Depo...	05/01/2023			RVS Deposit	8,400.00	30,434.35
Check	05/01/2023	draft	First National Ba...	loan pmt -0432 (software)	-507.74	29,926.61
Depo...	05/02/2023			RVS Paystar	1,143.84	31,070.45
Depo...	05/02/2023			RVS Deposit	5,361.38	36,431.83
Check	05/02/2023	10045	TML Health	PFORTGR12304	-11,822.72	24,609.11
Check	05/02/2023	10046	Messer, Fort & M...	inv 11281	-241.65	24,367.46
Depo...	05/03/2023			RVS Deposit	1,132.32	25,499.78
Depo...	05/03/2023			RVS Paystar	98.88	25,598.66
Depo...	05/03/2023			Draft pmts	39,721.90	65,320.56
Depo...	05/03/2023			RVS Paystar	341.91	65,662.47
Depo...	05/04/2023			RVS Paystar	565.87	66,228.34
Depo...	05/06/2023			RVS Paystar	650.25	66,878.59
Depo...	05/06/2023			RVS Paystar	100.00	66,978.59
Depo...	05/07/2023			RVS Paystar	427.23	67,405.82
Depo...	05/07/2023			RVS Deposit	21,910.29	89,316.11
Check	05/08/2023	10048	Mark Gardenhire	reimb bestbuy-phone	-200.23	89,115.88
Check	05/08/2023	DRAFT	First National Ba...	LOAN 105531-2018 FORD	-588.63	88,527.25
Check	05/08/2023	online	Visa Card Servic...	visa card pmt	-4,001.34	84,525.91
Depo...	05/09/2023			RVS Paystar	329.48	84,855.39
Depo...	05/09/2023			RVS Deposit- Nail	832.17	85,687.56
Depo...	05/09/2023			RVS Deposit- Stasney	764.49	86,452.05
Depo...	05/09/2023			RVS Deposit- Stasney	98.88	86,550.93
Depo...	05/09/2023			RVS Deposit	3,864.45	90,415.38
Check	05/09/2023	10049	First Financial B...	loan pmt 21 Ford acct -24221	-563.35	89,852.03
Check	05/09/2023	10050	First Financial B...	2023 GMC pickup	-1,127.74	88,724.29
Check	05/09/2023	10051	FGSUD Interest ...	TWDB reserve	-4,705.58	84,018.71
Check	05/09/2023	10052	FGSUD Reserve	FEB reserve	-2,461.45	81,557.26
Bill P...	05/09/2023	10053	BenMark Supply ...	inv 3351546	-753.30	80,803.96
Bill P...	05/09/2023	10054	Big Country Elect...	electric acct 1401990102	-77.30	80,726.66
Bill P...	05/09/2023	10055	City of Albany	acctt 1405;1331	-42,091.00	38,635.66
Bill P...	05/09/2023	10056	Eagle Auto Parts	167V010396	-73.70	38,561.96
Bill P...	05/09/2023	10057	EZ Feed & Supply	119499	-19.19	38,542.77
Bill P...	05/09/2023	10058	Fort Belknap Ele...	acct 560450100	-267.14	38,275.63
Bill P...	05/09/2023	10059	Hach Company	inv 13568488	-84.17	38,191.46
Bill P...	05/09/2023	10060	Handyman Supply	182972;183512	-148.35	38,043.11
Bill P...	05/09/2023	10061	Higginbotham Br...		-229.65	37,813.46
Bill P...	05/09/2023	10062	HydroPro Solutions	100361;100376	-3,770.31	34,043.15
Bill P...	05/09/2023	10063	Leonard Water S...	VOID: 67089;67193	0.00	34,043.15
Bill P...	05/09/2023	10064	O'Reilly Auto Parts	0799324782	-21.56	34,021.59
Bill P...	05/09/2023	10065	Reliant	electric	-1,776.01	32,245.58
Bill P...	05/09/2023	10066	Republic Services	acct 3-00582901816	-126.65	32,118.93
Bill P...	05/09/2023	10067	The Albany Oil E...	117487;17511	-147.75	31,971.18
Bill P...	05/09/2023	10068	USA BlueBook	312065;314649	-1,139.16	30,832.02
Check	05/09/2023	10069	Marty Smith Pipe...	simpson install	-1,495.00	29,337.02
Check	05/10/2023	DEBIT	USDA Rural Dev...	loan pmt	-12,948.00	16,389.02
Check	05/10/2023	DEBIT	USDA Rural Dev...	loan pmt	-1,960.00	14,429.02
Depo...	05/10/2023			RVS Deposit	498.56	14,927.58
Depo...	05/10/2023			RVS Paystar	1,105.02	16,032.60
Depo...	05/10/2023			Deposit	660.00	16,692.60

Fort Griffin Special Utility District
OPERATING ACCT TRANSACTIONS

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Depo...	05/11/2023			RVS Paystar	2,491.76	19,184.36
Depo...	05/11/2023			RVS Deposit	2,410.54	21,594.90
Depo...	05/12/2023			RVS Paystar	1,014.70	22,609.60
Depo...	05/13/2023			RVS Paystar	1,029.34	23,638.94
Depo...	05/14/2023			RVS Deposit	6,198.36	29,837.30
Payc...	05/15/2023	10070	Adam L Cisneros		-1,395.13	28,442.17
Payc...	05/15/2023	10071	Brian K Waggoner		-2,061.35	26,380.82
Payc...	05/15/2023	10072	Carrie G Holson		-1,629.25	24,751.57
Payc...	05/15/2023	10073	Kyle V Tischler		-1,517.13	23,234.44
Payc...	05/15/2023	10075	Tyler J George		-1,751.82	21,482.62
Payc...	05/15/2023	10074	Mark Gardenhire		-2,536.61	18,946.01
Check	05/15/2023	10076	Jesseca Williams	ID #2010078 Tyler George 0...	-200.00	18,746.01
Depo...	05/15/2023			RVS Paystar	105.00	18,851.01
Depo...	05/16/2023			RVS Paystar	591.54	19,442.55
Depo...	05/16/2023			RVS Deposit	706.19	20,148.74
Check	05/16/2023	10047	Central West Te...	Kyle renewal class	-310.00	19,838.74
Depo...	05/17/2023			RVS Paystar	332.54	20,171.28
Depo...	05/18/2023			Rvs Paystar	752.59	20,923.87
Depo...	05/18/2023			RVS Deposit	406.11	21,329.98
Check	05/19/2023	10077	Postmaster	bill mail out	-380.50	20,949.48
Depo...	05/19/2023			RVS Paystar	476.49	21,425.97
Depo...	05/22/2023			RVS Paystar	741.14	22,167.11
Depo...	05/22/2023			RVS Deposit	1,815.32	23,982.43
Depo...	05/23/2023			RVS Paystar	3,416.46	27,398.89
Depo...	05/23/2023			RVS Deposit	1,323.69	28,722.58
Depo...	05/24/2023			RVS Paystar	462.19	29,184.77
Depo...	05/25/2023			RVS Paystar	701.35	29,886.12
Depo...	05/25/2023			RVS Deposit	741.15	30,627.27
Bill P...	05/25/2023	10085	AT&T	office lines 3257622575429-1	-632.35	29,994.92
Bill P...	05/25/2023	10086	City of Abilene	samples inv 4866	-75.00	29,919.92
Bill P...	05/25/2023	10087	Comanche Electr...	electric acct 54628-001	-33.00	29,886.92
Bill P...	05/25/2023	10088	EZ Feed & Supply	dispensers 120005	-50.34	29,836.58
Bill P...	05/25/2023	10089	Master Meter Sy...	annual fee- inv 259775	-250.00	29,586.58
Bill P...	05/25/2023	10090	Reliant	9315';9331	-489.21	29,097.37
Bill P...	05/25/2023	10091	Sam's Club	acct -7164	-32.69	29,064.68
Bill P...	05/25/2023	10092	The Albany Oil E...	tire repairs/oil changes	-255.75	28,808.93
Bill P...	05/25/2023	10093	TXU Energy	acct 9669993	-17.88	28,791.05
Bill P...	05/25/2023	10094	USA BlueBook	inv6872; 353109	-948.24	27,842.81
Bill P...	05/25/2023	10095	Verizon Wireless	inv 9934142757	-324.76	27,518.05
Check	05/25/2023	online	WEX BANK	fuel bill	-2,182.17	25,335.88
Depo...	05/25/2023			RVS Paystar	1,004.18	26,340.06
Payc...	05/26/2023	10078	Adam L Cisneros		-1,395.15	24,944.91
Payc...	05/26/2023	10079	Brian K Waggoner		-1,464.37	23,480.54
Payc...	05/26/2023	10081	Kyle V Tischler		-1,517.15	21,963.39
Payc...	05/26/2023	10083	Tyler J George		-1,751.81	20,211.58
Payc...	05/26/2023	10080	Carrie G Holson		-1,629.25	18,582.33
Payc...	05/26/2023	10082	Mark Gardenhire		-2,536.61	16,045.72
Check	05/26/2023	10084	Jesseca Williams	ID #2010078 Tyler George 0...	-200.00	15,845.72
Depo...	05/26/2023			RVS Paystar	1,132.70	16,978.42
Depo...	05/27/2023			RVS Paystar	317.18	17,295.60
Check	05/28/2023	debit	Caterpillar Finan...	backhoe payment	-897.69	16,397.91
Depo...	05/28/2023			RVS Paystar	239.96	16,637.87
Depo...	05/29/2023			RVS Paystar	268.04	16,905.91
Depo...	05/30/2023			RVS Deposit	10,524.78	27,430.69
Bill P...	05/30/2023	10096	Brazos River Aut...	Qrt Fee cust 99367	-7,896.96	19,533.73

Fort Griffin Special Utility District
OPERATING ACCT TRANSACTIONS

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill P...	05/30/2023	10097	TML Health	PFORTGR12305; May pmt	-8,827.40	10,706.33
Depo...	05/31/2023			RVS Paystar	894.49	11,600.82
Depo...	05/31/2023			RVS Deposit-Ft G Park	1,037.75	12,638.57
Depo...	05/31/2023			RVS Deposit-Stasney	672.03	13,310.60
Depo...	05/31/2023			RVS Deposit	4,345.55	17,656.15
Depo...	05/31/2023			Deposit/Feas Trevino 1345	400.00	18,056.15
Check	05/31/2023	DRAFT	First National Ba...	plant property LN#100146397	-998.63	17,057.52
Total Ft Griffin SUD Operating					-8,933.10	17,057.52
TOTAL					-8,933.10	17,057.52

Fort Griffin Special Utility District
Budget vs. Actual Oct 22-Sept 23

October 1- June 9=68% of budget

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	0.00	600.00	-600.00	0.0%
Water Sales - Drilling	44.20	2,000.00	-1,955.80	2.2%
CSI Fees	400.00	1,650.00	-1,250.00	24.2%
Other Income	3,657.52	2,000.00	1,657.52	182.9%
Reconnect Fee	5,580.00	1,000.00	4,580.00	558.0%
Late Charges	5,874.65	11,000.00	-5,125.35	53.4%
Non-Standard Install	6,031.00	23,000.00	-16,969.00	26.2%
Meter Installation	9,492.79	50,000.00	-40,507.21	19.0%
Capital Contribution Fee	12,000.00	60,000.00	-48,000.00	20.0%
Water Sales - Moran	148,299.56	80,000.00	68,299.56	185.4%
Debt Service	188,537.70	305,000.00	-116,462.30	61.8%
Water Sales	284,648.91	575,000.00	-290,351.09	49.5%
Fixed Income	393,286.33	615,000.00	-221,713.67	63.9%
Total Income	1,057,852.66	1,726,250.00	-668,397.34	61.3%
Expense				
Debt Service Prin. & Interest	0.00	60,000.00	-60,000.00	0.0%
Election Expense	0.00	5,000.00	-5,000.00	0.0%
Capital Improvements	0.00	50,000.00	-50,000.00	0.0%
Interest Expense	46.32	7,000.00	-6,953.68	0.7%
Other Expense	137.20	10,000.00	-9,862.80	1.4%
RVS Billing	515.66	5,000.00	-4,484.34	10.3%
Travel & Meals	1,200.27	2,000.00	-799.73	60.0%
Water Sample Testing	1,256.76	2,500.00	-1,243.24	50.3%
Office Supplies & Expense	2,544.38	6,000.00	-3,455.62	42.4%
Board Meeting	2,939.48	2,000.00	939.48	147.0%
Advertise & Legal Ntc. Pub.	3,321.48	1,000.00	2,321.48	332.1%
Postage	4,303.00	5,000.00	-697.00	86.1%
School & Conference	7,743.54	6,000.00	1,743.54	129.1%
Contracted/Non-standard Install	8,850.75	23,000.00	-14,149.25	38.5%
Telephone	9,784.63	10,150.00	-365.37	96.4%
Tank Cleaning/Coating	9,800.00	16,000.00	-6,200.00	61.3%
Dues, Fees, Subscriptions	11,573.15	14,000.00	-2,426.85	82.7%
Legal, Professional, Accounting	12,592.08	18,000.00	-5,407.92	70.0%
Maintenance & Repairs				
Equipment	332.86	0.00	332.86	100.0%
System	18,024.52	0.00	18,024.52	100.0%
Total Maintenance & Repairs	18,357.38	0.00	18,357.38	100.0%
Utilities	20,339.44	25,000.00	-4,660.56	81.4%
Purchase of Asset	24,519.54	60,000.00	-35,480.46	40.9%
Vehicle				
Repair & Maintenance	16,445.85	18,000.00	-1,554.15	91.4%
Fuel	24,842.75	32,000.00	-7,157.25	77.6%
Total Vehicle	41,288.60	50,000.00	-8,711.40	82.6%
Insurance				
Insurance - Other	1,000.00			
General Liability	28,917.35	25,000.00	3,917.35	115.7%
Employee Insurance	106,950.24	80,000.00	26,950.24	133.7%
Total Insurance	136,867.59	105,000.00	31,867.59	130.4%

Fort Griffin Special Utility District
Budget vs. Actual Oct 22-Sept 23

October 1- June 9=68% of budget

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
System Operations				
Telemetry/SCADA	0.00	5,000.00	-5,000.00	0.0%
Bldgs., Shop, Yard	2,916.32	7,500.00	-4,583.68	38.9%
Testing Supplies	6,786.01	9,000.00	-2,213.99	75.4%
System Operations - Other	7,491.27			
Pumps/Electrical	8,942.39	21,100.00	-12,157.61	42.4%
Chemicals	12,183.21	9,000.00	3,183.21	135.4%
Meter Upgrades	15,379.47	48,000.00	-32,620.53	32.0%
Supplies/Repairs/Maintenance	83,185.65	93,000.00	-9,814.35	89.4%
Total System Operations	136,884.32	192,600.00	-55,715.68	71.1%
Payroll Expenses				
Retirement Contribution	0.00	9,000.00	-9,000.00	0.0%
Payroll Expenses - Other	247,614.56	351,000.00	-103,385.44	70.5%
Total Payroll Expenses	247,614.56	360,000.00	-112,385.44	68.8%
Water Purchases				
B.R.A.	23,690.88	30,000.00	-6,309.12	79.0%
City of Albany	421,655.00	524,000.00	-102,345.00	80.5%
Total Water Purchases	445,345.88	554,000.00	-108,654.12	80.4%
Total Expense	1,147,826.01	1,589,250.00	-441,423.99	72.2%
Net Ordinary Income	-89,973.35	137,000.00	-226,973.35	-65.7%
Other Income/Expense				
Other Income				
Grant Reimbursement	0.00	42,000.00	-42,000.00	0.0%
Total Other Income	0.00	42,000.00	-42,000.00	0.0%
Other Expense				
USDA Loan Payments	140,017.00	179,000.00	-38,983.00	78.2%
Total Other Expense	140,017.00	179,000.00	-38,983.00	78.2%
Net Other Income	-140,017.00	-137,000.00	-3,017.00	102.2%
Net Income	-229,990.35	0.00	-229,990.35	100.0%

transfers

Fort Griffin Special Utility District

Profit & Loss

May 2023

	May 23
Ordinary Income/Expense	
Income	
Debt Service	24,668.25
Fixed Income	54,735.30
Late Charges	795.00
Meter Installation	660.00
Non-Standard Install	1,791.00
Reconnect Fee	720.00
Water Sales	44,436.75
Water Sales - Moran	4,952.55
Total Income	132,758.85
Expense	
Dues, Fees, Subscriptions	250.00
Insurance	
Employee Insurance	20,650.12
Total Insurance	20,650.12
Legal, Professional, Accounting	241.65
Office Supplies & Expense	32.69
Payroll Expenses	29,558.05
Postage	380.50
Purchase of Asset	3,786.09
School & Conference	310.00
System Operations	
Bldgs., Shop, Yard	344.53
Chemicals	2,087.40
Meter Upgrades	3,389.85
Supplies/Repairs/Maintenance	1,363.41
Testing Supplies	84.17
System Operations - Other	4,001.34
Total System Operations	11,270.70
Telephone	957.11
Utilities	2,860.77
Vehicle	
Fuel	2,182.17
Repair & Maintenance	498.76
Total Vehicle	2,680.93
Water Purchases	
B.R.A.	7,896.96
City of Albany	42,091.00
Total Water Purchases	49,987.96
Water Sample Testing	75.00
Total Expense	123,041.57
Net Ordinary Income	9,717.28
Other Income/Expense	
Other Expense	
USDA Loan Payments	14,908.00
Total Other Expense	14,908.00
Net Other Income	-14,908.00
Net Income	-5,190.72

Description	Original Amount	Terms	Payee	Monthly Payment
2018 Ford	\$ 32,000.00	11/8/21-11/8/26	First National Bank	\$ 588.63
2021 Ford	\$ 25,156.00	3/9/21-3/15/25	First Financial Bank	\$ 563.34
Plant Property	\$ 150,000.00	Interest until funded	First National Bank	\$ 684.25
Software	\$ 17,200.00	9/8/21-9/1/24	First National Bank	\$ 507.74
2021 Backhoe	\$ 37,000.00	Jan 2021-lease	Caterpillar	\$ 897.69
2023 GMC	\$ 47,633.75	11/10/22-11/15/26	First Financial Bank	\$ 1,127.74
USDA Loan	\$ 2,956,000.00	Matures 2049	USDA	\$ 12,948.00
USDA Loan	\$ 500,000.00	Matures 2049	USDA	\$ 1,960.00
Reserve(Bond)	\$ 1,525,000.00	Matures 8/2050	FFN I&S Fund	\$ 4,705.58
Reserve (TWDB)			FFN Reserve Fund	\$ 2,461.45

6/1/2023

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Reprinted for:

5/31/2023

Directors Report

Fort Griffin Special Utility Distr.

Base Fee Pumped This Month	6,140,000 Gallons
Base Fee Sold This Month	4,852,000 Gallons
Base Fee Used for Fire and Flushing Line	89,000 Gallons
Base Fee Loss	1,199,000 Gallons
Base Fee Loss (%)	19.53 %

	Amount (\$)	# Of Accounts
Total Base Fee	54,735.30	1,014
Total Water Usage	48,260.70	698
Total Late Charge	795.00	159
Total Reconnect Fee	720.00	2
Total Adjustments	(1,230.90)	3
Total Debt Service (Inf	24,668.25	1,015
Total TWC Tax (Reg. Asm	485.84	1,012
Total Current Charges	128,434.19	1,017

as.
Past

SWSC PERSONNEL POLICIES

Revised 11/20/07

9.03 Continuing Education in General

Employees are encouraged to further their education and training in areas that will enhance their job performance. Upon advance approval by the General Manager, and upon successful completion of relevant training courses, employees shall be reimbursed for tuition fees, materials and other necessary and approved expenses upon presentation of proper documentation.

10. Reimbursement of Expenses

10.01 General Policy

The policy of the Corporation is that employees are to be fully reimbursed for necessary and reasonable job-related expenses incurred in the authorized conduct of Corporation business. All requests for reimbursement of expenses are subject to requirements of documentation and reasonableness. The General Manager, in consultation with the Board of Directors, shall determine what employee expenses are to be reimbursed by the Corporation.

10.02 Reimbursable Expenses

- (a) All Corporation paid employee travel must be on necessary Corporation business, the details of which shall be approved in advance by the General Manager.
- (b) Expenses reimbursed to employees shall be only for necessary and reasonable actual costs as verified by expense receipts which indicate the date, vendor, explanation and itemization of expenses, and a list of all persons covered.
- (c) Receipts are required for all reimbursable expenses. If receipts are not available, a written statement must be provided containing the information in (b) above, as well as the reason why a receipt was not submitted.
- (d) The following expenditures are not reimbursable expenses unless specifically authorized by the General Manager and approved by the Board of Directors:
 - (1) Alcoholic beverages
 - (2) Personal employee or family expenses
 - (3) Sports and entertainment fees
 - (4) Donations, contributions and memberships
 - (5) Any other expenditure not reasonably related to and necessary for the efficient conduct of Corporation business.