

**GSPOA Water Works Operator
Compensation Policy**
Approved by the Board of Directors – 8/26/06

The Association will pay for billable hours as “non-employee compensation” for services rendered. The operator will be considered an independent contractor.

Billable hours will include:

- Physical maintenance and repair work to the physical water system
- Meetings with suppliers, contractors, consultants, professionals and/or government officials regarding the physical water system
- Completion of paperwork and reporting as required by DOH
- Water quality sampling as required by DOH
- Water meter readings as required by DOH
- Installation of water meters
- Required coursework, meetings and exams as required by DOH

Travel time will not be considered billable hours. The Association does reimburse for mileage as allowed by the IRS.

Invoices will be submitted at the end of each month and include number of billable hours and description of work.

The Association will:

- 1) Require a completed IRS form W-9 (request for taxpayer identification number or TIN) from the operator
- 2) File IRS form 1099 to report the amounts paid
- 3) Pay all invoices in a timely manner