



General Manager's Report to Board of Commissioners

Date: 3/18/2013

Re: Resolution 12-2013

Resolution 12-2013 - Amending Board Policy Regarding Reimbursement of Commissioners' Expenses.

At the January Board Meeting Resolution 01-2013 "Adopting a policy Regarding Reimbursement of Commissioners' Expenses, and Repealing Resolution NO. 16-2009" was adopted by the Board of Commissioners.

Due to a medical emergency, the scheduled January 21, 2013 regular meeting of the Board of Commissioners was adjourned to January 23, 2013. Due to scheduling conflicts, Commissioner Sheldon was not present at the adjourned January 23, 2013 regular Board meeting.

Commissioner Sheldon has concerns about the policy adopted by Resolution 01-2013.

Commissioner Sheldon wishes to propose an alternate Board policy regarding reimbursement of Commissioner expenses. Resolution 12-2013 contains the policy proposed by Commissioner Sheldon for the Board's consideration.

Commissioner Sheldon's alternate policy would make the following changes to the adopted policy:

1. Change the definition of "District Business" from:

"organizations that further the interests of the District through education and networking. Educational and networking opportunities include, but are not limited to, attendance at or participation in seminars, conferences, events, and meetings sponsored by governmental agencies, intergovernmental organizations, water related industry associations, and vendors and manufacturers of water supply related materials, equipment and supplies."

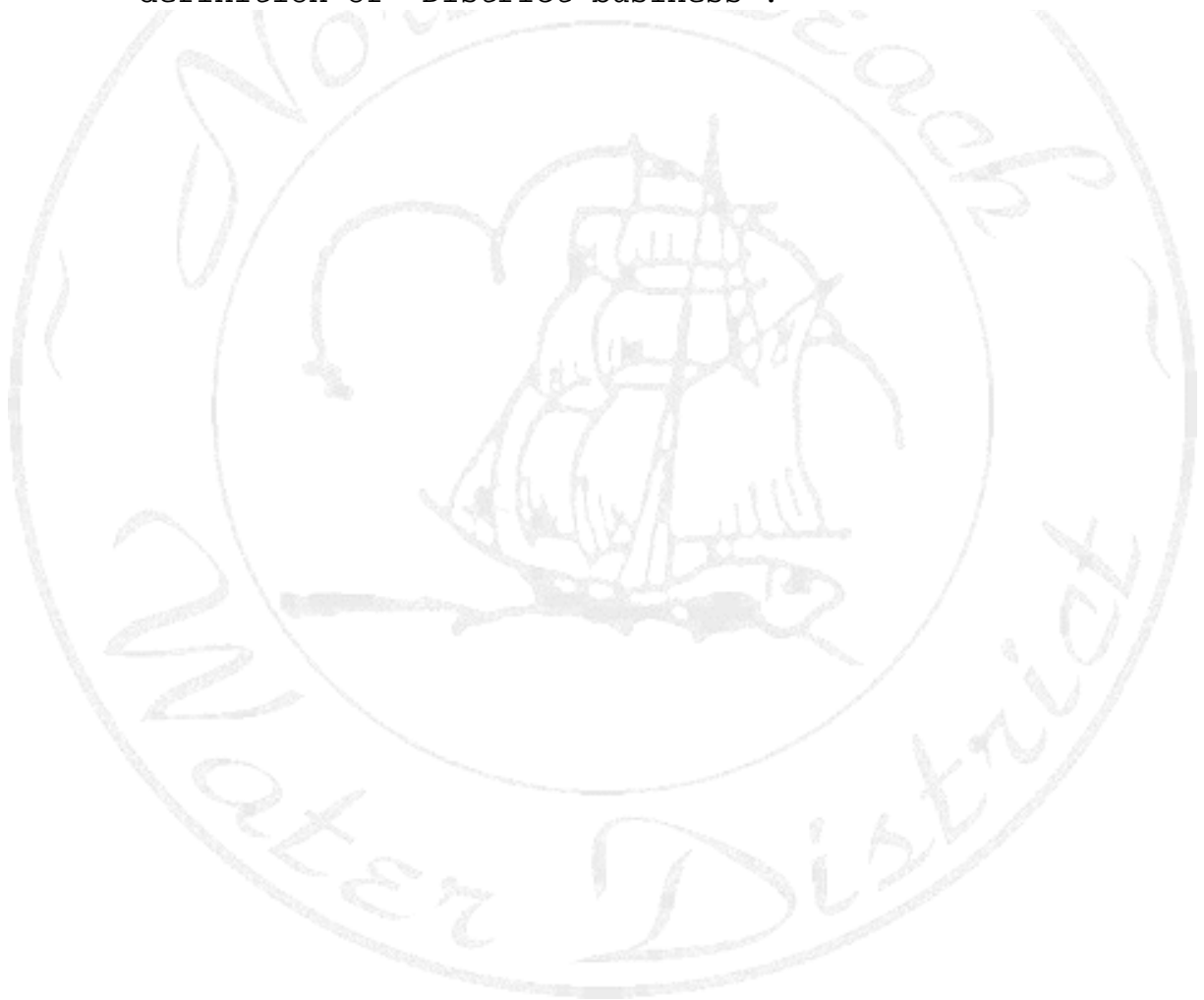
To:

"events that further the interests of the District"

2. Reduce commissioner assurance of reimbursement for expenses incurred for District business by adding the

term "likely reimbursable" to describe expenses incurred by commissioners in "District business".

3. Requires prior approval by the Board of Commissioners, when possible, before any expenses for District business are incurred.
4. Adding a statement that Commissioners who attend District business events may have their request for reimbursement denied by the Board of Commissioners.
5. Adding a requirement that Commissioners present a report to the Board of Commissioners at the next regular meeting explaining how their attendance met the definition of "District business".



**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 12-2013

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
NORTH BEACH DISTRICT, PACIFIC COUNTY,
WASHINGTON, AMENDING A POLICY REGARDING
REIMBURSEMENT OF COMMISSIONERS' EXPENSES**

WHEREAS, RCW 57.12.010 authorizes Commissioners to be reimbursed for reasonable expenses actually incurred in connection with District business, including subsistence and lodging while away from the commissioner's place of residence and mileage for the use of a privately owned vehicle at the mileage rate authorized in chapter 43.03.060 RCW; and

WHEREAS, RCW 43.03.060 authorizes the director of financial management to establish the mileage rate for the use of privately-owned vehicles on official business and conditions under which reimbursement of transportation costs may be allowed; and

WHEREAS, RCW 42.24.090 requires all claims for reimbursement for expenditures by officers of any municipal corporation, including lodging, meals or any other purpose, to be presented in a detailed account; now, therefore

BE IT RESOLVED by the Board of Commissioners of North Beach Water District, Pacific County, to amend Board policy "Reimbursement of Commissioner Expenses" as shown in the attached North Beach Water District Policy for Reimbursement of Commissioners' Expenses (Exhibit A).

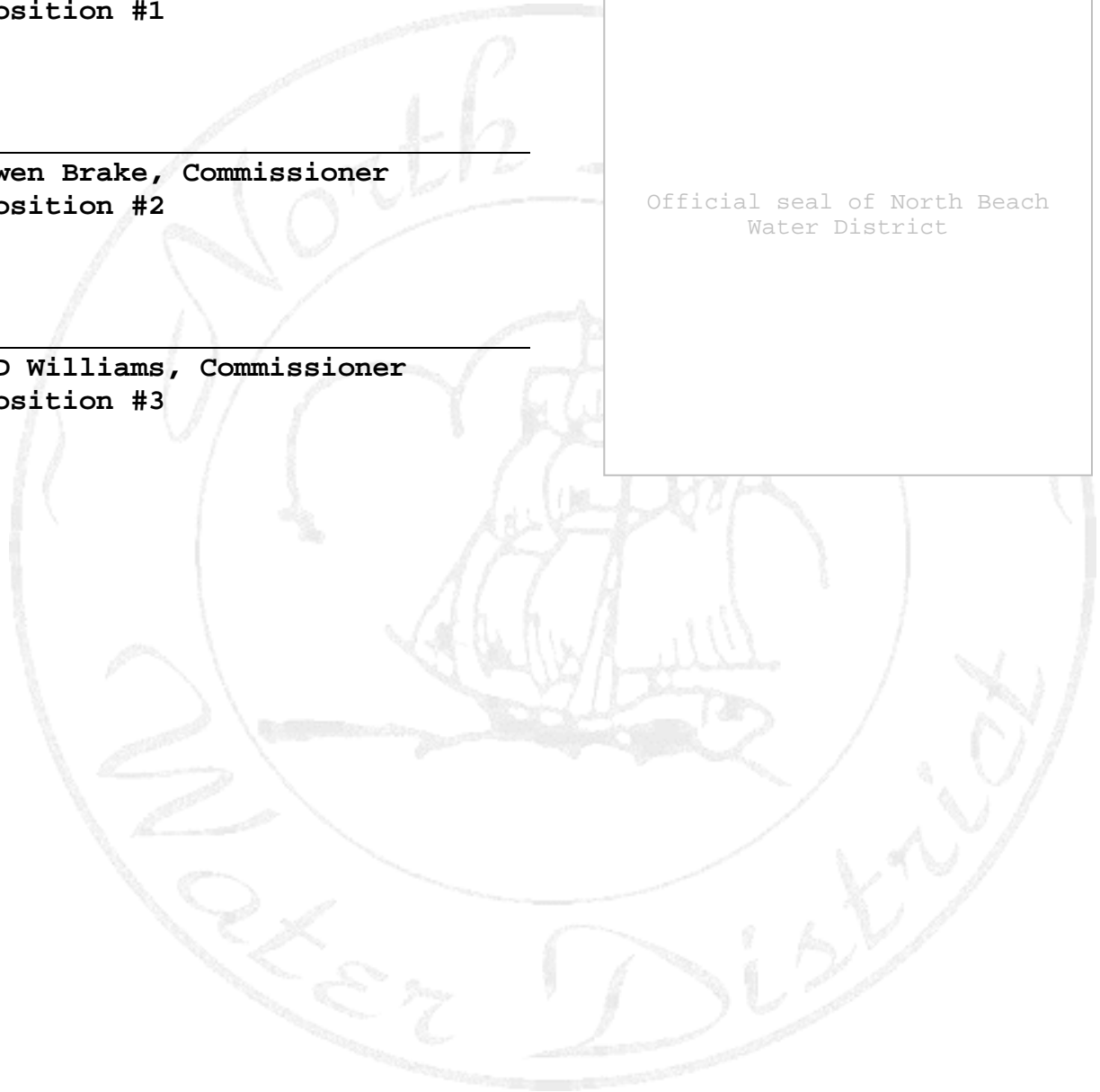
ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 20nd day of May, 2013

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

RD Williams, Commissioner
Position #3

Official seal of North Beach
Water District



**NORTH BEACH WATER DISTRICT POLICY FOR REIMBURSEMENT OF
COMMISSIONERS' EXPENSES**

Commissioners are encouraged to participate in events that further the interests of the District (hereinafter "District business"). Actual expenses incurred by Commissioners for District business are likely reimbursable. Such reimbursable expenses include meals, lodging, and travel expenses while away from the commissioner's place of residence and mileage for use of a vehicle at the mileage rate established pursuant to RCW 43.03.060 (hereinafter "reimbursable expenses").

Reimbursable expenses for District business shall be approved and processed as follows:

1. Prior Approval:

Commissioners shall obtain prior approval from the Board of Commissioners prior to incurring expenses for District business. Requests for such reimbursement will be made to the Board at any meeting of the Board. In the event there is not adequate time to obtain preauthorization from the Board of Commissioners, then the Commissioner should use best judgment in deciding to self fund the event understanding that the Board of Commissioners may determine that the District will not provide partial or full reimbursement.

2. Mileage Reimbursement Rate: Reimbursement for use of personal automobiles shall be at the current rate set by the director of financial management pursuant to RCW 43.03.060.

3. Meals and Lodging: Expenditures for meals and lodging shall be moderate and reasonable for the area in which the expenditure is incurred.

4. General Compensation Rule: A Commissioner's participation in or attendance at District business activities shall be deemed to be carried out "in the performance of official services or duties on behalf of the District," for which the Commissioners are compensated pursuant to RCW 57.12.010 and any implementing District resolutions. Reimbursable expenses for District business shall include meals, travel expenses, lodging as approved by this policy, and registration fees. As a condition of reimbursement, the Commissioner is required to provide a

report on the event at the next regular meeting of the Board of Commissioners with emphasis placed on how their attendance advanced the interests of North Beach Water District.

5. Air Travel Expenses: Air travel shall be at round-trip fares for coach travel, or equivalent, together with expenses for ground transportation to and from airports, hotels, event venues, and restaurants.

6. Overnight Accommodations : Reimbursement for lodging shall not include the increased cost, if any, for a spouse, significant other or guest, unless approved by the Board of Commissioners.

7. Reimbursement Procedure: Commissioners shall promptly submit a request for reimbursement, accompanied by evidence (receipts) of payment of expenses, to the District general manager, on forms approved by the general manager. The forms shall be comply with the requirements of the State Auditor, and shall contain a certification by the Commissioner. The general manager shall reimburse Commissioners for expenses upon approval by the Board of Commissioners.

8. Alcoholic Beverages and Other Non-Essential Expenses: Alcoholic beverages and other non-essential expenses including but not limited to in-room movies, alcoholic beverages, room service bar goods and gifts, shall not be reimbursed.

9. Cancellation of Reservations or Confirmations: If (1) the District pays a registration fee or other cost for attendance at a meeting, seminar, event or conference by a Commissioner, (2) the Commissioner cancels attendance or fails to attend, and (3) the District is unable to receive a refund of the registration fee or other cost, the District shall deduct such fees and costs from any compensation, reimbursement expenses or other monies that are or will become due and owing to the Commissioner; provided, that the District's payment shall not be charged to the Commissioner where the Commissioner was unable to attend due to circumstances beyond his control or a personal or family emergency.

NORTH BEACH WATER DISTRICT

POLICY FOR REIMBURSEMENT OF COMMISSIONERS' EXPENSES

Commissioners are encouraged to participate in ~~organizations~~ events that further the interests of the District (hereafter District business). ~~through education and networking.~~ ~~Educational and networking opportunities include, but are not limited to, attendance at or participation in seminars, conferences, events, and meetings sponsored by governmental agencies, intergovernmental organizations, water related industry associations, and vendors and manufacturers of water supply related materials, equipment and supplies(hereafter "District business").~~ Actual expenses incurred by Commissioners for District business are likely reimbursable. Such reimbursable expenses include meals, lodging, and travel expenses while away from the commissioner's place of residence and mileage for use of a vehicle at the mileage rate established pursuant to RCW 43.03.060 (hereafter "reimbursable expenses").

Reimbursable expenses for District business shall be approved and processed as follows:

1. **Prior Approval:** ~~Overnight Lodging and Air Travel:~~

Commissioners shall obtain prior approval by the Board of Commissioners prior to incurring ~~reimbursable~~ expenses for District business ~~that requires overnight lodging or air travel~~. Requests for such reimbursement will be made to the Board at any meeting of the Board. In the event there is not adequate time to obtain preauthorization from the Board of Commissioners, then the Commissioner should use best judgment in deciding to self-fund the event understanding that the Board of Commissioners may determine that the District will not provide partial or full reimbursement. ~~The Board of Commissioners may ratify reimbursable~~

~~expenses District business that requires overnight lodging or air travel where the Commissioner requesting reimbursement had insufficient time to seek and receive Board authorization before attendance or participation.~~

2. **Mileage Reimbursement Rate:** Reimbursement for use of personal automobiles shall be at the current rate set by the director of financial management pursuant to RCW 43.03.060.
3. **Meals and Lodging:** Expenditures for meals and lodging shall be moderate and reasonable for the area in which the expenditure is incurred.
4. **General Compensation Rule:** A Commissioner's participation in or attendance at District business activities shall be deemed to be carried out "in the performance of official services or duties on behalf of the District," for which the Commissioners are compensated pursuant to RCW 57.12.010 and any implementing District resolutions. Reimbursable expenses for District business shall include meals, travel expenses, lodging as approved by this policy, and registration fees. As a condition of reimbursement, the Commissioner is required to provide a report on the event at the next regular meeting of the Board of Commissioners with emphasis places on how their attendance advanced the interests of North Beach Water District.
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