

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

RESOLUTION NO. 01-2013

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH
BEACH DISTRICT, PACIFIC COUNTY, WASHINGTON, ADOPTING A
POLICY REGARDING REIMBURSEMENT OF COMMISSIONERS'
EXPENSES, AND REPEALING RESOLUTION NO.16-2009.**

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

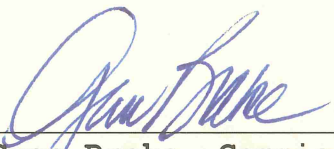
BE IT RESOLVED by the Board of Commissioners of North Beach Water District, Pacific County, Washington as follows:

Section 1. Resolution 16-2009, which adopted a policy regarding Commissioners' Expenses, is repealed.

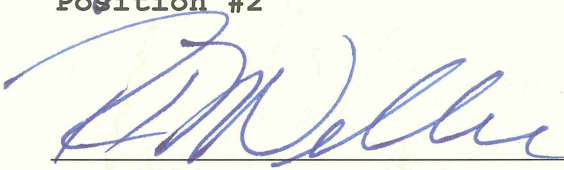
Section 2. The "North Beach Water District Policy Reimbursement of Commissioners' Expenses", attached to this resolution as Exhibit "A", is adopted.

ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its Adjourned regular meeting held on the 23rd day of January, 2013

Brian Sheldon, Commissioner
Position #1



Gwen Brake, Commissioner
Position #2



RD Williams, Commissioner
Position #3



Exhibit A

NORTH BEACH WATER DISTRICT

POLICY FOR REIMBURSEMENT OF COMMISSIONERS' EXPENSES

Commissioners are encouraged to participate in 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 (hereafter "District business").

Actual expenses incurred by Commissioners for District business are 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 approval by the Board of Commissioners prior to incurring reimbursable expenses for District business that requires overnight lodging or air travel. 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.
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 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.