

**SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 791**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AMENDING CHAPTER 3.20.010, ENTITLED. "TRAVEL AND LODGING", OF THE DISTRICT CODE.

WHEREAS, the Board of Commissioners adopted Resolution No. 770, establishing District Financial Management Policies on January 10, 2019; and

WHEREAS, District staff is recommending the creation of a per diem methodology for overnight travel meals under the guidelines provided by the General Services Administration (GSA) by metropolitan area where the travel occurs; and,

WHEREAS, the District wishes to clarify certain reasonable limitations for non-overnight travel meals, when employees or Commissioners attend a meeting where District business is conducted or a training session during a normal meal time occurs; and,

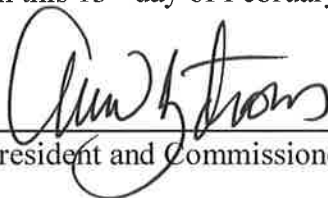
WHEREAS, the District wishes to clarify a limit to overnight daily travel allowances; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Silver Lake Water and Sewer District, Snohomish County, Washington as follows:


Section 1: Chapter 3.20.010 of the District's Code, entitled "Travel and Lodging", is hereby amended as set forth in Exhibit 1 attached hereto and incorporated by reference.

Section 2: This resolution shall be effective on February 14, 2020.

ADOPTED by the Board of Commissioners at a regular meeting of the Silver Lake Water and Sewer District, Snohomish County, Washington this 13th day of February, 2020.



President and Commissioner



Vice President and Commissioner



Secretary and Commissioner

CERTIFICATION

I, the undersigned, Secretary of the Board of Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 791 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on February 13, 2020, as that Resolution appears on the minute book of the District; and the Resolution will be in full force and effect immediately following its adoption; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of February, 2020.

**SILVER LAKE WATER AND SEWER DISTRICT,
SNOHOMISH COUNTY, WASHINGTON**



Shauna Willner, Secretary

EXHIBIT 1 TO RESOLUTION NO. 791

Amended Subsections: **3.20.010 Travel and Lodging**
Sections 1 through 10

Renamed: **3.20.010 OVERNIGHT TRAVEL, LODGING,
AND MEAL REIMBURSEMENTS**
Sections 1 through 12

(1) The Board of Commissioners or General Manager shall have the authority to approve commissioner and/or employee travel for meetings, training sessions, or conferences that meet the business needs of the District.

(2) The safety of the traveler will be a priority when planning transportation and lodging. The General Manager or designee, shall have the authority to consider location, the weather forecast, time of the year (season), number of travelers, knowledge of the surrounding area, medical conditions, geographical commute boundaries, number of days of travel, work responsibilities, and other factors when planning transportation and lodging.

(3) For the purposes of securing lodging accommodations for meetings, conferences, and training sessions, the hotel listed as the "conference," "meeting," or "training session" hotel shall be considered reasonable. In addition, other hotels located in close proximity, within 10 miles of the "conference" hotel, shall be considered reasonable, as long as their rates are within 150 percent of the "conference," "meeting," or "training session" hotel. The General Manager shall have the authority to exceed the 150 percent limit for late reservations or overbooking challenges.

(4) The General Manager or designee, shall review and approve all travel-related expenses; whether reimbursed directly to the traveler, paid by district credit/purchasing card, or paid by a detailed invoice submitted to the district.

(5) All overnight travel related expenses, except meals, shall be supported by detailed receipts that include the dates of service, a description of the transactions, and the amount charged.

(6) Meals, while on overnight travel status, the per diem reimbursement shall include the basic cost of the meal, sales tax, customary gratuity, and other incidental expenses. The daily per diem rate shall be determined by the domestic per diem rate as defined by the U.S. General Service Administration.

Meals made available to the employee by the conference/training event that are included in the registration fee, or provided by another agency or vendor, shall not be included in the calculation of the daily per diem regardless if the employee participated in the meal. Light snacks/refreshments will not be considered as a meal available to the employee (Example: continental breakfast, airplane food, light hors d'oeuvres). On the first and last day of travel the following schedule will be used to determine the meals reimbursable on a per diem basis:

Entering Travel Status

Before 8:00 a.m.	Breakfast, Lunch, and Dinner
After 8:00 a.m. and before 2:00 p.m.	Lunch and Dinner
After 2:00 p.m. and before 8:00 p.m.	Dinner

Coming Off Travel Status

After 6:00 a.m. and before 12:00 p.m.	Breakfast
After 12:00 p.m. and before 6:00 p.m.	Breakfast and Lunch
After 6:00 p.m.	Breakfast, Lunch, and Dinner

Departing from official duty station or residence begins the start of travel. It's allowable to arrive at the airport up to three hours before a flight. Returning to official duty station or residence is the end of travel. The time zone where travel begins shall be used to determine the start and end of travel. When submitting for per diem, the employee shall provide a Form as created by the District that is approved by the employee's manager and the General Manager with the conference registration information.

(7) The general manager or designee shall have the authority to request a detailed invoice from any vendor submitting or requesting payment for a travel-related expense. If the vendor will not provide a detailed invoice, the charge will be disallowed and the specific employee incurring the expense may be liable for the charge.

(8) Alcohol, entertainment, gym fees, and other personal type expenses are not a district business expense.

(9) Actual reasonable incidental transportation expenses, up to \$20.00 per day, related to traveling for meals and conference related events, will be allowed as a District business expense.

(10) The District shall provide for a reasonable meal(s) when a Commissioner or employee attends a meeting or daily training session to conduct District business. The District's costs shall be based on the meal's actual cost plus a reasonable tip. For the purposes of determining reasonableness, a meal shall not exceed an entrée, a typical side dish item (fries, salad, or soup), and a non-alcoholic beverage. Additional items shall not be paid by the District.

For the purposes of determining a normal meal time:

Lunch shall be provided when the meeting or training session is either all day or held between 11:30 a.m. and 1:00 p.m.

Dinner shall be provided when the meeting or training session is held after 4:30 p.m. and before 8:00 p.m.

Meal(s) shall not be provided when an employee's daily work location has been changed on a planned reoccurring schedule. Examples of this type of temporary assignment may include; but is not limited to, CDL training, community college classes, or reporting to another agency's facilities.

The General Manager may approve a reasonable meal(s) for employee(s) that are called back to work for more than three consecutive hours.

All non per diem meals shall be supported by detailed receipts that include the dates of service, a description of the transactions, and the amount charged. In addition, staff shall notate the purpose of the meeting and all the Commissioners and employees at the meal.

(11) Reasonable "tip" for non per diem meals, transportation, and other services, shall not exceeding twenty percent (20%) of the charged meal or service.

(12) The general manager and district engineer will each be provided a monthly job-related vehicle expense allowance of \$300.00, in addition to other salary and benefits. This allowance is to be used to purchase, lease, own, operate, and maintain a personal vehicle of the general manager or district engineer. The allowance is intended to apply in lieu of the district providing the general manager and district engineer with a vehicle or reimbursing the general manager and district engineer based upon actual expenses incurred in use of their personal vehicles for district purposes. The general manager and district engineer shall be responsible for paying for liability, property damage, and comprehensive auto insurance coverage for the vehicle.