

**KING COUNTY WATER DISTRICT NO. 90
KING COUNTY, WASHINGTON**

RESOLUTION NO. 1094

A RESOLUTION of the Board of Commissioners of King County Water District No. 90, King County, Washington, approving a Board of Commissioners Handbook and Rules of Procedure.

WHEREAS, the District is governed by an elected Board of Commissioners pursuant to 57 RCW; and

WHEREAS; RCW 57.12.015 provides that the "board shall by resolution adopt rules governing the transaction of its business";

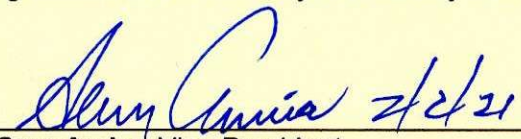
WHEREAS; the Board has determined that a Handbook setting for Rules of Procedure will be helpful to the administration and operation of the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Water District No. 90, King County, Washington, as follows:

SECTION 1: That the Board adopts the Board of Commissioners Handbook and Rules of Procedure attached hereto, and which may be amended by further resolution or other appropriate board action.

SECTION 2: Nothing herein shall be construed so as to limit the District's or board members' other statutory rights, including those rights set forth in 57 RCW;

ADOPTED by the Board of Commissioners of King County Water District No. 90, King County, Washington, at a regular open public meeting thereof on the 2nd day of February 2021.

 2/2/2021  2/2/21
Pete Eberle, President Sam Amira, Vice-President



Water District No. 90

BOARD OF COMMISSIONERS HANDBOOK

Adopted February 2, 2021

**KING COUNTY WATER DISTRICT NO. 90
BOARD OF COMMISSIONERS
RULES OF PROCEDURE**

SECTION 1 – INTRODUCTION, PURPOSE, AND OVERVIEW

1.1 Introduction

King County Water District No. 90 is a municipal corporation governed by RCW Title 57. Incorporated in 1952, the District provides water to residential and commercial customers in the City of Renton and Unincorporated King County. The District is governed by a non-partisan, elected, three-member Board of Commissioners, which collectively sets the policy of the District and takes action in open public meetings.

1.2 Purpose

The purpose of this document is to serve as a resource for both new and experienced Commissioners as well as District staff and customers. In particular, the Board intends that the Rules of Procedure are for the following purpose:

- Explain the rules and procedures of the Board.
- Provide guidance on the respective roles and responsibilities of the Board and the District Manager.
- Promote awareness and understanding to each in administering their fundamental duties.
- Provide transparency to customers so that they may better understand the work of the Board and the District.
- Highlight some of the most pertinent statutes and constitutional provisions that govern the District and the Board.
- District management is authorized to remind District Commissioners of these policies and should inform the Board as a whole of any concerns or violations of these policies.
- Nothing contained herein shall limit the Board from adopting such other rules governing the transaction of its business.
- The Board and staff should review this handbook, and relevant resolutions, periodically for any changes that may be needed or helpful in streamlining this document.

1.3 Overview

These Rules of Procedure contain the following sections:

- Section 2: Board of Commissioners
- Section 3: Meetings of the Board of Commissioners
- Section 4: Relations between Board and District Manager and Others
- Section 5: Commissioner Travel and Reimbursement Policy
- Section 6: Statutory and Constitutional Provisions
- Section 7: Significant District Documents

SECTION 2 – BOARD OF COMMISSIONERS

2.1 Board Membership

The non-partisan Board consists of three (3) members, all of whom shall reside in the corporate boundaries of the District. The term of office of each Commissioner is six (6) years. The six-year term of each Commissioner shall begin on the first day of January following the Commissioner's election, or at such other time as the Commissioner is qualified to hold office. Elections for Commissioners will be held in odd-numbered years with one Commissioner position up for election during odd-numbered years. See RCW 57.12.030 and King County Elections.

2.2 Board Officers

At its first regular meeting in January of each year, the Board shall reconstitute itself. The Commissioners shall, from among themselves, elect a President, Vice President, and Secretary. The Board may, by majority vote, remove or change an officer or officers at any time. The President shall preside over all meetings. In his/her absence, the Vice President shall act as the presiding officer of the Board. In the case of a vacancy on the Board, the Board will reconstitute itself after the vacancy has been filled.

2.3 Powers of Commissioners

2.3.1 Board as a Whole. The powers of the Board reside in the Board as a whole. An individual Commissioner has no power to act on behalf of the Board or the District unless expressly authorized by the Board.

2.3.2 Board Decides District Policy. The Board shall decide all matters of policy of the District. The Board may not delegate its power to decide a matter of District policy.

2.3.3 Board Action. The Board takes action only by a majority of Board members, if there is a quorum present, voting in favor of a motion or in favor of adopting a resolution during open session of a regular or special meeting.

2.3.4 Resolutions. Although the Board may take action either by approving a motion or by resolution, a resolution is the preferred method for approving a contract that requires a Board member's signature, or for adopting a policy. Resolutions shall be consecutively numbered and be previously reviewed by District counsel. Each Commissioner present shall sign the adopted resolution, but those who voted against the resolution or abstained shall so indicate by their signature.

2.3.5 No Speaking Agent without Authorization. Unless and only to the extent expressly authorized by the Board, no Commissioner may speak publicly on behalf of the District or the Board. This applies to both written and verbal communications. Absent such express authorization, any Commissioner speaking publicly about the District or matters that affect the District must clearly explain that the statement is the speaker's personal position and not a statement on behalf of the District or the Board. During or after a major emergency, a Commissioner may give information to the public after consultation with District staff in order to help residents understand the current circumstances. Any Commissioner who violates this Section 2.3.5 shall be subject to Board action, including but not limited to a motion of censure.

2.3.6 Appointment of District Manager. The Board has the power to appoint, terminate and review the performance of one employee of the District, which is the District Manager. The District Manager reports to, and is supervised by, the Board, subject to any employment agreement. The District Manager is responsible for hiring, terminating, and supervising all other personnel employed by the District. The Board should evaluate the District Manager on an annual basis, during the first quarter of each year. This should include review of Task Areas, Projects, and focus areas for the coming year. This evaluation may be used to determine annual salaries for District Managers and in conjunction with other management evaluations for other Managers working under the District Manager.

2.3.7 Authority of the Board. The Board has authority, on behalf of the District, to exercise all of the express and implied powers of the District. This includes but is not limited to the sole power to set rates, approve the District's Comprehensive Plan, CIP, operating and capital budgets, and any amendments thereto. The Board also has the sole power to approve contracts, including any labor or employment contract. However, the Board may by resolution delegate its power to enter into or sign contracts to the District Manager but may limit that delegation in its sole discretion to certain types of contracts or contracts below a certain dollar amount.

2.3.8 Litigation. The Board has the power to authorize the initiation of litigation or to approve the settlement of a claim whether or not in formal litigation. The Board's power to settle a claim may be limited by an agreement with an insurance company or governmental insurance pool. The Board may, by resolution, delegate its power to initiate or settle litigation to the District Manager, subject to certain maximum dollar amounts. No specific Board authorization is required to authorize the District's Attorney to initiate litigation to collect on a delinquent account or foreclose on a real property lien pursuant to RCW 57.08.081.

2.4 Compensation

2.4.1 Commissioners are compensated per state law (RCW 57.12.010) and are entitled to statutory compensation for each day or portion thereof spent traveling to or from or in actual attendance at Board meetings or in performance of other official services or duties on behalf of the District. The Board shall determine if attendance at meetings other than regular or special meetings of the Board are compensable subject to the statutory maximum, which shall include but not be limited to:

- Washington Association of Sewer and Water Districts (WASWD)—including fall and spring conferences, Commissioner workshops, or WASWD Board or committees on which a Commissioner serves.
- WASWD Section meetings.
- Educational or training seminars related to water industry or public agencies.
- Committee or Council meetings related to water industry or public agencies.
- Court or Administrative Hearings involving the District or an issue of significant interest to the District.
- Bimonthly review of all vouchers of the District. This duty shall be rotated every quarter between the three Commissioners.

2.4.2 The District will sponsor basic group medical, dental, long term disability, and term life insurance programs through the Public Employees Benefits Board for employees and Commissioners. Commissioners will participate in the premium costs for the Uniform Medical Plan at the rate of 3.3% as of 1/1/2021. Commissioners will participate in premium costs consistent with the employee rate. The participation percentage will be calculated against the Commissioners base wage only. For further information on the medical plan provided, see the following link: <https://www.hca.wa.gov/assets/pebb/54-0015-ump-classic-coc-2021.pdf>.

2.4.3 Consistent with other District employees, Commissioners who have the option of medical only, or medical, dental and vision health insurance coverage elsewhere may choose to “opt out” of coverage through District plans. If a Commissioner chooses to decline coverage, the District will make an employer contribution equal to the 95% of the single rate for the employee only level of coverage into the Commissioner’s HRA/VEBA account in lieu of coverage through the District’s medical only, or medical, dental and vision insurance programs.

2.5 Conflicts of Interest

District Commissioners are subject to the Code of Ethics for Municipal Officer – Contract Interests (RCW 42.23). Additionally, The District strives to maintain the highest standards of integrity, and it is vital that the public be confident of our commitment. Accordingly, any appearance of a conflict must be avoided. To maintain our integrity and credibility, we have adopted the following procedures. When a conflict of interest exists, the Commissioner must (a) declare that a conflict of interest exists at an open public meeting and ensure that such declaration is reflected in the approved minutes of the meeting; and (b) refrain from voting or in any way influencing a decision of the Board.

Members of the Board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as Commissioners. Board members agree to disclose their involvement with other organizations, businesses, or individuals where such a relationship might be viewed as a conflict of interest. No member of the Board shall derive any personal profit or gain, directly or indirectly, because of his or her service as a Board member with the District. Commissioners who own businesses, either partially or fully, are not allowed to use that business to do work for, or on behalf of, the District.

2.6 Vacancies

In the event of a vacancy on the Board, the Board shall direct the District Manager to notify King County Elections Office of the vacancy. The Board shall fill the vacancy pursuant to RCW 57.12.020 and RCW 42.12.070, which currently provides that when a Commissioner position is vacant, the remaining members of the Board shall appoint a qualified person to fill the vacancy within 90 days.

Interested individuals must meet the following statutory minimum requirements:

- At least 18 years of age;
- Resident within the geographical boundaries of the District at least 30 days prior to standing for election;
- Not an employee of the District;
- A citizen of the United States and
- Properly register to vote within the geographical boundaries of the District.
- The list of qualifications is not necessarily complete, and candidates may be otherwise disqualified by law.

In order to have transparency in an appointment by the Board a committee of remaining Commissioners, District Manager, Operations Manager, Finance Manager, Field crew member, or other committee members as determined by the remaining Board members, to review all applications from the public and choose candidates for further consideration. An interview process by this committee and recommendation will be given to the Commissioners for the final decision.

2.7 Excused Absences; Absenteeism

If a Commissioner knows that he or she will miss all or part of a scheduled meeting of the Board of Commissioners, then such Commissioner shall promptly, and if possible, in advance, notify the District Manager or the Board President of the absence and the reasons therefore. The Board of Commissioners may, by motion at a meeting of the Board, determine if a Commissioner's absence is excused or unexcused. If a Commissioner is absent from three consecutive regular meetings, unless by permission of the Board, that Commissioner's position may be declared vacant pursuant to RCW 57.12.020. The Board President or Vice President shall send written notice to a Commissioner, by regular mail and certified mail, after that Commissioner's second consecutive unexcused absence. A Commissioner should not be absent for more than three (3) Board meetings, un-excused in one calendar year. A Commissioner who is absent from more than three (3) Board meetings un-excused in one calendar year may be subject to discipline pursuant to Section 3.14, as well as the provisions of RCW 57.12.020 if applicable.

2.8 Anti-Nepotism Policy

Commissioners shall be aware that District policy prohibits the employment of the relative of any Commissioner to avoid the appearance of improper influence or favor and to protect the District's confidentiality. "Relative" shall include the following: Father, Father-in-law, Stepfather; Mother, Mother-in-law, Stepmother; Son, Son-in-law, Stepson; Daughter, Daughter-in-law, Stepdaughter; Grandparents; Grandchildren; Sister, Sister-in-law, Stepsister; Brother, Brother-in-law, Stepbrother; Spouse, Registered Domestic Partner; Half-brother, Half-sister, Uncle, Aunt, Cousin, Nephew, and Niece.

2.9 Commissioners Prohibited from Employment with District

While serving as a Commissioner, an individual may not be employed by the District on a full or part-time basis.

2.10 District Equipment

Except as provided otherwise in this subsection 2.10, all District property, equipment, electronics and services shall be used exclusively for District purposes. Commissioners shall not use the premises, vehicles, equipment or tools of the District for personal purposes at any time. Any violation of this policy must be reported immediately to General Manager.

If the District, in its discretion, provides Commissioners with a computer or electronic device, the equipment shall be used for District business only. Any District equipment provided to a Commissioner shall be returned to the District upon the District's request, or upon the Commissioner no longer holding the Commissioner position.

SECTION 3 – BOARD OF COMMISSIONERS MEETINGS

3.1 Time and Place for Regular Meetings of the Board

The regular meeting date of the Board is the first and third Tuesday of each month, at the District's Office, located at 15606 SE 128th Street, Renton, Washington, starting at 2:30 pm. Special meetings or time changes for regular meetings will be posted timely. The Board may, by resolution, change the date, time, or place of a regular meeting if it would otherwise fall on a legal holiday, to avoid conflicts with other Commissioner duties, or to ensure a quorum is present.

3.2 Special Meetings

Special meetings of the Board are governed by RCW 42.30.080, which permits such meetings to be called at any time by the Board President or a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Notice shall promptly be posted on the District website and on the front door of the District office, at least 48 hours in advance of the meeting, in the event of an emergency, the Board may conduct a special meeting in conformance with RCW 42.30.070 and RCW 42.30.080 or comparable statutory provisions in effect at that time. Special District meetings for approval of General Operations Budget, typically in November and December, and Capital Spending Plan typically in January and February.

3.3 Work Sessions or Strategic Planning Session

The Board may schedule a special meeting classified as “work session” or “strategic planning session” that allows the Board to study certain issues in more depth than possible at a regular Board meeting. All Work Sessions or Strategic Planning Sessions are open to the public, are subject to the Open Public Meetings Act, and public comment will be allowed at the start of the session. Beyond that, no further audience participation will be allowed without approval of a majority of the Board. No final action shall be taken on any matter at a work or strategic planning session. Strategic Planning or Work Sessions are generally held quarterly.

3.4 Meeting Agenda

Taking into account any input received from individual Commissioners, the District Manager and staff will prepare a written agenda for each board meeting and will post the same on the District website and distribute to each Commissioner in advance of the meeting, and where possible, at least two (2) business days before each Board meeting. Commissioners may still add to or make adjustments to the agenda at each meeting. Commissioners shall vote to approve the agenda at the beginning of the meeting.

3.5 Order of Business

The Board President or Vice President in the event the President is absent, shall convene the meeting and proceed with the agenda given by the General Manager.

3.6 Public Comment

The Board will accept public comment at the beginning of each meeting after the call to order. A second opportunity for public comment is provided at the end of the meeting. During “Public Comment” speakers may speak to any topic except those topics scheduled for a public hearing during the meeting. Absent permission of the Board to extend, each speaker is limited to three (3) minutes. In the event that there are more persons wishing to be heard than can be accommodated in 30 minutes, the Board President may reduce the minutes allotted to each speaker to accommodate more speakers. The Board President may direct staff to keep the time for each speaker. Once public comment is closed and the Board moves on to the next agenda item, the Board is not obliged to accept any further public comments except as part of a public hearing.

3.7. Open Public Meeting

All meetings of the Board are subject to the Open Public Meetings Act (RCW 42.30). With the exception of matters that are authorized for executive session or other closed session under Chapter 42.30 RCW, all portions of a regular and special meeting shall be in open session. Under Washington case law interpreting the Open Public Meetings Act, all discussions relating to District business between a majority of the members of the Board of Commissioners are potentially subject to the Act, including telephonic or other remote communications. Further, as discussed in Section 3.13, this can include serial communications such as email or text messages. Commissioners are advised to only discuss District business at a regular or special Board meeting.

3.8. Executive Session

Executive session is permitted and governed by RCW 42.30.110, and can only be held for purpose stated in RCW 42.30.110. Prior to going into executive session, the President of the Board shall state the purpose of the executive session, specify the time when the executive session will commence when it will be concluded, and whether any Board action is expected following the executive session. The Commissioners and necessary staff and the District Attorney shall dismiss the public to conduct the executive session. There shall be no audio or video recording of any executive session. When the executive session concludes, the public will be invited to return to the Board Room for open session.

3.9 Quorum

A majority of the Board shall constitute a quorum and is necessary for the transaction of any District business. In order to approve and sign vouchers, at least two Commissioners must be present in person at the meeting. One Commissioner is allowed to approve vouchers in an emergency situation or limited timing situation when pre-authorized by all Commissioners in an open public meeting.

3.10 Meeting Minutes

The District Manager or designee shall prepare minutes of regular and special meetings of the Board. Whenever possible, draft minutes shall be included in the Board agenda packet and considered at the next meeting of the Board. Final approved minutes shall be signed by the Commissioners and posted on the District website. Aside from approved resolutions, the approved meeting minutes shall be the official record of Board action.

3.11 Conduct of Meeting and Mutual Respect

Meetings will generally follow Robert's Rules of Order in order to appropriately facilitate completing the order of business. Commissioners shall conduct themselves in a respectful manner during meetings and avoid insulting or rude language toward each other, District staff or members of the public. A Commissioner shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Board, nor interrupt any other Commissioner while speaking. Members of the public shall also generally adhere to these same principles of respectful behavior.

3.12 Participation by Telephone or Video Conferencing.

Commissioners may participate in a regular or special meeting of the Board via telephone or video conference call only by permission of the Board. A Commissioner should inform the District Manager and the other Board members well in advance of the meeting of the need to participate in a meeting remotely. A Commissioner participating remotely must be able to hear and be heard by all other participants and attendees at the meeting.

3.13 Electronic Communications.

Commissioners shall use the District's current email system when conducting District business.

Email communications that are intended for review by all Commissioners, whether concurrently or serially, must be considered in light of the Open Public Meetings Act. If the intended purpose of the email is to have a discussion that should be held in an open meeting, the electronic discussion should not occur. The use of email communications to form a collective decision of the Board is inappropriate and could be a violation of the Open Public Meetings Act. This information is also applicable to text messages.

Commissioners are eligible to use a District-owned laptop or tablet to assist with their duties as a Commissioner.

3.14 Expectations of Commissioners.

Commissioners will strive for the following in the exercise of his or her office:

- Conscientiously and consistently attend meetings of the Board of Commissioners.
- Adequately prepare for meetings by reading the agenda packet and related materials and asking questions when necessary to ensure an understanding of an issue before making a decision. At meetings, pay attention, ask questions, listen to others and treat all present with courtesy and respect.
- Consider the long-term needs of the District, the options available and the short and long-term impacts of each option.
- Scrupulously avoid any conflict of interest or the appearance of unfairness.
- Take seriously the Board's role as a steward of public funds.
- Treat the District Manager and staff with respect, understanding that the Board and staff each play a distinct but crucial role in the success of the District. Communication in a professional manner is imperative to good governance and management of the District. Commissioners, management, staff, and consultants shall conduct themselves in a respectful manner during all meetings and avoid making false statements, insulting or rude language toward each other, or members of the public.

- Board members will not abuse the “open door” policy of District management and consultants. This will include limiting communication (or expected responses) to business hours, verifying the availability of District management or staff prior to informal meetings, and being conscious of time so as to not interfere with other work of District management and staff. However, Board members may have questions or desire information appropriate for their review in making informed decisions about issues coming before the Board. In the spirit of collaboration, Management will undertake to timely respond to Board member requests that may be reasonably performed/obtained without having to expend significant time. If Management believes that a request will take significant time, or that the request is resulting in unilateral direction, then the request will be presented to the Board as a whole for consideration.
- Board members will not unilaterally direct, either expressly or indirectly, District management, staff, or consultants to prepare reports, fact find, direct action/inaction, or to engage in other work unless approved by the majority of the Board.
- The Board recognizes that information may be needed from District staff for routine items, such as questions about vouchers, payroll, leak credits, shutoff notices, and similar matters. Management and staff will collaborate and be responsive to providing such information. Direct communication with a staff member regarding these routine matters is authorized when a Commissioner has been assigned by the Board to review such matters in preparation for Board of Commissioner meetings.
- See Resolution 1089 approved by Commissioners 11-17-2020. For more information, see the complete document.
- Maintain a work environment free from illegal discrimination and harassment. Any Board member who engages in discriminatory or harassing conduct may be censured. Complaints alleging misconduct on the part of a Board member will be investigated promptly and as confidentially as possible by the District’s legal counsel and Board.
- Do not abdicate the Board’s role of independent oversight by unduly deferring to the District Manager or staff, particularly due to lack of preparation or diligence on the part of the Commissioner.
- Once a decision is made, support the decision of the Board and do not undermine the District Manager or staff charged with executing that decision.
- Read and become familiar with the relevant statutes and legal provisions that apply to the Board’s work, in particular, the Open Public Meetings Act and Public Records Act and fulfill the statutory requirements for training.
- Attend industry or association training and educational seminars to better understand the duties of Commissioners and the work of the District.
- Represent the District to the customers, the larger community, and the industry in a positive manner.

- Always remember that only the Board as a whole has the power to set policy or take action, not an individual Commissioner.

3.15 Commissioner Misconduct

The Board has the authority to discipline a Commissioner who violates these Rules of Procedure, including but not limited to Sections 2.3.5, 2.5, 2.7, 3.11 or 3.13 or violates any applicable law, regulation, or statute. Such discipline may include a warning, reprimand, censure, limitation on Commissioner privileges, including representing the District at any outside meeting or event or attending meetings, training or educational seminars, or any combination thereof. A Commissioner who is the subject of a motion for disciplinary action may vote and be heard on the motion.

SECTION 4 – RELATIONSHIP BETWEEN BOARD AND DISTRICT MANAGER AND OTHERS

4.1 Overview

The Board sets policy for the District and that policy is implemented by the District staff. To successfully implement this policy, it is critical that Commissioners and staff understand and respect their separate roles. Another role of the Board is to establish priorities and goals for the District Manager. The Board hires the District Manager to implement the policies and to manage District staff, administration and operation.

4.2 District Manager

The District Manager is the chief executive officer of the District and dealings between the District Manager and Commissioners should be marked by respect for the respective roles of each. The District Manager is responsible to the Board as a whole and not to individual Commissioners. The District Manager supervises the daily operations of the District, reports to the Board regarding the District Manager's supervision of District operations, and makes recommendations to the Board. The District Manager is responsible for hiring, supervising, and terminating District personnel. The Board authorizes positions and approves the budget for these positions, but it is the District Manager who makes the appointments and is responsible for all other personnel decisions, except for litigation and labor or employment contracts pursuant to Sections 2.3.7 and 2.3.8.

4.21 Availability for Individual Meetings with Commissioners. Given reasonable notice, the District Manager shall be available to meet with one Commissioner at a time during normal business hours to answer questions or discuss issues or concerns related to the District. In no event may a quorum of Commissioners be present at a meeting with the District Manager other than during a regular or special meeting of the entire Board.

4.22 Acting District Manager. When the District Manager is absent and unavailable due to vacation, illness, an extended out of office business or other reason, the District Manager shall designate another manager interaction with the Board and management of staff until the District Manager's return.

4.3 Board of Commissioners Non-Interference with Staff and Consultants

The Board shall not give orders to any subordinate of the District Manager. The Board's primary staff contact person is the District Manager. During open session of a Board meeting, Commissioners may fully and freely discuss with the District Manager anything pertaining to performance of duties by District employees or pertaining to District affairs. The Board is to work through the District Manager when dealing with hired consultants, including engineers, outside accountants, and special legal counsel. Individual Commissioners should not, directly or indirectly, attempt to influence personnel matters, which are under the District Manager.

4.4 Roles and Information Flow

Commissioners will direct all requests for information directly to the District Manager or to another manager with a copy to the District Manager. The District Manager may respond directly or direct another staff member to respond. The only exception is a request for information made to a management level staff person present during an open public meeting. The sharing of information with the Board is one of the District Manager's highest priorities.

The District Attorney serves as general legal counsel and is hired by, and reports to, the Board. The District Attorney does not represent any individual Commissioners, but rather the Board and the District as a whole. In addition to being the legal advisor to the Board, the District Attorney provides legal counsel to the District Manager and other management-level staff. The District Attorney may represent the District in formal litigation. From time to time, the District Attorney may work with the Board and District Manager to recommend that the Board retain special legal counsel to represent the District in a particular matter.

SECTION 5 – COMMISSIONER TRAVEL AND REIMBURSEMENT POLICY

District and Board policy regarding Commissioner travel and reimbursement is contained in Section 4.1 (see attachment A) of the District Policy Manual. Commissioners are required to provide District staff with timecards, travel receipts and mileage promptly. Commissioners agree to reimburse the District for any misstatement or overpayment.

SECTION 6 – STATUTORY AND CONSTITUTIONAL REFERENCES

Commissioners should refer to and be familiar with the following statutes that apply to the District in general and Board of Commissioners governance in particular. These statutes are subject to amendment by the Washington State Legislature. To the extent there is any conflict between this Commissioners Handbook and a statute, the statute controls.

RCW 42.17A **Campaign Disclosure and Contribution**
<http://app.leg.wa.gov/rcw/default.aspx?cite=42.17a>

RCW 42.23 **Code of Municipal Officers – Contract Interests**
<http://app.leg.wa.gov/RCW/default.aspx?cite=42.23>

RCW 42.30	Open Public Meetings Act http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30
RCW 42.56	Public Records Act http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56
RCW 57	Water – Sewer Districts http://apps.leg.wa.gov/rcw/default.aspx?Cite=57

Commissioners should also be familiar with the following Constitutional prohibition against gifting or loaning public funds:

**Washington State Constitution, Article VIII,
§ 7. Credit Not to Be Loaned (“No Gifting of Public Funds”)**

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

SECTION 7 – REFERENCES TO SIGNIFICANT DISTRICT DOCUMENTS

Commissioners shall be provided with a current copy of, and should review and be familiar with, the following District documents:

1. These Rules of Procedure
 2. Water and Sewer System Plans
 3. Personnel Manual
 4. Annual Budget
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ATTACHMENT A – DISTRICT POLICY

TRAVEL POLICY

4.1 EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

4.1.1 General Expectations

Employees shall be reimbursed for actual expenses incurred during approved travel assignments. Actual expenses must be reasonable and appropriate considering the particular purpose and circumstances of each trip and in no case shall include personal expenses unrelated to the business of the District. Alcoholic beverages will not be reimbursed by the District.

Employees shall use District transportation for District business travel whenever possible and carpooling is recommended and encouraged where appropriate. Employees directed to use their personal vehicles for District business will be reimbursed for their mileage at the current IRS allowable rate per mile in effect at the time of travel. Parking expenses, tolls and ferry expenses incurred while conducting District business shall be reimbursed. Additional information concerning travel authorization and expense reimbursement may be found in the current Union contract.

4.1.2 Authorization

All travel requests and associated expenses, such as accommodations and registrations, must be pre-approved by the District Manager or the Board. Unless approved by the Board, all authorized travel must be paid with existing budgeted funds.

4.1.3 Documentation

District employees may be required to complete a Travel Authorization Request form. This will document advance approval of the requested travel and provide a basis for an advance of funds to the employee if required. All claims for reimbursement must be accompanied by a corresponding legible original receipt. Any expense determined to be unreasonable by the District Manager or the Board will not be reimbursed or if already paid by the District, will be subject to recovery through deduction from wages. Appropriate documentation for travel reimbursement must be submitted for approval within 30 days after return.

All employees of the District are expected to use good judgment regarding the expenditure of the funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.