

# HIGHLINE WATER DISTRICT King County, Washington

## RESOLUTION 15-8-5B

### RESOLUTION AMENDING HIGHLINE WATER DISTRICT CODE (HWDC), TITLE 2 OFFICERS AND ADMINISTRATION, CHAPTER 2.10 TRAVEL, SECTION(S) 2.10.010 – LOCAL CONFERENCE ATTENDANCE AT DISTRICT EXPENSE; 2.10.015 MEALS WHEN ATTENDING LOCAL EVENTS; 2.10.050 PER DIEM – FOOD & MISC. EXPENSES

**WHEREAS**, at the 7/21/15 Special Board meeting, the Board was in agreement for staff to revise the policy to reflect the General Services Administration Continental United States (CONUS) per diem rates; and

**WHEREAS**, the proposed revisions to HWDC Title 2 Officers and Administration; Sections(s) 2.10.010 – Local Conference Attendance At District Expense; 2.10.015 Meals When Attending Local Events; 2.10.050 Per Diem – Food & Misc. Expenses are as follows:

The following referenced resolutions are provided as an historical record. (~~Res. 08-8-6A~~; Res. 05-6-1A; ~~Res. 03-5-7G~~; Res. 04-11-3B; Res. 04-10-6D Overall Code Book approved; Res. 00-10-16F; Res. 99-4-7H; Res. 97-4-21A; Res. 96-7-15A; Res. 96-7-3A; Res. 95-6-27D; Min. 2/795; Res. 92-4-15B; Res. 90-11-21B; Res. 90-2-7A; Res. 88-1-6G; Res. 82-12-15G; Res. 80-4-16G). ~~\*Revised per Resolution 10-1-20A (Section(s) 2.10.010, 2.10.020, 2.10.030, 2.10.40 and 2.10.060) – Effective 1/21/10.~~

#### **2.10.010 LOCAL CONFERENCE ATTENDANCE @ DISTRICT EXPENSE**

*Revised per Resolution ~~08-8-6A~~ 15-8-5B*  
(See [Conference Attendance Procedure - P2.10.010](#)).

- A. Staff (with pre-approval of the ~~General Department~~ Manager and Commissioners are authorized to attend industry-related conference workshop, training course or meeting in King or neighboring counties that does not involve overnight travel or exceed the District budget. Destinations within a 100-mile radius of the District office should generally not include overnight travel. However, the General Manager or Board may allow an overnight stay for shorter travel distances if beneficial to the District.

#### **2.10.015 MEALS WHEN ATTENDING LOCAL EVENTS**

*Revised per Resolution ~~08-8-6A~~ 15-8-5B*

- A. The District will reimburse an employee or Commissioner for meals while attending local training or meetings. The District will only pay for meal(s) when presented with a detailed restaurant receipt. The District **will not pay** for alcoholic beverage(s). The District will pay up to the total daily meal per-diem rate as established by the U.S. General Services Division ([www.gsa.gov](http://www.gsa.gov)) of \$60 per day or up to 50% of this daily per-diem rate if only one daily meal is required. If meal(s) are provided as part of the local event, the District will not pay for the cost of outside meal(s).

#### ~~Local Per Diem Meal Rates (Including Meal, Tax & Tip)~~

- ~~• Maximum Daily Rate: \$60.00~~
- ~~• Maximum One Meal: \$30.00~~

**HIGHLINE WATER DISTRICT  
King County, Washington**

**RESOLUTION 15-8-5B**

**2.10.050 PER DIEM; FOOD & MISC. EXPENSES** - ~~rescind any previous per diem policies, including MAXIMUM U.S. CONUS PER DIEM RATES (Resolution 03-5-7G) Revised per Resolution 08-8-6A-15-8-5B.~~

For current mileage rate: <http://www.ofm.wa.gov/resources/travel.asp>

- A. The District shall pay a per diem allowance ~~(\$60.00 per day)~~ for food and tips or other miscellaneous expenses when an employee or commissioner is traveling out-of-town on District business. ~~The amount of the per diem shall be based on the current total daily meal rate for the city or cities of travel published by the U.S. General Services Administration at [www.gsa.gov](http://www.gsa.gov).~~ (See [Personnel Manual, Section 3.04.010 - Travel Advances](#) and [Per Diem Expenses Procedure - P2.10.050](#)).

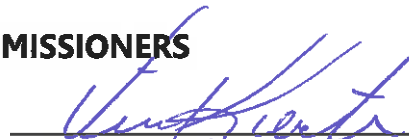
**NOW, THEREFORE, BE IT RESOLVED:**

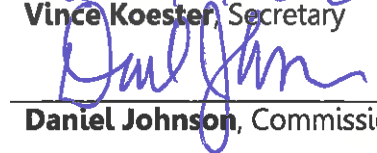
The Board of Commissioners authorizes the General Manager to amend *HWDC Title 2 Officers and Administration, Chapter 2.10 Travel, Section(s) 2.10.010 – Local Conference Attendance at District Expense; 2.10.015 Meals When Attending Local Events; 2.10.050 Per Diem – Food & Misc. Expenses*, as referenced in this document and incorporated herein.

**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held this **5th** day of **August 2015**.

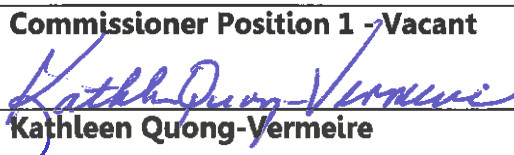
**BOARD OF COMMISSIONERS**

  
George Landon, President

  
Vince Koester, Secretary

  
Daniel Johnson, Commissioner

Commissioner Position 1 - Vacant

  
Kathleen Quong-Vermeire

**Agenda Item No.:** 5.2  
**Agenda Date:** 08/05/15  
**Reviewed By:** DL / M.E.

**Subject:** Authorize amending Highline Water District Code (HWDC), Title 2 Officers and Administration, Chapter 2.10 Travel, Section(s) 2.10.010 – Local Conference Attendance at District Expense; 2.10.015 Meals when Attending Local Events; 2.10.050 Per Diem – Food & Misc. Expenses

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Budgeted?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Estimated Amount:</i> \$ _____			
Excludes sales tax			

**ATTACHMENTS:**

1. Resolution 15-8-5B

**COMMENTS:**

At the 7/21/15 Special Board meeting, the Board was in agreement for staff to revise the policy to reflect the General Services Administration Continental United States (CONUS) per diem rates.