

**SOUTHWEST SUBURBAN SEWER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 2010-17

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF SOUTHWEST SUBURBAN SEWER DISTRICT, KING
COUNTY, WASHINGTON, AMENDING POLICY
REGARDING TRAVEL AND REIMBURSABLE
EXPENSES.**

WHEREAS, the Commissioners of Southwest Suburban Sewer District, as well as District employees, sometimes travel during the course of performing business for the District; and

WHEREAS, in May of 2007 the District adopted Resolution 2007-20 amending its existing policy regarding travel and reimbursable expenses based on the recommendations of the Washington State Auditor; and

WHEREAS, the District desires to further amend and update its current policy with regard to the payment of travel expenses and reimbursement for expenses incurred by District commissioners and employees in order to address additional recommendations being made by the Washington State Auditor; and

WHEREAS, it is deemed to be in the best interest of the District commissioners, employees, and ratepayers to have an express written policy relating to the payment of District expenses; now therefore,

IT IS RESOLVED that effective upon passage of this Resolution the following policy with regard to District travel expenses shall be in effect:

1. Three methods are authorized by the District with regard to the payment of travel and reimbursable expenses for District commissioners and employees who incur such expenses in connection with performing business for the District.

a. Travel With Advanced Funds.

(i) The District shall advance the estimated cost of lodging plus the applicable meal and incidental expense allowance as provided by the Office of Financial Management for the State of Washington (OFM) for in-state travel or as provided by the U.S. General Services Administration (GSA) for out-of-state travel for the city and state being visited.

(ii) The individual receiving the travel advance must personally sign the District's advance travel form when the funds are received.

(iii) Within ten (10) days after return from the authorized travel, the traveling individual must furnish the District with a fully itemized travel expense voucher along

with original hotel receipts or other written evidence of the expenditures and reconcile the travel advance.

(iv) Meal and incidental expense receipts are not required unless they are in excess of the amount provided by the OFM or GSA.

(v) If the District owes the traveling individual funds, such request shall be processed by submission of a travel expense voucher and the reimbursement payment will be made to the traveling individual within fifteen (15) days from the request.

(vi) If the traveling individual owes the District money from those funds provided in advance, such amount owed must be paid to the District within ten (10) days of return.

b. Travel Without Advanced Funds.

Allowable expenses shall be reimbursed by the District to an individual within fifteen (15) days of submission of a fully itemized travel expense voucher, along with original receipts.

c. Travel Using District Credit Cards.

Allowable expenses may be charged on a District credit card by an authorized employee in accordance with applicable policy. The individual using a District credit card shall submit a fully itemized travel expense voucher, along with original receipts, within ten (10) days after return from the authorized travel.

2. The District shall pay the following expenses after submission to the District of a fully itemized travel expense voucher, along with original receipts, for travel related to District business, conferences, mandatory training, and educational opportunities approved in advance by the Board of Commissioners.

a. Lodging.

b. Meal and incidental expense allowance as provided by the OFM or GSA for the city and state being visited. Meal expenses in excess of the OFM or GSA allowance is allowed based on actual cost plus a gratuity of up to a maximum of fifteen percent (15%), provided, the original receipt is provided and the amount paid as a gratuity is documented on the receipt as a subcategory of the total meal charge.

c. Transportation costs including, but not being limited to:

(i) air fare at not more than the "coach" class rate;

(ii) cab fare;

(iii) mileage at the rate authorized by the Internal Revenue Service.

d. Telephone, fax, electronic mail (e-mail), facsimile, and other communication charges provided the communication is related to District business.

3. The fixed allowance as provided by the OFM or GSA shall be broken down and paid according to the following time guidelines:

(1) Entering travel status by departing work station or residence:

- 8:00 a.m. or before (breakfast, lunch and dinner)
- after 8:00 a.m. until 2:00 p.m. (lunch and dinner)
- after 2:00 p.m. until 6:00 p.m. (dinner).

(2) Coming off of travel status by return to work station or residence:

- before 12:00 noon (breakfast)
- after 12:00 noon until 6:00 p.m. (breakfast and lunch)
- after 6:00 p.m. (breakfast, lunch and dinner).

4. Under no circumstances shall the following expenses be authorized as reimbursable District expenses:

a. entertainment such as movies, and golf, even if at an approved conference being attended on behalf of the District;

b. personal telephone calls;

c. personal expenses for clothing or hygiene (this does not modify the District policy of providing safety toe boots to its employees at the Miller Creek and Salmon Creek Treatment Plants pursuant to a collective bargaining or other employment agreement);

d. any expenses incurred on behalf of a traveling companion;

e. any transportation costs related to personal interests or entertainment;

f. alcoholic beverages.

g. meals (excluding continental breakfasts) that are included in the registration fee for a convention, seminar or conference. When the expense of a meal is included in a registration fee, the per diem meal and incidental rate will be reduced by the fixed allowance for the respective meal. If the commissioner or employee elects not to participate in one or more meals offered at a convention, seminar or conference, the regular per diem allowances shall be used for those meals.

5. All prior and existing District resolutions, policies and procedures are hereby revised, modified and superseded to be in accordance with this Resolution.

6. The District's General Manager and its staff are authorized and directed to take all actions and do all things necessary to effectuate this Resolution, including making recommendations to the Board of Commissioners regarding amendments to policies with regard to the payment of legitimate expenses.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, at the regular meeting thereof held this 14th day of December, 2010.

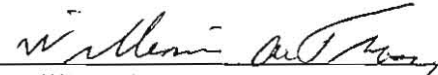
SOUTHWEST SUBURBAN SEWER
DISTRICT
KING COUNTY, WASHINGTON

Individual Commissioner's
Vote on Resolution

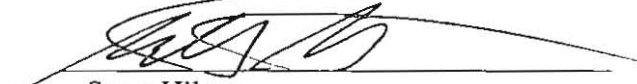
In Favor Of:
Opposed:
Abstained:

In Favor Of:
Opposed:
Abstained:

In Favor Of:
Opposed:
Abstained:



William A. Tracy
President and Commissioner

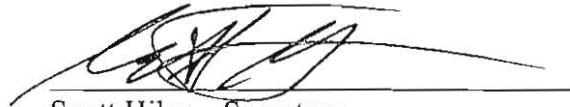


Scott Hilsen
Secretary and Commissioner

Vacant Commissioner Position

CERTIFICATE

I, Scott Hilsen, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2010- 17 of such Board, duly adopted at a regular meeting thereof held on the 14th day of December, 2010, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

A handwritten signature in black ink, appearing to read 'S. Hilsen', is written over a horizontal line.

Scott Hilsen, Secretary
Board of Commissioners
Southwest Suburban Sewer District
King County, Washington.