LEWIS COUNTY PUBLIC FACILITIES DISTRICT

RESOLUTION NO. 2007-002

A RESOLUTION of the Board of Directors of the Lewis County Public Facilities District, providing for the requirements governing methods and amounts of reimbursement payable to officials and employees of the Lewis County Public Facilities District for travel and other business expenses incurred on behalf of the of the Lewis County Public Facilities District.

WHEREAS, Pursuant to Chapter 36.100 RCW, by Resolution No. 07-247, the Board of County Commissioners of Lewis County ("the County") created the Lewis County Public Facilities District (the "District"), with boundaries coextensive with the boundaries of the County, for the purpose of pursuing the design, construction, ownership, operation and/or financing of specifically, a public facility, including parking facilities; and

WHEREAS, Under RCW 36.100.110, a public facilities district created by a county must adopt a resolution, that may be amended from time to time, that shall establish the basic requirements governing methods and amounts of reimbursement payable to such district officials and employees for travel and other business expenses incurred on behalf of the district; and

WHEREAS, RCW 36.100.110 provides that the resolution shall, among other things, establish procedures for approving such expenses; the form of the travel and expense voucher; requirements governing the use of credit cards issued in the name of the District; and may also establish procedures for payment of per diem to Board members.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LEWIS COUNTY PUBLIC FACILITIES DISTRICT:

Section 1 Persons Eligible for Travel Expense Reimbursement.

Within budgetary constraints, District Board members and District employees are eligible for travel and business expense reimbursement for reasonable and necessary expenses actually incurred in the conduct of their business for the District.

Section 2 Prior Authorization.

Authorization to travel, and for reimbursement of travel and business expenses, must be obtained from Board Chair prior to commencement of the travel and prior to any expenses being incurred.

Section 3 Reimbursable Expenses and Allowances.

Reimbursements will be made for actual expenses incurred for convention, seminar, or other registration fees; reasonable expenses incurred at meetings related to official District business; transportation to destination and return or mileage in accordance with the Internal Revenue Service rates; single occupancy lodging and automobile rental when overnight lodging is required; and approved incidentals. Approved incidentals include, but are not limited to, bus, taxi, or ferry fares, baggage checking and handling, and business telephone and postage expenses.

Reimbursements will be made for actual expenses incurred for meals, with the following stipulations: (1) meals in connection with authorized attendance at meetings, conventions, or conferences; (2) meals when official business prevents a District Board member or District employee from returning to his or her home by 7 p.m., except for those individuals whose normal duty hours extend beyond 7 p.m.; or (3) meals for District Board members or District employees engaged in authorized emergency operations substantially beyond their normal duty hours.

Section 4 District Credit Cards.

The District will not have credit cards that can be used by District Board members and District employees for travel and business expenses.

Section 5 Per Diem for Board Members in lieu of Reimbursement.

District Board members will not be authorized to receive, in lieu of meal and lodging expense reimbursements, a per diem allowance.

Section 6 Claims for Reimbursement.

All actual travel and business expenses must be submitted to the District's Treasurer on a Travel and Expense Voucher. Receipts must be attached to this form as documentation of actual expenses. Receipts should show the date, a description of the purchase, vendor identification, and the amount paid. Less detailed receipts may be accepted where a more detailed vendor receipt cannot be reasonably obtained. In such cases, at minimum, the receipt must have the amount indicated and must be initialed by the vendor.

Section 7 Ratification of Prior Acts

Any action taken consistent with the authority of this resolution, after its passage but prior to its effective date or the effective date of the formation of the District, is ratified, approved, and confirmed.

ADOPTED this 11th day of September, 2007.

Pete Corwin, Chair

LEWIS COUNTY PUBLIC FACILITIES DISTRICT
SEAL
EST. 2007