

LAKEHAVEN UTILITY DISTRICT
King County, Washington

Resolution No. 2011-1177

A **RESOLUTION** of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, setting meal reimbursement guidelines for meals purchased during travel and in other circumstances and superseding District Resolution No. 2008-1108.

WHEREAS, District commissioners and employees periodically engage in travel associated with the furtherance of District business, and

WHEREAS, in the course of such travel, it is frequently necessary that a meal or meals be consumed, and

WHEREAS, the Board having considered guidelines for the District's payment for meals purchased during travel and in other circumstances, and

WHEREAS, believing the guidelines set forth herein to be consistent with the responsible management of public funds,

NOW THEREFORE BE IT RESOLVED as follows:

1. Employees and commissioners traveling on District business will be provided a meal allowance in the amount of the current rates published by the U.S. General Services Administration. Except as provided below, any meals included in a registration fee for a conference or workshop will not be eligible for payment. If a commissioner or employee does not plan to consume any meal provided by the conference or otherwise does not consume a meal, they may receive per diem for that meal by submitting a written explanation describing why the provided meal will not be, or was not, consumed. For employees, the General Manager or General Counsel is responsible for approving these on a case by case basis. Where meetings held between Commissioners and third parties during travel occur at meal time and the District business is discussed, the District may pay for the meal of such third party, provided a receipt and explanation of the business purpose of the meeting is provided. Where local meetings held between Commissioners and third parties occur at meal time and the District business is discussed, the District may pay for the reasonable actual cost of the meal of such Commissioners and third parties, provided a receipt and explanation of the business purpose of the meeting is provided
2. The Board reserves the authority to modify the meal reimbursement guidelines set forth herein at any time.

3. Resolution No. 2008-1108 is hereby superseded in its entirety.
4. The provisions of this Resolution shall be effective on the date following adoption below.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 24th day of March, 2011.

ATTEST:

<u>Ronald E. Howick</u> President and Commissioner	✓ _____ Yea	_____ Nay	_____ Abstain
<u>Ronald D. Egan</u> Vice President and Commissioner	✓ _____ Yea	_____ Nay	_____ Abstain
<u>Chad J. Galt</u> Secretary and Commissioner	✓ _____ Yea	_____ Nay	_____ Abstain
<u>U. McChen</u> Commissioner	✓ _____ Yea	_____ Nay	_____ Abstain
<u>Ronald L. Miller</u> Commissioner	✓ _____ Yea	_____ Nay	_____ Abstain

Approved as to form: Steve Afuleta
General Counsel