

**REGIONAL TRANSIT AUTHORITY**

**RESOLUTION NO. 98-7  
Amending Resolution No. 83  
BACKGROUND AND COMMENTS**

<b>Meeting:</b>	<b>Date:</b>	<b>Agenda Item:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
<b>Finance Committee</b>	3/5/98 3/19/98 4/2/98	<b>Resolution 83 Amendment</b>	<b>Jan Hendrickson Hugh L. Simpson</b>	<b>206-689-3148 206-684-1717</b>
<b>Board of Directors</b>	4/9/98			

**ACTION:**

Approval of an RTA Board Resolution amending Resolution No. 83 with the attached proposed changes.

**BACKGROUND:**

The Agency's authorization for reimbursing board members, officers and employees for travel and other expenses was approved by the Board through Resolution No. 83 in March of 1997. This resolution is the basis for the Agency's travel and expense reimbursement policies.

Periodically, staff reviews resolutions and recommends changes to accommodate the business needs of the Agency.

**RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:**

Resolution No. 83 authorizes reimbursement for travel and other expenses incurred.

**KEY FEATURES:**

Agency management is recommending the following changes to Resolution No. 83:

- Inclusion of an "approved individual" category to accommodate individuals conducting business and traveling on behalf of the Agency. The Executive Director will approve all of the "approved individuals" in advance.
- Allowing daily per diems for subsistence instead of receipt reimbursement. Per diems will be paid for full days regardless of departure or arrival.
- Allowing two phone calls per day instead of one while traveling on behalf of the Agency.
- Increasing the part-time public officials' daily compensation from \$85 to \$100 a day, the maximum amount in compensation allowed by RCW 43.03.250, Section 2. The current rate of \$85 was set in 1993, and this marks the first increase in that compensation amount since that time.

## REGIONAL TRANSIT AUTHORITY

### RESOLUTION NO. 98-7

A RESOLUTION of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region establishing and revising policies relating to the authorization of per diem allowances for Board members who are part time elected officials and reimbursement for travel and other expenses incurred by Board members, officers and employees of the Regional Transit Authority, appointing an auditing officer and superseding Resolutions 15, 21, and 83.

WHEREAS, RCW 81.112.040(3) provides that each member of the Regional Transit Authority Board is eligible to be reimbursed for travel expenses in accordance with RCW 43.03.050 and 43.03.060 and to receive compensation as provided in RCW 43.03.250; and

WHEREAS, members of the Board and Regional Transit Authority officers and employees and approved individuals have been, and will in the future be required to travel to locations within and outside the boundaries of the Authority to conduct its business; and

WHEREAS, reimbursement of members of the Board and of officers and employees and approved individuals of the Authority for subsistence, lodging and travel costs to facilitate their efforts on behalf of the Authority is in the best interests of citizens of the Pierce, King and Snohomish Counties region; and

WHEREAS, RCW 42.24.080 requires that claims for travel reimbursement and other claims by persons furnishing materials, services or labor to the Authority be audited to determine such claims are just, due and unpaid obligations of the Authority; and

WHEREAS, by Resolution No. 15, adopted February 25, 1994, by Resolution No. 21 adopted March 25, 1994 and by Resolution No. 83, the Board authorized certain per diem and reimbursement policies for the Authority that need to be revised to reflect the Board's current organization and changed conditions;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Regional Transit Authority as follows:

Section 1. Board members, officers, employees, and approved individuals of the Authority shall be reimbursed for lawful, actual, necessary, and documented expenses incurred in the conduct of official business for the Authority and are hereby authorized to apply for and receive allowances to cover reasonable and necessary subsistence and lodging expenses while engaged in official business of the Authority outside the boundaries of the Authority. Daily per diem rates may be used for subsistence instead of receipt reimbursement. Such allowances shall be the same as those prescribed by the State of Washington Office of Financial Management pursuant to RCW 43.03.050 and shall include special allowances for foreign travel and other travel involving higher than usual costs for subsistence and lodging. Allowances for employees, officers and approved individuals of the Authority shall be paid only if such travel or expenses were approved in advance by the Executive Director or his or her designee. For the purpose of this resolution an "approved individual" shall mean those individuals approved for travel reimbursement by the Executive Director.

Section 2. Board members, officers, employees, and approved individuals of the Authority may apply for and receive allowances to cover reasonable expenses for meals, coffee and light refreshments served to such Board members, officers and employees and to elective and appointive officials and other governmental employees regardless of travel status at a meeting to pursue the business or purposes of the Authority which would otherwise qualify under RCW 43.03.050 for state reimbursement. Board members, officers and employees of the Authority may also apply for and receive allowances to cover reasonable expenses for coffee and light snacks and refreshments at public meetings where such amenities are deemed necessary to facilitate the services of citizens in participating at the meeting or in subsequent functions and programs of the Authority.

Section 3. Board members, officers employees, and approved individuals of the Authority are hereby authorized to apply for and receive the mileage reimbursement at the same rates established by the State of Washington Office of Financial Management pursuant to RCW 43.03.060 whenever members of the Board or officers or employees of the Authority travel while engaged on official business for the Authority and it is more advantageous or economical to the Authority that travel be by privately-owned vehicle rather than a common carrier or a vehicle owned or operated by the Authority. Board members, officers employees, and approved individuals of the Authority are further authorized to apply for and receive reimbursement for the costs of parking, taxis, shuttle services, public transit and air or other forms of travel necessary to pursue the business or purposes of the Authority at the actual cost of such travel when such method of travel is deemed most advantageous or economical to the Authority.

Section 4. Travel by employees on behalf of the Authority beyond a radius of 300 miles from the Authority or which requires overnight lodging shall be approved by the Executive Director, or his or her designee, on a Travel Authorization request. Travel requests by approved individuals must be approved by the Executive Director or his or her designee in advance on a Travel Authorization request. Appropriate Department Directors will approve all travel and expense reimbursements. Travel Authorization requests for such travel or overnight lodging for the Executive Director or any other officer may be approved by either the Chair of the Board or the Board Administrator after consultation with the Chair. Travel by employees, officers, or approved individuals outside the United States and Canada shall be approved by the Executive Director or his or her designee.

Section 5. Travel by Board members on behalf of the Authority beyond a radius of 300 miles from the Authority or which requires overnight lodging shall be approved by the Board's Executive Committee. Travel by Board members outside the United States and Canada also shall be approved by the Executive Committee.

Section 6. Board members, officers, employees and approved individuals traveling on such official business for the Authority shall proceed by the most direct and economical means consistent with the conduct of official business of the Authority and shall exercise prudent judgment in incurring other expenses while discharging their official duties. The Executive Director or his or her designee shall regulate the use of official cars of the Authority to ensure they are used in the most economical and efficient manner solely for the conduct of official business for the Authority.

Section 7. The Executive Director is authorized to arrange for the issuance of charge cards to Board members, officers and employees for the sole purpose of covering expenses incident to authorized travel as provided in RCW 42.24.115, including phone calls, and as provided for meals in Section 2. Reimbursement for phone expenses to secure family or personal information while in travel status shall not exceed ten minutes in duration and shall be limited to no more than two calls per day within the United States or one call every three days while outside the United States, except in the event of emergencies. .

Section 8. The Executive Director is hereby appointed as the auditing officer for the authority to review and audit claims presented to the Authority pursuant to RCW 42.24.080; provided, that the Executive Director may delegate this responsibility, in whole or in part, to other officers or employees of the Authority upon written notice to the Chair of the Board.

Section 9. As of the effective date of this Resolution, members of the Board of the Authority who are part-time public officials shall receive compensation in the amount of \$100 for each day during which the member attends an official meeting of the Authority or performs statutorily prescribed duties as approved by the Chair of the Authority or as authorized by action of the Board of the Authority. Such duties may include, but are not limited to, meetings of interim subcommittees task forces, standing committees, study groups and consultant selection boards of the Authority, public hearings and public meetings conducted by, or directly concerning business of, the Authority and meetings, public hearings and intergovernmental

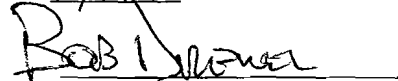
conferences and seminars conducted as a joint effort of the Authority and any other governmental agency or public entity; provided, however, the primary purpose of attendance at such meetings, conferences and seminars is the conduct of official business of the Authority. A member of the Board shall not receive compensation for a day of service under this section if the person: (a) occupies a position, normally regarded as full-time in nature, in any agency of the federal, state or local governments; and (b) receives any compensation from such government for working that day.

Section 10. The Finance Committee of the Board is hereby directed to annually review and revise, if necessary, the allowances, per diem rates and reimbursement procedures authorized by this Resolution. The Executive Director is authorized to take such other actions and to prepare and publish detailed procedures, rules, regulations and forms as may be necessary to carry out the policies set forth in this Resolution.

Section 11. Any mileage or other expense reimbursements or per diems previously paid by or on behalf of the Authority prior to the date of this Resolution are hereby ratified and approved.

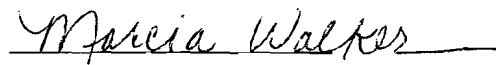
Section 12. This resolution supercedes Resolutions 15, 21, and 83.

ADOPTED by the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region at a regular meeting held on the 9<sup>th</sup> day of April 1998.



Bob Drewel  
Board Chair

ATTEST:

  
Marcia Walker  
Board Administrator