

SNOQUALMIE PASS UTILITY DISTRICT

KING AND KITTTAS COUNTIES, WASHINGTON

RESOLUTION NO. 2018-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SNOQUALMIE PASS UTILITY DISTRICT, KING AND KITTTAS COUNTIES, WASHINGTON (THE "DISTRICT") RESTATING AND ESTABLISHING POLICIES FOR COMMISSIONER COMPENSATION AND EXPENSE REIMBURSEMENT, AND BOARD SECRETARY COMPENSATION; AND RESCINDING AND SUPERSEDING ANY AND ALL PREVIOUS RESOLUTIONS.

WHEREAS, RCW 57.12.010 provides that Commissioners serving on the District Board of Commissioners may be compensated for each day or portion thereof spent in actual attendance at official meetings of the Board of Commissioners, or in performance of other official services or duties on behalf of the District and that Commissioners shall also be reimbursed for reasonable expenses actually incurred in connection with District business, including mileage for use of a privately owned vehicle at the mileage rate authorized by law; and

WHEREAS, the maximum compensation paid to Commissioners serving on the Board of Commissioners is established by the Washington State Legislature; and

WHEREAS, the District desires to establish an approval process and schedule for the payment of compensation and expense reimbursement to District Commissioners; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Snoqualmie Pass Utility District, King and Kittitas County, Washington, as follows:

1. Rate of Commissioner Compensation. Commissioners serving on the District Board of Commissioners shall be compensated at the maximum rate allowed by State law at the time payments are made for each day or portion thereof spent in actual attendance at official meetings of the Board of Commissioners, or in performance of other official services or duties on behalf of the District as such attendance and the performance of other official services and duties on behalf of the District are defined herein ("District business"). The maximum annual compensation payable to each Commissioner serving on the Board of Commissioners for such District business shall be the maximum amount established by State law in effect at the time the District business is undertaken or performed.

2. Expense Reimbursement. Commissioners shall be reimbursed for mileage and other direct expenses incurred in connection with District business at the rates allowed for other District employees and by applicable law.

3. Process to Submit Claim for Commissioner Compensation/Expense Reimbursement. Commissioners shall submit claims for compensation and for expense reimbursement to the District on the form attached hereto and incorporated herein by this reference (“Claim Form”) identifying the date, place and time of their performance of District business and itemizing expenses actually incurred in connection with such District business. Claims for compensation and requests for expense reimbursement shall be approved by the Board of Commissioners. Approved compensation claims and expense reimbursement shall be payable on a bi-weekly basis in accordance with the District employee payment schedule.

4. Definition of District Business. District business for which Commissioners shall be eligible for compensation shall be defined as follows:

A. Mandatory District Business: Mandatory District business for which Commissioners shall automatically be eligible for compensation shall be the attendance at all District regular, special and emergency Board of Commissioner meetings.

B. Pre-assigned or Pre-authorized District Business: For other than mandatory District business, Commissioners may be pre-assigned or pre-authorized by the Board to attend or participate in District-related affiliated organizations, associations, committees and other activities including, but not limited to, Standing Board subcommittees and subcommittees established by the Board on an ad hoc or temporary basis (“Subcommittees”) and other District-affiliated organizations (“District Affiliated Organizations” or “Organizations”). The assignment of Commissioners by the Board to Subcommittees and Organizations shall constitute pre-authorization for the Commissioners to attend the meetings of assigned Subcommittees and Organizations and to be compensated for such as District business. The Board shall make assignments to the Subcommittees and Organizations annually during the first quarter and such assignments shall be effective for the following year until revised or amended by the Board as needed throughout the year. The Board Secretary shall maintain a list of such Subcommittees and Organizations and Commissioner assignments.

C. Non-Assigned District Business: District business which is not mandatory District business, or pre-assigned or pre-authorized District business as described in Sections 4(A) or (B) above constitutes “non-assigned” District business; any Commissioner’s attendance at such District business must be authorized by the Board of Commissioners or the Board President prior to a Commissioner’s attendance or engagement in such District business or activity for which compensation or expense reimbursement is sought. Board approval must be obtained at a Board meeting, except each Commissioner is authorized to attend one non-authorized, non-assigned meeting or activity per month provided the meeting or activity relates to District business and the Commissioner reports to the Board regarding such meeting or activity. The Board

President's approval may be obtained by e-mail from the Commissioner requesting authorization to attend the District business and the Board President responding to the e-mail by confirming e-mail.

5. Policies Regarding Claims for Commissioner Compensation and expense Reimbursement. The following policies and procedures are established to implement the provisions of this Resolution:

- a. Where a Commissioner is authorized to attend or participate in a District affiliated organization, association, committee or other activity (collectively an "organization") and is compensated for such participation as District business, the Commissioner shall be required to obtain further authorization and approval from the Board of Commissioners to attend other activities at the request of or as assigned by such organization if the Commissioner intends to request District compensation for such additional activity, unless the Board of Commissioners has previously identified and authorized the activities of such organization for additional Commissioner activity for which compensation will be paid.
- b. Claims for compensation or expense reimbursement shall not be submitted until after the District business has been transacted or expense incurred.
- c. Requests for Commissioner compensation or expense reimbursement must be submitted within two (2) months after incurring the expense or attending/transacting the District business.
- d. Staff shall not have the authority to process requests for Commissioner compensation or expense reimbursement until the Claim Form from a Commissioner requesting compensation or expense reimbursement is submitted, fully executed and contains appropriate back up documentation.
- e. Staff shall prepare and disseminate information on a monthly basis on Commissioner compensation and expense reimbursement claims submitted to staff in the prior month.
- f. Where two (2) Commissioners are pre-assigned to attend the meetings of an identified committee of the Washington Association of Sewer and Water Districts, both Commissioners are authorized to attend such committee meetings and be compensated for such attendance and reimbursed for appropriate expenses in accordance with the provisions of this Resolution.
- g. Commissioners submitting claims in violation of these policies and procedures shall not be entitled to Commissioner compensation or expense reimbursement related to such request(s). Commissioners receiving compensation relating to District business or expense reimbursements in violation of these policies and procedures shall be required to repay to the District such amounts received in violation of these policies and procedures together with interest thereon at the

rate of (1) percent per month accruing from the date of receipt of such compensation or expense reimbursement until fully repaid to the District.

6. Board Secretary Compensation. The Secretary shall be compensated per month for clerical services provided on behalf of the District and other duties and responsibilities as established or assigned by the Board of Commissioners at the same per diem rate as established by the Washington State Office of Financial Management for Commissioners for District business in effect at the time such clerical services are provided by the Secretary to the District.
7. Supersedes. All District Resolutions, policies and procedures are hereby modified, revoked and rescinded to be in accordance with the foregoing.
8. Effective Date. This Resolution shall be effective the date set forth below.

ADOPTED by the Board of Commissioners of Snoquamie Pass Utility District, King and Kittitas County, Washington, at a regular open public meeting held on the 9^h day of April, 2018.



William Powers, President and Commissioner



Lloyd Holman, Secretary and Commissioner



David Harja, Commissioner