

2 RESOLUTION NO. 125

3 A RESOLUTION authorizing the reimbursement of travel
4 and other expenses incurred by Board members and employees
5 and the appointment of an auditing officer.
6

7 . WHEREAS, pursuant to the provisions of chapter 36.100 RCW, as amended, the
8 Washington State Major League Baseball Stadium Public Facilities District, hereinafter
9 referred to as the "District," has been created and possesses all the powers of a public
10 facilities district; and

11 WHEREAS, Board members and employees have been, and will in the future be,
12 required to travel to locations within and outside the boundaries of the District to conduct its
13 business; and

14 WHEREAS, RCW 36.100.110 provides that the Board shall adopt a resolution that
15 establishes the basic requirements governing methods and amounts of reimbursement
16 payable to Board members and employees for travel and other business expenses incurred
17 on behalf of the District; and

18 WHEREAS, RCW 36.100.120 provides that the Board may authorize payment of
19 actual and necessary expenses of Board members and employees for lodging, meals, and
20 travel-related costs incurred in attending meetings or conferences on behalf of the District;
21 and

22 WHEREAS, reimbursement of Board members and employees of the District for
23 lodging, meals and travel-related costs to facilitate their efforts on behalf of the District is in
24 the best interests of citizens of the District; and

25 WHEREAS, RCW 42.24.080 provides that claims for travel reimbursement to the
26 District shall be audited to determine that such claims are just, due and unpaid obligations of
27 the District, and RCW 36.100.100 provides that the state auditor shall cooperate with the
28 District in establishing adequate procedures for regulating and auditing such claims;

29
30 NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF
31 THE WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM PUBLIC
32 FACILITIES DISTRICT:

33 Section 1. General Policies.

34 A. Board members and employees shall be reimbursed for lawful, actual,
35 necessary, and documented expenses incurred in the conduct of official business for the
36 District.

37 B. Board members and employees traveling on official business for the
38 District shall proceed by the most direct and economical means consistent with the conduct
39 of official business of the District and shall exercise prudent judgment in incurring other
40 expenses while discharging their official duties.

41 Section 2. Prior Approval of Travel Expenses. Prior approval of travel expenses
42 is required as follows:

43 A. Board Members. The Chair of the Board shall approve travel beyond
44 a radius of 300 miles from the District or that requires overnight lodging by Board
45 members. The Board shall approve travel outside the United States and Canada by Board
46 members.

47 B. Executive Director. The Chair of the Board shall approve travel
48 beyond a radius of 300 miles from the District or that requires overnight lodging by the
49 Executive Director on a Travel Authorization request. The Board shall approve travel
50 outside the United States and Canada by the Executive Director.

51 B. Employees. The Executive Director shall approve travel beyond a
52 radius of 300 miles from the District or that requires overnight lodging by employees on a
53 Travel Authorization request. The Board shall approve travel outside the United States and
54 Canada by employees.

55 Section 3. Reimbursement of Travel and Other Expenses. Travel and other
56 expenses shall be reimbursed as follows:

57 A. Reasonable and necessary subsistence and lodging expenses shall be
58 reimbursed in accordance with rates established by the State of Washington Office of

59 Financial Management pursuant to RCW 43.03.050 when incurred while engaged in official
60 business of the District outside the boundaries of the District.

61 B. Reasonable expenses for meals, coffee and light refreshments shall be
62 reimbursed regardless of travel status when incurred while at a meeting with elective and
63 appointive officials and governmental employees to pursue the business or purposes of the
64 District that qualifies under RCW 43.03.050(3).

65 C. Mileage expenses shall be reimbursed in accordance with rates
66 established by the State of Washington Office of Financial Management pursuant to RCW
67 43.03.060 when incurred while engaged in official business of the District and when it is
68 more advantageous or economical to the District that travel be by privately-owned vehicle
69 rather than a common carrier or a vehicle owned or operated by the District.

70 D. Actual costs of parking and air or other forms of travel shall be
71 reimbursed when necessary to pursue official business of the District and when such method
72 of travel is deemed most advantageous or economical to the District.

73 Section 4. The Finance and Administration Committee Chair is hereby
74 appointed as the auditing officer for the District to review and audit claims presented to the
75 District pursuant to RCW 42.24.080; provided, that the Finance and Administration Chair
76 may delegate this responsibility, in whole or in part, to the Executive Director or the
77 Finance and Operations Director of the District upon written notice to the Chair of the
78 Board.

79 Section 5. The Finance and Administration Committee of the Board is hereby
80 directed to annually review and revise, if necessary, the reimbursement rates and procedures
81 authorized by this Resolution.

82 Section 6. Reimbursement for travel and other expenses paid to Board members
83 as provided herein is in addition to compensation paid to Board members pursuant to RCW
84 36.100.130.

85 Section 8. Board members are hereby authorized to submit applications for
86 travel and other expenses incurred as provided herein commencing with the first meeting of
87 the District on December 18, 1995; provided, however, that such members performed their

88 duties for the District with the expectation of reimbursement as provided by Chapter 36.100
89 RCW. Any travel or other expenses previously paid by or on behalf of the District prior to
90 the date of this resolution are hereby ratified and approved.

91 Section 9. The Executive Director is authorized to take such other actions and to
92 prepare and publish detailed procedures, rules, regulations and forms as may be necessary to
93 carry out the policies set forth in this resolution. Any reimbursements for travel and other
94 business expenses of Boardmember and employees paid prior to the effective date of this
95 resolution are hereby ratified and approved.

96

97 PASSED by a vote of 4 to 0 this 19th day of February, 1997.

98

99

100

101

102

BOARD OF DIRECTORS
WASHINGTON STATE MAJOR LEAGUE BASEBALL STADIUM
PUBLIC FACILITIES DISTRICT

103

104

105

106

107

Joan Enticknap, Chair of the Board

108

109 ATTEST:

110

111

112

113

114

Clerk