



**TCD Board of Supervisors
Special Board Meeting
Monday March 5, 2017 (2:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted
1.	Welcome, Introductions, Audio Recording Announcement, and Pledge of Allegiance	3 min
2.	Public Comment – <i>3 minutes per person</i>	15 min
3.	Agenda Review	10 min
4.	Policy 5.1: Travel Policy (Updated) – <i>Action Item</i>	30 min
5.	Policy 1.2.1: Board Supervisor Remote Attendance (New) – <i>Action Item</i>	15 min
6.	Policy 3.3.6: Tele-community and Off-site Work (New) – <i>Action Item</i>	30 min
7.	Executive Session: RCW 89.08.110 - To receive and evaluate complaints or charges brought against a public officer or employee	30 min
8.	Associate Supervisor - <i>Action Item</i>	15 min
9.	Determine Next Steps	30 min
10.	Adjourn	

Total meeting time: 178 minutes; 2.96 hours

5.1 Travel Policy

Effective Date: January 1, 2001

Updated: December 29, 2015

SUBCOMMITTEE REVISION PROPOSED: 2.15.18

Purpose: To minimize costs to the District and to establish basic guidelines governing the reimbursement of District-related travel and business expenses incurred by District Board Members and District employees.

Policy:

1. Travel Reimbursement: The District will reimburse District employees and Board Members for expenses that are reasonable and necessary to conduct TCD business. Washington State travel rates for lodging, subsistence and mileage will be used. Actual expenses will be reimbursed for all other eligible expenses. Expenses that exceed the Washington State travel rates may be reimbursed for events when employees or Board members are required to stay and/or dine at the event or where lodging and sustenance are not available at the State rate.
2. Travel Status: The Executive Director or the employee's manager/supervisor will determine when an employee is in travel status. Generally travel status will be granted when an employee is required to travel beyond the time normally spent for their daily job duties.
3. Travel Authorization: The Executive Director or Acting Executive Director or District Auditor will approve all out-of-state or overnight travel plans in advance.

Staff members that will be traveling out of county, or out-of-state, and any portion of that travel expense that is to be reimbursed by Thurston Conservation District, including any pass-through funds, then it will need to have approval in advance by either the Executive Director or Acting Executive Director in consultation and communication with the Board Auditor or the Board Chair. If the amount is over \$100, it will need to be approved in writing by the AED in consultation and communication with the Board Auditor or the Board Chair.

The Board Auditor or the Board Chair will approve any reasonable travel reimbursements for board members. This includes mileage and per diem. Any board member that will be traveling out of county, or out-of-state, and any portion of that travel expense is to be reimbursed by TCD, or any pass-through funds, will need to have approval in advance by either the Board Auditor or the Board Chair. If the amount is over \$200, it will need to be approved in writing, by the Board Auditor or the Board Chair. The District Treasurer is hereby authorized to keep funds available for the travel reimbursements.

4. Travel Advances: ~~An employee who wants a travel advance must obtain written approval from the Executive Director. An approved travel advance form must be submitted to accounting at least five (5) days before travel begins. Should~~

Comment [SM1]: Suggest putting Executive Director

Comment [SM2]: Is this level of detailed daily activity necessary to consult with Board? This does not logically make sense and could prohibit District staff from fulfilling deliverables if not addressed timely by their supervisor. I think this is an appropriate duty of the ED. Concern over perception of retaliation.

Comment [SM3]: All reimbursements require written documentation and authorization by ED regardless of amount.

Comment [SM4]: Approval by the whole Board, not individual members to eliminate perceived conflicts of interest.

Comment [SM5]: Reasonable should be defined. What types of 'travel' are usual and reasonable for Board members? Also include a statement, 'as provided for in the approved annual budget'.

Comment [SM6]: While on travel status? There should be some definition around circumstances that are appropriate for mileage and per diem reimbursement.

Comment [SM7]: The whole board should define circumstances requiring reimbursement in this policy and approve reimbursement requests to increase transparency and reduce perceived conflicts of interest. This should follow what has been allocated in the approved annual budget.

Comment [SM8]: This should be authorized and documented in writing regardless dollar amount.

Comment [SM9]: What does this mean? The Board approves the annual budget and there should be a line item related to this that clearly sets aside funding for Board 'travel'. As with other expenses, use of these funds will need to be managed accordingly to cover the year's travel expenses for all Board members. Each member should receive an equal allocation.

employee's plans for travel change, the employee must reimburse the District for any travel advance received. No payments will be issued prior to an event, for any travel or per diem, for staff or board for TCD authorized events.

Comment [SM10]: What does this mean? This statement reads that payments may be issued prior for unauthorized events!

Comment [SM11]: Agree with overall intent to not issue travel advances.

5. Travel Arrangements: Travel arrangements should minimize costs to the District. Government discounts, economy vehicles, moderate accommodations and meals, and discount air fares must be used unless there is a bona fide reason for doing otherwise.

6. Transportation:

Private Vehicles: District vehicles are to be used whenever possible for official District business travels. Employees are not eligible for reimbursement for mileage for personal vehicles unless an appropriate district vehicle is unavailable. Use of private vehicles will be reimbursed at the current State of Washington authorized mileage rate. When multiple employees/board supervisors are traveling via motor vehicle to the same destination, every effort shall be made to travel together.

No travel mileage will be reimbursed for staff personal vehicles, without approval of the AED in consultation and communication with the Board Auditor or the Board Chair, due to the unknown time frame of getting any assessment/rates and charges money.

Comment [SM12]: Executive Director

Comment [SM13]: Grant management and budget implementation is a responsibility of the ED. This could prohibit fulfilling deliverables and present a perceived conflict of interest. What concerns can we provide solutions for here?

Comment [SM14]: This doesn't seem relevant – most all travel is grant funded and included in the approved grant budget. Travel reimbursements are not granted, unless the qualifying circumstances meet the criteria above and are budgeted.

Air Fare: Air travel will not be reimbursed unless authorized. Maximum payment for air travel is "coach" or "Y" class fare. The District Administrator may authorize "business" class air fare for round trips over 5,000 miles, on a case by case basis.

Employees are encouraged to take advantage of reduced airfare programs that minimize travel costs to the District. This includes non-refundable discount fares, and travel over Saturday nights (if other per diem costs are less than the discounted fair). Where travel time is extended to use discount fares, the District will reimburse the additional meals and lodging if the total travel expense is less than had travel time not been extended.

5. Lodging:

The District will reimburse lodging at single occupancy or double rates (if two same sex employees share a room). Employees are not required to share lodging.

The use of moderately priced lodging is required. Motel/Hotels that offer rooms at government rates must be used, wherever available. Employees attending a seminar or conference may use the host facility. Lodging that is located less than two hours driving time from the employee's residence will not be reimbursed. The Executive Director/ Board Auditor has the discretion to make exceptions to accommodate early flight arrangements or attendance at a conference or seminar.

6. Subsistence:

Subsistence includes all reasonable and necessary charges for breakfast, lunch, and dinner, including tips.

Snacks and beverages apart from breakfast, lunch and dinner are not reimbursable.

The District will not reimburse discretionary expenditures such as video rentals or hospitality bar charges. Alcoholic beverages will not be reimbursed. When complimentary meals are provided in conjunction with a meeting, conference or seminar, reimbursement will not be made for substitute (per diem) meals unless unusual circumstances are explained to and approved by the employee's supervisor in advance.

I. Miscellaneous Expenses:

Costs associated with vehicles, such as parking fees and tolls, will be reimbursed if reasonable, necessary, and related to District business. The District will not reimburse parking citations or traffic infractions. Wherever possible, receipts should be provided with any requests for reimbursement.

Expenses for telephone, facsimile services, baggage handling, rental cars, and airport limousine services are reimbursable if necessary, reasonable, and related to District business.

Laundry and dry cleaning charges on trips of more than five (5) days are reimbursable. Cleaning charges for accidental clothing damage that occurs while traveling on District business is reimbursable.

Expenses directly related to international travel requirements, such as visas and inoculations, are reimbursable.

2. Meetings:

Expenses incurred in conducting business meetings are reimbursable if properly documented. These include facility charges and meals. Documentation must include the date, business purpose, location of meeting, and names and business affiliations of those attending.

Procedure:

The Executive Director and the District Accountant/Treasurer will review each expense reimbursement form and supporting documentation for reasonableness, compliance and approval in accordance with this policy. Additional explanations must be supplied for any item that is not self-explanatory or is unusual.

All reimbursement of business expenses will be requested through the District's Travel Expense Voucher. All employee and volunteer reimbursement requests must be submitted within two weeks of travel, or sooner, if tied to a grant that expires within that time period. All board members reimbursement requests must be submitted within 30 days of travel, unless otherwise arranged through the Executive Director.

Receipts must support all expenses not included in the Washington State travel rates. Incidental expenses (including parking lot or parking meter fees) without a receipt or lost receipts may be reimbursed at the discretion of the supervisor.

Employees, board members, and volunteers attending the same meeting will generally submit separate claims. Items for which reimbursement is sought must be itemized by date and expense, i.e. meals, phone, facilities, etc. and include the purpose of the trip.

Acceptable documentation includes cash requester receipt or credit card receipt. Detailed billing information provided by the credit card company may be substituted for cash register receipts. Restaurant table receipts must document food and beverages consumed. Meals that are covered under per diem rates do not submittal of receipts.

1.2.1 Board Supervisor Remote Attendance

PROPOSED DRAFT: 2.15.2018

Purpose: To establish a policy for remote attendance of a Board Supervisor at meetings.

Description: From time to time, it is not possible for a Board Supervisor to attend a Board of Supervisors meeting and, in limited instances, Thurston Conservation District would benefit from a Board Supervisor's participation by means of remote communication. Thurston Conservation District recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Supervisors.

Policy: Attendance by remote communication may occur as follows:

1. A Supervisor may attend a meeting via remote communication in limited instances when the Supervisor cannot attend in person. Qualifying limited instances include: (a) occasions when an agenda item is time sensitive and remote access is needed for a quorum and (b) when it is important for all Supervisors to be involved in a decision, but a Supervisor is unable to be physically present.
2. A Supervisor planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting. The notice must advise of the Supervisor's intent to attend via remote communication and the reason(s) why the Supervisor cannot attend the meeting in person.
3. A Supervisor may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Supervisor's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the commissioner to pose and answer questions from time to time.
4. During any meeting that a Supervisor is attending via remote communication, the Chair or presiding officer shall state for the record that a particular Supervisor is attending via remote communication and the reasons for such attendance.
5. Supervisors attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
6. Supervisors attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.
7. In the case of executive sessions, the Board of Supervisors may permit participation from remote location(s) only when the Supervisor on a case-by-case basis considers such participation to be necessary and the Board of Supervisors is confident in the security of such remote communications.

3.3.6 Tele-commuting and off-site work
PROPOSED DRAFT: 2.15.18

Policy:

All tele-commuting and any off site work, except for approved site visits for farm plans or other activity, as must be approved by the Executive Director. AED in consultation and communication with the Board Auditor or the Board Chair, due to the unknown time frame of getting any assessment/rates and charges money. Effective 30 days after approval.

Comment [SM1]: Does this mean all necessary responsibilities to carry out District business that occur outside the office?

Comment [SM2]: See above

Comment [SM3]: This does not seem appropriate. The day-to-day management of staff is the responsibility of the Executive Director. It is not efficient or necessary for the overall organizational management of the District to consult individual Board members on staff schedules. This would provide tremendous unnecessary process for staff and micromanagement responsibility at the Board level.

Comment [SM4]: This doesn't seem relevant to tele-commuting.

DRAFT