

RESOLUTION NO. 651

A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
WHATCOM COUNTY, WASHINGTON,  
AMENDING CERTAIN SECTIONS OF RESOLUTION 401 REGARDING THE  
ADVANCED TRAVEL FUND

WHEREAS, the Board of Commissioners ("Board") of Birch Bay Water & Sewer District ("District") have established an Advanced Travel Fund in Resolution 401 for the purpose of making advance payments for authorized travel by District officers or employees; and

WHEREAS, the Board has noted that some sections of Resolution No. 401 have become outdated or require correction; and

WHEREAS, Resolution No. 401 was codified at Chapter 3.16 of the District Code and all amendment references shall be made to Chapter 3.16 only;

NOW THEREFORE, be it resolved by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington that Resolution No. 401 and Chapter 3.16 of the District Code shall be amended as follows:

**Section 1:** District Code 3.16.030 shall be amended to delete both references to "D.P. Sizemore," replace same with the "District Treasurer" and shall now read as follows:

"The District Treasurer is designated and appointed as the custodian of the travel fund, and upon receipt of the monies transferred the custodian shall immediately open a checking account in a local bank in the name of the district and entitle it "Advance Travel Expense Fund – Birch Bay Water and Sewer District," which may be abbreviated to "BBWSD ADV TRVL EXP FUND, District Treasurer, Custodian."

**Section 2:** District Code 3.16.050 shall be amended to substitute approval required from Commissioners with the General Manager and shall now read as follows:

"All travel advances for district business by district employees shall be allowable only with and after securing approval of the General Manager; provided that, travel advances to the General Manager and individual commissioners must be approved by the commissioners at a regular or special meeting. All such requests shall be made on the form shown in Figure 3.16.050."

**Section 3:** District Code 3.16.060 shall be amended to substitute current IRS Per Diem Travel Rates for a specific rate of reimbursement; to eliminate reference to a specific mileage rate; and to add a sentence pertaining to lodging receipts. District Code 3.16.060 shall now read as follows:

"Payment shall be made at the following per diem rate. The per diem rate for all commissioners, officers and employees when traveling for all approved public purposes shall be in accordance with the current IRS Per-Diem Travel Rates as detailed in IRS Publication 1542. Travel mileage by private automobile shall be paid at the rate allowed by the Internal Revenue Service for business miles, computed by reference to and by use of most direct public highways route to and from the applicable destination. In the event the advance is insufficient to pay the actual expenses, claim may be made therefor by voucher. A report of the expenses incurred shall be made on the form shown in Figure 3.16.060 within ten days of the traveler's return. If the employees, officer or commissioner has attached a lodging receipt to the form, then no other travel receipts are required."

**Section 4:** If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution: The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

**Section 5:** This Resolution shall be effective immediately.

PASSED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 25<sup>th</sup> day of August, 2005.

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 651 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on August 25, 2005.

  
SECRETARY