

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
RESOLUTION NO. 670-R**

A resolution of the Grays Harbor Council of Governments (GHCOG) Reaffirming Resolution No. 670 Amending Personnel Policies Section 6.24 Travel Approvals

WHEREAS, the Board of the Grays Harbor Council of Governments previously adopted Resolution No. 670 on October 20, 2022, but the original signed copy has been lost and is not available in the official records; and,

WHEREAS, the Board desires to reaffirm and restate the action taken in Resolution No. 670 to ensure that the official record accurately reflects the adoption of the original resolution as follows:

WHEREAS, the Grays Harbor Council of Governments (GHCOG) offers staff members the reimbursement of business-related expenses in the Grays Harbor Council of Governments Personnel Policies, section 6.24 Travel Approvals: and,

WHEREAS, the current policy has become outdated, is longer in line with current costs, and needs to be revised for clarity; and,

WHEREAS, the GHCOG Board has been issued the current policy and the recommended revision and has had the opportunity to review the recommended changes; and,

WHEREAS, the amended section 6.24 will become part of an overall update to the GHCOG Personnel Policies.

NOW, THEREFORE, BE IT RESOLVED, the Grays Harbor Council of Governments hereby adopts the amended section 6.24 Travel Approvals into the Agency's Personnel Policies.

APPROVED AND REAFFIRMED this 21st day of August 2025, restating the adoption of Resolution No. 670 as originally approved on October 20, 2022.

ATTEST: _____
Troy Meyers, Council Chair

Vicki Cummings, Executive Director

Council Member

Council Member

Justification for Resolution #670
Amending Personnel Policies Section 6.24 Travel Approvals

ACTION: Amend section 6.24 of the Grays Harbor Council of Governments Personnel Policies.

JUSTIFICATION: The current policy has become outdated, is no longer in line with current costs, and needs to be revised for clarity.

RECOMMENDATION: Strike and replace existing section.

CURRENT POLICY

6.0 OFFICE PROCEDURES

6.24 Travel Approvals:

Work related automobile travel within Grays Harbor and Pacific Counties is at the discretion of the employee. Use of other modes of travel, or automobile travel outside the two counties, must be approved in advance by the Executive Director.

For local travel reimbursement for meals will be as follows:

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$10.00

The above amounts shall be paid to employees whenever reimbursement is made for meals. Meals are reimbursed when an employee is required to work during a meal period or when the employee is required to be away from the office on Council business during meal time. Documentation is not required for meals if the rate of \$10.00 is used. It is not necessary for the employee to document or spend \$10.00 on meals. This rate will be used regardless of cost or documentation.

An exception to the above limits will be made if receipts for the full days claimed meals are furnished. If the receipt for dinner is more than \$10.00, reimbursement may be made up to \$20.00. A gratuity of 15% shall be reimbursed on all restaurant receipts.

Travel outside the state must be approved by the Administrative Board subject to confirmation at the next Council meeting (though it may be approved by the Council in advance). At the time of approval expenditure levels for meals and lodging will be documented, along with a maximum amount to be expended.

Employees are expected to exercise prudent judgment in incurring travel expenses on official Council business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of employees attending a particular meeting should be the minimum necessary consistent with the benefit to be derived there from.

The reimbursement for lodging expenses incurred on official Council business shall be on actual expense basis. Reimbursement shall be for all authorized travel and expenses, but shall not be for expenses incurred at the official station or official residence of the traveler unless such expenses are required or are necessary in the performance of official Council business.

Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private automobiles and other usual means of conveyance.

Reimbursement for use of privately owned automobiles shall be allowed at a rate set by the Council for official travel. See 5.5 Travel. Reimbursement shall be payable to only one of two or more employees traveling on the same trip and in the same automobile. Mileage reimbursement will not be allowed if the employee shares a ride with another public employee who receives such reimbursement or is provided an automobile by their employer.

Miscellaneous travel expenses essential to the transaction of official Council business are reimbursable to the employee. Reimbursable expenses include, but are not limited to: taxi fares, car rentals, parking fees and ferry and tolls; registration fees and charges for materials in connection with attendance at conventions, conferences, classes and official meetings; rental of room in a hotel or other place which is used to transact official business.

All travel expense vouchers must be prepared in ink, indelible pencil, or by typewriter and signed in ink or indelible pencil. Where reimbursement is for actual cost of lodging, each claim must be supported by a valid receipt. Receipts for allowable expenditures for amounts of \$10.00 and more, plus any applicable tax, must be provided and attached to the voucher, except for: day parking fees; transit fares, ferry fares, bridge and road tolls and taxi and limousine fares when necessary and on official business; telephone calls where it is necessary to use a coin box telephone or where the telephone call cannot be charged to the employee's official telephone extension.

REPLACEMENT

6.0 OFFICE PROCEDURES

6.24 Travel Approvals:

Employees will be reimbursed for reasonable and customary expenses actually incurred in connection with conducting GHCOG business. This includes conference registration, meals, lodging, and transportation related costs for business related travel but excludes expenses for alcoholic beverages.

Lodging

Under normal circumstances, payment for lodging is only allowed when traveling outside of Grays Harbor. The actual cost of commercial lodging facility accommodations is eligible for payment or reimbursement up to the maximum lodging rate allowed (excluding tax) for the area of travel as established by the Office of the

General Services Administration (GSA). The most current maximum lodging rates can be found at the following web address: <http://www.gsa.gov> under "Per Diem Rates." An original, itemized, paid hotel bill is required. If a family member or guest accompanies the employee, the employee shall pay for the additional amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.

In some situations, the maximum allowable lodging amounts may not be adequate and may exceed the allowable amount. In such cases the Executive Director may approve payment. Approval must be made in advance of the travel.

Mileage

Mileage reimbursement will conform to the current Grays Harbor County mileage rate per 5.5 Travel and must be submitted on the Agency's Travel Voucher form, signed by the employee and approved by the Executive Director. In some cases receipts may not be available such as; day parking fees, transit fares, ferry fares, bridge and road tolls and taxi fares. In these cases the employee shall make a reasonable effort to document costs.

Meals

Individuals on travel status may be reimbursed for meal expenses using per diem rates as established by the Office of the General Services Administration (GSA) for the area of travel. (No meal receipts are required.) The most current per diem rates can be found at the following web address: <http://www.gsa.gov>. Under normal circumstances, payment for travel status meals is only allowed when traveling outside of Grays Harbor County. Exceptions will be made when a meal is a necessary purchase for meeting attendance.

An allowance for incidental expenses is included within the per diem rates for the area of travel. A \$5 allowance for incidental expenses is included within the per diem rates for the area of travel. Per diem rates include the costs of tax and gratuity, and no additional reimbursement is authorized in excess of per diem rates.

Travel outside the state must be approved by the Administrative Board subject to confirmation at the next Council meeting (though it may be approved by the Council in advance).

Employees are expected to exercise prudent judgment in incurring travel expenses on official Council business. Excessive or unnecessary expenses shall not be approved or reimbursed.

****END****

Justification for Recission of Voting Rights

ACTION: Recission of voting rights for non-payment of member dues.

JUSTIFICATION: According to GHCOG officially adopted bylaws sections governing voting rights as identified below, a member not paying their allocated share of member dues is no longer a member in good standing and shall forfeit all voting privileges. The Council is to take formal action to rescind voting privileges when a member has not paid their allocated member dues.

Grays Harbor County has been billed for its allocated share of first half member dues and payment has not been forthcoming. The City of Ocean Shores has been billed for its allocated share of member dues and has informed staff that they will not be paying second half member dues.

Under the requirements of Section 8.3 Non-payment of Member Dues, work has been suspended for both entities.

RECOMMENDATION: According to Section 7.1 Voting Procedures and Section 8.3 Non-payment of Member Dues, the Council shall take formal action to rescind any member's voting privileges.

Council discussion resulting in decision of formal action.

Excerpted from Grays Harbor Council of Governments Bylaws November 2023

SECTION SEVEN: VOTING AND REPRESENTATION

7.1 *Voting Procedures*

Procedure shall be in accordance with the submitted agenda. Votes are to be recorded by the appropriate staff.

Each member entity of the General, Tribal, or Special Purpose membership of the Council in good standing and exercising full voting privileges has one vote if their representative or approved alternate as per section 7.3 is present at a regular or special meeting. Voting by proxy is not allowed. Persons participating by electronic means are deemed to be present.

Any member not in good standing per section 8.3 shall not be allowed to vote and the staff secretary shall ensure compliance when recording. The Executive Director shall

notify any member representative of non-voting status prior to the next subsequent meeting. Member voting rights are reinstated upon payment of billed amount, in full, made prior to the next regular or special meeting. The council shall take formal action to rescind and/or reinstate any member's voting privileges.

SECTION EIGHT: BUDGET PROCESS

8.3 *Nonpayment of Member Dues*

In the case where a member entity gives notice before the December Annual Meeting that it is unable to pay a portion of its dues for the coming year, the Administrative Sub-Council and staff, with the assistance from the Executive Director, as necessary, will develop a plan of action to address the specific situation. The plan will be presented to the Full Council for adoption or revision as the Council may determine.

Membership dues will be billed on a semi-annual basis per section 8.2. If after billing a member for its share of dues, full payment is not forthcoming within sixty (60) days, that entity shall no longer be a member in good standing, shall forfeit all voting privileges, and all work will be suspended for that member. Reinstatement of full voting privileges shall be considered by the Council when all assessments are paid in full.

The appointment of a Representative to the Council shall be considered a binding commitment to one full year's membership in the Council.

In all cases, the Council shall take formal action to rescind and/or reinstate any member's voting privileges. Further, every effort shall be made to resolve such problems prior to rescinding voting privileges. In the event of extraordinary circumstances, the Council may waive any portion of this section.