

Board Member Mileage Reimbursement Policy

Summary: The District currently reimburses board members for mileage to and from regular board meetings. I am requesting a clarification/update to this policy to confirm that board members may also request mileage reimbursement when the District Manager asks them to make a special trip to perform essential District duties.

Background: On occasion, when I am unavailable due to leave or scheduling conflicts, I must ask one of our authorized check signers to come into town to sign checks or complete other time-sensitive administrative actions. This occurs infrequently, but it has already happened twice this month while I was on or will be on leave. These duties typically fall to the Board Chair (Bill Hammel) and Secretary/Treasurer (Shawn Sorensen), as they are the designated signers.

In some cases, staff may be able to bring documents to a board member, eliminating the need for travel. However, when a board member does need to drive specifically for this purpose, it would be appropriate for them to be eligible for mileage reimbursement, consistent with how we treat other District-related travel.

Requested Clarification: I am requesting that the Board confirm the following:

- Board members may request mileage reimbursement when the District Manager asks them to make a special trip to perform District duties, such as signing checks or other required documents.
- This applies only when the travel is specifically for that purpose, not incidental travel or situations where staff are able to deliver documents instead.
- This clarification primarily affects the Board Chair and Secretary/Treasurer, as they are the authorized check signers.

This clarification ensures transparency, consistency, and fairness in how we handle board member travel related to District operations.

Suggested Motion: “I move to clarify that board members are eligible to request mileage reimbursement when the District Manager asks them to make a special trip to perform District duties, including but not limited to signing checks, provided the travel is solely for that purpose.”