PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON
RESOLUTION NO. 341

A RESOLUTION of the Board of Commissioners of the Port of Coupeville establishing the rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers, and employees as provided for by RCW 53.08.175 and RCW 53.08.176; establishing per diem compensation for Port Commissioners as provided for by RCW 53.12.260; and repealing Resolution No. 265 dealing with the same subject matter.

WHEREAS, RCW 53.08.175 and RCW 53.08.176 authorize the Port to establish rules and regulations for the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers, and employees; and

WHEREAS, RCW 53.12.260 authorizes per diem compensation for each Port Commissioner for each day or portion thereof spent in actual attendance at official meetings of the Port District Commission or in performance of other official services or duties on behalf of the Port District; and

WHEREAS, Resolution No. 265, adopted August 14, 2019, combined travel per diem and Commissioner meeting compensation in a single section and contains an outdated reference to Resolution No. 209, since superseded by Resolution No. 228 as amended by Resolution No. 337; and

WHEREAS, the Board of Commissioners has determined that Commissioners may receive per diem compensation for up to sixty (60) days per calendar year for qualifying activities defined in advance by this Resolution, without separate Board approval for each activity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville as follows:

SECTION 1. POLICY AND PURPOSE

The purpose of this Resolution is to establish the rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers, and employees, and to establish per diem compensation for Port Commissioners. It is the policy of the Port of Coupeville that Port officials and employees shall receive their reasonable and necessary expenses when engaged in official Port business within or outside the Port District.

SECTION 2. FORMS

Claims for reimbursement of travel and other business expenses shall be submitted on the voucher form approved by the Auditing Officer and supported by receipts or other documentation as required by this Resolution. A person filing a claim on behalf of others shall provide: (1) the name of each person who traveled, dined, or otherwise incurred expenses; (2) whether each person is a Port Commissioner, officer, or employee and, if not, their connection to Port business; (3) the date and location of the lodging, meals, or services; (4) a detailed itemization of the amounts incurred; and (5) a statement describing the Port business accomplished. Each claim shall contain the following signed certification: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."

SECTION 3. TRAVEL EXPENSES

Travel expenses include the following:

1. **Transportation** by Port vehicle, private automobile, public transportation (air, rail, bus, ferry, or other waterborne carrier), taxi, rideshare, rental vehicle, or other appropriate means.

    a. Private vehicle use shall be reimbursed at the per mile rate established by the Internal Revenue Service in effect on the date of travel. The Board may establish a monthly rate for designated officials or employees who regularly use personal vehicles for Port business.

    b. Commuting between home and a regular place of work, including Port offices, the Coupeville Wharf, Greenbank Farm, and regular or special meeting locations, will not be reimbursed.

    c. Travel by private vehicle shall be limited to what is necessary to conduct Port business, and trips shall be consolidated whenever possible to reduce mileage costs.

    d. Public transportation tickets may be purchased directly by the Port through its regular purchasing procedures. A person who purchases a ticket personally shall submit a receipt with the reimbursement voucher.

    e. Air travel shall be at coach class or equivalent. The Executive Director or a Commissioner may authorize the next class of service only when time is of the essence and no coach or equivalent space is available, or when a physical condition, security requirement, or carry-on requirement cannot be accommodated in coach class.

2. **Lodging** at a hotel, motel, or similar accommodation as required by the travel. A lodging receipt shall be submitted with the reimbursement voucher.

3. **Meals** required while traveling, when actual expenses are claimed in lieu of per diem under Section 7. The cost of a meal may include a tip not to exceed twenty percent (20%) of the price of the meal. Alcohol will not be reimbursed.

4. **Miscellaneous travel expenses**, including telephone and internet service, baggage handling, laundry and dry cleaning necessitated by the travel, parking, tolls, ferry fares, and other charges permitted by law. Receipts may be required.

SECTION 4. OFFICIAL TRAVEL DEFINED

Port Commissioners, officers, and employees are engaged in official travel when engaged in the following activities:

1. Meeting, negotiating, or consulting with others to carry out the official functions, duties, or projects of the Port District.

2. Attending meetings of organizations in which the Port District holds membership or with which it is officially affiliated.

3. Calling upon current or prospective customers or tenants of the Port District for the purpose of leasing or using Port facilities.

SECTION 5. OTHER BUSINESS EXPENSES; NON-REIMBURSABLE EXPENSES

When properly authorized, Port Commissioners, officers, and employees shall be reimbursed for necessary and reasonable business expenses incurred on behalf of the Port District, including registration, meals, printed materials, and other items necessary to participate in the meetings of organizations in which the Port District holds membership or is affiliated. Reimbursement requires that the meeting was attended for a legitimate Port business purpose and that the person was an appropriate representative of the Port.

Personal expenses not necessitated by travel, and expenses for personal entertainment, shall not be reimbursed under this Resolution.

SECTION 6. USE OF CREDIT CARDS

Use of Port credit cards is governed by Resolution No. 228, as amended by Resolution No. 337, and by RCW 43.09.2855. Port credit cards shall be used solely for Port business. Administrative procedures and internal controls for credit card use shall be established by the Executive Director in accordance with RCW 43.09.2855.

SECTION 7. TRAVEL PER DIEM

When travel requires overnight lodging, the Executive Director may approve payment of a per diem allowance for meals and incidental expenses in lieu of actual meal and incidental expenses to any Port Commissioner, officer, or employee. The per diem allowance shall not exceed the

meals and incidental expenses rate established by the U.S. General Services Administration for the travel location, published at www.gsa.gov. On the first and last day of travel, the allowance shall be seventy-five percent (75%) of the applicable daily rate. Meals provided by a conference, host, or carrier shall be deducted at the GSA rate for that meal. Payment under this Section is deemed reasonable and necessary. Travel per diem under this Section is separate from, and does not count toward, Commissioner per diem compensation under Section 8.

SECTION 8. COMMISSIONER PER DIEM COMPENSATION

8.1 Rate and Limit. Pursuant to RCW 53.12.260, each Commissioner shall be eligible to receive per diem compensation of one hundred sixty-one dollars ($161.00) for each day or portion thereof spent in qualifying activities, not to exceed sixty (60) days per calendar year. Only one per diem shall be paid per calendar day regardless of the number of qualifying activities attended that day. Any change to the rate or the annual limit shall require action of the Board by resolution.

8.2 Standing Authorization. The Board of Commissioners hereby authorizes, without further Board action, per diem compensation for the following qualifying activities:

(1) Regular and special meetings, workshops, and public hearings of the Port of Coupeville Board of Commissioners.

(2) Meetings of the following organizations, including meetings of their committees on which a Commissioner serves: Island County Council of Governments (COG), Coupeville Historic Waterfront Association (CHWA), Economic Development Council for Island County (EDC), and Island Regional Transportation Planning Organization (IRTPO).

(3) Meetings, site visits, and consultations, for informational and advisory purposes, directly related to a project, program, or activity included in the Port's adopted annual budget, adopted Comprehensive Scheme of Harbor Improvements, or adopted Strategic Plan.

(4) Meetings of any organization or committee to which a Commissioner has been appointed or assigned as the Port's representative by action of the Board at an open public meeting.

(5) Conferences and training sessions of the Washington Public Ports Association or other organizations, when attendance is included in the adopted annual budget.

8.3 Activities Requiring Prior Approval. Any activity not described in Section 8.2 shall qualify for per diem compensation only upon approval by majority vote of the Board at an open public meeting held prior to the activity.

8.4 Documentation and Verification. Each Commissioner shall submit a monthly per diem claim on the voucher form approved by the Auditing Officer, listing for each day claimed the date, the activity attended, and the Section 8.2 category or Board approval under which it qualifies. For claims under Section 8.2(3), the claim shall identify the budgeted project, Comprehensive Scheme

item, or Strategic Plan objective served. The Executive Director shall verify each claim against this Section, and the Auditing Officer shall maintain a year-to-date record of per diem days paid to each Commissioner. No claim shall be paid that would cause a Commissioner to exceed the annual limit in Section 8.1.

8.5 Exclusions. Per diem compensation shall not be paid for services of a ministerial or professional nature, for social or ceremonial events without a Port business purpose, or for travel time on a day with no qualifying activity.

8.6 Waiver. Any Commissioner may waive all or any portion of per diem compensation by filing a written waiver with the Executive Director as provided in RCW 53.12.265.

SECTION 9. REPEAL AND EFFECTIVE DATE

Resolution No. 265, adopted August 14, 2019, and dealing with the same subject matter, is hereby repealed. This Resolution shall take effect immediately upon adoption, and Section 8 shall apply to qualifying activities on and after the effective date. Per diem days paid in the current calendar year before the effective date shall count toward the annual limit in Section 8.1.

ADOPTED by the Board of Commissioners of the Port of Coupeville at a regular open public meeting held this ____ day of _____, 2026, and duly authenticated in open session by the signatures of the Commissioners present and voting.

Marianne Burr	John Mishasek	Shane Clyburn
President	Vice President	Commissioner

ATTEST: This 27 day of October, 2026.

Marisa Michaud

Marisa Michaud, Executive Director