

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers
From: Mike Kinney
Subject: Manager Per Diem

Date: July 2, 2019

Background/Discussion

At the June 20th regular board meeting the Board inquired about when the statutory per diem change, increasing the allowable rate from \$75/day to \$125/day, would take effect. Legal counsel confirmed that the change took effect July 1st, 2019, and as such manager per diems for District business conducted on or after July 1 may now be paid at \$125/day.

The purpose of this agenda item is for the Board to discuss the matter and come to concurrence regarding the implementation of said change. Should the Board wish to pay a different rate for non-board meeting assignments such as liaison meetings, IWIP meetings, meeting preparation, and events, an amendment of the Board's per diem policy would be required. The Board's per diem policy doesn't cite a specific per diem amount, but simply provides for per diem in accordance with the statute. Therefore, unless the Board moves to pay manager per diems below the permitted \$125/day, no amendment of the policy is required.

As a reminder, the Board approved applying per diem to meeting preparation and other activities on April 8th. In order to receive per diem for such efforts please submit to staff completed reimbursement forms. A blank reimbursement form is enclosed and an electronic version, along with an example submission was sent via email to all managers on June 7th. Only the attendance of CLFLWD meetings and events are processed for per diem automatically by staff.

Attached Blank Reimbursement Form



Comfort Lake - Forest Lake Watershed District Reimbursement Form 2019

Name of Manager

Date Submitted

Date	Business Purpose / Explanation	Project	Miles	Mileage @ 0.58	Meals	Lodging	Misc.	Itemization Explanation
		TOTAL						

All expenses must be itemized and fully described. Receipts must be provided for all expenses. Expense reports that do not comply with reimbursement guidelines or lack receipts or approval will be returned to the employee or manager for completion. *As of January 1, 2019 the mileage reimbursement rate will increase to .58 per mile

Manager/Employee Signature _____
Treasurer Signature _____

Total Due	
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