



Resolution 24-05
of the
San Mateo County Harbor District
To Adopt the

SAN MATEO COUNTY HARBOR DISTRICT POLICY 4.2.4 as REVISED,

WHEREAS, District Policy 4.2.4, governs Expense Accounting and Expenditure Reimbursement for Harbor District Commissioners.

WHEREAS, recommended changes to policy 4.2.4 supports Commissioner participation at District events by providing documentation options for meal reimbursement and insuring adjusted per diem rates are used when appropriate.

WHEREAS, the revisions comply with Internal Revenue Service Taxable Fringe Benefits Guide, Federal per Diem Rate Publication 1542, Internal Revenue Code §162, the Federal Travel Regulation Chapter 300 Part 300-3, and Travel, Gift, and Car Expenses Publication 463.

WHEREAS, the Harbor District Board of Commissioners is committed to assuring the public that Commissioner Reimbursements are transparent and confined to matters which have been specifically approved by the Commission and/or for the conduction of official District business as described in policy and law.

WHEREAS, it is required that said policies be approved at a public meeting of the District.

NOW, THEREFORE, BE IT RESOLVED, that the revised District Policy 4.2.4, titled Expense Accounting and Expenditure Reimbursement for Commissioners is hereby approved by the San Mateo County Harbor District Board of Commissioners.

Passed and adopted at a regular meeting of the San Mateo County Harbor District.

Approved this 20th day of March 2024 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For: Mattusch, Domurat, Chang Kiraly, Slater-Carter
Against: None
Absent: Zemke
Abstaining: None

Attested

BOARD OF HARBOR COMMISSIONERS



Melanie Haddey
Deputy Secretary



Tom Mattusch
President