



## Upper Valley Waste Management Agency Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Jill Pahl - Manager  
Upper Valley Waste Management Agency  
**REPORT BY:** Belinda Yamate, Secretary, 253-4471  
**SUBJECT:** Travel Policy.

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### **RECOMMENDATION**

#### **TRAVEL POLICY.**

REQUESTED ACTION: Approval of Agency Resolution #05-03 adopting a travel policy for the Agency.

### **EXECUTIVE SUMMARY**

The Agency had never adopted a formal travel policy, but followed the same policy the County had adopted. The County has recently revised their policy and this proposal parallels the Napa County's policy since the County Auditor is also the Agency's Auditor. This will be easiest for processing travel payments in a timely and efficient manner.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

None. Please see the attached policy.

**SUPPORTING DOCUMENTS**

A . Travel Policy

Recommendation: Approve

Reviewed By: Jill Pahl