

MEMORANDUM

Date: March 13, 2018
To: Chehalis Basin Board
From: Chrissy Bailey, Office of Chehalis Basin, Department of Ecology
Re: Chehalis Basin Board Member Handbook (Handbook)

Background

- I. At the October meeting of the Chehalis Basin Board, Board members noted that language in the Handbook requiring pre-approval of Board members' contact with federal officials and agencies is too restrictive. The Board requested this language be updated to state that contact with federal officials and agencies, when specifically representing the Chehalis Basin Board, require pre-approval.
- II. In November of 2017, Board member Tyson Johnston requested a discussion regarding how correspondence from the Board will be drafted, reviewed, and approved between Board meetings.

Revisions to Handbook

- I. Ecology staff discussed the Board's request regarding contact with federal officials and agencies with the agency's Office of Governmental Relations. The Handbook language has been revised as follows to clarify that these requirements apply when contact is done on behalf of the Department of Ecology and in your role as a Chehalis Basin Board member:

Contacts with Federal Officials and Agencies: Pre-Approval is Required

Special requirements for coordinating with members of Congress, their staff, and Federal agency personnel may apply to Board members. These requirements are described in the "Federal Relations Procedures" updated by the Governor's office on 2/28/17 9/17/14. The Procedures are included in the Attachments. In summary:

- If you are going to have direct contact with Federal entities on behalf of the Department of Ecology and in your role as a Chehalis Basin Board member, you must coordinate with the Ecology's Office of Governmental Relations via Denise Clifford, Director, or Ken Camp, Legislative Coordinator. This office acts as Ecology's liaison and federal point of contact with the Governor's Washington, D.C. office director. This includes telephone conversations, personal visits or testimony with members of Congress, their staff and high-level Federal agency personnel.
- All correspondence with Federal entities expressing a position on federal legislation, regulations or budget, on behalf of the Department of Ecology and in your role as a Chehalis Basin Board

member, must be approved first by Ecology's Office of Governmental Relations and by the Governor's D.C. office. Allow at least 5 ten (10) business days for this review (5 for Governmental Relations; 5 for Governor's D.C. Office). Additional requirements apply if the Ecology Director or the Governor is intended to sign the correspondence, including eight business days lead time. If there is an unanticipated need or federal expectation to comment on federal matters, contact Governmental Relations on how to proceed quickly.

- Prior approval is not required for routine correspondence ~~of a routine, non-controversial nature~~ or covering positions already approved by Ecology's Governmental Relations Office or the Governor's office. Copy Denise Clifford, Ken Camp, and the Governor's office D.C. representative on such correspondence.

See Board support staff or the OCB Director if you have questions on these requirements.

II. Staff to the Board have added a section to the Handbook, with the following language:

Correspondence Between Meetings

Because regular meetings are held once per month, it may be necessary for Board correspondence to be drafted, reviewed, and approved during interim periods between Board meetings. When this is anticipated, a procedure has been established to ensure consistency and adhere to the consensus decision making process:

- The substance of anticipated correspondence will be discussed and approved via consensus at the regular or special Board meeting.
- Draft versions of correspondence will be provided to Board members between meetings, along with a deadline for individuals to review and provide feedback on content.
- Staff will finalize the correspondence based on comments received during the given review/feedback period. If comments received cannot be addressed by staff, the correspondence will be brought back to the Board for discussion and decision at the next regular or special Board meeting.

Finalizing the Handbook

The Board needs to consider a vote on the Board Handbook at the April Board meeting. Please review the handbook one last time, including the changes outlined above, and be prepared to bring forward and discuss any additional changes needed at the April Board meeting. The most recent version of the Handbook, including the text above, is on the Board website at https://www.ezview.wa.gov/Portals/_1962/Documents/Chehalis/Chehalis%20BoardHandbook%20031518.pdf.