

Draft 6/28/17

Chehalis Basin Board

Member Handbook



Table of Contents

KEY CONTACT INFORMATION.....	4
BOARD RESPONSIBILITIES AND MEMBERSHIP.....	6
BOARD OPERATING PROCEDURES (in development).....	9
GUIDING PRINCIPLES FOR THE CHEHALIS BASIN STRATEGY.....	12
COMPENSATION AND REIMBURSEMENT.....	13
KEY LAWS AND RULES	14
APPENDICES.....	20

Key Contact Information

Key Staff Contacts

Name	Position	Telephone	Email
Gordon White	Interim Mgmt Lead for OCB	(360) 407-6977	gordon.white@ecy.wa.gov
<ul style="list-style-type: none">Support for Board, agenda topics, liaison with Ecology (until OCB Director position is filled)			
Chrissy Bailey	OCB Policy Lead	(360) 407-6781	chrissy.bailey@ecy.wa.gov
<ul style="list-style-type: none">EIS issues, policy issues			
Gen McMoore	Interim Board Support	(360) 407-6966	genevieve.mcmoore@ecy.wa.gov
<ul style="list-style-type: none">Board materials and meetings, logistics, PDC filing, reimbursement (until OCB position is filled)			
Jim Kramer	Facilitator	(206) 841-2145	jim@jkramer.co
<ul style="list-style-type: none">Board agendas, policy issues, community outreach			

Board Member Contact Information

Voting Members

Name	Appointing Authority	Telephone	Email <i>*(tentative)</i>
Dave Burnett	Confederated Tribes of the Chehalis Reservation		dburnett@chehalistribe.com
Edna Fund	Chehalis River Basin Flood Authority		edna.fund@lewiscounty.wa.gov
Jay Gordon	Chehalis River Basin Flood Authority		jay@wastatedairy.com
Tyson Johnston	Quinault Indian Nation		tjohnston@quinault.org
Steve Malloch	Office of the Governor		spmalloch@gmail.com
Vickie Raines, Chair	Chehalis River Basin Flood Authority		vraines@co.grays-harbor.wa.us
J. Vander Stoep	Office of the Governor		jv@vanderstoep.com

Ex Officio Members

Name	Agency	Telephone	Email <i>*(tentative)</i>
Justin Allegro	Department of Fish and Wildlife	(360) 707-8927	justin.allegro@dfw.wa.gov
Stephen Bernath	Department of Natural Resources	(360) 902-1028	stephen.bernath@dnr.wa.gov

Kris Strickler	Department of Transportation	(360) 905-2001	stricklerk@wsdot.wa.gov
Stu Trefry	Washington State Conservation Commission	(360) 584-5213	strefry@scc.wa.gov
Gordon White	Department of Ecology	(360) 407-6977	gordon.white@ecy.wa.gov

*Tentative – Board members will be provided Ecology emails pending Ecology approval.

Other Information Sources

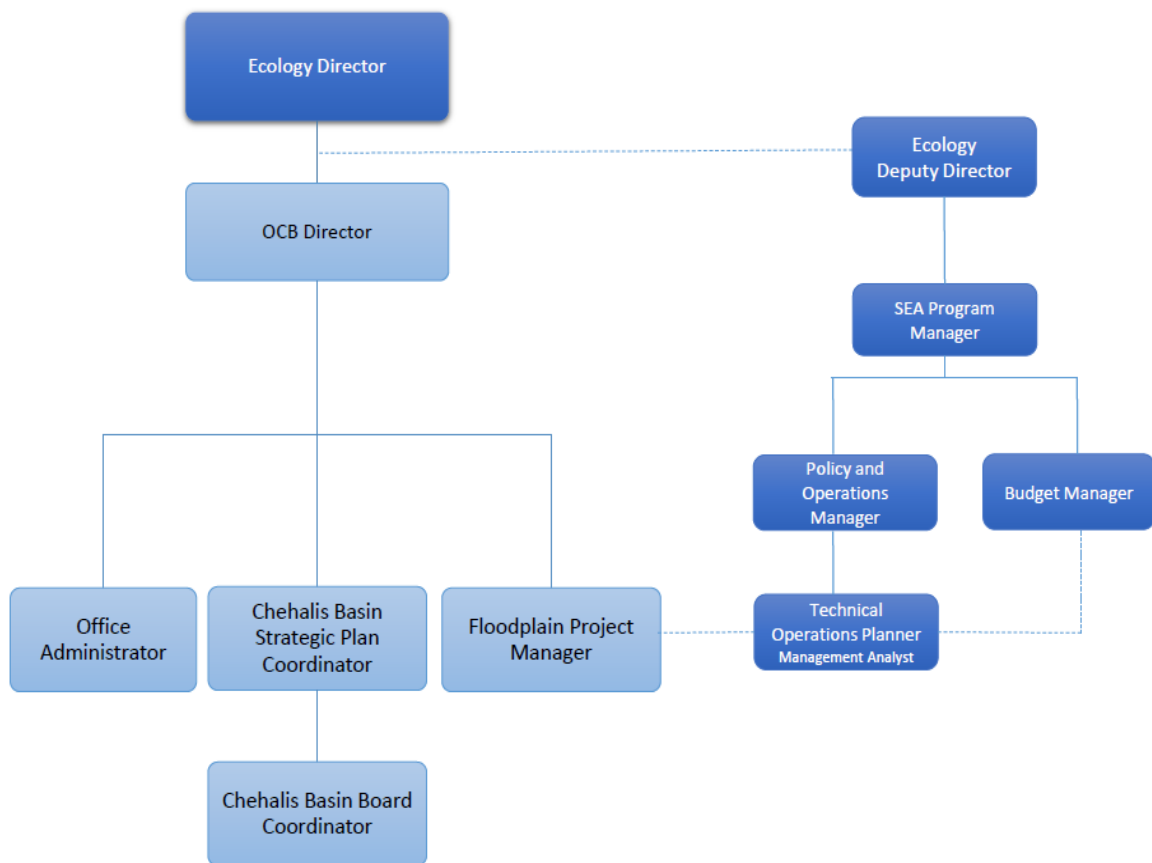
Ecology web site for Chehalis Basin Board information and Office of Chehalis Basin:

<http://www.ecy.wa.gov/programs/sea/floods/ChehalisBasinStrategy.html>

Web site for information on the Chehalis Basin Strategy, links to documents and related management efforts in the Basin: <http://chehalisbasinstrategy.com/>

Organizational Chart

Office of Chehalis Basin (OCB) Organizational Chart - Ecology



About the Board

In this Section

- ✓ Board responsibilities and membership
- ✓ Board composition
- ✓ Meeting procedures
- ✓ Compensation and reimbursement

Board Responsibilities and Membership

The Chehalis Basin Board oversees implementation of the multi-benefit Chehalis Basin Strategy. The goals of the Strategy are reducing catastrophic flood damage and restoring aquatic species in the Chehalis River Basin.

The Board is supported by the Office of Chehalis Basin (OCB) at the Department of Ecology. As described in legislation creating the OCB, “the primary purpose of the Office is to aggressively pursue implementation of an integrated strategy and administer funding for long-term flood damage reduction and aquatic species restoration in the Chehalis River basin.”¹

Board Responsibilities in Statute

The following Board responsibilities are identified in the statute creating the Chehalis Basin Board:

- Chehalis Basin Strategy: The Board is responsible for oversight of a long-term strategy resulting from the Department of Ecology's Programmatic Environmental Impact Statement for the Chehalis River basin to reduce flood damages and restore aquatic species habitat.
- Budget oversight and recommendations: The Board is responsible for overseeing the implementation of the Strategy and developing biennial and supplemental budget recommendations to the Governor.²

The statute also identifies the elements of the Strategy and the Board's on-going role:

- Action plan: The Chehalis Basin Strategy must include a detailed set of actions to reduce flood damage and improve aquatic species habitat.
- Implementation schedule and measures: The Strategy must include an implementation schedule and quantified measures for evaluating the success of implementation.³
- Amendments: The Strategy must be amended by the Chehalis Basin Board as necessary to include new scientific information and needed changes to the actions to achieve the overall purpose of the Strategy.

¹ RCW 43.21A.730

² RCW 43.21A.731(5) and (6)

³ RCW 43.21A.732

Board Membership

Chapter 43.21A.731 establishes the Chehalis Basin Board's membership and terms of service. Terms are four years, except that specific shorter initial terms for some positions are identified in statute. The board includes seven voting members, which are appointed by four different authorities. The appointing authorities in statute, current membership and terms based on statutory direction are:

Position:	Name:	Term:
Governor #1	J. Vander Stoep	June 30, 2020
Governor #2	Steve Malloch	June 30, 2019
Chehalis River Basin Flood Authority #1	Vickie Raines	June 30, 2020
Flood Authority #2	Edna Fund	June 30, 2020
Flood Authority #3	Jay Gordon	June 30, 2019
Confederated Tribes of the Chehalis Reservation	Dave Burnett	June 30, 2021
Quinault Indian Nation	Tyson Johnston	June 30, 2021

In addition, five state agency heads serve as non-voting members of the board: the Commissioner of Public Lands, the Director of Fish and Wildlife, the Executive Director of the State Conservation Commission, the Secretary of Transportation, and the Director of the Department of Ecology. State agency leads may send a designee by notifying the Board in writing.

Appointment of the Chair of the Board

The governor appoints one of the Flood Authority-appointed members to serve as Chair of the Board. The governor has appointed Vickie Raines to serve in this capacity.

Senate Confirmation of Governor Appointees

The Senate must confirm the appointment of the two members appointed by the Governor. The Governor's Office will ask you to complete a confirmation packet, and will work with OCB staff to have your appointment placed on the agenda of the appropriate committee.

Recusal Due to Potential Conflict of Interest

There may be times when you need to recuse yourself from a discussion or vote due to a conflict of interest. The OCB statute specifically addresses this issue: "No member may have a direct financial interest in the actions of the board."⁴

If you need to recuse yourself, state your intent to recuse yourself and the reason for your recusal for the record before any relevant discussion or vote. If you have questions about a potential conflict of interest, please contact the OCB Director.

⁴ RCW 43.21A.731(2)(a)

Resignation

If you are unable to complete your term, it is important to let your appointing authority know. A letter of resignation should be sent to the appointing authority indicating the date your resignation is effective and whether or not you are able to serve until a replacement is named.

Board Operating Procedures

Note: The Board has not yet adopted operating procedures. This is a place-holder draft with two options: Consensus and Voting. The Consensus option is based on procedures of the former Governor's Chehalis Basin Work Group. The Voting option is derived from the SRFB Manual.

Option 1: Consensus Decision-making

Board decisions and recommendations will be consensus-based.

Definition of consensus: The Board operates under the following definition of consensus: The group will have reached consensus on an issue when it agrees upon a single alternative and each participant can say:

- I believe that other participants understand my point of view.
- I believe I understand other participants' points of view.
- Whether or not I prefer this alternative, I support it because it was arrived at openly and fairly, based on good information, and it is the best decision for us at this time.

Conveying consensus: This consensus can be conveyed via a thumbs up (I fully support this option); thumbs sideways (I can live with this option for the good of the group and the process); or thumbs down (I cannot live with this option).

The position of ex officio members will be solicited. However, ex officio members cannot block consensus if there is unanimous consent by the voting members.

If anyone is thumbs down, the group will seek solutions that allow those thumbs to move to up or sideways.

Registering concerns: When a call to make a decision on an issue is made, a member may choose one of the following.

Declare reservations: Board members who are willing to let a motion achieve consensus but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the Board may choose to modify or re-word the proposal.

Stand aside: A "stand aside" may be registered by a Board member who has a serious personal disagreement with a proposal, but is willing to let a motion achieve consensus. Although stand asides do not halt a decision, it is often regarded as a strong indication of concerns. Concerns of group members standing aside may be addressed by modifications to the proposal. Stand asides may also be registered by members who feel they are incapable of adequately understanding or participating in the proposal, or members that wish to recuse themselves from the decision.

Process if consensus is not present: If there are instances where consensus cannot be reached, the pros and cons of the different alternatives will be presented in a succinct report included in

the minutes of the meeting. Additional work may be pursued toward crafting a solution that results in consensus of the voting members.

Option 2: Voting Process for Decision-Making

The seven appointed members, including the chair, are the voting members. Ex officio members participate in discussion of issues and proposed actions, but do not have voting authority.

A motion proposes that the board take certain action on a matter. Motions are made to handle routine business and to conduct meetings. Robert's Rules of Order are used to define voting procedures.

The correct way to make the motion is to say, "I move" and then state specifically what action you are proposing. You can second the motion by saying "second." The names of the person making the motion and seconding the motion are recorded in the minutes.

A majority vote of the voting members present is required for a motion to be adopted.

Operating Procedures applicable to either Option

Quorum

A quorum is five voting members, with a preference that at least two of the ex officio agency members also be present. At the outset of each meeting, the chair will call the meeting to order and call the roll to establish a quorum.

Discussion Guidelines for Board Meetings

Be Respectful

- Respect time constraints.
- Keep comments brief so everyone gets a chance to share their thoughts.
- Foster open and broad communication, say "ouch" when it hurts.
- Hear and respect all opinions.
- Acknowledge that all participants bring with them legitimate purposes, goals, concerns, and interests whether or not you agree with them.

Be Constructive

- Seek creative solutions that address everyone's needs.
- Be willing to give and to get.
- State concerns and interests clearly, listen carefully to and assume the best in others, ask questions (to clarify and educate) rather than make assumptions or make rhetorical statements (no "leaping").

Be Productive

- Prepare for meetings, do your "homework".
- Attend meetings, arrive on time, and participate until the conclusion of the meeting.
- Bring a sense of humor and have fun.

Opportunity for Public Comment

Opportunity for public comment will be provided at each meeting. At minimum, opportunity for public comment will be provided prior to the conclusion of the meeting. If Board action is proposed on an issue of significant public interest, public comment may be solicited following initial Board discussion of the topic, or a special public hearing may be held. The format for public comment will be at the discretion of the Chair.

Meetings

Regular Meetings

The board will adopt a schedule of regular meetings. The adopted schedule and location of regular meetings is published in the Washington State Register. The current meeting schedule is in the appendix.

Meetings are held throughout the Chehalis Basin and other locations. Meetings are held at publicly accessible locations.

Special Meetings

The board also may conduct special meetings at any time, if called by the chair. Special meetings are open public meetings, so staff will make a public announcement of the meeting a minimum of 24 hours in advance. At the meeting, the board may discuss only the topics on the published agenda.

Subcommittees

The board may form subcommittees at its discretion. Subcommittees must involve less than a quorum of the members, and may be subject to the provisions of the Open Public Meetings Act, depending on the subcommittee's charge.

Minutes

Staff documents the significant discussion and actions of the board in written minutes. Minutes are approved by the Board at the subsequent regular meeting.

Guiding Principles for the Chehalis Basin Strategy

The Board adopts the following statement of principles to guide development of the Chehalis Basin Strategy. These will be refined and replaced by a comprehensive Strategy to be developed through work with a broad range of interests and agencies, and adopted by the Board.

A solution to reduce flood damages needs to be a Basin-wide solution. It needs to ensure public safety and significantly reduce flood damage for people and communities throughout the Basin. Flood damage reduction actions will maximize benefits, and minimize adverse human and environmental impacts. The solution needs to protect key community infrastructure and maintain public services during emergencies. We will avoid solving one area's problems by making another area's problems worse.

Equally important is the need to repair the damage caused over the past decades to the health of the river and its watershed. Salmon habitat is a fraction of historic level of productive and other native species have been significantly affected. Despite the changes, the Chehalis Basin still supports one of the most diverse populations of aquatic species in the state. The Chehalis Basin strategy must ensure protection of the current habitat functions; restoration must significantly increase the abundance and productivity of the Chehalis ecosystem for salmon and other aquatic species.

Future development in the Basin should be done in a manner that does not put more people or development in harm's way, and should not increase damages or costs to people already living in and using the floodplain. By planning ahead, respecting what the river can do, and managing floodplains smartly, potential future flood damage can be reduced.

Flooding is a natural occurrence that will recur. Communities need to be as prepared as possible with flood warning and emergency response systems.

Compensation and Travel Reimbursement

Members of the board are eligible to request compensation for their time and expenses on official business, in accordance with the applicable laws and rules. You must complete the personnel and payroll forms before requesting reimbursement.

Compensation

Members of the board who do not represent state agencies are authorized to request compensation at \$100 for each day during which the member attends an official meeting of the group or performs statutorily prescribed duties approved by the chair of the group.⁵ You will not receive additional compensation for time spent reading or reviewing materials before the meeting.

Allowable Expenses

All board members may seek reimbursement for travel expenses incurred in performance of your duties as a member of the board.⁶ These expenses include mileage reimbursement, lodging, and meals up to the maximum allowable rates.

Mileage is reimbursed according to state allowable rates. The travel policy and "per diem" rate chart are available from OFM at <http://www.ofm.wa.gov/resources/travel.asp>

Expenses for meals will be reimbursed at the state per diem rate. Meal reimbursement eligibility is determined by the time of day and location.

Overnight lodging expenses will be reimbursed up to the maximum allowable state per diem rates and must include an original hotel receipt. Generally, lodging is reimbursed when traveling over 50 miles from your residence or official work station.

You must use the state's contracts for travel agents, airlines, and rental cars when on official business. Air travel must be approved in advance. If you need to travel by air, contact the Board Coordinator for help with the approval process and arrangements.

Reimbursement Process

For compensation and travel reimbursement, contact staff for reimbursement forms. Complete the form and send it with receipts where required to the Board Coordinator for processing. The state may take up to three weeks to provide reimbursement.

⁵ RCW 43.03.250

⁶ RCWs 43.03.050 and 43.03.060

Key Laws and Rules

In this Section

- ✓ What you need to do to comply with laws about ethics, public disclosure, lobbying, and records retention
-

Ethics and the Appearance of Fairness

As a board member, you are expected to uphold a high standard of ethics. It is extremely important to avoid conflicts of interest or even the appearance of conflicts of interest. The Ethics in Public Service statute (RCW 42.52) provides guidance to members of boards.

A conflict of interest may exist if you can reasonably expect that your official conduct will directly result in a financial benefit to yourself, family, business associates, employers, or businesses that you represent. The conflict need not be certain to occur. Public employees, including appointed board members, should not make decisions to gain financial or other benefits for themselves, their family, or their friends.

The OCB statute specifically addresses this issue: "No member may have a financial or regulatory interest in the work of the board."⁷

Open Public Meetings Act

The Legislature passed the Open Public Meetings Act⁸ in 1971 as a part of a nationwide effort to make government affairs more accessible and responsive.

All regular and special meetings of the board are open public meetings. When a majority of members gathers to discuss business of the board, in person OR electronically, their discussions or actions must be consistent with the open public meeting laws, including notice to the public when required.

A meeting occurs whenever the governing body of a public agency takes "action."⁹ Under the Open Public Meetings Act (OPMA), "action" includes any receipt of public testimony, discussions, deliberations, considerations, reviews, or evaluations and final actions.¹⁰ In fact, the "action" determines whether a "meeting" has taken place, not whether a "meeting" in the everyday sense of the term (e.g., a gathering of people) has taken place. Decisions of the governing body are

⁷ RCW 43.21A.731(2)(a)

⁸ RCW 42.30

⁹ RCW 42.30.020(4)

¹⁰ RCW 42.30.020(3)

called “final actions”¹¹.”

- A meeting occurs if a majority of the members of the governing body were to discuss or consider issues no matter where that discussion or consideration might occur.
- A phone call or an e-mail exchange among a quorum of members of a governing body in which an “action” takes place can be a “meeting” under OPMA. Because a phone call or an e-mail exchange among members of a governing body is not open to the public, such an exchange in which an “action” took place would violate OPMA. You should use caution in using e-mail to discuss any board issues and avoid using the “reply to all” feature if the e-mail would go to all board members or if there is a chance it would be forwarded to other board members.

Consequences

There are legal consequences for an Open Public Meetings Act violation.

- First, any action taken in violation of OPMA can be declared null and void.
- Second, OPMA provides for financial penalties. Each member of the governing body is personally liable for the penalty if he or she is aware that the meeting is in violation of the act. Courts also may award all legal costs to the successful party.

Loss of credibility suffered by a board because of a judicial finding of an Open Public Meeting Act violation—or even the mere filing of a suit—may be the most severe consequence.

Public records – Retention and response to records requests

Public records are recorded information, regardless of physical form¹². All records maintained in electronic format, including e-mail, are included in the definition of a “public record.” All public records must be maintained and disposed of in accordance with the law and retention schedules¹³.

Meeting Materials

The materials that you receive for the board meetings are secondary copies with no retention value, unless you have made substantive notes regarding your decisions. If you have made substantive notes, please keep the notes or give it to the Board Coordinator. If not, you can

¹¹ RCW 42.30.020(3).

¹² “Public record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics . . .” RCW 42.56.010(3). “Writing” means handwriting, typewriting, printing, photostating, photographing and every other means of recording any form of communication or representation, including but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010(4).

¹³ RCW 40.14

recycle the materials when you no longer need them, or leave them for staff to recycle after the meeting.

E-mail: Using the Ecology-issued email address - ***tentative***

Each Board member will be issued an Ecology email to use for Board business. This includes distribution of information from staff, dialogue among members and all other Board-related correspondence.

Using the Board email will greatly simplify meeting the requirements related to public records.

E-mail messages are public records, and you are responsible for retaining them according to the state and agency retention schedules. Here are some general guidelines:

- Board Coordinator will be responsible for retaining emails related to the Board per retention schedule.
- E-mails that you send regarding routine matters (e.g., scheduling inquiries, questions about travel reimbursement) may be deleted after 30 days.
- E-mails that you send or that you receive from someone outside the Board or OCB relating to board business is official correspondence. These generally must be retained per retention schedule.

Public Disclosure Requests

All documents held by the OCB and the Board are subject to disclosure, unless there is a specific exemption. If you receive a request for disclosure of documents, please immediately forward it to the Board support staff.

You are responsible for promptly providing responsive documents when requested by Ecology's public disclosure officer.

Lobbying

The Campaign Disclosure and Contribution Law¹⁴ requires state agencies that undertake in-person lobbying in order to attempt to influence state legislation must file reports disclosing their lobbying expenditures. You are responsible for adhering to lobbying laws and rules if you are lobbying as a member of the board¹⁵.

Monthly reporting to the PDC

Your contacts with Legislators and others meeting the "lobbying" definitions described below must be included in Ecology's monthly reports to the Public Disclosure Commission. Staff will send a form and monthly reminder to report such contacts. Reporting includes date, duration, contact, and purpose of the contact.

Activities that are allowed at the State level

State law defines "lobby and lobbying"¹⁶ as "attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any state agency under the state Administrative Procedure Act, chapter 34.05 RCW."

Reportable Lobbying

Lobbying includes the following activities:

- In-person contacts with legislators to influence action or inaction on legislation is understood fairly universally to be reportable lobbying. This includes testifying before legislative committees.
- Reportable lobbying also includes efforts to inform, sway, convince, or otherwise influence the action or inaction of legislative staff members.
- Gifts, travel, contributions, and entertainment expenditures for legislators and staffers alike, whether using public or non-public dollars, are reportable.

Activities that are not Lobbying

Lobbying does not include any of the following activities:

- Requests for appropriations by state agencies to the Office of Financial Management (OFM) pursuant to RCW 43.88, nor requests by the Office of Financial Management to the legislature for appropriations other than its own agency budget requests;
- Once a budget request leaves OFM and is before the Legislature, attempts to influence any portion of it constitute reportable lobbying;
- Recommendations or reports to the Legislature in response to a legislative request (oral or

¹⁴ RCW 42.17.190 (recodified as 42.17a.635, effective January 2012)

¹⁵ Board members lobbying as individuals or representing another organization do not need to report this activity through the OCB. However, please mention this activity to the Board Coordinator, or OCB Director to avoid potential conflicts.

¹⁶ RCW 42.17A.005(30)

- written) that expressly requests or directs a specific study, recommendation, or report by an agency on a particular subject;
- Official reports including recommendations submitted to the legislature annually or biennially by a state agency as required by law;
 - Requests, recommendations, or other communications between or within state agencies (however, attempts to influence the Governor with respect to signing or vetoing legislation are considered reportable lobbying; other communications or negotiations with the Governor's Office would not be reportable);
 - Telephone conversations or preparation of written correspondence;
 - Preparation or adoption of policy positions within an agency or group of agencies (once a position is adopted, further action to advocate it may constitute lobbying);

Not Allowed: Grass-Roots Lobbying

- You are not permitted to conduct grass-roots lobbying in your capacity as a board member. Grass-roots lobbying is defined as a program "addressed to the general public, a substantial portion of which is intended, designed or calculated primarily to influence state legislation."¹⁷

¹⁷ Regulating Candidates, Campaigns, and Lobbyists. June 28, 2017.

<https://www.pdc.wa.gov/learn/publications/lobbyist-instructions/grass-roots-lobbying>

Contacts with Federal officials and agencies: Pre-approval is required

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

In summary:

- If you are going to have direct contact with Federal entities, you must coordinate 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 must be approved by the Governor's D.C. office. Allow at least five business days for this review. Additional requirements apply if the Governor is intended to sign the correspondence, including eight business days lead time.
- Prior approval is not required for correspondence of a routine, non-controversial nature or covering positions already approved by the Governor's office. Copy 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.

Handling Comments, Complaints, and Media Inquiries

There may be times when a member of the public or media contacts you directly with questions or comments. You are welcome to respond to comments or inquiries directly, or may direct the person to staff. If you respond directly, please notify the OCB Director.

If you receive a complaint, please direct the person to the OCB Director or board chair.

Appendices:

Office of Chehalis Basin statute

Governor's Office policy on contacts with Federal officials and agencies

Office of Chehalis Basin Statute

Including revisions from Chapter 27, Laws of 2017 (Engrossed Senate Bill 5097)

RCW 43.21A.730

Office of Chehalis basin.

(1) The office of Chehalis basin is established in the department. The primary purpose of the office is to aggressively pursue implementation of an integrated strategy and administer funding for long-term flood damage reduction and aquatic species restoration in the Chehalis river basin.

(2) The office of Chehalis basin must be funded from appropriations specified for Chehalis river basin-related flood hazard reduction and habitat recovery activities.

(3) In operating the office, the department must follow, to the greatest extent practicable, the model being used to administer the Columbia river basin water supply program established in chapter 6, Laws of 2006.

RCW 43.21A.731

Chehalis board.

(1) The Chehalis board is created consisting of seven voting members.

(2)(a) Four members of the board must be voting members who are appointed through the governor. The governor shall invite the Confederated Tribes of the Chehalis Reservation and the Quinault Indian Nation to each designate a voting member of the board. In addition, the governor shall appoint two members of the board, subject to confirmation by the senate. Three board members must be selected by the Chehalis basin flood authority. No member may have a direct financial interest in the actions of the board. The governor shall appoint one of the flood authority appointees as the chair. The voting members of the board must be appointed for terms of four years, except that one member appointed by the governor and one member appointed by the flood authority initially must be appointed for terms of two years, and one member appointed by the governor and two members appointed by the flood authority must initially be appointed for terms of three years. In making the appointments, each appointing authority shall seek a board membership that collectively provides the expertise necessary to provide strong oversight for implementation of the Chehalis basin strategy, that provides extensive knowledge of local government processes and functions, and that has an understanding of issues relevant to reducing flood damages and restoring aquatic species.

(b) In addition to the seven voting members of the board, the following five state officials must

serve as ex officio nonvoting members of the board: The director of the department of fish and wildlife, the executive director of the Washington state conservation commission, the secretary of the department of transportation, the director of the department of ecology, and the commissioner of public lands. The state officials serving in an ex officio capacity may designate a representative of their respective agencies to serve on the board in their behalf. These designations must be made in writing and in such a manner as is specified by the board.

(3) Staff support to the board must be provided by the department. For administrative purposes, the board is located within the department.

(4) Members of the board who do not represent state agencies must be compensated as provided by RCW [43.03.250](#). Members of the board shall be reimbursed for travel expenses as provided by RCW [43.03.050](#) and [43.03.060](#).

(5) The board is responsible for oversight of a long-term strategy resulting from the department's programmatic environmental impact statement for the Chehalis river basin to reduce flood damages and restore aquatic species habitat.

(6) The board is responsible for overseeing the implementation of the strategy and developing biennial and supplemental budget recommendations to the governor.

RCW 43.21A.732

Chehalis basin strategy.

The Chehalis basin strategy must include a detailed set of actions to reduce flood damage and improve aquatic species habitat. The strategy must be amended by the Chehalis board as necessary to include new scientific information and needed changes to the actions to achieve the overall purpose of the strategy. The strategy must include an implementation schedule and quantified measures for evaluating the success of implementation.

RCW 43.21A.733

Chehalis basin account.

The Chehalis basin account is created in the state treasury. All receipts from direct appropriations from the legislature, including the proceeds of tax exempt bonds, or moneys directed to the account from any other sources must be deposited in the account. Interest earned by deposits in the account will be retained in the account. Moneys in the account may be spent only after appropriation. Expenditures from the account may be used only for the purposes set out in RCW [43.21A.730](#) and for the payment of expenses incurred in the issuance and sale of bonds.



STATE OF WASHINGTON
Office of the Governor

September 17, 2014

TO: Agency Directors
FROM: Joby Shimomura, Chief of Staff
SUBJECT: FEDERAL RELATIONS PROCEDURES

This notice is to update state agencies' federal relations procedures and to serve as a reminder that all agencies must coordinate with the Governor's Office and our Washington, DC Office when they communicate with members of Congress, their staff, and high-level federal agency personnel.

A copy of the Governor's Office Federal Relations Procedures is attached. Agencies should use these procedures when they communicate with members of Congress, congressional staff, and federal agencies on substantive policy issues. These procedures are effective immediately. This notice supersedes the previous Governor's Office Federal Relations Procedures memorandum that your agency received on February 5, 2013, and serves to update and restate these procedures. Of note, updated procedures include a shortened the review time for federal correspondence requiring the Governor's or an agency director's signature, which reflects the swift turnaround that our Office has customarily been able to provide to these documents.

Please provide copies to all program managers and staff who are responsible for or engaged in communication with federal officials. Your adherence to this policy will help to ensure our correspondence with the federal government is coordinated and will best serve the people of our state.

If you have questions concerning these procedures, please contact Sam Ricketts, Director, Washington, DC Office, at sam.ricketts@gov.wa.gov or (202) 624-3691. Thank you for your cooperation in this effort.

cc: Sam Ricketts, Director, Washington, DC Office

(Attachment)

