

MEMORANDUM

Date: December 30, 2021
To: Chehalis Basin Board
From: Cindy Bradley, Office Manager, Office of Chehalis Basin
Re: Chehalis Basin Board Members – Chehalis Basin Board Member Handbook Update

Background

The Chehalis Basin Board (CBB) has developed a Board Member Handbook to provide members with guidance on Board responsibilities, membership, composition, meeting procedures, compensation, and reimbursement. This handbook also outlines Board member requirements regarding laws about ethics, public disclosure, lobbying, and records retention.

Revisions to Chehalis Basin Board Member Handbook

OCB staff have reviewed the CBB Member Handbook and identified amendments necessary to reflect Board-approved changes, and administrative/housekeeping changes that have occurred over the past year. Recommended revisions to the handbook are shown in the attached document with track changes.

Summary of Changes:

Only approved change was the adoption of the 2022 dates. Other changes are administrative and housekeeping, including the following:

- Board Member and Staff Contact Information (p.4)
- Organizational Chart (p.6)
- Regular Meeting schedule and Location (p.12 & p.24)
- Compensation and Travel Reimbursement (p. 14 & p.27)
- Additional Appendices (p.22-35)

Updating the Handbook

The Board will be asked to approve these proposed Board Handbook revisions at the Board's January 6, 2022 regular meeting.