

MEMORANDUM

Date: December 31, 2020
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 has reviewed the CBB Member Handbook and identified amendments necessary to reflect legislative changes, 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:

Substantive changes to the handbook include:

- Key Contact Information (p. 4)
- Organizational Chart (p. 5)
- Board Membership (p. 8)
- Quorum (p. 11)
- Regular Meetings (p. 13)
- Relevant Statutes (pp. 22-23)
- Additional Appendices (pp. 24-39)

Updating the Handbook

The Board will be asked to approve these proposed Board Handbook revisions at the Board's January 7, 2021 regular meeting.