

MEMORANDUM

Date: January 04, 2019
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

- I. The Chehalis Basin Board (CBB) has developed a Board Member Handbook to provide members with guidance on Board responsibilities, membership, Board composition, meeting procedures, compensation, and reimbursement. This handbook also outlines what the Board's requirement is with 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 has acknowledges there were required changes to provide the most up to date information. Recommended revisions to the handbook language are shown in the attached document with track changes.

Summary of Changes:

With the exception of minor edits throughout the handbook, the key changes are identified in the list below.

- Key Contact Information (pg. 4)
- Organizational Chart (pg. 5)
- Regular Meetings (pg. 13)
- Compensation and Travel Reimbursement (pg. 15)

- Public records – Retention and response to records requests (pg. 18)
- Public Disclosure Requests (Pg. 19)
- Reporting to the Public Disclosure Commission (PDC) (pg. 20)

- Additional Appendices (pg. 24-39)

Updating the Handbook

The Board will be asked to approve these Board Handbook revisions at the next regular Board meeting. Please review the handbook, and be prepared to bring forward and discuss any additional changes needed at the next Board meeting.