~~March~~ December 2020

Chehalis Basin Board

Member Handbook

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Key Contact Information

KEY STAFF CONTACTS			
Name	**Position**	**Telephone**	**Email**
Andrea McNamara Doyle	OCB Director	(360) 407- 6548	andrea.doyle@ecy.wa.gov
• Support for Board, agenda topics, liaison with Ecology			
Chrissy Bailey	OCB Policy Lead	(360) 407-6781	chrissy.bailey@ecy.wa.gov
• Policy issues, Strategy coordination, contracting questions			
Cindy Bradley	Board Support/OCB Office Manager	(360) 407-7674	cindy.bradley@ecy.wa.gov
• Board materials and meetings, logistics, PDC filing, reimbursement			
Jim Kramer	Facilitator	(206) 841-2145	jim@jkramer.co
• Board agendas, policy issues, community outreach			

BOARD MEMBER CONTACT INFORMATION			
Voting Members			
Name	**Appointing Authority**	**Telephone**	**Email**
Harry Pickernell	Confederated Tribes of the Chehalis Reservation	(360) 273-5911	pickernell@ecy.wa.gov
Edna Fund	Chehalis River Basin Flood Authority	(360) 740-1120	fund@ecy.wa.gov
Jay Gordon	Chehalis River Basin Flood Authority	(360) 482-3485	gordon@ecy.wa.gov
Tyson Johnston	Quinault Indian Nation	(360) 276-8211 ext. 1855	johnston@ecy.wa.gov
Steve Malloch	Office of the Governor	(206) 818-0482	malloch@ecy.wa.gov
Vickie Raines, Chair	Chehalis River Basin Flood Authority	(360) 249-3731	raines@ecy.wa.gov
J. Vander Stoep	Office of the Governor	(360) 748-9281	vstoep@ecy.wa.gov
Ex Officio Members			
Name	**Agency**	**Telephone**	**Email**
~~Justin Allegro~~Michael Garrity	Department of Fish and Wildlife	(360) ~~707-8927~~902-8113	Michael.Garrity@dfw.wa.gov ~~justin.allegro@dfw.wa.gov~~
Stephen Bernath	Department of Natural Resources	(360) 902-1028	stephen.bernath@dnr.wa.gov
Bart Gernhart	Department of Transportation	(360) 905-2012	GernhaB@wsdot.wa.gov
Josh Giuntoli	Washington State Conservation Commission	(360) 407-7474	jgiuntoli@scc.wa.gov
~~Gordon White~~Rich Doenges	Department of Ecology	(360) 407-6307~~407-6977~~	**Rich.Doenges@ecy.wa.gov**~~gordon.white@ecy.wa.gov~~

Other Information Sources

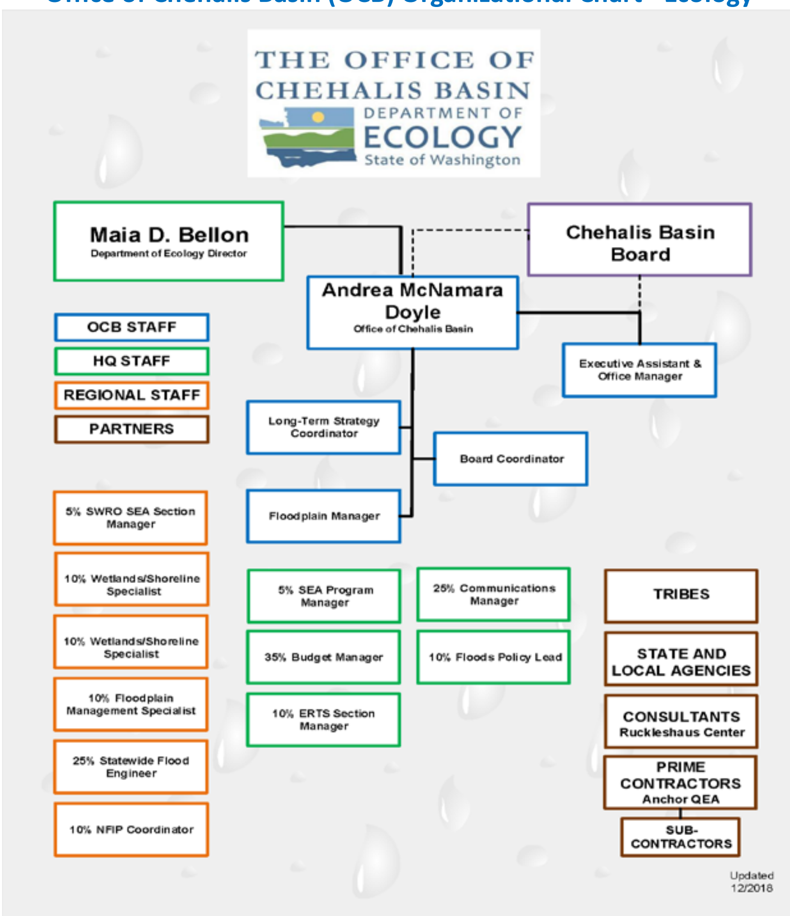
Ecology generic email (resource mailbox) for questions related to the Chehalis Basin Board and Office of Chehalis Basin: ocb@ECY.WA.GOV

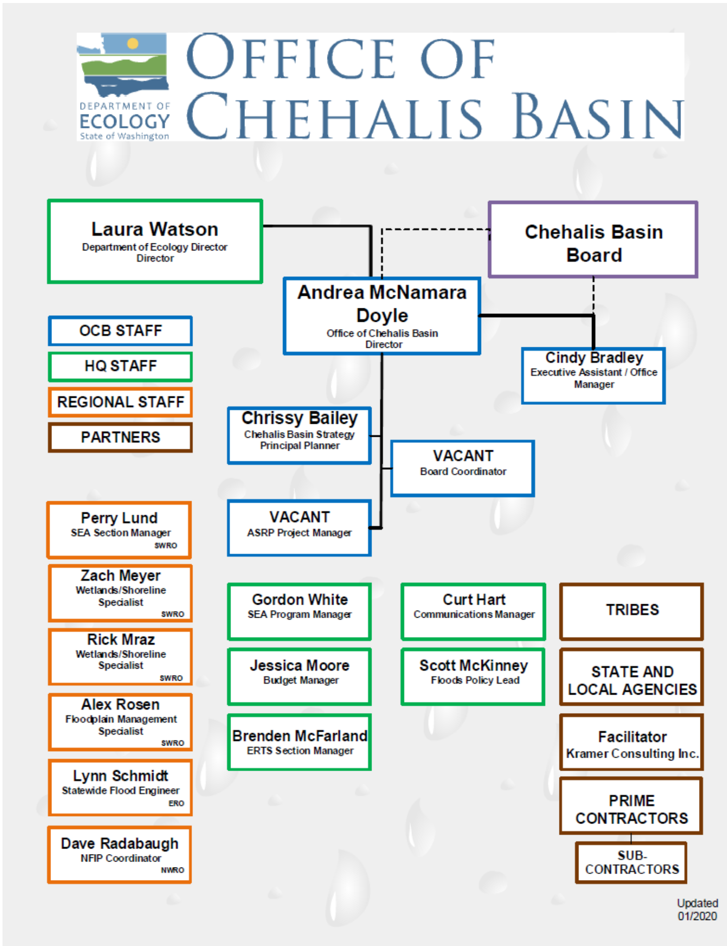
Ecology web site for Chehalis Basin Board information and Office of Chehalis Basin: http://www.ecy.wa.gov/programs/sea/floods/ChehalisBasinStrategy.html

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




OFFICE OF CHEHALIS BASIN
DEPARTMENT OF ECOLOGY State of Washington
Laura Watson
Department of Ecology Director
Chehalis Basin Board
Andrea McNamara Doyle
Office of Chehalis Basin Director
OCB STAFF
HQ STAFF
REGIONAL STAFF
PARTNERS
Cindy Bradley
Executive Assistant / Office Manager
Chrissy Bailey
Chehalis Basin Strategy Principal Planner
VACANT
Board Coordinator
VACANT
ASRP Project Manager
Perry Lund
SEA Section Manager
SWRO
Zach Meyer
Wetlands/Shoreline Specialist
SWRO
Rick Mraz
Wetlands/Shoreline Specialist
SWRO
Alex Rosen
Floodplain Management Specialist
SWRO
Lynn Schmidt
Statewide Flood Engineer
ERO
Dave Radabaugh
NFIP Coordinator
NWRO
Gordon White
SEA Program Manager
Jessica Moore
Budget Manager
Brenden McFarland
ERTS Section Manager
Curt Hart
Communications Manager
Scott McKinney
Floods Policy Lead
TRIBES
STATE AND LOCAL AGENCIES
Facilitator
Kramer Consulting Inc.
PRIME CONTRACTORS
SUB-CONTRACTORS
Updated 01/2020

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~~RCW 43.21A.731 establishes the Chehalis Basin Board's membership and terms of service. Terms are four years, ~~except that specific~~after the 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 expires:**
Governor #1	J. Vander Stoep	June 30, 2024~~20~~
Governor #2	Steve Malloch	June 30, 2023~~19~~
Chehalis River Basin Flood Authority #1	Vickie Raines	June 30, 2024~~20~~
Flood Authority #2	Edna Fund	June 30, 2024~~20~~
Flood Authority #3	Jay Gordon	June 30, 2023~~19~~
Confederated Tribes of the Chehalis Reservation	Harry Pickernell Glen Connelly, alternate*	*~~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.

*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, each of which may also designate a voting alternate member of the board.

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 reappointed or newly appointed members to complete a confirmation packet. Once completed, OCB staff will work to have the appointment placed on the agenda of the appropriate committee for a confirmation hearing and on the consideration calendar for action by the Senate.

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 and the OCB Director 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

Consensus Decision-making

Board decisions and recommendations will be consensus-based, with the option for voting members to vote if consensus cannot be reached.

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 displaying a sideways thumb may request their reservation be recorded in the decision that is conveyed to others.

If there are significant reservations about a Board action or decision, the Board may choose to modify or re-word the proposal.

Board members who feel they are incapable of adequately understanding or participating in the proposal or decision, or members that wish to recuse themselves from the decision, may choose to 'stand aside'. Stand asides do not halt a decision.

Process if consensus is not present: If there are instances where consensus cannot be reached, the seven appointed members, including the Chair, may take a vote. 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.

A member may initiate a vote when consensus cannot be reached by saying, "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.

The outcome of the vote, as well as the pros and cons of the different alternatives for which consensus could not be reached, will be presented in a succinct report included in the meeting summary.

Operating Procedures

Quorum

A quorum is ~~five~~ four voting members, with a preference that at least one voting member is present from each of the governor, tribal, and flood authority appointments, and that at least two of the ex officio agency members other than Ecology also be present. At the outset of each meeting, the chair will call the meeting to order and establish the presence or absence of a quorum through a roll call.

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 during 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, who may limit the amount of time allowed per speaker and may invite speakers to submit supplemental comments to the Board in writing.

Meetings

Regular Meetings

The board will hold regular meetings on the first Thursday of each month.

With current directives from the Governor's office surrounding the COVID-19 pandemic, we will continue holding Board meetings online as webinars to protect public health through at least June, 2021. Future meeting locations will be subject to change based on changes in public health directives.

~~To provide publicly accessible meetings, the Board has chosen to alternate meeting locations between public facilities in the upper and lower portions of the Chehalis Basin.~~

Legal notices of the 2021~~19~~ Chehalis Basin Board Meeting times and locations[5] were published by the State of Washington, Office of the Code Reviser, on ~~November 19, 2018~~November 24, 2020, Washington State Register Number: WSR 20-24-069 ~~18-23-075~~.

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/Meeting Summaries

Staff documents the significant discussion and actions of the board in written meeting summaries. Meeting summaries are approved by the Board at the subsequent meeting.

[5] See Appendix B

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 productivity is a fraction of historic levels 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 Department of Ecology personnel (*Letter of Agreement*[6]) and payroll forms (*Statewide Payee Registration 2-page form*[7]) 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.[8] You will not receive additional compensation for time spent reading or reviewing materials before the meeting. For Compensation, Board Members must fill out an *A-19 form*[9].

Allowable Expenses

All board members may seek reimbursement for travel expenses incurred in performance of your duties as a member of the board.[10] 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 OCB Office Manager for help with the approval process and arrangements.

Reimbursement Process

If a board member would like to be reimbursed for their travel, then they will need to sign a *Letter of Agreement* and fill out a *Statewide Payee Registration 2-page form*. For travel reimbursement, Board Members must fill out an *A-20: Travel Expense Voucher (TEV) form*[11].

To simplify and expedite the reimbursement process, OCB's Office Manager will prepare TEV forms for eligible Board Members who request them in advance of each board meeting and then have the forms available for signature at the meetings.

For Members who do not request the TEV in advance of a meeting, OCB's Office Manager will provide blank forms for Board Members to complete upon request. Board Members must then send the

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[6] See Appendix C
[7] See Appendix D
[8] RCW 43.03.250
[9] See Appendix E
[10] RCWs 43.03.050 and 43.03.060
[11] See Appendix F.

completed and signed Travel Expense Voucher directly to Andrea McNamara Doyle, Director of Office of Chehalis Basin, Dept. of Ecology, PO Box 47600, Olympia, WA 98504.

The state may take up to three weeks to provide reimbursement. Follow the same rules as a regular Ecology employee, i.e.: per diem rates & receipts.

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 direct financial interest in the actions of the board.” [12]

Open Public Meetings Act

The Legislature passed the Open Public Meetings Act [13] 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." [14] Under the Open Public Meetings Act (OPMA), “action” includes any receipt of public testimony, discussions, deliberations, considerations, reviews, evaluations and final actions.[15] 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 called “final actions.”[16]

- 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*

[12] RCW 43.21A.731 (2)(a)
[13] RCW 42.30
[14] RCW 42.30.020 (4)
[15] RCW 42.30.020 (3)
[16] RCW 42.30.020 (3)

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 form.[17] 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 schedules.[18]

The State Government General Records Retention Schedule – covers public records common to all state agencies, such as Agency Administration, Asset, Financial, Human Resource, and Information Management.

Governing/Executive/Policy-Setting Body Records (GS 10004)
Records documenting the actions, meetings and membership of the agency's governing body, executive management team and other policy-setting/decision-making boards, committees, commissions, councils, task forces, etc.

Also includes interagency/national/external policy-setting/decision-making bodies for which the agency acts as secretary/keeper of the official records.
Includes, but is not limited to:

- Agendas, meeting/agenda packets (briefs, reference materials, etc.);
- Speaker sign-up, written testimony;
- Audio/visual recordings and transcripts of proceedings;
- Minutes;
- Reports/correspondence/communications sent/received on behalf of the body;

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[17] "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).

[18] RCW 40.14

- Orders, resolutions, etc.;
- Appointment, reappointment and termination correspondence/communications;
- Selected images/photographs showing the committee membership at particular points in time (such as board/committee portraits, etc.) and/or significant stages of the board/committee's life.

Excludes appointment records of the Office of the Governor and other records covered by:

- Advisory Body Records (DAN GS 10015);
- Meeting Arrangements (DAN GS 09024);
- Meeting Materials – Members' Copies/Notes (DAN GS 09026).

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 OCB Office Manager. If not, you can 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

Each Board member has been 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:

- OCB Office Manager 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 the 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 records request via your Ecology email address or otherwise directed to you in your capacity as a Chehalis Basin Board Member, please forward it immediately to the OCB Office Manager for timely processing. Do not respond directly to the request.

The OCB Office Manager will instruct the requester on how to submit an official request and will facilitate the agency's response following applicable laws and policies.[19] You are responsible for promptly providing responsive documents when requested by Ecology's public disclosure officer.

Requests for information

General requests for information are not records requests. If you are unsure whether a request is for information or for disclosure of public records, you are encouraged to check with OCB Staff or ask yourself – Is the requester asking for an identifiable record (records request), or for the answer to a question (information request)? Information requests may begin with who, what, when, where, why, or how.

If you receive an information request, you may respond directly to the requestor or forward the request to OCB staff at your discretion. Remember that written requests and responses are official correspondence and must be retained as public records. It is advisable to copy OCB Staff on such correspondence so they may assist you in managing the records according to appropriate retention schedules.

Lobbying

The Campaign Disclosure and Contribution Law [20] 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 board. [21]

Reporting to the Public Disclosure Commission (PDC)

Your contacts with Legislators and others meeting the "lobbying" definitions described below must be included in Ecology's required reports to the PDC. If you are attending legislative meetings arranged by OCB Staff, you do not need to provide any additional information for inclusion in Ecology's PDC reports. However, if you participate in other reportable lobbying activities on behalf of the Chehalis Basin Board, you will need to notify OCB Office Manager of the activity so that it can be reported. The OCB Office Manager will send reminders to collect reportable information about such contacts. Reporting includes date, duration, contact, and purpose of the contact[22].

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[19] You can request public records regarding the Chehalis Basin Board's work by filing a records request. All public record requests must be directed to the Department of Ecology Public Records Officer using one of these options. (1) Submit a request online; (2) Email your request to PublicRecordsOfficer@ecy.wa.gov; (3) Mail your request to the Public Records Officer at WA Dept. of Ecology's PO Box 47600 Olympia, WA 98504-7600

[20] RCW 42.17A. See especially RCW 42.17A.635

[21] 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 OCB Office Manager, or OCB Director to avoid potential conflicts.

[22] See Appendix G

Activities that are allowed at the State level

State law defines "lobby and lobbying" [23] 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 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);

[23] RCW 42.17A.005 (33)

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." [24]

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 06/04/2018[25].

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 OCB Office Manager 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.

[24] Regulating Candidates, Campaigns, and Lobbyists. June 28, 2017. https://www.pdc.wa.gov/learn/publications/lobbyist-instructions/grass-roots-lobbying
[25] See Appendix H

Appendices

Appendix A: Relevant Statutes

Including revisions from ~~Chapter 27, Laws of 2017 (Engrossed Senate Bill 5097)~~Chapter 17, Laws of 2020 (House Bill 2109) and Chapter 221, Laws of 2020 (Substitute House Bill 1154).

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, each of which may also designate a voting alternate 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.

RCW 43.21A.734

Chehalis basin taxable account.

The Chehalis basin taxable account is created in the state treasury. All receipts from the proceeds of taxable bonds for the office of Chehalis basin, as well as other moneys directed to the account, 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 the bonds.

Appendix B: Regular Meeting Schedule through December 2~~5~~, 2021~~19~~

(First Thursday of each month)

Regular Monthly Meetings **9:00 am – 1:00 pm** ***3 hour meetings**
Thu, January 7, 2021
Thu, February 4, 2021
*Thu, Feb 18, 2021 9-12 pm
Thu, March 4, 2021
*Thu, March 18, 2021 9-12 pm
*Thu, March 25,2021 9-12 pm
Thu, April 1, 2021
Thu, May 6. 2021
Thu, June 3, 2021
Thu, July 1, 2021
Thu, August 5, 2021
Thu, September 2, 2021
Thu, October 7, 2021
Thu, November 4, 2021
Thu, December 2, 2021

Formatted Table

~~2020~~
~~Jan. 9, 2020 (2nd Thursday)~~ ~~Aberdeen's Rotary Log Pavilion~~
~~February 6, 2020~~ ~~Chehalis Tribal Gathering Center~~
~~March 5, 2020~~ ~~Chehalis Veteran's Memorial Museum~~
~~April 2, 2020~~ ~~Aberdeen's Rotary Log Pavilion~~
~~May 7, 2020~~ ~~Chehalis Tribal Gathering Center~~
~~June 4, 2020~~ ~~Chehalis Veteran's Memorial Museum~~
~~July 9, 2020 (2nd Thursday)~~ ~~Aberdeen's Rotary Log Pavilion~~
~~August 6, 2020~~ ~~Chehalis Tribal Gathering Center~~
~~September 3, 2020~~ ~~Chehalis Veteran's Memorial Museum~~
~~October 1, 2020~~ ~~Aberdeen's Rotary Log Pavilion~~
~~November 5, 2020~~ ~~Chehalis Tribal Gathering Center~~
~~December 3, 2020~~ ~~Chehalis Veteran's Memorial Museum~~

~~2019~~
~~January 10, 2019 (2nd Thursday)~~ ~~Train Depot Multi-Purpose Room~~
~~February 7, 2019~~ ~~Aberdeen's Rotary Log Pavilion~~
~~March 7, 2019~~ ~~Train Depot Multi-Purpose Room~~
~~April 4, 2019~~ ~~Aberdeen's Rotary Log Pavilion~~
~~May 2, 2019~~ ~~Train Depot Multi-Purpose Room~~
~~June 6, 2019~~ ~~Aberdeen's Rotary Log Pavilion~~
~~July 11, 2019 (2nd Thursday)~~ ~~Train Depot Multi-Purpose Room~~
~~August (Canceled)~~
~~September 5, 2019~~ ~~Aberdeen's Rotary Log Pavilion~~
~~October 3, 2019~~ ~~Train Depot Multi-Purpose Room~~
~~November 7, 2019~~ ~~Aberdeen's Rotary Log Pavilion~~
~~December 5, 2019~~ ~~Train Depot Multi-Purpose Room~~

~~2018~~
~~January 4, 2018~~
~~February 1, 2018~~
~~March 1, 2018~~
~~April 5, 2018~~
~~May 3, 2018~~
~~June 7, 2018~~
~~July 5, 2018~~
~~August 2, 2018~~
~~September 6, 2018~~
~~October 4, 2018~~
~~November 1, 2018~~
~~December 6, 2018~~

Appendix C: Letter of Agreement

STATE OF WASHINGTON

DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

LETTER OF AGREEMENT

November 24, 2020

Chehalis Basin Board
300 Desmond Drive
Lacey, WA 98503

Dear Board Member:

Thank you for agreeing to participate in the Chehalis Basin Board Meetings, scheduled for the first Thursday of each month at July 2020 through June 2021.

To aid your participation, we are authorized to reimburse the following specific costs incurred for travel to and from the board meetings in Chehalis Basin, WA:

- Mileage to and from a work session (currently $0.57 per mile) using your private vehicle.
- Meal and lodging at state rates.
- Round trip Airfare at coach rates and airport parking fee.

Transportation expense reimbursement may not exceed rates that apply to Washington State agency employees. Please submit original receipts for expenses other than mileage, meals, or parking under $20.00.

Your participation in Chehalis Basin Board meeting is neither an employment contract nor an agency relationship with the Department of Ecology. Your travel expense reimbursement eligibility is effective when we receive the following documents.

- This Letter of Agreement, with your original signature
- Statewide Payee Registration Form and substitute W-9 form, completed and signed

Please return all documents listed above to Andrea McNamara Doyle, Office of Chehalis Basin, Dept. of Ecology, PO Box 47600, Olympia, WA 98504. If you have any question about this

Agreement, please contact Cindy Bradley by telephone at (360) 407-7674, or via e-mail, cindy.bradley@ecy.wa.gov.

Sincerely,

Andrea McNamara Doyle
Director
Office of Chehalis Basin

As an invited participant in Chehalis Basin Board Meetings, I accept the Department of Ecology's offer of travel cost reimbursement. I understand that the costs eligible for reimbursement are strictly limited, and that mileage reimbursed to and from work session will be calculated from my physical work address to Chehalis Basin Board meeting location within the Chehalis Basin. I must submit my claim on the appropriate form [Travel Voucher (A20-A)] with reimbursable expenses noted and original receipts attached, to Cindy Bradley.

I accept the terms and conditions above.

[First and Last Names of Addressee] Date Signed

Statewide Payee Registration

Washington State

STEP 1: Is this a NEW registration or CHANGE to an existing registration (check one)?

☐ **NEW REGISTRATION**

☐ **CHANGE to EXISTING REGISTRATION** – complete the ENTIRE form and check below what is updated:

☐ Name/DBA ☐ Address ☐ Contact Information ☐ Email ☐ Payment Options ☐ Direct Deposit ☐ Additional information

If you know your Statewide Vendor Number, enter it here: ______________________________

STEP 2: Enter information about the payee and contact person

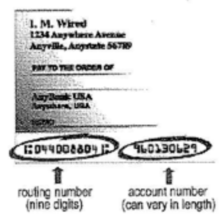
Legal Name of Payee as it appears on federal tax forms (see W-9)	SSN OR EIN
Business Name, if different from Legal Name above – e.g. Doing Business As (DBA) Name	Contact Person
Mailing Address	( ) - Ext. Contact Telephone Number
City, ST and Zip Code	( ) - Contact Fax Number
Email to receive Statewide Vendor Number and payment notifications	Agy#/Owner-Int./System/Identifier STATE USE ONLY.
Type of Business	

STEP 3: Select Payment Option:

☐ Direct Deposit to bank (recommended) or ☐ Check in US mail (terminates any previous banking information on file)

STEP 4: For Direct Deposit, complete all fields below and sign

Financial Institution Name – must be a US institution	( ) - Financial Institution Phone Number
Routing Number – see example at right	Account Number – see example at right



In addition to providing your banking information on this form, you may also attach a voided check.

Account Type: ☐ Checking or ☐ Savings (Checking will be used if neither box is marked.)

Authorization for Direct Deposit:

I hereby authorize and request Consolidated Technology Services (CTS) and the Office of the State Treasurer (OST) to initiate credit entries for payee payments to the account indicated above, and the financial institution named above is authorized to credit such account. I agree to abide by the National Automated Clearing House Association (NACHA) rules with regard to these entries. Pursuant to the NACHA rules, CTS and OST may initiate a reversing entry to recall a duplicate or erroneous entry that they previously initiated. I understand that, if a reversal action is required, CTS will notify this office of the error and the reason for the reversal. This authority will continue until such time CTS and OST have had a reasonable opportunity to act upon written request to terminate or change the direct deposit service initiated herein.

Authorized Representative (Please Print)	Title
SIGNATURE of Authorized Representative	Date

STEP 5: Complete and sign the Request for Taxpayer Identification Number (W-9)

Substitute Form **W-9**

Request for Taxpayer Identification Number and Certification

1. Legal Name (as shown on your income tax return)

2.Business Name, If different from Legal Name above -- e.g. Doing Business As (DBA) Name

3.Check ONLY ONE box below (see W-9 instructions for additional information)

- ☐ Individual or Sole Proprietor
- ☐ LLC filing as a sole proprietor
- ☐ Partnership
- ☐ Corporation
- ☐ S-Corp
- ☐ LLC filing as Corporation
- ☐ LLC filing as Partnership
- ☐ LLC filing as S-Corp
- ☐ Non Profit Organization
- ☐ Volunteer
- ☐ Board /Committee Member
- ☐ Local Government
- ☐ State Government
- ☐ Federal Government (including tribal)
- ☐ Tax-exempt organization
- ☐ Trust/Estate

4. For Corporation, S-Corp, Partnership or LLC, check one box below if applicable:

☐ Medical ☐ Attorney/Legal

5. If exempt from backup withholding, check here: ☐

6. Address (number, street, and apt. or suite no.)

7. City, state, and ZIP code

For office use

The Legal Name, Address and TIN must be filled in completely and the document signed for the forms to be accepted.

8.Taxpayer Identification Number (TIN)

Enter your EIN OR SSN in the appropriate box to the right (do not enter both)

For individuals, this is your social security number (SSN).

For other entities, it is your employer identification number (EIN).

Social security number

OR

Employer identification number

NOTE: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W9 instructions. If the account is in more than one name, see the W9 instructions for guidelines on whose number to enter.

9. Certification

Under penalty of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

SIGNATURE of U.S. PERSON | Date

STEP 6: Submit

Appendix E: A19-1A Form

FORM
A19-1A

STATE OF WASHINGTON

(Rev. 1/91)
(new online version 12/01)

INVOICE VOUCHER

Online Help
This document is a protected form for use online. Use the Tab key to advance from text field to text field. Shift-Tab will go to prior text field. Date fields are formatted to return m/d/yyyy format. Calculations will automatically occur as you fill in the number fields, with the total at the bottom. The form can be printed blank and filled in by hand as needed. After completion and appropriate signatures, forward to the Fiscal Office for payment.

AGENCY USE ONLY

AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.
4610		

AGENCY NAME

Ecology

VENDOR OR CLAIMANT (Warrant is to be payable to)

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY ______________________________
(SIGN IN INK)

____
(TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to I.R.S.	RECEIVED BY	DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE

PREPARED BY	TELEPHONE NUMBER	DATE	AGENCY APPROVAL	DATE

DOC DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER

REF DOC SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJECT	ORG INDEX	ALLOC	BUDGET UNIT	MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER

Please READ these Instructions for Use

2 Note that many cells have comments in them to help you correctly complete the form. Just move your pointer over a cell with a red triangle in the top right corner to read the comment. (If you don't see the red triangle in the upper right corner of **this** cell, click on Tools Options View and check Comment Indicator Only.)

Note the new POV rate effective **1/1/20**

2 Fill in only **Yellow Shaded Areas** on the Travel Voucher worksheet (**tab below**). Complete name and address, month/year, regularly scheduled work hours, official station & official residence in the cells below the labels.

2 Fill in only **Yellow Shaded** travel detail in the appropriate cells. Totals will automatically calculate as you enter numbers.

2 Manually transfer the Detail of Other Expenses amounts from the lower left corner to the appropriate date line in the Other per Detail column. (column P)

2 Please note that even though # signs may appear in a cell, the sheet will probably print out OK. Check print preview to be sure. Adjust font size smaller in the affected cell only if the print preview reveals that the actual number won't be displayed when printed.

2 Include purpose of trip(s) in that column on the appropriate date line. (Far right--column R/S.)

2 **Don' t forget to fill in your SIC in the cell below the SIC label. (Far right--column S.)**

2 Upon completion, print form, obtain appropriate signatures (**in ink**) and forward to Fiscal - Travel Desk 47615.

Fiscal Contacts

If you have any questions regarding travel or the completion of this form, contact Travel Staff listed on the Ecology Travel Page.

A20-AE/Instructions 5/99

FORM A20-AE

STATE OF WASHINGTON

TRAVEL EXPENSE VOUCHER

INSTRUCTIONS: Submit required receipts for miscellaneous and reimbursable expenses with this voucher.

REGULARLY SCHEDULED WORK HOURS

Please ONLY Complete Yellow Shaded Areas

AGENCY NAME	AGENCY NO.	NAME AND ADDRESS OF CLAIMANT	MONTH/YEAR	OFFICIAL STATION
Ecology	4610		PHONE NUMBER	OFFICIAL RESIDENCE

DATE	TRIP INFORMATION										MOTOR VEHICLE				OTHER PER DETAIL	GRAND TOTAL	PURPOSE OF TRIP
	FROM	TO	TRIP TIME DEPART	RETURN	PER MEAL ENTITLEMENT B	L	D	SUB TOTAL	LODGING COSTS (receipt Req'd)	TOTAL	MILES DRIVEN PT. to PT.	VICINITY	Reim-burse-ment Rate	Mileage Allowance			
													0.575				
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			TOTALS					$ -	$ -	$ -					$ -	$ -	SIC 9EBRDA47

DETAIL OF OTHER EXPENSES

DATE	PAID TO	FOR	AMOUNT

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE	DATE
APPROVED BY	DATE

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER

Trans Code/ Mod	Fund	Master Index Appn	Prog Index	Sub Object	Sub Sub Object	Org Index	Alloc	Budget Unit MOS	Project	Sub Project	Proj Phas	AMOUNT	INVOICE NUMBER

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER

FORM A20-AE	STATE OF WASHINGTON TRAVEL EXPENSE VOUCHER	INSTRUCTIONS: Submit required receipts for miscellaneous and reimbursable expenses with this voucher.	REGULARLY SCHEDULED WORK HOURS

Please ONLY Complete Yellow Shaded Areas

AGENCY NAME	AGENCY NO.	NAME AND ADDRESS OF CLAIMANT	MONTH/YEAR	OFFICIAL STATION
Ecology	4610		PHONE NUMBER	OFFICIAL RESIDENCE

DATE	TRIP INFORMATION		TRIP TIME		PER MEAL ENTITLEMENT				LODGING COSTS (receipt Req'd)		MOTOR VEHICLE				OTHER PER DETAIL	GRAND TOTAL	
	FROM	TO	DEPART	RETURN	B	L	D	SUB TOTAL		TOTAL	MILES DRIVEN PT. to PT.	MILES DRIVEN VICINITY	Reim-burse-ment Rate	Mileage Allowance			PURPOSE OF TRIP
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				TOTALS				$ -	$ -	$ -					$ -	$ -	SIC 9EOCB

DETAIL OF OTHER EXPENSES

DATE	PAID TO	FOR	AMOUNT

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER

Trans Code/ Mod	Fund	Master Index Appn	Master Index Prog Index	Sub Object	Sub Sub Object	Org Index	Alloc	Budget Unit MOS	Project	Sub Project	Proj Phas	AMOUNT	INVOICE NUMBER

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE	DATE

APPROVED BY	DATE	ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER

Appendix G: Agency Lobbyin Activity Report Form

Agency Lobbying Activity Report Form

WASHINGTON STATE DEPARTMENT OF ECOLOGY

Information needed for PDC Legislative Reporting for each meeting

Reporting Info	Did Ecology Testify at a Hearing – 5 min. or 10 min ☐Yes ☐No
Staff Member Name	Did Ecology Participate in a Work Session – Present? ☐Yes ☐No
Staff Member Title	Description of Activity **Field visit / Site tour**
Quarters Worked – Full Time 520 Part Time 260	Amount of time spent (see time scale below)
Quarter Reporting For ☐One (Jan-March) ☐Two (April-June) ☐Three (July-Sept) ☐Four (Oct-Dec)	**Tenths of Hour** ☐1-6 .1 ☐31-36 .6 ☐7-12 .2 ☐37-42 .7 ☐13-18 .3 ☐43-48 .8 ☐19-24 .4 ☐49-54 .9 ☐25-30 .5 ☐55-60 1 hour
Date of Activity	**Calendar Details** All Leg Mtgs. reportable must be shaded Purple and include the following:
Type of Activity ☐House Bill ☐N/A ☐Senate Bill ☐Other **Bill Number & Title** **HB** **SB**	**In Outlook Calendar / Committee Meetings or Work Session Title** **Subject Line Should Say:** a. Name of Committee b. Title of Work Session & Name/Number of bill if presenting = **.4 or .5 (20 to 30 minutes)** c. Name of Bill **d.** After meeting - go back into calendar and list Testified = **.1 or . 2 (5 or 10 minutes)**
Ecology's Position on Bill ☐Support ☐Unspecified ☐Opposed ☐N/A **Who did you meet with? List Committee if relevant** (if not listed in SharePoint List contact Patricia Thronson or Ken Camp for directions.	**Meetings with Legislators / Legislative Staff** Subject Line Should Say: a. Name of all Legislators and/or Leg Staff at meeting b. Name of all ECY staff at meeting c. Subject of meeting / Bill No. & Title **d.** After meeting – go back into calendar and list meeting time = **.3 (15 minutes)**
House Committee Senate Committee	**NOTES** (If meeting with Legislators was more than 15 minutes, please explain).
Senator(s) Representative(s)	

Form 070-573 10/2017

Directions

Please use the following form for reporting Legislative activity (one form per activity).

Once completed, please submit the form to the Program Manager Assistant, Administrative Support Staff, or Program designee.

What to Report

- In-person meetings with Legislators
- In-Person meetings with Legislative Staff
- Committee Presentations by Ecology Staff
- Staff who Testify at Hearing or participate in a Work Session

Do Not Report

- Meetings with Governor's Office fiscal or policy staff.
- Meetings you attend but do not interact or present to Legislative Staff or Legislators.
- Phone calls - e-mails - time spent in travel – meetings with Federal or Local Officials

Please remember, time is noted in intervals of tenths (see form – right column).

- Testimony at Hearing = .1 or .2 (5 to 10 minutes)
- Hallway Conversation = .1 or .2 (5 to 10 minutes)
- Participation in Work session = .4 or .5 (20 to 30 minutes)
- Meeting with Legislator and/or Legislative Staff = .3 (15 minutes)

All activities are to be highlighted in purple on your Outlook Calendar using the following format:

In Outlook Calendar / Committee Meetings or Work Session Title
Subject Line Should Say:

a. Name of Committee
b. Title of Work Session & **Name/Number** of bill if presenting = **.4 or .5 (20 to 30 minutes)**
c. Name of Bill
d. After meeting - go back into calendar and list Testified = **.1 or . 2 (5 or 10 minutes)**

Meetings with Legislators / Legislative Staff
Subject Line Should Say:

a. Name of all Legislators and/or Leg Staff at meeting
b. Name of all ECY staff at meeting
c. Subject of meeting / Bill No. & Title
d. After meeting – go back into calendar and list meeting time = **.3 (15 minutes)**

For questions, please contact your PMA, Administrative Support Staff, or Program Legislative Coordinator.

Form 070-573 10/2017

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

JAY INSLEE
Governor

STATE OF WASHINGTON
OFFICE OF THE GOVERNOR
P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

June 4, 2018

TO: **Executive Cabinet**
Small Agency Cabinet

FROM: **Kelly A Wicker, Deputy Chief of Staff** Kelly

SUBJECT: **FEDERAL RELATIONS PROCEDURES**

This memo is to serve as a reminder that all agencies must coordinate with the Governor's Office, through our Washington, DC Office, when they communicate with the federal government, including Congress and federal agencies.

A copy of the Governor's Office Federal Relations Procedures is attached. Agencies must use these procedures when they communicate with members of Congress, congressional committees and staff, and federal agencies. These procedures are effective immediately.

Of particular note, these procedures include a protocol that every state agency designate one or more individuals to serve as the agency's "Lead Federal Affairs Contact."

These procedures also once again provide a shortened time for review of federal correspondence requiring the Governor's or an agency director's signature, and reflects the swift turnaround that our DC Office has customarily been able to provide in these matters.

Please provide copies of this memo to all program managers and staff who are responsible for or are engaged in communication with the federal government. Your implementation of this policy will allow our DC Office to help advance your agency priorities in DC. It will also help to ensure our state's interactions with the federal government are coordinated, prioritized, and effective, and will best serve the people of our state.

Maintenance of strong relationships with federal officials, in particular the members of the Washington State Congressional Delegation, is important to ensuring that our state government has a voice in shaping effective federal policies that best serve the people of our state, and the nation. I encourage your agency to work with our DC Office to provide regular updates on your work to our federal partners, and to receive updates on federal matters of interest to your agency.

If you have questions concerning these procedures, please contact Casey Katims, Director of the Governor's DC Office, at casey.katims@gov.wa.gov or (202) 624-3546. Thank you for your cooperation in this effort.

cc: Casey Katims, Director, Washington, DC Office
Sharlett Mena, Deputy Director, Washington, DC Office

(Attachment)

FEDERAL RELATIONS PROCEDURES

Federal Correspondence for Agency Director's Signature

All correspondence between state agencies and federal officials, including members of Congress, their staff, and federal agencies, which expresses a policy position or recommendation on federal legislation, regulations, or funding, is subject to prior review and approval. This review extends also to correspondence with other state governments.

Requests for approval of correspondence shall be sent to the Governor's Washington, DC Office (Casey Katims, Director: casey.katims@gov.wa.gov). A copy of the draft letter, a brief explanation of the reason for correspondence, the date needed, and the name, email address and telephone number of the agency staff lead should accompany the request.

Please allow at least 3 business days for approval of federal correspondence for agency director's signature. If the correspondence is needed on rush, agencies should notify the DC Office as soon as possible. DC Office staff will provide approval of the correspondence via email to the lead agency contact and/or agency director.

This process is not required for correspondence of a routine, non-controversial nature. This process is also not required in certain circumstances that have been pre-approved by the DC Office. However, in these instances, the correspondence shall still be shared with the DC Office.

Federal Correspondence for the Governor's Signature

Documents that state agencies intend to be sent as correspondence with the federal government which require the Governor's signature shall be sent to the Governor's Washington, DC Office (Casey Katims, Director: casey.katims@gov.wa.gov). The draft letter and a brief explanation of the reason for the correspondence should accompany the request, and should follow appropriate review and approval within the state agency. The request should also include the date by which the correspondence is needed, and the name, email address and telephone number of the agency staff lead. Agencies should also inform or work with the appropriate staff person in the Governor's Policy Office in drafting the correspondence.

Agencies should submit their correspondence with a lead time of at least 5 business days, to allow for adequate review. If the correspondence is needed on rush, agencies should notify the DC Office as soon as possible.

Once the letter has been signed and sent, a copy of the signed correspondence will be emailed to the lead agency contact.

Direct Contact

State agency personnel who will have direct contact (including personal visits, testimony, or telephone conversations) with members of Congress or their staff, congressional committees, federal agencies, or other governors, regarding issues that may be of interest to the Governor's Office, shall beforehand provide information regarding this contact to the Governor's Washington, DC Office (Casey Katims, Director: casey.katims@gov.wa.gov). In particular, any requests for state agency personnel to testify in-person before congressional committees should be sent to the DC Office for approval before the testimony is agreed to. The DC Office will inform and work with other members of the Governor's Office as appropriate.

This process is not required for contact of a routine, non-controversial nature. This process is also not required in certain circumstances that have been pre-approved by the DC Office. However, in these instances, notification of the contact shall still be shared with the DC Office.

Lead Federal Affairs Contact for State Agencies

Each state agency shall designate one or two individuals to serve as its "Lead Federal Affairs Contact(s)." These individuals are to assume primary responsibility for the agency's interactions with the federal government, or to establish an alternative federal engagement process within the agency. This includes working with agency leadership and programs to track relevant federal policy developments, assisting the Governor's Washington, DC Office and Policy Office in federal policy review and funding requests, and responding to requests for information or assistance from members of Congress, congressional committees, federal agencies, the National Governors Association and the Western Governors Association.

In past practice, state agency officials who have assumed the responsibilities of Lead Federal Affairs Contacts have included policy directors, agency deputy directors, external affairs directors, and legislative liaisons. For many Small Cabinet agencies the agency director has acted in this role.

Each state agency director should confirm their agency's Lead Federal Affairs Contact(s) with the Governor's DC Office (Casey Katims, Director: casey.katims@gov.wa.gov). Please also contact DC Office staff with any questions you may have about this protocol.