



STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

May 18, 2007

TOPIC #13: Board Ethics and Travel Policy Update

Prepared By: Tammy Owings

Approved by the Director: *LES*

Presented By: Laura Johnson, Director

Proposed Action: Briefing

Summary:

Congratulations on being part of history – on July 1, 2007, you will become a member of the Recreation and Conservation Funding Board (previously known as the Interagency Committee for Outdoor Recreation). As the RCWs haven't been changed to reflect the new name yet, they will still reflect the old name. We will finalize this document once all the name change references are updated.

The attached document has been developed as a reference guide to assist board members and answer questions they may have on board member policies and procedures concerning ethics, travel, and meeting procedures.

STAFF RECOMMENDATION:

Review attached document for approval on the September Consent Calendar.

BACKGROUND:

In the past, the information contained in the attached report has been provided to the board in bits and pieces. The attached document pulls all the past approved board guidance documents and current laws into one document for board member reference and guidance.

Next Steps:

Staff will finalize the draft document and bring back to the board for approval on the September Consent Calendar.

Attachment:

Draft Board Guidance Document



**RECREATION AND CONSERVATION FUNDING
BOARD GUIDANCE**

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This document has been developed as a reference guide to assist board members and answer questions they may have on board member policies and procedures concerning ethics, travel, and meeting procedures.

The RCFB provides policy direction, planning, and coordination on recreation and conservation funding related issues. It has adopted formal rules for its basic board operating procedures. See WAC 286-04-020 in the reference section of this document for details. These organizational guidelines are intended to supplement the rules and to aid the Board's meeting processes. In the case of conflict between these guidelines and the rules, the rules shall take precedence. See also the attached Governor's Board's and Commission's Handbook.

Membership

1. The Board consists of three state agency representatives and five governor-appointed citizen members. The appointed members are subject to confirmation.
2. Each member of the Board is an equal participant in the process and has an equal opportunity to voice opinions and contribute ideas. Upon a formal vote, if a member is in disagreement with the majority, a minority report statement may be requested.
3. From time to time, the Chair may establish subcommittees. Subcommittees shall include not more than three Board members but may include other volunteers as needed. Subcommittees shall establish a charter or clear understanding of the subcommittee's role, timing, membership and expected products.

Role of the Chair

The Governor appoints the Chair. The Chair:

1. Shall preside at all meetings of the Board. The Chair may designate, on a short-term basis, the performance of these presiding duties to another citizen member.
2. Has the full right of his/her vote, recorded only in a tie-breaking vote.
3. May call special meetings in accordance with state law.
4. Speaks for and is the designated spokesperson for Board matters.
5. Signs documents of the Board.
6. Oversees actions of the Board, and staff implementation of Board directions.
7. Establishes meeting agendas, in coordination with the director.
8. Ensures a regular performance evaluation process for the director.
9. May designate one of the members as Chair pro tem when necessary.

Role of the Board Members

1. Board members help direct statewide programs. Members are expected to be informed by their specific experiences, volunteer efforts, and employment history, while providing a statewide perspective in their decisions.
2. Board members accept the responsibility to come to the meetings prepared for the discussions. Issues will be addressed in a problem-solving and collaborative atmosphere.
3. Members are expected to attend regularly scheduled Board meetings and shall notify staff of any expected absence. The absent member may also submit written comments that will be distributed to the other Board members. In the event a member has had more than three consecutive absences, the chair may request the director to forward the member's attendance record to the office of the governor for consideration of continued suitability to serve.

Roles of the Board Director and Staff

1. The Director and other staff are responsible for timely preparation of meeting materials and ad-hoc briefing materials for Board use.
2. The director and staff shall offer their expertise and will provide information necessary to the discussions in a timely and complete manner.
3. The Recreation and Conservation Office (RCO) administers all business, contracts, and expenses for the Board, and the director has and is delegated all necessary authorities to accomplish these functions.
4. Member contacts to staff outside a meeting session will be directed through the director whenever possible.
5. The director may speak for and advocate for the strategic directions, decisions, and general policies of the Board, but may not commit the Board on future policy issues without consultation with the chair.
6. All correspondence and inquires for the Board or its individual members shall be directed to the Recreation and Conservation Office (RCO), PO Box 40917, Olympia, WA 98504-0917 (US Mail) or to info@iac.wa.gov, or in person to the office located in the Natural Resources Building at 1111 Washington Street SE, 2nd Floor East, Olympia, WA. Copies of all correspondence received for the Board shall be forwarded to all Board members at regular intervals, together with any response prepared by staff.
7. Board meetings and functions will comply with the Open Public Meetings Act. Consistent with the Act, the Board shall seek input and comment from stakeholders and interested persons.

The Public's Role and Responsibilities

1. The Board seeks the expertise, interests, perspectives and comments of the public and stakeholders. To allow public input, time will be set aside during the meetings for citizen comments, likely toward the end of each substantive section of the agenda but before the Board makes a decision on a given topic. The Board shall request that citizen comments be focused on the topic of the moment, and reserves the right to limit the time or scope of public comments.
2. The Board also invites written comments from the public interested parties. Those comments, whether directed to a specific Board member or to the Board as a whole, should be sent to the Board's office and will be promptly forwarded. Written comments will be distributed to all Board members, who shall consider them before deliberations or actions.

Parliamentary Process

1. Board discussions and decision making processes generally will be guided by "Robert's Rules" processes. The Chair may waive technical parliamentary issues as needed for effective discussion or clarification of issues and action items.
2. A quorum of the Board is defined as five members present.
3. The Board will undertake to make its decisions in a collaborative manner, with decisions that reflect consensus of the members where possible.
4. An action of the Board shall be by majority vote at a meeting where a quorum is present.
5. The Chair, as a voting member of the Board, may participate in all discussion and debate, express opinions, and shall exercise the vote.

Meetings, Agendas, and Summaries

1. All regular and special meetings of the Board are open public meetings as defined in Chapter 42.30 RCW. The Board meets at least quarterly and may schedule additional special meetings.
2. When more than a quorum of members is gathered 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.
3. Draft agendas will be prepared by the director in conjunction with the Chair. The director shall establish an agenda call date for each Board meeting, and the public, stakeholders and board members may propose items for inclusion in the forthcoming meeting agenda. The Chair, working with the director, shall have the sole discretion on the inclusion and placement of items on the Board's proposed agenda. At the

commencement of each regular meeting, the Board Members adopt or modify the agenda for the session.

4. All materials for the Board's meeting packet or meeting day shall be submitted through the Office at its mail or electronic address. Board members do not accept materials at their home or personal business addresses.
5. In preparing staff materials for Board review and action, the director shall seek the inclusion of all interested parties' material perspectives, shall offer alternatives for Board consideration, and shall prepare drafts of proposed action Resolutions for the Board's discussions and decisions.
6. Following the conclusion of each meeting, staff will develop a summary of key decisions and discussions. The official record of the meeting is provided by electronic verbatim recording, and is generally not transcribed. The Summary Meeting Notes serve as a condensation and outline of all action items and major discussions. The Summary Meeting Notes are usually circulated to board members in draft form about three weeks after the meeting, and are formally reviewed for adoption at the following meeting's consent calendar. The Board's Consent Calendar process is enclosed as Resolution #2002-01 included in the reference section of this document.

Compensation of Citizen Members

The Recreation and Conservation Funding Board (RCFB) is designated as a Class 3 Board as defined in RCW 43.03.240 and further defined in OFM Policy Manual 25.30.30. (Verbiage included in reference section of this document.)

- **Eligibility For Compensation:**

- Citizen members not employed by a public agency.
- Citizen members employed by a public agency, if on annual leave.
- State agency members are not eligible.

- **Compensation Amount**

Under RCW 43.03.240, the IAC is a "Class 3" board. Therefore, the compensation rate is \$50 per day. Note that compensation is separate from travel expense reimbursement. In some cases, an eligible IAC member may be entitled to travel reimbursement but not compensation.

Compensation is considered a type of "wages". Therefore, deductions such as tax withholding will be made. IAC will issue W-2 forms for each tax year.

- **Eligible Meetings & Required Approvals for Compensation:**

1. Attendance at regularly scheduled IAC meetings and associated pre-meeting

workshops/briefing sessions when notice is provided under Chapter 42.30.075 RCW, *Schedule of Regular Meeting* and 42.30.080, *Special Meeting*.

These meetings are pre-approved for compensation.

2. Attendance at scheduled IAC advisory group meetings, such as: planning advisory and evaluations.

The Chair pre-approves compensation for up to two meetings per quarter.

3. Attendance at or participation with IAC staff in preparation sessions for regularly scheduled IAC meetings (e.g., member meets with IAC Director to review meeting notebook contents and issues.)

The Chair pre-approves compensation for one preparation meeting per quarter.

4. Dedication ceremonies for sites using IAC grant funds.

The Chair pre-approves compensation for attendance at dedication ceremonies for up to one day per quarter; however, overnight lodging associated with such meetings requires pre-approval by Chair. More than one ceremony per quarter requires Chair pre-approval.

5. Meeting with legislators, legislative staff or constituents to share information, respond to inquire, or discuss IAC programs.

Compensation requires pre-approval by Chair.

6. Professional conferences as a presenter or participant.

Compensation requires pre-approval by Chair.

7. Other activities recommended by Director, the Chair, or the full Board.

Compensation requires pre-approval by Chair.

To receive compensation for meetings requiring pre-approval, the *Compensation Form* needs to be completed, approved by the Board Chair, and submitted to the IAC finance office. Chair approval may be expressed orally via the Director.

Travel Regulations

General – Board members are required to use the most cost-effective means of transportation available. There are a number of state contracts to assist in this endeavor. State contracts may only be used when member is on state business.

Travel Agents – The state of Washington, IAC, uses the GA approved on-line travel Web site, Zsumaro Travel. IAC staff is able to make reservations for you off this Web site using the required agency purchase card to make the reservations. Call (360) 902-2637 for assistance with travel arrangements.

Airline Tickets – For many routes, there is a mandatory airline contract that requires use of the contracted airline. Not only is the state rate almost always less than the private rate, it guarantees there will be no penalty for late purchases, cancellation, or any flight changes. These tickets must be issued through an approved travel Internet site (Azuma Travel). IAC staff is available to make airline reservations for board members.

Unfortunately, the state airline contract may not always provide flights convenient for your travel. If Board members find that utilizing the state's airline contract would require more than a 90 minute wait, another airline may be used. Be sure to retain documentation. Please work with IAC staff.

Rental Cars – There is a mandatory contract as of October 1, 2006, with Enterprise. Work with IAC staff for car reservations. As with airline tickets, car reservations must be made through the on-line travel Web site using the IAC travel purchase card.

Rental cars should always be returned to the rental company with a full tank of gas. Do not pre-purchase gasoline and/or return it empty.

Lodging – Board members may stay at their choice of lodging. However, as a convenience, IAC generally reserves a block of rooms for meetings. Staff negotiates the best rate possible; however, a room is not guaranteed. Board members need to make reservations in a timely manner to be assured one of the rooms within the reserved block of rooms. IAC staff is available to help make reservations.

Lodging rates vary by county (sometimes cities and seasons), and the lodging rate excludes state and local taxes. Reimbursement is limited to the maximum lodging allowance, plus taxes. A copy of the hotel receipt is required.

Meals – As with lodging, you may dine at your choice of establishments; however, reimbursement is established for the meal depending on the location of the meeting. A copy of the current Per Diem map is attached. Receipts are not required.

Travel expenses will be paid separately from compensation. Eligible Board members will receive two checks, one for travel and one for compensation. To seek travel

reimbursement, the *Reimbursement of Travel Expenses* form should be completed and submitted to the IAC finance office. (Sample attached.)

Board members from state agencies are responsible to seek travel expense reimbursement through their own agency's process.

Miscellaneous

Board members may be reimbursed for incidental costs incurred as a result of Board activities. Miscellaneous costs may include telephone calls, postage, etc. These charges should be included on your next travel reimbursement request. If a board member needs to make an extensive number of telephone calls, a SCAN Plus card will be issued upon request.

Duties & Responsibilities

The Director will review all travel or compensation requests. The Director will ensure that Board Members' compensation and/or travel reimbursement is reimbursed promptly and according to applicable Office of Financial Management rules and regulations.

IAC members will ensure they have pre-approval for meetings requiring it. Eligible members will submit necessary documentation when requesting compensation and/or travel reimbursement.

Ethics, Preventing conflicts-of-Interest, and Recusal

The requirements of state ethics laws apply to all Board members operating in their Board role. (See RCW43.52 and the reference resources at the Web site for the Executive Ethics Board, <http://ethics.wa.gov/>.) The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. State law also restricts use of state facilities and resources, solely for official public business. The Board and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

Any member of the Board who feels that she/he has a conflict of interest on any matter on the agenda shall notify the Chair or Director as soon as possible. The member shall:

- a. Choose to not to participate in or attend the meeting, or
- b. Recuse for the discussion - that is voluntarily excuse him/herself, vacate her/his seat, leave the meeting room, and refrain from discussing and voting on the item.

If possible, where there is a known conflict-of-interest issue, it will be located on the agenda in such manner that the Member can participate on other action items and then be excused. In relation to approval of specific grants or grant lists, financial or management ties to a specific project – such as salary, ownership, hands-on management or directorship - by the IAC Board member, or member of the member's household or family, may be indicators of a potential conflict.

Any member of the Board who feels that he/she has no prohibited conflict-of-interest but does have an personal or professional interest which the public might misconstrue in the particular situation, shall notify the Chair or Director as soon as possible. Board members should also disclose what projects on the list are proposals presented by their employer or employees, and state what the nature of the relationship is between the member's Board role and his/her role with these project(s). The member may either:

- a. voluntarily recuse, or
- b. If the member feels that they can impartially participate in an issue or decision may, they shall fully disclose the circumstances at the beginning of the discussion, state their commitment to fairly and impartially deal with the matter, and offer board members and the public in attendance the opportunity to seek clarification as needed.
- c. State agency Members are may vote on any project or project list, and the sole fact of their relationship to the sponsoring agency is not a conflict nor prohibited by law.

Lobbying and Legislative Testimony

Because the agency is required to report "lobbying", Members must notify the director or designated staffer about any IAC-related legislative contacts, during the session or at any other time of the year. For further background, see Attachment ___, from the Governor's Boards & Commission Members Handbook.

Confirmation hearings are not considered lobbying events. Staff provides general information and talking points for Members' confirmation hearings when requested by the member.

Appointed members are also responsible for annual personal financial disclosure statement filings to the PDC. The PDC website at <http://www.pdc.wa.gov/> provides additional information and electronic forms.

REFERENCES

RCW 79A.25.110 Interagency committee for outdoor recreation -- Created -- Membership -- Terms -- Compensation and travel expenses.

There is created the interagency committee for outdoor recreation consisting of the commissioner of public lands, the director of parks and recreation, and the director of fish and wildlife, or their designees, and, by appointment of the governor with the advice and consent of the senate, five members from the public at large who have a demonstrated interest in and a general knowledge of outdoor recreation in the state. The terms of members appointed from the public at large shall commence on January 1st of the year of appointment and shall be for three years or until a successor is appointed, except in the case of appointments to fill vacancies which shall be for the remainder of the unexpired term; provided the first such members shall be appointed for terms as follows: One member for one year, two members for two years, and two members for three years. The governor shall appoint one of the members from the public at large to serve as chairman of the committee for the duration of the member's term. Members employed by the state shall serve without additional pay and participation in the work of the committee shall be deemed performance of their employment. Members from the public at large shall be compensated in accordance with RCW 43.03.240 and shall be entitled to reimbursement individually for travel expenses incurred in performance of their duties as members of the committee in accordance with RCW 43.03.050 and 43.03.060.

RCW 43.03.240 Compensation of members of part-time boards and commissions -- Class three groups.

(1) Any part-time, statutory board, commission, council, committee, or other similar group which has rule-making authority, performs quasi judicial functions, has responsibility for the administration or policy direction of a state agency or program, or performs regulatory or licensing functions with respect to a specific profession, occupation, business, or industry shall be identified as a class three group for purposes of compensation.

(2) Except as otherwise provided in this section, each member of a class three group is eligible to receive compensation in an amount not to exceed fifty dollars for each day during which the member attends an official meeting of the group or performs statutorily prescribed duties approved by the chairperson of the group. A person shall not receive compensation for a day of service under this section if the person (a) occupies a position, normally regarded as full-time in nature, in any agency of the federal government, Washington state government, or Washington state local government; and (b) receives any compensation from such government for working that day.

(3) Compensation may be paid a member under this section only if it is authorized under the law dealing in particular with the specific group to which the member belongs or dealing in particular with the members of that specific group.

OFM Policy 25.30.30.c Payments to Commissioners and Board Members

Commissioners and board members are classified in five groups.

OFM Policy 25.30.30.c. (2) Members of a Class 2, 3, 4, or 5 Group

Consider members of a Class 2, 3, 4, or 5 groups as state employees and process their compensation through the payroll system. (Refer to RCW 43.03.220 through 43.03.265 for group definitions.) For purposes of FTE computation, *each day of pay is considered equal to eight hours.*

OFM Policy 25.30.30.c. (3) Compensation

Class 2, 3, 4, or 5 group members qualify for compensation for each calendar day they attend official group meetings and/or perform statutory duties approved by their chairperson. Maximum daily rates are defined in RCW 43.03.230 through 43.03.250. A calendar day of compensation includes all meetings or work performed on that day, regardless of how many hours worked or meetings attended. Compensation may only be paid to a member if it is authorized under the law dealing with the specific group to which a member belongs or dealing in particular with members of the specific group.

OFM Policy 25.30.30.c. (4) Exception

If a member is employed full-time by the federal government, any Washington State agency, or local governments and receives any compensation from such government for working that day, the member is ineligible for compensation as a board or commission member.

Administering agencies of the Boards or Commissions are to require a written statement from the public employers that no compensation for work was paid for the same days a board or commission paid the member.

RCW 42.30.030 Definition of an Official Meeting

"All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter."

**RCW 42.30.075 Schedule of regular meetings -- Publication in state register --
Notice of change -- "Regular" meetings defined**

State agencies which hold regular meetings* shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.

* For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule.

RCW 42.30.080 Special meetings

A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering personally or by mail written notice to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally or by mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the governing body a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

RCW 42.30.110 Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (a) To consider matters affecting national security;
- (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;

(f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(A) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

(B) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or

(C) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;

(j) To consider, in the case of the state library commission or its advisory bodies,

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western library network prices, products, equipment, and services, when such discussion would be likely to adversely affect the network's ability to conduct business in a competitive economic climate. However, final action on these matters shall be taken in a meeting open to the public;

(k) To consider, in the case of the state investment board, financial and commercial information when the information relates to the investment of public trust or retirement funds and when public knowledge regarding the discussion would result in loss to such funds or in private loss to the providers of this information;

(l) To consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026;

(m) To consider in the case of the life sciences discovery fund authority, the substance of grant applications and grant awards when public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of this information.

(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

WAC 286-04-020

Organization and operations.

The committee:

(1) Is an unsalaried body consisting of the (a) commissioner of public lands, (b) director of the department of fish and wildlife, (c) director of the parks and recreation commission, (or the designees of these individuals) and five citizens appointed by the governor from the public-at-large, with the consent of the senate, for a term of three years each. The chair of the committee is a voting member, appointed by the governor from among the five citizen members.

(2) Was created by Initiative 215 (Marine Recreation Land Act of 1964). It is authorized to allocate and administer funds to agencies and organizations from the state's outdoor recreation and other such accounts as may now or hereafter be established.

(3) Is authorized and obligated to prepare, maintain and update statewide plans, including:

(a) A strategic recreation resource and open space or assessment and policy plan (RCW 43.99.025);

(b) A nonhighway and off-road vehicle plan (RCW 46.09.250);

(c) A trails plan (RCW 67.32.050).

(4) Does not own or operate any outdoor recreation or resource facilities.

(5) Performs and accomplishes work by a staff under the supervision of a director appointed by the governor.

(6)(a) Conducts regular meetings, pursuant to RCW 42.30.075, according to a schedule it

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adopts in an open public meeting.

(b) May conduct special meetings at any time, pursuant to RCW 42.30.080, if called by the chair.

(c) Maintains an official record of its meetings in a recorded audio format, unless written minutes are otherwise indicated for logistical reasons.

(7) Members who have been appointed from the public-at-large shall be reimbursed at the rate established by the office of financial management in accordance with RCW 43.03.050(1) for each day or portion thereof spent on official business and shall be entitled to receive all necessary travel expenses on the same basis as is provided by law for state officials and employees generally.

(8) Defines a quorum as five of its members.

(9) Adopts parliamentary meeting procedure generally as described in *Robert's Rules of Order*.

[Statutory Authority: RCW 43.98A.060(1), [43.98A].070(5), 43.99.080, 46.09.240 and 77.12.720. 94-17-095, § 286-04-020, filed 8/17/94, effective 9/17/94. Statutory Authority: RCW 43.99.010, 43.99.110, 43.99.080, 43.99.120, 43.99.060, 42.17.370, 46.09.020, 46.09.170 and 46.09.240. 83-01-030 (Order IAC 82-1), § 286-04-020, filed 12/8/82. Statutory Authority: Chapter 43.99 RCW. 79-09-124 (Order 79-1), § 286-04-020, filed 9/5/79; 78-03-032 (Order 78-1), § 286-04-020, filed 2/17/78; Order 3, § 286-04-020, filed 7/31/73; Order 1, § 286-04-020, filed 12/10/71.]

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BOARD POLICY

Interagency Committee For Outdoor Recreation
360/902-3000
360/902-3026 (fax)
email: info@iac.wa.gov



Salmon Recovery Funding Board

360/902-2636
360/902-3026 (fax)
email: salmon@iac.wa.gov

STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

Board Policy - B2002-101

WHEREAS, the Interagency Committee for Outdoor Recreation members have reviewed the Office of Financial Management compensation regulations (25.30.30), relevant statutes, and the Board's statutory mission; and

WHEREAS, compensation for eligible board members is allowable at \$50.00 per each day of performance of statutorily prescribed duties and meeting attendance, see RCW 43.03.240; and

WHEREAS, a Board resolution guiding interpretation of official duties and meetings as applied to IAC functions will carry out the mandates of RCW 79A.25.110; and

WHEREAS, statutorily prescribed duties that qualify for compensation are defined as attendance at IAC meetings and functions that benefit the state of Washington and relate to the mission of IAC under RCW 79A.25 and related statutes; and

WHEREAS, Board Policy - B2002-101 sets out procedures to implement and guide Board compensation practices; and

NOW, THEREFORE BE IT RESOLVED, that the IAC hereby adopts Board Policy - B2002-101, and will comply with such compensation practices for all eligible members.

_____ Moved

_____ Seconded

Date: _____

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Interagency Committee for Outdoor Recreation



Salmon Recovery Funding Board

360/902-3000
360/902-3026 (fax)
email: info@iac.wa.gov

360/902-2636
360/902-3026 (fax)
email: salmon@iac.wa.gov

STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

COMPENSATION REQUEST FOR CITIZEN MEMBERS

I would like authorization to receive compensation to attend the following IAC activity:

Activity: _____

Date: _____

Location: _____

Reason for attending: _____

Overnight Lodging is requested Yes [] No []

Requestor

Board Chair

The Reimbursement of Travel Expenses Reimbursement Form needs to be completed for per diem (meals and lodging) and transportation costs.

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Interagency Committee for Outdoor Recreation

360/902-3000
360/902-3026 (fax)
email: info@iac.wa.gov



Salmon Recovery Funding Board

360/902-2636
360/902-3026 (fax)
email: salmon@iac.wa.gov

STATE OF WASHINGTON

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REIMBURSEMENT OF TRAVEL EXPENSES

To expedite your travel reimbursement, complete the information and sign this page.

Traveler's Name: _____

Purpose of the trip: Meeting and location

Date of the meetings: **Date(s) of meeting**

Date/time you left home: _____

Date/time you will return: _____

Lodging facility & cost: _____
(Attach original motel receipt)

Number of miles driven: _____
(If you would like the Travel Voucher System to calculate your mileage, enter TVS on miles driven line.)

Parking costs incurred: _____

Other travel costs: _____

Signature

Date

Board members are required to use the state's mandatory contracts for Authorized Travel Agents, Airlines and Rental Cars. If you are unsure of which Travel Agents are authorized or need assistance in reserving airlines or rental cars, please contact the IAC Finance Office at (360) 902-3006.

**RESOLUTION #2002-01
Consent Agenda Policy**

DRAFT

The IAC hereby resolves: To achieve benefits of efficiency and better use of public meeting time, the IAC will handle certain items on its business meeting agendas on a "consent agenda" basis. IAC's policy for consent agenda items will be as follows:

Criteria for placing an action item on the "Consent Agenda" are :

- Action item is non-controversial
- Action item is not precedent-setting
- Action will not establish or significantly change IAC policy or prior decisions

Examples of items suitable for inclusion on the "Consent Agenda" (assuming above criteria are met):

- Time extensions beyond the director's authority
- Minor conversions (i.e., boundary-line adjustment) or project scope changes
- Minor policy changes in *Manuals*
- Cost increase requests over 10%
- Previous meeting's Minutes

Process for announcing the "Consent Agenda" items for each meeting:

- Staff identifies consent items, and places on the agenda mailed prior to the meeting.
- Before the meeting, IAC members may request the Chair or Director to place the item on the regular discussion agenda. A request to withdraw ('pull') a consent item, and place it on the regular agenda, should be made at least 3 working days before the IAC meeting. (If a consent item is to be pulled, staff will notify any affected proponents, and try to secure their presence for discussion of the item on the regular agenda portion of the IAC meeting. IAC members are encouraged to notify the Chair or Director as early as possible if a consent item needs to be pulled, so that proponents have as much advance notice as possible to attend if desired.)
- If a consent item attracts public inquiry or opposition, it will be moved to the regular agenda and presented.

Meeting Day / IAC Action Process:

- The Consent Agenda will be considered near the start of the business meeting session. This will allow board members to identify questions, if any, and allow staff to obtain additional information if needed to respond to an information inquiry.
- The board's review materials will consist of a briefing paper only, without separate staff or proponent presentations. No discussion shall take place regarding any

item on the consent agenda beyond members' questions for clarification. Staff will be available to respond to brief clarifying or informational inquiries, but in most cases proponents will not be present. No testimony will be taken.

- No debate will be allowed on the motion for the consent items. The resolution of approval will encompass all listed items.
- If a board member objects to consideration of any specific item within the resolution, that item can be removed from consent consideration and be acted on separately as appropriate.

Implementation:

The IAC will use this policy for its agendas for meetings through March 2003. Staff is directed to implement this policy, and, prior to the end of March 2003, seek board guidance on whether to continue or modify the consent agenda policy and implementation after March 2003.

Adopted this 28th day of February, 2002, at Olympia, WA.

Resolution moved by: Cleve Pinnix

Resolution seconded by: Bob Parlette

Adopted / Defeated / Deferred