
**CLARK REGIONAL WASTEWATER DISTRICT
POLICY RELATED TO DEFINITION OF OTHER OFFICIAL DUTIES OR SERVICES
(RCW 57.12.010)**

Policy #POL-034

Effective: 12/20/11; 11/25/14

Purpose

To define the phrase "official services or duties on behalf of the District" as used in RCW 57.12.010.

Personnel Affected

District Board of Commissioners and staff administering this policy.

Policy

The District's Vision is to be an active partner in Clark County, to support economic development and manage and protect water resources. To further this Vision, the District Board of Commissioners purposefully engages with professional organizations directly related to the wastewater industry, community and customer groups. These include District employees, District customers, contractual partner agencies, regulatory agencies, legislators and business organizations within the District's service area. This active participation by the Board to coordinate community-wide discussions and provide leadership in wastewater services allows for engagement of key District stakeholders.

Governing Statute

Per RCW 57.12.010, each Commissioner may be compensated for:

- Actual attendance at official Board meetings (regular, special or emergency).
- The performance of other official services or duties on behalf of the District.

The annual maximum compensation for such attendance, services and duties shall be in accordance with RCW 57.12.010.

Board Meetings

Pursuant to the Open Public Meetings Act (Chapter 42.30 RCW), a meeting of the Board occurs generally whenever at least two members are together and action (deliberations, discussions, considerations and votes) occurs. The following gatherings of Board members are not considered to be meetings of the Board (even when a quorum is present):

- Travelling together.
- Attending social functions.
- Attending functions as an audience member only (attending only to listen and not providing testimony or conducting official District business).

Other Official Duties or Services

For purposes of determining whether a Commissioner is performing other official services or duties on behalf of the District, the activities of a Commissioner shall be categorized into six tiers:

- 1) Conferences and training.

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- 2) Service on boards, committees, task forces or panels of organizations of which the District is a member.
- 3) Meeting with District employees and customers.
- 4) Regulatory/legislative functions.
- 5) Official organization-sponsored functions and events.
- 6) Social functions.

The six tiers are all explained in greater detail below. In addition, typical events for each tier are listed; however, additional events may be allowed if the event specifically relates to the District business purpose stated for each tier.

Tier 1: Conferences and Training

The District shall compensate a Board member for, and pay the registration fees for, conferences and training sessions as described in the table below; provided, that the District shall compensate a Board member for, and pay the registration fees for, no more than two out-of-state training sessions and conferences per calendar year. Upon request of a Board member in advance of a training session or conference, the Board president may authorize a Board member to attend training sessions or conferences that are not described in the table below but that relate to the wastewater industry. All Board members shall report back to the Board on the conference/training session.

Tier 1	Organization(s)	Typical Events	Business Purpose
Conferences and Training	Washington Association of Sewer & Water Districts	<ul style="list-style-type: none"> ● Spring conference (Annual) ● Fall conference (Annual) ● Section II meeting (Monthly) ● Commissioners workshop (Annual) ● Ad Hoc training seminars (Varies) 	The District is an active member of the professional organization, and the training provides networking and educational opportunities, which are directly related to the wastewater industry.
	Water & Sewer Risk Management Pool	<ul style="list-style-type: none"> ● Membership meeting (Semi-Annual) ● Ad Hoc training seminars (Varies) 	
	Water Environment Federation	<ul style="list-style-type: none"> ● WEFTEC conference (Annual) ● Joint Utility Management conference (Annual) ● Ad Hoc training seminars (Varies) 	
	Pacific Northwest Clean Water Association	<ul style="list-style-type: none"> ● Fall conference (Annual) ● Ad Hoc training seminars (Varies) 	
	American Public Works Association	<ul style="list-style-type: none"> ● Ad Hoc training seminars (Varies) 	

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Tier 1	Organization(s)	Typical Events	Business Purpose
Conferences and Training (Continued)	Wastewater Industry-related Organizations	<ul style="list-style-type: none"> ● Project site tours ● Visits to other organizations 	The District desires to be informed of wastewater industry trends; site visits to other organizations provide direct learning opportunities.

Tier 2: Service on Boards, Committees, Task Forces or Panels of Organizations

When a Board member serves on a board, committee, task force or panel of an organization of which the District is a member, the District shall compensate the Board member for attendance at the organization's meetings, unless the organization compensates the Board member. When a Board member serves on a District committee or task force, the District shall compensate the Board member for attendance at the meetings. The Board member shall report back to the Board on the meeting.

If any other Board member desires to attend a particular meeting, the Board member may attend the meeting, but the District will not compensate the Board member for attendance at the meeting, or pay for registration fees of the meeting.

Following are the boards, committees or task forces in which Board members are currently active.

Tier 2	Organization(s)	Board, Committee, Task Force or Panel	Business Purpose
Service on Boards, Committees, Task Forces or Panels	Washington Association of Sewer & Water Districts Hazel Dell/Salmon Creek Business Association City of Vancouver City of Ridgefield	<ul style="list-style-type: none"> ● Committee lists are developed annually. A District Board member will be compensated for serving on a committee and attending the committee meetings on behalf of the District ● Board of Directors (Harker) ● Board of Directors (Kimsey) ● Oversight committee (Kimsey) ● Oversight committee (Kiggins) 	The District is an active member of the organization, and each commissioner's service provides networking and educational opportunities, which are related to the interests of the District.

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Tier 2	Organization(s)	Board, Committee, Task Force or Panel	Business Purpose
Service on Boards, Committees, Task Forces or Panels (Continued)	Leadership Clark County Discovery Clean Water Alliance	<ul style="list-style-type: none"> ● Special districts panel for Government Overview session (Kimsey) ● Board of Directors (Kimsey-Delegate; Harker-Alternate) 	

Tier 3: Meeting with District Employees and Customers

Board members are encouraged and authorized to meet with District employees at District-sponsored functions and events and to meet with District customers individually and at customer-sponsored functions and events. The District shall compensate Board members for attendance at such meetings, functions and events, and for any registration fees related to the functions and events. Board members shall report back to the Board following the meeting, function or event. Listed below are the District employee functions and events and the customer functions and events that satisfy the intent of this Tier.

Tier 3	Constituent	Typical Events	Business Purpose
Functions and Events With District Employees & Customers	District Employees	<ul style="list-style-type: none"> ● Employee Appreciation event (Annual) ● District-sponsored events (Varies) 	The District Board is interacting with District employees, customers and/or customer groups and providing information about the District.

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Tier 3	Constituent	Typical Events	Business Purpose
Functions and Events With District Employees & Customers (Continued)	District Customers (All customers located within District service area)	<ul style="list-style-type: none"> • Neighborhood association meetings (Varies) • Felida Children's Parade (Annual) • Hazel Dell Parade of Bands (Annual) • Hazel Dell Salmon Creek Business Association general membership meeting (Monthly) • Hazel Dell Salmon Creek Business Association ad hoc functions (Varies) • Ridgefield Business Association general membership meeting (Monthly) • Ridgefield Business Association ad hoc functions (Varies) • City of Ridgefield 4th of July Parade (Annual) • Individual meetings with District customers (Varies) • Ad Hoc functions (Varies) 	

Tier 4: Regulatory/Legislative Meetings

For all regulatory and legislative meetings listed in the table below, the District shall compensate Board members for attendance at such meetings, functions and events, and for any registration fees related to the meetings, functions and events. Board members shall report back to the Board following the meeting, function or event.

Listed below are the regulatory and legislative meetings that satisfy the intent of this Tier.

Tier 4	Organization(s)	Typical Events	Business Purpose
Regulatory Functions	<p>Washington State Auditor</p> <p>Washington State Department of Ecology</p>	<ul style="list-style-type: none"> • Audit entrance interview (Annual) • Audit exit interview (Annual) • Ad Hoc meetings (Varies) • Ad Hoc meetings (Varies) 	The District is regulated by the organization and is required to adhere to state regulations; these regulations may require meetings where Board members must be present.

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Tier 4	Organization(s)	Typical Events	Business Purpose
Legislative Functions	Washington State House of Representatives	<ul style="list-style-type: none"> ● Ad Hoc meetings with Representatives (17, 18 & 49 Districts) 	The District service area encompasses the legislative district and it is beneficial for the District to maintain a business relationship with its legislators to be aware of any changes in the laws affecting sewer districts.
	Washington State Senate	<ul style="list-style-type: none"> ● Ad Hoc meetings with Senators (17, 18 & 49 Districts) 	
	Building Industry Association	<ul style="list-style-type: none"> ● Legislative review breakfast (Annual) 	
	Columbia River Economic Development Council	<ul style="list-style-type: none"> ● Legislative outlook breakfast (Annual) ● Economic forecast breakfast (Annual) 	

Tier 5: Official Organization-Sponsored Functions and Events

For the categories and organizations listed in the table below, the Board will designate a Board member to serve as the primary liaison for each category and/or organization. As primary liaison, the designated Board member will attend the functions and events for that category or organization on behalf of the District. The District shall compensate the Board member for attendance at the functions and events, and for any registration fees related to the functions and events. The Board member shall report back to the Board on the function or event. If the Board member is unable to attend a function or event, the Board president may designate another Board member as a replacement.

The Board shall designate annually primary liaisons for each of the two categories and/or each organization during the first regular Board meeting of each calendar year.

If a Board member other than the primary liaison desires to attend a particular function or event, the Board member may attend the function or event, but the District will not compensate the Board member for attendance at the function or event, or pay for registration fees of the function or event.

The following official organization-sponsored events satisfy the intent of this Tier:

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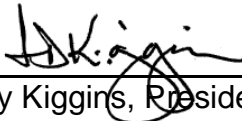
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Tier 5	Organization(s)	Typical Events	Business Purpose
General Business Community/Economic Development	Battle Ground Chamber of Commerce Greater Vancouver Chamber of Commerce Port of Ridgefield Port of Vancouver Responsible Growth Forum Columbia River Economic Development Council Building Industry Association	<ul style="list-style-type: none"> ● General membership meeting (Monthly) ● Ad Hoc functions (Varies) ● Chamber After Hours events (Varies) ● Ad Hoc functions (Varies) ● Ad Hoc functions (Varies) ● State of the Port address (Annual) ● Ad Hoc functions (Varies) ● Ad Hoc functions (Varies) ● General membership meeting (Monthly) ● Ad Hoc functions (Varies) 	The District is a member of the business organization or the port boundary overlaps the District service area, and the functions and events facilitate one-on-one engagement with key stakeholders (District partner agencies, District business leaders, District customers).

Tier 6: Social Functions

Board member attendance at other functions and events that are considered primarily social in nature, rather than official or business in nature (e.g., District employee-sponsored potlucks, Red Cross Real Heroes Breakfast, Clark County Mayors & Civic Leaders Prayer Breakfast, retirement functions or an open house of a local engineering, construction or development company) shall be without District compensation and registration payment will be the personal responsibility of the Board member.



Denny Kiggins, President
Board of Commissioners

November 25, 2014
Effective Date

REVIEWED:

02/25/13; 09/25/14