

Woodinville Water District
Board of Commissioner Guidelines
(Adopted by motion June 17, 2008)

Overview

1. Woodinville Water District (WWD) is a special purpose district governed by Revised Code of Washington (RCW) Chapter 57. The RCW can be found on the Washington State website.
2. The Board is the policy-making body of the District. The powers and responsibilities of the Board are granted by state law and created resolutions. The Board has fiduciary responsibility for the District's business
3. Only a majority of the Board may establish or create policy.
4. Board Members will not testify in their capacity as a Board Member, unless officially summoned by subpoena or officially authorized by a majority of the Board during a regular meeting.
5. Meetings generally follow Robert's Rules of Order.

Duties and Expectations of a Board Member

6. As an elected official, you are not considered staff in the daily operating sense. Please respect the fact that the General Manager (GM) is your liaison with staff and your requests and questions should routinely be directed to the GM. Except for the purpose of inquiry, the Board and its members will deal with employees solely through the General Manager, and neither the Board nor any committee or member of a committee shall give orders to any subordinate of the General Manager.
7. The Board may be called upon during an emergency to establish policies related to a specific incident. Only the Board may declare an emergency, and the President will act on behalf of the Board majority.
8. While the President has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all members are equal.
9. If the President or other Board members are absent from the District for more than 15 days, they shall notify the other Board members and the General Manager of such absence.
10. In the absence of the President the Vice-President shall perform the duties of the President. When both the President and Vice-President are absent, the Secretary will serve as acting president, who shall, for the term of such absence, have the powers of the President.
11. Use of District personnel, property or funds for private benefit is prohibited under RCW 42.20.010.

12. The Commissioners are subject to the following Chapters of the Revised Code of the State of Washington, including but not limited to: RCW 42.22, Code of Ethics for Public Officers and Employees, RCW 42.20, Misconduct of Public Officer; RCW 42.21, Code of Ethics for Public Officials; RCW 42.17, the Public Disclosure Act; and RCW 42.23, Code of Ethics for Municipal Officers – Contract Interests.
13. If a District Commissioner is absent from three (3) consecutive regularly scheduled meetings without the permission of the Board, the Board majority may take steps to declare the office vacant. The Commissioner shall be notified of such intent by mail sent certified return receipt requested after two consecutive unexcused absences, that the position will be declared vacant after the third unexcused absence per RCW 57.12.
14. The District meets on the first and third Tuesday evenings of the month, 6:30 pm until finished, usually no more than two hours.

Board Member Remuneration

15. Per diem is established by Washington State Legislature from time-to-time and is the maximum amount you can collect per day, regardless of the time you spend on district business. It can only be claimed when you are working on official district business. The District provides monthly Personal Reimbursement Vouchers that must be signed by three commissioners for reimbursement to be authorized
16. For IRS purposes, however, you will receive a W-2 form based on your per diem received during the year. Don't be confused by the term "employee"– Commissioners are "employees" for tax purposes, but not operational activities.
17. The Board creates a budget for each commissioner to enable attendance at conferences, meetings and other information or training opportunities, while offering some distinct guidelines to the amount of travel. Please respect the budget and plan your conference attendance accordingly.
18. You are privileged to serve on a Board that provides health benefits, such as medical and dental insurance. Should you already have medical coverage through another source, such as a family member, you may "opt out" of the District's medical program and have the district's portion of your benefit contributed to your VEBA account.
19. In addition to the health benefits, WWD participates in a Voluntary Employee Benefit Account (VEBA), which is a medical reimbursement plan for Washington State employees. A percentage of your monthly per diem, which is determined annually by the Board of Commissioners collectively, is deposited to your account.

New Commissioner

20. If you were appointed by the Board to fill a vacancy, you need to complete the Public Disclosure form F-1 within 2 weeks. Thereafter, you must complete an update annually, and submit it by April 30 to Olympia. PDC forms can be found on State's website.
21. The Washington Association of Sewer and Water Districts (WASWD) offers annually in January a "new commissioner training". Attendance during your first year is recommended to obtain general information.

22. While there is much information to learn as a new commissioner, most questions arise as a result of reading the meeting packet. Fellow commissioners and the General Manager are happy to answer your questions.