



Washington Association of
Conservation Districts

Washington Association of Conservation Districts
**Board Policy and Procedures
Manual**

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Introduction	
Section 1. Welcome to WACD.....	4
Section 2. Purpose of Manual.....	4
Association Policies and Operations	
Section 1. Hours of Operation.....	5
Part 1. Executive Office	
Part 2. Plant Materials Center	
Section 2. Conflict of Interest.....	5-7
Part 1. Definition of Conflict of Interest	
Part 2. Disclosure of Potential Conflicts of Interest	
Part 3. Violations of Conflict of Interest Policy	
Section 3. WACD Annual Conference.....	7
Section 4. WACD Area Meetings.....	7
Section 5. WACD Permanent Committees.....	7-11
Part 1. Permanent Committees	
Part 2. Committee Appointments	
Part 2A. Finance Committee Appointments.	
Part 2B. Officer Recruitment Committee Appointments.	
Part 3. Committee Governance	
Part 4. Staff Support	
Part 5. Committee Meetings	
Part 6. Resolution Review by Committees	
Part 7. Parliamentary Law	
Part 8. Duties of the Executive Committee	
Part 9. Duties of the Officer Recruitment Committee	
Part 10. Duties of the Finance Committee	
Part 11. Duties of the Legislative, Bylaws, and District Policies Committee	
Part 12. Duties of the Natural Resources Policy Committee	
Part 13. Duties of the Ways and Means Committee	
Part 14. Duties of the Tribal Relations Committee	
Section 6. WACD Special Committees.....	11-12
Part 1. The Awards Committee	
Part 2. Duties of the Awards Committee	
Part 3. WACD Sponsored Awards	
Section 7. Resolutions.....	12-13
Section 8. Records Retention & Records Requests.....	13-21
Section 9. Bylaws.....	21
Section 10. Travel and Other Expense Reimbursement.....	22-26
Part 1. Expense Report	
Part 2. Board of Directors Travel Reimbursement Eligibility	
Part 3. Insufficient Funds Provision	
Part 4. General Travel Reimbursement	
Part 5. Shared Travel Reimbursements	

Part 6. Non-Reimbursable Travel Expenditures
Part 7. Use of the Association's Corporate Credit Card
Part 8. Company Vehicles
Section 11. Financial Assistance to Organizations.....27

Appendix A - Affirmation of Compliance..... 28
Appendix B – Potential Conflict of Interest Disclosure Statement..... 29

INTRODUCTION

SECTION 1. Welcome to WACD

Mission

WACD is a voluntary, non-governmental association to serve as the collective voice of conservation districts and to advance the purposes of conservation districts and their constituents by providing leadership, advocacy, representation, influence, information, and products and services, and by protecting and advancing the locally-led principle.

Vision

Protecting and conserving natural resources for future generations.

Purpose

- (a) Provide district supervisors, staff, and partners with timely information, education, training, and leadership.
- (b) Represent conservation districts at the state, regional, and national level to protect and promote conservation districts' interests, stability, roles, growth, and support.
- (c) Serve as a link between conservation districts and their state and federal partners, tribes, and other organizations to preserve and advance the locally-led principle and the role for conservation districts.
- (d) Facilitate the resolution of natural resource-related problems working through partnerships and providing direct influence.
- (e) Serve as a communication link among conservation districts to help keep districts informed, build unity, and improve coordination of collective action.
- (f) Provide benefits to all conservation districts and WACD, through the WACD Plant Materials Center's conservation plant materials and other products and services.
- (g) Inspire and educate conservation district supervisors to a full understanding and acceptance of their responsibilities for leadership and local governance.

Non-Profit Corporation.

The Washington Association of Conservation Districts (WACD) is a nonprofit, tax exempt organization [WACD as 501(c)(6)]. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. The following policies and procedures are adopted in accordance with IRS Form 990, Part VI, Line 11b, Organization's Process to Review IRS Form 990, in order to provide the required procedures to address potential conflicts of interest.

SECTION 2. Purpose of Manual

The Manual contains the administrative policies and ethical standards that the Board has adopted. These policies and procedures are supplemental to, and not in contradiction of, the Association's articles of incorporation and bylaws.

ASSOCIATION POLICIES AND OPERATIONS

SECTION 1. HOURS OF OPERATION

PART 1. Executive Office.

- (a) The executive office is located in Olympia, Thurston County, and normal office hours for executive management staff are 8:00 am to 5:00 pm, Monday through Friday. Access to the executive office by the public is limited to (i) usual business hours by appointment only, or (ii) when opened to the public for certain meetings of the WACD Board of Directors. Members of the public may make an appointment request by submitting a request to Ryan Baye at rbaye@wadistricts.org or by calling (564) 669-7542.

- (b) The standard work week for executive management staff is 40 hours for full-time employment. Individual work schedules may vary due to funding requirements and/or WACD program needs. This may include evenings and weekends.

PART 2. Plant Materials Center.

- (a) The Plant Materials Center is located in Bow, Skagit County, shall have normal operating hours for full-time staff of 7:00 am to 3:30 pm, Monday through Friday.

- (b) Staffing needs and operational demands may, from time to time, necessitate variations in starting and ending times as well as variations in the total hours that may be scheduled each day and week. Individual work schedules may vary as determined by the Director of Nursery Operations.

SECTION 2. CONFLICT OF INTEREST

PART 1. Definition of Conflict of Interest.

The following policy is adopted in accordance with IRS Form 990, Part VI, Line 12 (a & b), in order to provide the required procedures to address potential conflicts of interest. This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit corporations. It applies to the WACD Board of Directors and WACD employees, as well as their relatives and associates, who are hereinafter referred to as "interested parties."

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of WACD, or where an interested party directly or indirectly benefits or profits because of an action by WACD. The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:

- (a) Financial Interests - A conflict may exist when an interested party directly or indirectly benefits or profits because of a decision, policy or transaction made by WACD. Examples include situations such as:
 - (1) WACD contracts to purchase/lease goods, services, or property from an interested party.
 - (2) WACD offers employment to an interested party, other than a person who is already employed by WACD.
 - (3) An interested party uses his or her relationship with a WACD client or contractor to obtain employment, a contract or other benefit.

- (4) An interested party is provided use of the facilities, property, or services of WACD in a manner that would not be available to other community members.
 - (5) WACD adopts a policy or resolution that specifically creates a financial benefit to an interested party.
- (b) Other Interests - A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with WACD. Examples include where:
- (1) An interested party seeks to make use of confidential information obtained from WACD or a WACD client or contractor for his/her own benefit (not necessarily financial).
 - (2) WACD adopts a policy or resolution that provides a significant non-financial benefit to an interested party.
- (c) Prohibitions - Employees are prohibited from performing work which could be construed as a "conflict of interest" by using WACD's name, equipment, or facilities for personal gain. Employees are prohibited from receiving any fee, commission, or gift in return for award of a bid, contract, subcontract, etc. For more information, see Anti-Kickback Act, 18 U.S.C., 40 U.S.C., 276b, 276c, 41 U.S.C. 51-54.

PART 2. Disclosure of Potential Conflicts of Interest.

- (a) An interested party is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.
- (b) WACD Board of Directors and key WACD employees shall complete an Affirmation of Compliance form (Appendix A) when they join the board or staff and annually thereafter.
- (c) Any interested party shall complete and submit within fifteen (15) working days the Conflict-of-Interest Disclosure Statement (Appendix B) to disclose any potential conflicts of interest.
- (d) The WACD Board of Directors designates the WACD Executive Director as the reviewing official who is responsible for bringing potential conflicts to the attention of the WACD Board of Directors. Disclosure Statements and Affirmations of Compliance forms shall be submitted to the WACD Executive Director. The WACD Executive Director shall file copies of all disclosure statements with the official corporate records of WACD.
- (e) Where a potential conflict of interest applies to the WACD Executive Director, the WACD President shall serve as the reviewing official.

PART 3. Violations of Conflict-of-Interest Policy.

- (a) If either the WACD Board of Directors or the WACD Executive Director has reason to believe that an interested party has failed to disclose a potential conflict of interest, the WACD Executive Director shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose. The interested party shall submit

the required disclosure documents within fifteen (15) working days where it is agreed that such submittal is required.

- (b) If the WACD Board of Directors decides that the interested party has in fact failed to disclose a conflict of interest, the board shall take such disciplinary and corrective action as it determines appropriate.
 - (1) For WACD directors and officers, disciplinary action may include written warning, written censure, loss of appointment, or removal from office in accordance with WACD bylaws.
 - (2) For WACD employees, disciplinary action may include written warning, written letter of reprimand, or dismissal.

SECTION 3. WACD ANNUAL CONFERENCE

The Association shall convene annually for a conference.

- (a) The Board of Directors shall determine the date and location.
- (b) The purposes of the annual conference shall include, but are not limited to:
 - (1) Consideration of resolutions that have passed at the annual Area meetings or proposed at the annual conference;
 - (2) Consideration of changes to the Articles of Incorporation or Bylaws, or both; and
 - (3) Opportunities for attendees to network.

SECTION 4. WACD AREA MEETINGS

Each Area of the Association shall convene annually, generally in the fall, to consider possible resolutions for consideration at the annual WACD meeting.

- (a) The host of the annual fall Area meeting shall be rotated among the districts in the Area.
- (b) The executive/planning committee for the annual Area meeting shall be comprised of the officers of the host district and the district board chair from the preceding year host district.
- (c) Each Area shall adopt bylaws.
- (d) The bylaws shall include how a vacancy in the position of Area Director is to be filled.

SECTION 5. WACD PERMANENT COMMITTEES

PART 1. Permanent Committees.

The permanent committees of the Association are the same as specified in Part XII, Section 2 of the Bylaws:

- (a) Executive Committee;
- (b) Officer Recruitment Committee;
- (c) Finance Committee;
- (d) Legislative, Bylaws and District Policies Committee;
- (e) Natural Resource Policy Committee;
- (f) Ways and Means Committee; and
- (g) Tribal Relations Committee.

PART 2. Committee Appointments.

Pursuant to the Association Bylaws [Part X, Section 1(g) and Part XI, Section 3] the president has the discretion to appoint the following persons to the permanent committees of the Association, excepting the Executive Committee:

- (a) Supervisors from a district with current membership in the Association;
- (b) Associate Supervisors from a district with current membership in the Association;
- (c) District Managers/Directors or other WADE employees from a district with current membership in the Association.
- (d) Appointees under subparts (b) and (c) of this PART shall constitute no more than three (3) of any permanent committee.

Part 2A. Finance Committee Appointments.

- (a) The Finance Committee shall be of such size as determined by the President.
- (b) In making the appointments to the Finance Committee, the President shall give priority consideration to supervisors who have financial stewardship training and experience.
- (c) Members of the Finance Committee shall make every effort possible to take advantage of opportunities to receive training relating to financial stewardship responsibilities. The Executive Director shall facilitate opportunities for members to fulfill this expectation.

Part 2B. Officer Recruitment Committee Appointments.

- (a) Members of the Officer Recruitment Committee are the Immediate Past President and the Secretary, and other members appointed by the President.
- (b) The chair is the Immediate Past President.
- (c) Terms of the officers are set under Part V, Section 4 of the Bylaws.
- (d) Terms of other members are annual, with no limitation on the President to reappoint members for subsequent terms.

PART 3. Committee Governance.

- (a) In making appointments, the President shall try to appoint members who represent the west, central and east regions of the state.
- (b) The President shall determine the size of the permanent committees.
- (c) Terms of office shall be as follows:
 - (1) Terms of office for committee members shall be four years, with no limitation on the President to reappoint members for subsequent terms, subject to recommendations from the Executive Committee.
 - (2) Terms for committee chairs, if WACD officers, shall be as set forth under Part IV, Section 4 of the Bylaws.

PART 4. Staff Support. Staff support to the permanent and special committees, and advisory task forces, shall be determined by the Executive Director.

PART 5. Committee Meetings.

Committees shall convene as follows:

- (a) The Finance Committee will meet at least quarterly.
- (b) Other permanent committees are expected to meet at least once annually, excluding the annual Association meeting.
- (c) The Executive Committee meets at the discretion of the President or by request of the committee.

PART 6. Resolution Review by Committees.

Excepting the Officer Recruitment Committee, each permanent committee shall review standing policies and adopted resolutions since 1999 and make recommendations to the Board as to which policies and resolutions shall sunset.

- (a) Beginning no later than November 2018, every resolution and policy shall be reviewed at least every five years by the applicable permanent committee.
- (b) The review shall include recommendations from the permanent committees as to whether the resolution or policy should sunset, including a sunset date recommendation, or whether the policy or resolution should be retained.
- (c) Effective November 30, 2018, every new resolution and policy shall sunset after five years.

PART 7. Parliamentary Law. Roberts Rules of Order, latest edition, shall be the governing parliamentary law of the Association, Association committees and advisory task forces.

PART 8. Duties of the Executive Committee.

- (a) Those set forth under Part IX of the Bylaws;
- (b) Review the budget recommended by the Finance Committee and forward to the Board for final consideration and adoption;
- (c) Make recommendations to the Board for changes to internal Association policies;
- (d) As needed, review and recommend action on Area resolutions;
- (e) As appropriate, draft resolutions for membership consideration at the annual meeting; and
- (f) Monitor executive staff in their work with the Association lobbyists and the Washington State Conservation Commission in creating and implementing a strategy for achieving long-term sustainable funding. The strategy shall include the Association membership in reminding legislators that the CDs and the Legislature share constituent communities in responding to the state's natural resource challenges.

PART 9. Duties of the Officer Recruitment Committee.

- (a) Receive nominations for elected officer positions.
- (b) Interview all candidates for any of the elected officer positions for the Association;
- (c) Report to the membership at the business session of the annual Association conference on the interviews and the nominees for each position up for election;
- (d) When there are two or more candidates for any officer position, the Officer Recruitment Committee shall not recommend any candidate to the membership; and.
- (e) All candidates shall be afforded the opportunity to address the membership on their candidacy before the election.

PART 10. Duties of the Finance Committee.

- (a) The role of the finance committee is primarily to provide financial oversight for the organization, making sure that financial matters are being conducted legally, ethically, and efficiently. Responsibilities include developing recommendations for the board of directors relating to budgeting and financial planning, financial reporting, internal controls, and accountability policies, audits, and investments.
- (b) Budgeting and Financial Planning.
 - (1) Develop a fully integrated annual operating budget with staff;

- (2) Monitor adherence to the budget and function as a watchdog to keep income and expenses pointed toward the mission;
- (3) Develop long-range financial goals along with funding strategies to achieve them;
- (4) Develop multi-year operating budgets that integrate strategic plan objectives and initiatives;
- (5) Present all financial goals and proposals to the board of directors for approval;
- (6) Work with staff to develop useful and readable financial reports; and
- (7) Work with staff to understand the implications of the reports.

(c) Internal Controls.

- (1) Create and update as necessary policies for board approval that help ensure the assets of the organization are protected;
- (2) Ensure policies and procedures for financial transactions are documented in a manual which is reviewed and updated, as necessary; and
- (3) Ensure that approved financial policies and procedures are followed.

(d) Audits.

- (1) With the approval of the board of directors, recruit, select, and evaluate the auditor;
- (2) Confer with the auditor about trends in the organization's financial picture;
- (3) Review the draft audit review and 990 as presented by the auditor;
- (4) Present the audit review report to the board of directors; and
- (5) Review the management recommendations from the auditor and ensure follow up on any issues identified.

(f) Investments.

- (1) Review and update as necessary the investment policy;
- (2) Ensure provisions of the policy are followed; and
- (3) Hire, with the approval of the board or directors and evaluate the investment manager/advisor.

(f) Insurance.

- (1) Annually review and update as necessary the proper insurance coverage to minimize the organization's risk exposure.

PART 11. Duties of the Legislative, Bylaws and District Policies Committee.

- (a) Review and act on bylaws resolutions and amendments at the annual meeting.
- (b) Resolve Bylaws interpretations.
- (c) Review and act on Area resolutions at the annual WACD meeting.
- (d) Discuss and recommend positions on legislation and policy matters that are external to the Association, and which may have an impact on the Association.
- (e) Discuss and recommend policies or resolutions relating to district operations (e.g., operational aspects of conservation service delivery; district management; conservation accountability and performance program, local assessments or rates and charges process; elections and appointments; information technology; fiduciary management; district consolidation; grant application and management; promoting conservation education programs; local work groups.)

PART 12. Duties of the Natural Resource Policy Committee.

- (a) Review and act on Area resolutions at the annual WACD meeting.
- (b) Discuss and recommend policies or resolutions relating to natural resource issues.

PART 13. Duties of the Ways & Means Committee

- (a) Develop policy recommendations for the Board of Directors related to the resolutions adopted by the membership.
 - (1) Collect and summarize conservation district input, and use the input to develop draft policies, resolutions, and position statements.
 - (2) Provide information to key Association decision makers.
- (b) After resolutions are adopted each year, the committee should:
 - (1) Attempt to identify which resolutions are feasible in the short term, within staff capacity, available funding, and also taking into consideration the urgency of the resolutions.
 - (2) Develop recommendations to address resolution goals within available WACD resources.
- (c) Meet at least quarterly, with other meetings as needed.

PART 14. Duties of the Tribal Relations Committee.

- (a) Support and facilitate communication and training between conservation districts and tribes to promote and build working relationships that advance shared conservation goals for healthy natural resources.
- (b) Assist in building relationships at two levels:
 - (1) Technical Collaboration - Continue to build partnerships at the field level involving tribal and conservation districts' technical staff; and
 - (2) Leadership Partnership Building - Establish communication and understanding between tribal leaders, elders, council members or other appropriate tribal representatives and local conservation district supervisors.
- (c) As needed, review and recommend action of Area resolutions.

SECTION 6. WACD SPECIAL COMMITTEES

PART 1. The Awards Committee.

- (a) The Secretary who shall serve as chair.
- (b) Other members as determined by the President. The President is encouraged to consider appointing members representing the WSCC, WADE, and NRCS.

PART 2. Duties of the Awards Committee.

- (a) Review the nominations for each award and complete the ranking and selection process.
- (b) The committee shall follow the procedures set forth below.

PART 3. WACD Sponsored Awards

- (a) Conservation District of the Year. The annual District of the Year Award is selected from one of the six districts awarded the District Area of the Year Award as chosen by the Conservation Commission at the fall area meetings.
- (b) Eugene Schloz Outstanding Supervisor Award. Active district supervisors and associate supervisors who have made an especially valuable contribution to district conservation

- programs or to the state conservation movement.
- (c) Conservation District/Tribal Partnership Award. A conservation district and an Indian Tribe for creating a relationship that offers examples of regional conservation of natural resources for the betterment of all. The term "natural resources" is inclusive of healthy water, land, air, flora, and fauna.
 - (d) Wayne Reid "Young Tiger" Award. Any district supervisor or associate supervisor who has served as a supervisor or associate supervisor for six years or less at the time of nomination and has made an extraordinary effort to assist their district to meet its goals and objectives in a short period of time.
 - (e) Special Service Award. Anyone who has provided assistance, paid or unpaid, on District sponsored projects including supervisors, associate supervisors, staff, volunteers, and agency staff who have made an outstanding achievement and contribution in the field of conservation.
 - (f) Vim Wright "Building Bridges" Award. Any person who has worked within the arena of conservation to foster understanding, partnerships, and greater conservation through collaboration.
 - (g) Wildlife Farmer of the Year Award. Wildlife Farmer of the Year award is for an owner, lessor/lessee, or manager who actively engaged in a farming, ranching or forestry business over 50 acres in size.
 - (h) Wildlife Steward of the Year Award. Any conservation district cooperator who enhances wildlife habitat on their commercial or non-commercial farm and/ or forest smaller than 50 acres in size.
 - (i) Conservation Educator of the Year Award. Any Washington State licensed instructor employed in Washington at a private or public institution is eligible. Grades K-12, college, technical, and trade school instructors are all eligible to receive this award.

The Board of Directors may bestow other awards, special recognitions, and commendations as they deem appropriate.

The Board of Directors retains the authority to amend the list of awards and to stop the awards program at any time. The Board of Directors may add the award back onto the list with a majority vote.

SECTION 7. RESOLUTIONS

- (a) Resolutions may be submitted to the Association by any conservation district, or Association committee, or by authorized task forces.
- (b) Resolutions shall meet the following format criteria:
 - (1) The resolution is on a single topic that has regional, state, or national significance.
 - (2) The resolution specifies a desired outcome(s) and time limit for action.
 - (3) The resolution is consistent with the mission, goals (at least one) and strategic direction of the Association.
 - (4) The resolution is achievable by the Association's or membership's staff and resources.

- (c) Conservation districts submit their resolutions at the fall area meetings. If approved at an area meeting, the resolution goes to the annual Association conference for further consideration.
- (d) All resolutions submitted to the Association shall be reviewed by the Executive Director and then assigned to the appropriate permanent committee.
- (e) Submitted resolutions shall be reviewed by the assigned permanent committee in advance of the business meeting at the annual Association conference. The permanent committees shall make recommendations on the assigned resolutions at the annual business meeting.
- (f) Resolutions shall be processed and brought before the general assembly membership at the business session of the annual conference in accordance with Association committee operating policies and procedures.
- (g) Resolutions approved by the membership shall remain in effect for five years, after which they shall sunset, unless adopted as a new resolution. Resolutions converted into Association policy or bylaws do not need to be reinstated as resolutions.
- (h) Within 60 days of the annual conference, the Executive Director shall establish a tracking document that includes the title, source, description, and status of each resolution adopted at the annual conference.
- (i) Within 90 days of the annual conference, the Executive Director shall transmit applicable adopted resolutions to the Washington State Conservation Commission, the USDA Natural Resources Conservation Service, and to any other agency or organization to which resolutions apply or by which action is required.
- (j) The Executive Director shall report on the status of adopted resolutions at the Association's Board of Directors meetings, at fall area association meetings, and at the annual Association conference.
- (k) The National Director shall:
 - (1) Transmit applicable adopted resolutions to the National Association of Conservation Districts (NACD); and
 - (2) At the quarterly meetings of the Board of Directors, report on the status of resolutions transmitted to or adopted by NACD.
- (l) The Executive Committee may make recommendations to the Association Board of Directors for relief from action on an adopted resolution when it finds that it is beyond Association resources to accomplish the resolution, or when it finds that a resolution is in conflict with other resolutions or activities vetted with membership and underway by the Association.

- (m) The Board of Directors may grant such relief and shall inform the source area(s) and authoring conservation district(s) of such action.

SECTION 8. RECORDS RETENTION & RECORDS REQUESTS
DEFINITIONS.

- (a) For the purposes of this policy, "WACD Records" or "record(s)" means any writing containing information relating to the business or conduct of WACD or the performance of any WACD proprietary function prepared, owned, used, or retained by WACD regardless of physical form or characteristics.
- (b) "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.
- (c) "Identifiable record" means an identifiable record is one in existence at the time the records request is made and that WACD staff can locate after an objectively reasonable search.
- (d) "Exempt record" includes all WACD Records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes.

APPLICABILITY. This Section 8 and associated procedures only impose an affirmative duty on WACD to the extent required by law. WACD reserves the right to apply and interpret this policy within its sole discretion and to revise or change the policy at any time.

1. RECORDS OFFICER. The Executive Director of WACD shall designate a Records Officer who shall oversee WACD's compliance with the state Public Records Act (PRA) and this policy. The Records Officer may delegate the responsibility of processing requests to other staff. Accordingly, any reference in this Policy to the "Records Officer" means the Records Officer or applicable designee.

The Records Officer shall provide full assistance to requestors, ensure that WACD's records are protected from damage, disorganization, and improper disclosure, and prevent the fulfillment of any PRA request from causing excessive interference with WACD's essential functions. The Records Officer shall maintain and administer this policy, including drafting any updates and changes to these policies and procedures. The Records Officer shall maintain compliance with PRA training requirements as required by RCW 42.56.152.

2. HOW TO REQUEST RECORDS. Any person requesting access to WACD Records or seeking assistance in making such a request should contact the Records Officer at:

Records Officer

Ryan Baye

Director of Legislative & Membership Services

Phone: (564) 669-7542 _____

Email: rbaye@wadistricts.org _____

Hours: 8:00 am to 5:00 pm Monday through Friday, excluding legal holidays.

The Records Officer's contact information shall be posted prominently on the WACD's website.

3. REQUEST FORMAT. While there is no specific required format for a public records request, a requester must provide the WACD with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Records Officer to facilitate timely response to the request.

- (a) The WACD encourages requesters to issue requests for public records in writing on the WACD's Standard Public Records Request Form, which is available from the Records Officer and from the WACD's website.
- (b) Requests may be submitted in-person, orally, by mail, or e-mail. Mail, and e-mail will be considered received on the date the form is stamped "received," not on the date sent.
- (c) Requests should include the following information:
 - (1) The requester's name, mailing address, and contact phone number;
 - (2) The date of the request;
 - (3) The nature of the request, including a detailed description of the public record(s) adequate for the WACD to be able to locate the records;
 - (4) A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070(9)); and
 - (5) Whether the requester desires electronic or hard copies, or to inspect the requested records in-person.

Requests for public records made in-person must be made during normal business hours to the Records Officer or designee. Similarly, requests for public records made orally must be made during normal business hours to the Records Officer or designee. If a request for public records is made orally to the appropriate individual, it will be confirmed by the Records Officer in writing within five (5) business days. If the requester does not receive such written confirmation, the requester should contact the Records Officer in writing to confirm that the request was received.

Please Note: A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records pursuant to RCW 42.56.080

4. RESPONSE TO REQUESTS. The WACD will process requests in the most efficient manner as the Records Officer deems appropriate. The Records Officer may ask a requester to prioritize the records he or she is requesting so that the most important records may be provided first.

Within five (5) business days of receiving a request, the WACD will either (A) provide the record(s); (B) provide an internet address and link on the WACD's website to the specific records requested, except that if the requester notifies the WACD that he or she cannot access the records through the

internet, then the WACD will provide copies of the record or allow the requester to view copies using a WACD computer; (C) acknowledge that the WACD has received the request and provide a reasonable estimate of the time the WACD will require to respond to the request; (D) acknowledge that the WACD has received the request and ask the requester to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of the time the WACD will require to respond to the request if it is not clarified; or (E) deny the public record request.

Additional time to respond may be based on the need to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare an exemption log, to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate, and/or to consult with the WACD's legal counsel about whether the records are exempt from disclosure. The Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

If the requester fails to respond to the WACD's request to clarify the request, and the entire request is unclear, the WACD will not respond to it and close the request. Otherwise, the WACD will respond only to those portions of the request that are clear.

If the WACD receives a request for public records identified in terms of "any and all documents related to" or similar language, and the requester is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the WACD's response and/or reduce the volume of potentially responsive documents, the Records Officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. The WACD personnel shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requester, and the PRA does not allow a requester to search through the WACD's files for records which cannot be identified or described to the WACD.

The WACD is not authorized to provide lists of individuals for commercial purposes. The Records Officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requester fails to clarify an unclear request within fifteen (15) working days, the WACD will treat the request as having been withdrawn. RCW 42.56.520(3).

If the public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the WACD may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The WACD may take the above into account when providing an estimate of when the records will be available. Nothing in this Policy is intended to, nor does it, create any right to such notice.

When a request uses a phrase such as “all records relating to”, the Records Officer may interpret the request to be for records which directly and fairly address the topic. The WACD may respond to a request to provide access to a public record by providing the requester with a link to the WACD’s website containing an electronic copy of that record if it can be determined that the requester has internet access and the requester agrees that the request has been satisfied.

When the requester has found the records he or she is seeking, the requester should advise the Records Officer that the requested records have been provided and the remainder of the request may be cancelled.

5. PROVIDING RECORDS IN INSTALLMENTS. When the request is for a large number of records, the WACD may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. If the requester does not contact the Records Officer within thirty (30) working days to arrange for the review of the first installment, the WACD may deem the request abandoned and may stop fulfilling the remainder of the request. The WACD may prioritize record requests received after commencing to fulfill the large request. RCW 42.56.120

6. ELECTRONIC RECORDS. The process for requesting electronic public records is the same as the process for requesting paper public records. When a requester requests records in an electronic format, if technically feasible, the Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the WACD and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the WACD keeps the record.

With the consent of the requester, the WACD may provide customized access under RCW 42.56.120 if the record is not reasonably locatable or not reasonably translatable into the format requested. The WACD may charge a fee consistent with RCW 43.56.120 for such customized access.

7. DOCUMENTS AVAILABLE ON WEBSITE. Some public records may be available on the WACD’s website: www.wadistricts.org. The Records Officer may direct the requester to the WACD’s website to fulfill a records request, or a portion of a record request. For those who do not have access to the internet, a record viewing workstation can be provided at the WACD’s main office located at 1219 11th Ave SE, Suite 101, Olympia, WA 98501.

8. VIDEOS AND OTHER MULTIMEDIA. WACD business may be recorded on video. All requests for video or other multimedia information or records shall state a date on which the event occurred as these digital files are not indexed as to the subject and are not word searchable

9. NO DUTY TO CREATE RECORDS. This policy does not require the WACD to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the WACD may, with the consent of the requestor, create such a new record to fulfill the request where it may be easier for the WACD to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. WAC 44-14-04003(6).

10. NO DUTY TO PROVIDE INFORMATION. This Policy does not require the WACD to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this Policy.

11. NO DUTY TO SUPPLEMENT RESPONSES. The WACD is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

12. FEES. The WACD has determined that it would be unduly burdensome to calculate the actual costs for providing public records. Accordingly, pursuant to RCW 42.56.120, the costs to be charged the requester for public records is as follows:

- a. Fifteen Cents (\$.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Agency equipment to photocopy public records; provided, however, that at the Executive Director's discretion, the first twenty-five (25) pages may be provided at no cost;
- b. Ten Cents (\$.10) per page for public records scanned into an electronic format or for the use of Agency equipment to scan the records;
- c. Five Cents (\$.05) per each four (4) electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
- d. Ten Cents (\$.10) per gigabyte for the transmission of public records in an electronic format or for the use of Agency equipment to send the records electronically. The WACD shall take reasonable steps to provide the records in the most efficient manner available to the Agency in its normal operations; and
- e. The actual cost of any digital storage media or device provided by the WACD, the actual cost of any container or envelope used to mail the copies to the requester, and the actual postage or delivery charge.

The charges set forth above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

No fee is charged if the requestor elects to inspect records in-person at the WACD's main office. However, if the requestor elects to inspect WACD Records in-person, such inspection shall be by appointment at WACD's main office during usual business hours. The Records Officer will contact the requestor when records are ready for inspection and arrange a mutually agreeable appointment time for the records to be reviewed in-person.

The WACD may charge a flat fee of up to Two Dollars (\$2.00) for any request as an alternative to fees authorized under 12 (a) - (e) of this subsection when the WACD reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than Two Dollars (\$2.00). If the WACD elects to charge the flat fee in this subsection for an initial installment,

it will not charge the fees authorized under 12 (a) - (e) of this subsection on subsequent installments.

The Agency will not impose copying charges for access to or downloading of records that are routinely posted on the WACD's website prior to receipt of a request unless the requester has specifically requested that the Agency provide copies of such records through other means.

If requested, the WACD will provide a summary of the applicable charges before any copies are made, and the requester may revise the request to reduce the number of copies to be made and reduce the applicable charges.

In addition to the charge imposed for providing copies of public records and for the use by any person of WACD equipment copying costs, the WACD will include a customized service charge. A customized service charge is imposed if the WACD estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the WACD for other WACD purposes. The customized service charge may reimburse the WACD up to the actual cost of providing the services in this subsection.

The WACD will assess a customized service charge only when the WACD has notified the requester of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice will also provide the requester with the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.

The WACD may require a deposit in an amount not to exceed ten percent (10%) of the estimated cost of providing copies for a request, including a customized service charge. If the WACD makes a request available on a partial or installment basis, the WACD may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the WACD is not obligated to fulfill the balance of the request. The WACD may waive any charge assessed for a request pursuant to WACD rules and regulations. The WACD may enter into any contract, memorandum of understanding, or other agreement with a requester that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

13. DEPOSIT. The WACD may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requester. The WACD may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. RCW 42.56.120.

14. PRESERVATION OF PUBLIC RECORDS. No member of the public may remove a public record from the WACD's property without the Records Officer's written permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by WACD staff. Copies of public records may be copied only on copying machines of the WACD

unless other arrangements are made by the Records Officer. No food or drink will be permitted during the inspection of public records. Access to file cabinets, shelves, vaults and other WACD storage areas is restricted to authorized WACD staff.

15. ORGANIZATION OF PUBLIC RECORDS. The WACD finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with WACD operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the WACD. RCW 42.56.070(4). Notwithstanding the foregoing, the WACD will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

16. CLOSING ABANDONED OR UNPAID REQUESTS. If the requester withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, WACD Records Officer will close the request. WACD Records Officer will document closure of the request and the conditions that led to closure. RCW 42.56.120.

17. RECORDS EXEMPT FROM PUBLIC DISCLOSURE. The WACD is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The WACD is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8). The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 contains a large number of exemptions from public inspection and copying. Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information. RCW 42.56.070(1). The WACD's failure to list an exemption in this Policy shall not affect the effectiveness of the exemption.

18. DENIAL OF REQUEST DUE TO EXEMPTION. All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3).

19. MECHANISM FOR REVIEW OF DENIAL. Any person who objects to the denial of a public records request may petition in writing to the Records Officer for a reconsideration of that decision. The petition shall include a copy of or reasonably identify the written statement by the Records Officer or designee denying the request. The Records Officer shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.530.

20. RETENTION OF RECORDS. The WACD is not required to retain all records it creates or uses. However, the WACD will follow RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records to the extent required by law. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records that is common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their

particular business needs, must be kept longer than provided in the general schedule. The retention schedule for local agencies is available at www.secstate.wa.gov/archives. Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

The WACD shall not alter or destroy records when such records are responsive or related to a pending public record request or litigation hold.

21. LOSS OF RIGHT TO INSPECT. Inspection shall be denied and the records withdrawn by the Records Officer if the requester, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the WACD.

22. DISCLAIMER OF LIABILITY. Neither the WACD nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this Policy. This Policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this Policy is intended to impose mandatory duties on the WACD beyond those imposed by state and federal law.

23. PUBLISHING OF PROCEDURES. WACD will prominently display and make available for inspection and copying at its main office, for guidance to the public, a copy of this Policy. RCW 42.56.040. WACD will also post a copy of this Policy on its website.

SECTION 9. BYLAWS

The following schedule shall generally govern the process for proposing changes to the Association's Articles of Incorporation and Bylaws:

- (a) Before September 1st, the Legislative, Bylaws and District Policies (LBDP) Committee shall convene as often as necessary to consider and agree on recommended changes to the Articles or Bylaws or both.
- (b) Not later than mid-September, the LBDP Committee shall forward its recommended changes to each Area so that district supervisors have an opportunity to review the recommendations in advance of the October Area meetings.
- (c) In October, the recommendations should be discussed at the Area meetings and input provided to the LBDP Committee.
- (d) Prior to the agenda mailing deadline for the November meeting of the Board of Directors, the LBDP Committee shall finalize its recommendations to the Board.
- (e) The Board of Directors shall consider the recommended changes. Any changes supported by the Board shall be forwarded to the full membership for action consideration at the business meeting at the annual conference.

SECTION 10. TRAVEL AND OTHER EXPENSE REIMBURSEMENT

It is the policy of the Association to reimburse only reasonable and necessary expenses incurred by Board of Directors, and that reimbursement requests are submitted and processed in a timely manner to facilitate proper budget management and accounting procedures. When incurring business expenses, personnel are expected to promptly report actual expenses, supported by required documentation.

PART 1. Expense Report.

Expenses shall not be reimbursed unless the individual requesting reimbursement submits a written Expense Report within 60 days of the completion of travel, but no later than 30 days after the end of the fiscal year. Exceptions to the 60-day requirement are outlined below under subsection (7) of PART 2 of this policy, Special Considerations.

The Expense Report must include:

- (a) The individual's name
- (b) Date, origin, destination, and purpose of the trip
- (c) The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Association business).
- (d) Receipts are required for all expenditures billed directly to the Association, such as airfare, registration, and lodging.
- (e) The Association will pay per diem rates for meals based on General Services Administration rates in effect at the time of travel. The Executive Director can allow exceptions up to the reasonable and actual cost of meals, if needed. (*approved at the Board Meeting on February 27, 2023*)
- (f) Individuals will be reimbursed for mileage at the current Washington State mileage reimbursement rate issued by the state Office of Financial Management.
- (g) Completed expense reports will be mailed to the WACD Bookkeeper.
- (h) All submitted expense reports will be reviewed by WACD's Bookkeeper for reasonableness of expenses claimed prior to issuing a check within 60 days of the event.

Part 2. Board of Directors Travel Reimbursement Eligibility.

Official Director Duties and Eligible Expenses.

- (a) Official duties of directors are outlined in the Association Bylaws, Article VIII, inclusive of Officers' responsibilities under the Bylaws, Article X.
- (b) All specifically listed director activities are eligible for reimbursement, except where specified in writing by the President as not eligible for reimbursement.

PART 3. Insufficient Funds Provision.

- (a) Where sufficient funds are not available to cover the full costs for reimbursement of eligible director expenses, the Association's Executive Director, if authorized by the Board of Directors, shall set priorities for reimbursement, and shall identify which expenses, or which duties, shall not be fully reimbursed. Duties incurring actual travel and lodging expenses for directors associated with Board of Directors meetings shall take priority for reimbursement.
- (b) The Executive Director, if authorized by the Board of Directors, may limit the reimbursement amount for eligible expenses to a percentage of actual expenses, or may specify a cap or

maximum reimbursement amount to be shared among directors taking part in an official duty and seeking reimbursement.

- (c) The Executive Director shall inform directors of any enacted restrictions on travel reimbursement prior to meetings of the directors of the Association, and Association staff shall remind directors of any enacted restrictions when distributing reimbursement application forms to directors.
- (d) Teleconferences or other reduced-cost measures may be used to conduct Board of Directors meetings where cost-savings are required due to insufficient funds.

PART 4. General Travel Requirements.

- (a) Personal and Spousal Travel Expenses. Individuals traveling on behalf of the Association may incorporate personal travel or business with their company-related trips. However, individuals shall not arrange Association-related travel at a time that is less advantageous to the Association. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, additional mileage, meals, or transportation, are the sole responsibility of the individual and will not be reimbursed by the Association. Expenses associated with travel of an individual's spouse, family or friends will also not be reimbursed.
- (b) Air Travel. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The Association will reimburse or pay only the cost of the lowest coach class fare available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.
- (c) Saturday Stays. Individuals traveling on behalf of the Association are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.
- (d) Frequent Flyer Miles and Compensation for Denied Boarding. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
- (e) Lodging. Individuals traveling on behalf of the Association may be reimbursed at the single room rate for the reasonable cost of accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary should be considered in determining reasonableness. Individuals shall make use of the available corporate and discount rates for lodging. "Deluxe" or "luxury" lodging rates will not be reimbursed. Travel must be beyond 50 miles from the individual's home location

in order to be eligible for lodging reimbursement, unless meeting the requirements of subsection (7) of this section, Special Considerations.

- (f) Meals. The Association will pay per diem rates for meals based on General Services Administration rates in effect at the time of travel. The Executive Director can allow exceptions up to the reasonable and actual cost of meals, if needed. (*approved at the Board Meeting on February 27, 2023*). If a registration fee includes meals and if part of the meeting, you may not ask to be reimbursed for those meals. Meals that are not included in the registration fee but are an integral part of the meeting or conference may be reimbursed at actual cost provided the cost was approved on the travel request and is listed on the registration form.
- (g) Ground Transportation. Individuals traveling on behalf of the Association are expected to use the most economical ground transportation appropriate for the circumstances.
 - (1) Courtesy Cars - Lodging venues that have courtesy cars, which will take you to and from the airport at no charge, should be used by individuals traveling on behalf of the Association.
 - (2) Airport Shuttle or Bus - Airport shuttles or buses generally travel to and from all major lodging venues for a small fee. Individuals traveling on behalf of the Association should consider this alternative, if less expensive than another option, such as a taxi.
 - (3) Taxis/Rideshare Services - When courtesy cars and airport shuttles are not available, a taxi or rideshare service may be the most economical mode of transportation between an individual's home and the airport, or within travel destination local environs. Individuals traveling on behalf of the Association should consider using a taxi or rideshare service when the trip is for a limited time and minimal mileage is involved.
 - (4) Rental Cars - Individuals traveling on behalf of the Association will be allowed to rent a car while out of town, provided that the cost is less than other available alternative methods of transportation.
 - (5) Personal Cars - Individuals traveling on behalf of the Association are compensated for the use of their personal cars when used for Association business, including travel to and from the airport. Mileage will be allowed at the current Washington State mileage reimbursement rate (determined by the state Office of Financial Management).
- (h) Parking/Tolls. Parking and toll expenses, including charges for lodging parking, incurred by individuals traveling on Association business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the individual and will not be reimbursed. On-site airport parking is permitted for short, Association-related trips. For extended trips, individuals should use off-airport facilities.
- (i) Special Considerations.
 - (1) Exceptions to the 60-day requirement for submittal of the reimbursement Expense Report include:

- i. Payment of certain eligible reimbursement expenses by another party (e.g., State Conservation Commission, local conservation district), where expense determinations or reimbursement payments may be delayed by the other party, and where payment or partial-payment by another party may reduce costs to the Association.
 - ii. Credit card or personal billing cycles out of synchrony with dates of travel completion, plus 30 days; and,
 - iii. Illness or unavoidable personal delay.
- (2) Special considerations notwithstanding, travel expenses shall not be reimbursed where a request is submitted beyond 90 days of completion of travel.
- (3) Exceptions to the 50-mile lodging reimbursement eligibility requirement shall be determined by the Executive Director.

PART 5. Shared Travel Reimbursements.

- (a) The Association recognizes that individuals will incur travel expenses to attend certain events where another party (e.g., State Conservation Commission, local conservation district) will have the responsibility to share in reimbursement of expenses. These circumstances may include:
 - (1) WACD Annual Meeting, where a Board of Directors meeting precedes the event, and where the local conservation district is responsible for covering remaining expenses.
 - (2) WADE training conference, where a Board of Directors meeting precedes the event, and where the local conservation district is responsible for covering the remaining expenses.
 - (3) WACD Legislative Days, where a Board of Directors meeting precedes the event, and where the local conservation district is responsible for covering the remaining expenses.
- (b) When these events occur, the Association shall be responsible for reimbursing expenses for only that portion of travel resulting from Association-related duties. Eligible Association expenses may include mileage to/from the meeting location and one night's lodging.
- (c) Individuals are responsible for seeking reimbursement from other parties for other expenses for that event.
- (d) For purposes of this section, the President is always eligible for reimbursement of expenses resulting from travel representing the Association. The Association may accept cases where another party reimburses travel expenses for the President or other individuals conducting Association or related business.

PART 6. Non-Reimbursable Travel Expenditures.

The Association maintains that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

- (a) Travel insurance
- (b) First class tickets or upgrades
- (c) When lodging accommodation has been arranged by the Association and the individual elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by the Association.
- (d) Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- (e) Limousine travel.
- (f) Movies, liquor, or bar costs.
- (g) Membership at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- (h) Participation in or attendance at golf, tennis, or sporting events.
- (i) Spa or exercise charges.
- (j) Clothing purchases.
- (k) Valet service and car washes for vehicles not owned by the Association.
- (l) Expenses for spouses, friends, or relatives. If a spouse, friend, or relative accompanies the individual, it is the responsibility of the individual to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

PART 7. Use of the Association's Corporate Credit Card.

- (a) Association officers and directors may be included in the use of the corporate credit card by Association staff for meals and other expenses when conducting official Association business, as an acceptable alternative to after-the-fact reimbursement procedures. Other persons are not to be included in a charge using the corporate credit card.
- (b) Other persons in attendance with officers and directors may be included in a corporate credit card charge when they are considered to be an integral part of Association business activities, at the direction of the President, or at the discretion of the Executive Director. Receipts shall be retained as specified in the Association's Employee Policy and Procedures Manual. In those instances where, at the direction of the President or the discretion of the Executive Director, other persons' charges are included on the corporate card, a written notation is to be made on the receipt recording the name(s) of the other individual(s) and their part in the Association business activity.

Part 8. Company Vehicles

- (a) WACD-owned vehicles or those rented by the WACD are for work only and may not be used for personal business.
- (b) Only WACD Employees and Board Members are authorized to drive WACD owned or rented vehicles.
- (c) WACD Board members and employees may designate someone as their representative to drive with prior notification to the Executive Director.

SECTION 11. FINANCIAL ASSISTANCE TO ORGANIZATIONS

The Executive Director may recommend to the Board of Directors that financial assistance be granted via memorandum of understanding to specified organizations if mutual educational, technical proficiency, or leadership benefits would result.

Affirmation of Compliance

1. I have received and carefully read the Conflict of Interest Policy for directors, officers and employees of the Washington Association of Conservation Districts and have considered the literal expression of the policy as well as its intent.
2. By signing this affirmation of compliance, I hereby affirm that I have read, understand, and agree to comply with the Washington Association of Conservation Districts Conflict of Interest Policy.
3. I further understand that Washington Association of Conservation Districts is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal benefit, other than by salary.
4. Except as otherwise indicated in the Disclosure Questionnaire and attachments below, I hereby state that neither I nor any relative or business associate has any conflict of interest, financial or otherwise that may be seen as competing with the interests of Washington Association of Conservation Districts. Also, neither I nor any of my relatives or business associates benefit from any action, policy or transaction made by Washington Association of Conservation Districts in a manner that has not been previously disclosed.
5. If any situation should arise in the future that I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances as appropriate:
 - o Members of the Board and Executive Director: Report to the Board Chair.
 - o Washington Association of Conservation Districts employees: Report to the Executive Director.
6. I further certify that the information set forth in the Conflict of Interest Policy is true and correct to the best of my knowledge, information, and belief.

Signature: _____

Name (Please print) _____

Date _____

Potential Conflict of Interest Disclosure Statement

Please complete the questionnaire below, indicating any potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action, policy or transaction in the space allowed. Attach additional sheets as needed.

A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by the WACD. The interested party would not have obtained this benefit were it not for his/her relationship with the WACD.

- Has the WACD proposed to contract or contracted to purchase or lease goods, services, or property from you or from any of your relatives or associates?
- Board members only: Has the WACD offered employment to you or to any of your relatives or associates?
- Have you used your relationship with the WACD to obtain a contract, or employment for yourself or any of your relatives or associates, from a person or entity that does business with the WACD?
- Have you or any of your relatives been provided use of the facilities, property, or services of the WACD in a way that is not available to others who benefit from the organization's services?
- Have you, a relative or an associate been in a position to benefit financially from an action, policy or transaction made by the WACD?

Other issues or situations not addressed above:

Signature: _____

Name (Please print) _____

Date _____