

Policy #	21-05 Commission Member Compensation
Applies to:	The following members on the State Conservation Commission; Governor Appointees, Regional Representatives and Washington Association of Conservation Districts President
Effective Date:	Board approved on December 2, 2021

PURPOSE

This policy is to define the process for authorization of Commission member compensation as provided for in RCW 89.08.040 and defined in RCW 43.03.250.

BACKGROUND

Members of the WSCC Board are entitled to compensation consistent with RCW 43.03.250 and are entitled to travel expenses incurred in the discharge of their duties. RCW 89.08.040. WSCC Board members are considered a “class four” group for purposes of compensation. RCW 43.03.250.

[RCW 43.03.250](#)(2) & (3) states:

(2) Each member of a class four group is eligible to receive compensation in an amount not to exceed one hundred 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.

POLICY

A member of the WSCC Board may be compensated for those activities and statutory duties approved by the chairperson or Executive Director of the WSCC consistent with [RCW 43.03.250 and this policy](#).

As stated in RCW 43.03.050(2), a member is eligible to receive compensation in an amount not to exceed one hundred 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.

A compensation scale will be followed based on amount of time spent in a given day:

<i>Amount of Time Spent</i>	<i>Compensation Rate</i>
3 hours or less	\$25
Greater than 3 hours and less than 5 hours	\$50
5 hours or more	\$100

A member may waive compensation by a formal written denial letter addressed to the State Conservation Commission.

Travel days are not compensated unless an official meeting is attended or the member is performing statutory duties approved by the chairperson of the WSCC Board.

PROCEDURE

Dependent upon funding availability, the following activities are preauthorized for compensation when the member is participating solely as a representative of the Washington State Conservation Commission (SCC) in these activities:

1. Regular and special Commission meetings, including teleconferences.
2. Washington Association of Conservation Districts (WACD) meetings, including Officers and Directors, Taskforces, Special Committees and teleconferences.
3. Local Work Group or State Technical Advisory Committee meetings.
4. Conservation district appointed supervisor interviews.
5. Participating in meetings conducted by SCC staff as an appointed member of an established SCC committee or sub-committee.

Commission members seeking compensation for activities other than those identified above must first seek approval from the WSCC chairperson or executive director. Requests must be in writing and the written approval must be submitted with other documents required for compensation.

Commission members seeking compensation for activities beyond a regular/special Commission meetings or committee meetings are encouraged to share an update on those activities where information may be of interest to the Commission. Commission staff may provide a form for this update.

Authorization by the Board

Authorization must be given by the WSCC chairperson or executive director for all in-state attendance at conservation district, regional or national meetings where the Board member will be acting as a representative of the agency not included in the above activities. All out of state activities must be pre-approved by a motion passed by the governing board. Examples include: National Association of Conservation Districts events or National Association of State Conservation Agencies events. Authorization must be requested and granted prior to attendance or participation at a meeting or event. Approval must be in writing and submitted with other documentation when seeking compensation.

Compensation Payment

WSCC Board members may be compensated for authorized activities by submitting a compensation request in a form provided by SCC staff. Compensation requests are to be submitted at the end of each month in which an approved activity has been performed or fulfilled. All requests for compensation must be submitted no later than 10 days prior to the end of the fiscal year, June 30th.

Within ten (10) business days, SCC staff will submit the request for compensation to the Department of Enterprise Services Payroll division.