

Title 135 WAC

CONSERVATION, COMMISSION ON

Chapters

- 135-04 Establishment of meeting dates.
- 135-10 Governing the use of funds.

Chapter 135-04 WAC

ESTABLISHMENT OF MEETING DATES

WAC

- 135-04-010 Purpose.
- 135-04-020 Regular meetings.
- 135-04-030 Meetings open to public.

WAC 135-04-010 Purpose. The purpose of this chapter is to provide a regular meeting date for the transaction of official business of the state conservation commission, in compliance with the Open Public Meetings Act, chapter 42.30 RCW. [Order 1-73, § 135-04-010, filed 11/19/73.]

WAC 135-04-020 Regular meetings. The state conservation commission, established pursuant to chapter 89.08 RCW, shall hold its regular meetings for the transaction of official business on the third Thursday of every other month, beginning in January 1974. Such regular meetings shall commence at 9:30 a.m. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. [Order 1-73, § 135-04-020, filed 11/19/73.]

WAC 135-04-030 Meetings open to public. The regular meetings provided for herein shall be open to the public. All persons, so desiring, shall be permitted to attend, and no one shall be required to fulfill any condition precedent to his attendance. [Order 1-73, § 135-04-030, filed 11/19/73.]

Chapter 135-10 WAC

GOVERNING THE USE OF FUNDS

WAC

- 135-10-010 Purpose.
- 135-10-020 Distribution policy.
- 135-10-030 Guidelines.
- 135-10-040 Distribution categories.

WAC 135-10-010 Purpose. RCW 89.08.070 authorizes the conservation commission to issue regulations establishing guidelines to govern the use by conservation districts of funds distributed to such districts by the conservation commission. The purpose of this chapter is to establish such guidelines. [Order 2-73, § 135-10-010, filed 11/19/73.]

WAC 135-10-020 Distribution policy. The conservation commission shall, within funds available for such purposes, distribute funds to conservation districts to carry out specific program activities identified by such districts and selected by the conservation commission as needed to accelerate the planning and implementation of resource management systems. [Order 2-73, § 135-10-020, filed 11/19/73.]

WAC 135-10-030 Guidelines. Funds will be distributed to conservation districts by the conservation commission only on a reimbursement basis. Reimbursements will be made only for uses approved by the commission and subject to fulfilling the following requirements:

- (1) Wages, salaries and related benefits.
 - (a) Employment of district personnel shall be by action of the governing body, and shall include a contract or work agreement, a copy of which shall be filed with the conservation commission, Olympia, Washington.
 - (b) Employee slips shall be submitted monthly to the conservation district secretary-treasurer.
- (2) Travel and out-of-pocket expenses.
 - (a) Supervisors, employees, and agents shall submit travel vouchers monthly to conservation district secretary-treasurer.
 - (3) Supplies.
 - (a) Receipts for supplies purchased shall be submitted to the conservation district secretary-treasurer.
 - (4) Contractual services.
 - (a) Authorization for contractual services shall be by action of the governing body and shall be so recorded in the conservation district's official proceedings.
 - (b) A copy of any contract shall be filed with the conservation commission.
 - (c) Copies of receipts, orders, agreements, or transactions shall be submitted to the conservation district secretary-treasurer.

When seeking reimbursement the conservation district shall submit to the conservation commission an invoice voucher with a payment period data form attached. Annually the conservation district shall submit to the conservation commission an expenditure report of funds distributed to the conservation district by the conservation commission. [Order CC 77-1, § 135-10-030, filed 12/14/77; Order 2-73, § 135-10-030, filed 11/19/73.]

WAC 135-10-040 Distribution categories. The conservation commission shall distribute funds directly to conservation districts for program activities within the following categories:

- (1) Long-range programs
- (2) Special programs
- (3) District administration

- (4) District elections
- (5) Information and education

Such direct distribution shall be made within funds remaining available to the conservation commission after sufficient funds are reserved on a biennial basis for the expenses of training conferences, record keeping, supplies, and other costs associated with activities of the Washington association of conservation districts. [Order 2-73, § 135-10-040, filed 11/19/73.]