

## WSR 25-03-145

## EXPEDITED RULES

## DEPARTMENT OF AGRICULTURE

[Filed January 22, 2025, 11:39 a.m.]

Title of Rule and Other Identifying Information: Chapter 16-575 WAC, Washington wine commission.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: In response to a petition for rule making, the department of agriculture (department) is proposing to clarify current rule language by replacing all gender-specific pronouns with modern gender-inclusive pronouns.

Reasons Supporting Proposal: RCW 43.01.160 requires state agencies to use gender-neutral terms in rules unless a specification of gender is intended. Replacing gender-specific terminology supports the department's commitment to integrate inclusive policies and procedures.

Gender-inclusive pronouns are pronouns that are not specifically gendered and can be utilized when referring to each other in the third person. They are linguistic tools that we use to refer to people. Using gender-neutral pronouns can help create a more inclusive and welcoming environment and show respect for people's gender identities.

Statutory Authority for Adoption: RCW 43.23.025.

Statute Being Implemented: Chapter 15.88 RCW.

Rule is not necessitated by federal law, federal or state court decision.

Name of Proponent: Washington wine commission, governmental.

Name of Agency Personnel Responsible for Drafting: Megan Finkenbinder, 1111 Washington Street S.E., Olympia, 360-902-1887; Implementation and Enforcement: Kristina Kelley, 1201 Western Avenue, Suite 450, Seattle, 206-667-9463.

This notice meets the following criteria to use the expedited adoption process for these rules:

Corrects typographical errors, makes address or name changes, or clarifies language of a rule without changing its effect.

Explanation of the Reason the Agency Believes the Expedited Rule-Making Process is Appropriate: Expedited process is appropriate due to it being name changes and no impact to rule effects.

## NOTICE

THIS RULE IS BEING PROPOSED UNDER AN EXPEDITED RULE-MAKING PROCESS THAT WILL ELIMINATE THE NEED FOR THE AGENCY TO HOLD PUBLIC HEARINGS, PREPARE A SMALL BUSINESS ECONOMIC IMPACT STATEMENT, OR PROVIDE RESPONSES TO THE CRITERIA FOR A SIGNIFICANT LEGISLATIVE RULE. IF YOU OBJECT TO THIS USE OF THE EXPEDITED RULE-MAKING PROCESS, YOU MUST EXPRESS YOUR OBJECTIONS IN WRITING AND THEY MUST BE SENT TO Megan Finkenbinder, Washington State Department of Agriculture, P.O. Box 42560, Olympia, WA 98504, phone 360-902-1887, fax 360-902-2092, email mfinkenbinder@agr.wa.gov, BEGINNING February 5, 8:00 a.m., AND RECEIVED BY March 25, 11:59 p.m.

January 22, 2025  
Derek I. Sandison  
Director

RDS-6129.1

AMENDATORY SECTION (Amending WSR 03-01-048, filed 12/10/02, effective 1/10/03)

**WAC 16-575-030 Washington wine commission—Travel reimbursement policy.** ~~((1-))~~ (1) Except as provided in subsection (9) of this section ~~((9 below))~~, all travel by commissioners and by commission staff must be approved in advance of departure.

~~((2-))~~ (2) Except as provided in subsection (9) of this section ~~((9 below))~~, each commissioner or commission employee expecting to travel on official wine commission business shall prepare a detailed, written description of the purpose of the proposed trip together with an estimate of expenses to be incurred for transportation, lodging, meals, promotional hosting, and all other costs which ~~((he/she expects))~~ they expect to incur in connection with such travel.

~~((3-))~~ (3) Reimbursement for transportation expenses shall be at actual cost subject to the following limitations. Air travel must be on US carriers if available. No business or first class air travel will be approved or reimbursed. If a commissioner or commission employee uses ~~((his/her))~~ their automobile for transportation, mileage shall be reimbursed at the current rate established by the Internal Revenue Service for business travel.

~~((4-))~~ (4) Reimbursement for lodging expenses shall be at actual cost up to a maximum of ~~((two hundred))~~ 200 percent of the per diem lodging rates for ~~((US))~~ U.S. federal agency employees established by the ~~((US))~~ U.S. General Services Administration.

~~((5-))~~ (5) Reimbursement for meals shall be at actual cost, provided that such costs are reasonable for the particular market in which the expense is incurred.

~~((6-))~~ (6) Travel by commissioners and by the executive director of the Washington wine commission must be approved in advance by the chairperson of the commission. Travel by other commission staff must be approved in advance by the executive director of the commission.

~~((7-))~~ (7) Each person traveling on official commission business shall submit a written request for reimbursement within ~~((forty-five))~~ 45 days after returning to the office from such trip. Written receipts for each expense in excess of ~~((twenty-five dollars))~~ \$25 for which reimbursement is requested must accompany the reimbursement request. Expenses will not be reimbursed unless such a request, accompanied by receipts where required, is timely submitted.

~~((8-))~~ (8) Expenses which have not been approved in advance will not be reimbursed unless the employee establishes, to the satisfaction of the person who reviewed and approved the estimated expenses, that the expense was both unanticipated and reasonably incurred.

~~((9-))~~ (9) No advance approval of estimated travel expenses is required for attendance at a regular or special meetings of the commission or a committee thereof within the state of Washington. If attendance at such a meeting requires the commissioner/employee to travel at least ~~((one hundred))~~ 100 miles from ~~((his/her))~~ their usual place of business, ~~((he/she is))~~ they are entitled to be reimbursed for the actual cost of one night's lodging, subject to the limits set forth in subsection (4) of this section ~~((4 above))~~. ~~((He/she is))~~ They are also entitled to reimbursement for costs of transportation

and meals as provided in ((~~sections 3 and 5~~)) subsections (3) and (5)  
of this section.