

Washington Association of Conservation Districts

Hal Holmes Center - Ellensburg

September 17, 2019

Summary of Board Actions

- **Motion:** Amy McKay moved to adopt the June 25th Board Meeting minutes. Second by Dean Longrie. Motion carried.
- **Motion:** Javier Lopez moved to adopt the July 25th Special Board Meeting minutes. Second by Amy McKay. Motion carried.
- **Motion:** Barbara Bailey moved that it be WACD policy to conduct an audit every four years with a financial review each intervening year. Second by Jason Schlee. Amy McKay moved to postpone the motion until the December board meeting. Second by John Keatley. The motion to postpone carried.
- **Motion:** Amy McKay moved to adopt the recommendation of the Finance Committee regarding the FY 19 revenue. Second by Cindy Reed. Motion carried.
- **Motion:** Javier Lopez moved to offer the position of Executive Director to Tom Salzer with a starting salary of \$110,000 and \$6,000 in relocation assistance. Second by John Keatley. Motion carried unanimously.

Washington Association of Conservation Districts
Board of Directors Meeting Minutes
Hal Holmes Center - Ellensburg
September 17, 2019

Members Present (or present by telephone)

Jeanette Dorner, President (Pierce CD)
Javier Lopez, Vice President (South Yakima CD)
Larry Davis, Secretary (Whatcom CD)
Wendy Knopp, Treasurer (Spokane CD)
Doug Rushton, National Director (Thurston CD)
Alan Chapman, Northwest Area Director (Whatcom CD)
Dean Longrie, Southwest Area Director (Clark CD)
John Keatley, Southwest Area Director (Cowlitz CD)
John Preston, North Central Area Director (Grant County CD)
John McLean, North Central Area Director (Foster Creek CD)
Cindy Reed, South Central Area Director (North Yakima CD)
Barbara Bailey, South Central Area Director (Underwood CD)
Jeff Schibel, Northeast Area Director (Lincoln County CD)
Mike Mumford, Northeast Area Director (Pend Oreille CD)
Amy McKay, Southeast Area Director (Whitman CD)
Jason Schlee, Southeast Area Director (Asotin County CD)
Renee Hadley, WADE President (Walla Walla County CD)

Others Present

Ryan Baye, WACD Interim Executive Operations Director
Jim Brown, WACD Nursery Manager
Carol Smith, WSCC Executive Director
Roylene Comes At Night, NRCS State Conservationist
Bill Boyum, Kittitas County CD Supervisor

President Jeanette Dorner called the meeting to order at 9:33 AM. Ryan Baye called the roll of Board members.

Amy McKay moved to approve the June 25th meeting minutes. Second by Doug Rushton. Motion carried. Javier Lopez to adopt the July 25th meeting minutes. Second by Amy McKay. Motion carried.

Treasurer's Report

Treasurer Wendy Knopp reported on WACD's financial status, focusing on the potential duplicate refund from the IRS and the past due receivables at the PMC. She answered questions about the Executive Office's Accounts Receivables and Prepaid Expenses and updated the board to the number of districts having paid their yearly dues.

Larson Gross Audit

Wendy Knopp led the Board through the process on this year's audit and presented a draft report from Larson Gross for the board to review. She led the discussion on the one audit subject she felt needed the board's attention- that of WACD's audit policy. Wendy answered questions on the cost of a financial review versus a full audit, standard procedure from her career with Farm Credit, and if current practices could help mitigate the cost of a yearly audit.

Barbara Bailey moved that it be WACD policy to conduct an audit every four years with a financial review each intervening year. Second by Jason Schlee. Larry Davis wanted to see a draft policy with additional research before voting on the motion. **Amy McKay moved to postpone the motion until the December board meeting. Second by John Keatley.** Wendy Knopp asked what would happen in December. Jeanette Dörner laid out her list of deliverables the Finance Committee could work on: cost of a financial review with Larson Gross, a draft of the new policy, and exploring the impact of a policy change. **The motion to postpone carried.** Barbara Bailey requested an update on the implementation of the audit's findings at the December meeting.

Reserve Account Allocation

Wendy Knopp reported on the recommendation from the PMC Sub-Committee and the Finance Committee on allocating the Investment Account gains and PMC revenue from FY2019. **Amy McKay moved to adopt the recommendation of the Finance Committee regarding the FY 19 revenue. Second by Cindy Reed. Motion carried.**

Wendy also shared details of unallocated funds in the Investment Account and the work Jim Brown did to ensure WACD was following best practices regarding outstanding liabilities. She reported there would be some work necessary to standardize the Association's procedures.

Dues Recommendation

Wendy Knopp walked the Board through the Finance Committee's recommendation to convert WACD to an equal dues amount for all CDs and how they reached that determination. The board discussed the financial impact to some districts if the recommendation was implemented, and how there should be a discussion at each area meeting.

PMC Manager Report

Jim Brown reported on the business plan he developed with the Small Business Development Center and his preferred target of 5% annual growth based on the labor shortage and the shorter dormancy period at the nursery due to the change in Skagit's climate. It was suggested the Finance and PMC Sub-Committee review the plan and there be a presentation at the December Board Meeting.

He also shared an update to the search for a new Sales Manager after four phone interviews the previous day. He asked for input on certain hiring procedures like relocation assistance and how to conduct informal reference checks.

Executive Director Search Update

Jeanette Dorner updated the board on the progress since the meeting in July and who took part in the Resumé Review and Interview Panel. She shared the Interview Panel had a unanimous recommendation for the Board.

Executive session per RCW 42.30.110 (h): To evaluate the qualifications of a candidate from 11:40 to 12:20.

Javier Lopez moved to offer the position of Executive Director to Tom Salzer with a starting salary of \$110,000 and \$6,000 in relocation assistance. Second by John Keatley. Motion carried unanimously.

Lunch break from 12:30 to 1:05.

Conservation Commission Decision Packages

Carol Smith presented the decision packages that would be presented to the Commission on Thursday September 19th for submission to the Office of Financial Management for any supplemental budget request from the Governor.

WACD 2020 Legislative Priorities

Jeanette Dorner touched briefly on the legislative timeline that WACD has to be cognizant of, hoped folks spoke with their member districts as to their priorities for the 2020 session. Doug Rushton shared that resolutions and area meetings were out of sync with the legislative calendar and the Commission and hoped there could be a future conversation on moving the area meetings to another time of the year.

2019 Area Meetings and Annual Meeting

Ryan Baye asked for feedback on the four feature topics planned for the Annual Meeting and was provided with alternate topics for consideration by the Planning Team.

NRCS Update

Roylene Comes at Night spoke about the year in review for NRCS in Washington and expected changes.

2020 Meeting Schedule

Ryan Baye asked for a response on the proposed board meeting schedules for next year. There was consensus more meetings were necessary, with the option for a certain number of electronic ones held via conference call.

Issues of Importance

Carol Smith spoke about conservation district elections and the Commission's plan for outreach to supervisors during the area meeting, annual meeting, and a survey.

Mike Mumford had concerns on WDFW's cancelation of public forums for their wolf-delisting plan.

The meeting ended at 3:33.