**Washington Association of Conservation Districts**

October 21, 2024

Summary of Motions

**Motion:** Amy McKay moved to adopt the agenda as presented, with the addition of an update by the Plant Materials Task Force under WACD Committee Updates. Second by Doug Rushton. Motion carried.

**Motion:** Bruce McDonald moved to adopt the September meeting minutes as presented. Second by Doug Rushton. Motion carried.

**Motion:** Amy McKay moved to approve the modifications to the FY24-25 WACD Budget as presented. Second by Heather Smith. Motion carried.

**Motion:** Alan Chapman moved to accept the Treasurer’s Report. Second by John Preston. Motion carried.

**Motion:** Alan Chapman moved to approve the Executive Director Job Description. Second by Doug Rushton. Motion carried.

**Motion:** Alan Chapman moved to create an Executive Director evaluation form, to be voted at the December board meeting, and present their findings and any recommendations at the January meeting. Second by Cindy Reed. Motion carried.

**Washington Association of Conservation Districts**

Remote Connection through Zoom

October 21, 2024

Board Meeting Minutes

Members Present

Mike Mumford, President (Pend Oreille CD)

Amy McKay, Vice President (Whitman CD)

Barbara Bailey, Secretary (Underwood CD)

Doug Rushton, National Director (Thurston CD)

Alan Chapman, Northwest Area Director (Whatcom CD)

David Vliet, Northwest Area Director (Kitsap CD)

Heather Smith, Southwest Area Director (Grays Harbor CD)

Bruce McDonald, Southwest Area Director (Lewis CD)

John Preston, North Central Area Director (Columbia Basin CD)

John McLean, North Central Area Director (Foster Creek CD)

Cindy Reed, South Central Area Director (North Yakima CD)

John W. Floyd, Northeast Area Director (Pend Oreille CD)

Sara Schlake, Northeast Area Director (Spokane CD)

Chevelle Yeckel, WADE President (Okanogan CD)

Others Present

Tom Salzer, WACD Executive Director

Heather Wendt, WACD Director of Development & Engagement

Jim Brown, WACD Director of Nursery Operations

Ryan Baye, WACD Director of Legislative & Membership Services

James Thompson, WSCC Executive Director

Roylene Comes At Night, USDA-NRCS Washington State Conservationist

Jeff Schibel, Lincoln County CD Supervisor

President Mike Mumford called the meeting to order at 6 PM. Amy McKay moved to adopt the agenda as presented, with the addition of an update by the Plant Materials Task Force under WACD Committee Updates. Second by Doug Rushton. Motion carried.

**Public Comment Period**

No one from the public spoke during the comment period.

**South Central Area Focus**

Cindy Reed shared the concerns present in the aftermath of the Retreat fire and the potential collapse of the Yakima-Tieton Irrigation District infrastructure. She answered questions about the damage and effort by state and federal agencies.

**Introduction of New Area Directors**

Sara Schlake shared about her background and experience living in Spokane.

Heather Smith described her live stake willow restoration business and tenure with Grays Harbor CD.

Bruce McDonald discussed his time with Lewis CD and his experience with different state and federal agencies before becoming a small forest landowner and tree inspector.

**Previous Meeting Minutes**

Barbara Bailey presented the September meeting minutes. Sara Schlake asked about the discussion in September around the Executive Director job description. Bruce McDonald moved to adopt the September meeting minutes as presented. Second by Doug Rushton. Motion carried.

**Treasurer’s Report**

Tom Salzer walked the board through September Financial Report, that there were no surprises. He answered questions about the reduction in pay due accounts, non-CD buyers at the nursery this year, and the industry standard for down payment for plant purchases.

Tom Salzer also presented on the performance of the investment portfolio over the previous twelve months. He answered questions about the board’s investment strategy policy, the reserve accounts, and the Local Government Investment Pool.

Tom Salzer requested two modifications to the approved budget: an $3,170 increase to the authorized spending and revenue from the 2024 Annual Conference as well as $68,000 increase to correspond with the new NRCS contract. There were questions as to the need for an additional budget increase for the PMC’s new irrigation Pump. Jim Brown informed the board that the final cost was still uncertain due to an application for financial cost-share with Skagit Conservation District. Amy McKay moved to approve the modifications to the FY24-25 WACD Budget as presented. Second by Heather Smith. Motion carried. Alan Chapman moved to accept the Treasurer’s Report. Second by John Preston. Motion carried.

**WACD Operations**

Jim Brown reported that the PMC has reached $1 million in sales for the year and details around the new pump. He also reported on recent tours given by the nursery staff and some of the preparations being done ahead of harvest.

Heather Wendt reported the audit was complete and being reviewed by a second team at Clark Nuber PS. Lori McLaughlin had done a lot of work and Heather anticipated there would be no findings. She expected a full report would be ready for the November Board Meeting.

**Executive Director Job Description**

Mike Mumford reviewed the draft Executive Director job description presented in September and led the board in a discussion around position expectations, qualitative versus quantitative metrics, the best time to hold a performance review, and some of the practices at different CDs. Alan Chapman moved to approve the Executive Director Job Description. Second by Doug Rushton. Motion carried.

Mike Mumford led a discussion about conducting a performance evaluation under the newly adopted job description, with board members offering comments about staff capacity, who would provide feedback, the impact of the legislative session in January, and the need for staff to focus on the Annual Conference. Alan Chapman moved to create an Executive Director evaluation form, to be voted at the December board meeting, and present their findings and any recommendations at the January meeting. Second by Cindy Reed. Motion carried.

**WACD Committee Updates**

Ryan Baye solicited the board members present for volunteers for the 2024 Awards Committee, specifically seeking a representative from each of the six areas. Barbara Bailey, Amy McKay, Sara Schlake, Heather Smith, Chevelle Yeckel, and Alan Chapman volunteered.

Heather Wendt provided updates on the progress of the Renewable Resources Work Group and Plant Materials Task Force towards the development of reports on their work for the Annual Conference.

**WACD Events**

Ryan Baye reported on the four area meetings held in the last two weeks: some of his observations, describing the areas’ adopted resolutions, and the changes in area directors.

**Future Meetings**

Ryan Baye updated the board on the expected topics for the next meeting, noting that November is usually a busy meeting.

Ryan Baye sought recommendations for the December retreat at the Annual Conference and provided information abut WACD’s policy around reimbursements.

President Mumford adjourned the meeting at 8:40.