

Washington Association of Conservation Districts
Board of Directors Meeting
DoubleTree by Hilton-Olympia
February 6th, 2018

Motions

- **Motion:** Larry Helm moves to approve meeting minutes from November with the correction of John Preston as present. Second by Jerry Hendrickson. Motion approved.
- **Motion:** Javier Lopez moves to pay out the full amount (\$34,160.06) as of December 31st of 2017 to employees with excess leave, drawn from the PMC Saving Account. Second by Eddie Johnson. Motion approved.
- **Motion:** Mark Craven moves to sign contract as presented for 2018 WACD Annual Meeting. Second by Sarah Richards. Motion approved.
- **Motion:** Dave Guenther moves to authorize the Secretary to make technical changes, as outlined in memo, to WACD Policy Manual. Second by Javier Lopez. Motion approved
- **Motion:** Larry Helm moves to approve policy changes as presented. Second by Dave Guenter. Motion Approved.
 - Amendment by Dave Guenther to include “at-will” language in Policy Manual. Second by Sarah Richards. Amendment approved.
 - Amendment by Dave Guenther to raise the purchasing threshold to \$5,000. Second by Larry Helm. Amendment approved.
 - Amendment by Eddie Johnson to remove section titled “Funds” from adopted policies. Second by Lyn Bahrych. Amendment Approved.
- **Motion:** Doug Rushton moves to go to a per diem reimbursement policy for meals following the state’s standards and guidelines starting February 1, 2018. Second by Larry Helm. Motion approved.

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Members Present

Tom Miller, President (Spokane CD)
Jeanette Dorner, Vice President (Pierce CD)
Lynn Bahrych, Secretary (San Juan Islands CD)
Wendy Knopp, Treasurer (Spokane CD)
Doug Rushton, National Director (Thurston CD)
Mark Craven, Past President (Snohomish CD)
Larry Helm, NW Area Director (Whatcom CD)
Sarah Richards, NW Area Director (Whidbey Island CD)
John McLean, North Central Area Director (Foster Creek CD)
John Preston, North Central Area Director (Grant County CD)
Dave Guenther, South Central Area Director (Central Klickitat CD)
Javier Lopez, South Central Area Director (South Yakima CD)
John Floyd, Northeast Area Director (Pend Oreille CD)
Eddie Johnson, Northeast Area Director (Lincoln CD)
Jerry Hendrickson, Southeast Area Director (Asotin CD)
Amy McKay, Southeast Area Director (Whitman CD)

Staff Present

Patricia Hickey, Executive Director
Lori McLaughlin, Bookkeeper
Ryan Baye, Legislative & Membership Assistant

Others Present

Lee Hammer, Foster Creek CD Supervisor
Lynn Engdahl, Clark CD Supervisor
Tanna Engdahl, Clark CD Associate Supervisor
Larry Davis (Whatcom CD)

President Miller called the meeting to order at 10:02 am.

Approving Board Meeting Minutes

John Preston was at November Board Meeting, was not listed under attendees. **Larry Helm moves to approve meeting minutes from November with the correction to the members present. Second by Jerry Hendrickson. Motion approved.**

Confirming SW Area Director

Tom Miller informed the board Steve Hallstrom had resigned from his position as Grays Harbor CD Supervisor. Ryan Baye contacted every district in the Southwest area hoping to present a candidate at this meeting, no supervisors stepped forward to serve the remainder of Steve's term.

Treasurers' Report

Wendy Knopp walked through the last monthly report of the Association's finances. Highlighted amount that had to be kept on hand because of earlier dispute with IRS and answered questions regarding the best practices of those funds. Also shared a budgeting shortfall, that the \$35,000 contract from the Commission was \$30,000 less than budgeted.

PMC Updates

Wendy Knopp answered questions regarding the policy for overdue accounts and committed to having written policy to present at the June Board meeting. Also spent time on a potential strategic change of future inventory to incorporate more yearling plants as well as exploring potential crop insurance options.

PMC Leave Issue

Patricia Hickey walked through the memo written for the Board, and how the PMC, Finance, and Executive Committees all reviewed and signed off on the recommendation. After discussing options with an employment attorney recommended by Pierce CD, her recommendation is to pay off the accumulated leave and have all employees sign a document stating they understand the policy. And start the process to hire someone to start filling those gaps.

Javier Lopez moves to pay out the full amount (\$34,160.06) as of December 31st of 2017 drawn from the PMC Saving Account. Second by Eddie Johnson. Motion carries without dissent.

Audit Update

Patricia Hickey shared the progress on a new RFP in regards for an organizational audit. Laid out the inadequacies of previous auditor and the failings of the Association's first Request for Proposals.

Legislative Day Recap

Patricia Hickey and Ryan Baye asked for feedback from board members for next year's Legislative Day. Over twenty comments were made, ranging from improving communication to pairing East/West Supervisors for their meetings.

Legislative Updates

Brynn Brady and Martin Flynn spoke with the area directors and executive officers as to the Association's plan to interact with legislators outside of session.

Lunch

Meeting resumed at 12:45.

Partner Reports

Mark Craven reported on the January 18th Commission meeting on progress to distribute capital budget funds after passage of legislation and outlined a report to be given in June regarding returned money to the Commission from conservation districts.

Doug Rushton briefly highlighted NACD Annual Meeting report previously distributed to Board. Reported on the two WACD resolutions that passed at the national level.

WACD Annual Conference

Patricia Hickey shared updated contract from Three Rivers Convention Center and acknowledged confusion as to her granted authority in signing contract. **Motion by Mark Craven to sign contract for 2018 WACD Annual Meeting. Second by Sarah Richard. Motion carries without dissent.**

Policy Manual

Patricia Hickey outlined memo distributed as a supplemental meeting material. **Motion by Dave Guenther to authorize the Secretary to make technical changes, as outlined in memo, to WACD Policy Manual. Second by Javier Lopez. Motion carries without dissent.**

Larry Helm moves to approve policy changes as presented. Second by Dave Guenter. Motion to amend by Dave Guenter to include "at-will" language in Policy Manual. Second by Sarah Richards. Question by Javier Lopez regarding firing process. **Larry Helm moved previous question. Second by Javier Lopez and adopted by acclamation. Amendment carries without dissent.**

Motion by Dave Guenther to raise the purchasing threshold to \$5,000. Second by Larry Helm. Motion carries without dissent.

Motion to amend by Eddie Johnson to remove the section titled "Funds" from adopted policies. Seconded by Lynn Bahrych. Motion carries without dissent. Motion to adopt policy changes as presented carries without dissent.

Concern by Doug Rushton about reimbursement policy. Wants to be consistent with NACD and other state agencies. **Motion by Doug Rushton to go to a per diem reimbursement policy following the state's standards and guidelines starting February 1, 2018. Second by Larry Helm. Motion carried without dissent.**

Sustainable Funding Work Group

Patricia Hickey gave a report detailing the conversations occurring in the work group. There were questions regarding a potential legislative "conservation caucus", the carbon bills, and positioning conservation districts for future action.

Executive Director Report

Patricia Hickey is determining how to be staff support to Area Directors. Met with Executive Director of the Association of Washington Counties, will present at their conference on the positive partnerships of CDs and counties.

Area Director Reports

Javier Lopez: Dave Guenther and I will be splitting the district. Will attend North and South Yakima meetings as well as Kittitas CD. Really focused on a bill by Congressman Newhouse to exclude waste manure and fertilizer, would protect these dairies from lawsuits. H.R. 848 is stuck in subcommittee on Environments.

Dave Guenther: Benton/Franklin CD joint meeting on CRP and increasing the amount of eligibility. North Yakima CD and Central Klickitat CD are struggling with their relationship with WDFW. They are dealing with regional staff as the decision makers on an acquisition of 20K acres of forest land. CDs want to

retain the working lands culture in their area, WDFW are used to doing nothing. Harold Crouse shared Grant CD's successful relationship with WDFW. Questions from supervisors wondering what is going on. Need to get out updates from meetings and what we are doing as an organization. Irrigation efficiency programs are focused only on putting everything in trusts in perpetuity, need options that are shorter-term. Underwood CD Supervisor concerned about tightening regulations

John Floyd: Stevens CD is taking the lead on the state's Conservation poster contest. Kalispell Tribe is having a fund raiser for the south Selkirk mountain caribou that might only have a remaining population of twelve for the species.

Eddie Johnson: Erosion problems in areas with recent fires. Lots of ditches and ravines in direct seed areas where they can't fill-in with a disc. Need more Firewise money.

Amy McKay: Attended Palouse Rock Lake meeting, Dan Harwood is retiring after more than twenty years. Wonderful turnout for their annual meeting. Whitman is having annual meeting that Thursday. Will visit Pine Creek and Palouse conservation districts before the end of February.

Jerry Hendrickson: Walla Walla CD and Columbia CD did their annual meetings on the same day, was able to attend both. Lots of concern about capital budget and CREP dollars. It will take time to get those dollars into the system. Senator Schoesler and Representative Schmick paid attention to Firewise in our meetings yesterday. Glad we can go back to our CDs and say "this is what we're doing" after this meeting.

John Preston: Grant CD is working on their new rates and charges. First new county to get VSP approved. Received a NACD grant for new employee in Ephrata office with only two NRCS staffer. Bringing in someone from Nebraska, had over 50 applicants. Vets on the Farm is starting up in Grant County, help from Spokane CD. Met with all our representatives and are planning a tour during interim for all the Legislators in the 9th and 13th between Adams, Lincoln, and Grant CD.

John McLean: Okanogan CD very busy with fire recovery. Cascadia CD is in the same boat. South Douglas is being very conservative with their money. Foster Creek is working on VSP and continuing with habitat conservation plan. Discovered there is too much phosphorous in several of their lakes. Lee Hemmer has been working recovery with range fires.

Larry Helm: Split NW area with Sarah Richards. Whatcom county is hit with a corn larvae problem eating the root. Excited about the \$2 M for omni-processor in the capital budget. Proto-type can deal with the manure of 1,000-1,500 cows per day.

Sarah Richards: See printed report.

Executive Committee Reports

Tom Miller shared he is creating a review committee for Patricia's first months on the job and is looking for volunteers. Mark Craven commended the Area Directors for giving the best reports he has ever heard.