

Washington Association of Conservation Districts

Remote Connection through Zoom

June 21, 2021

Summary of Board Actions

- **Motion:** Mark Craven moved to adopt the agenda as presented. Second by Jeff Schibel. Motion carried.
- **Motion:** Alan Chapman moved to adopt the April and May minutes as presented. Second by Chris Porter. Motion carried.
- **Motion:** Chris Porter moved to approve the Fiscal Year 2022 budget and financial assumptions as presented with the following changes:
 - \$2,000 increase to the PMC accounting line-item.
 - \$2,000 increase to the Executive Office travel line-item.
 - A 4% increase to the Executive Director Salary and subsequent adjustment to payroll taxes and employee retirement.Second by Amy McKay. Motion carried.
- **Motion:** Amy McKay moved to adopt the Finance Committee's recommendation to remove the requirement of financial reviews as part of WACD's policy on audit schedules. Second by Doug Rushton. Motion carried.

Board of Directors February Meeting Minutes

Members Remotely Present

Jeanette Dorner, President (Pierce CD)
Mike Mumford, Vice President (Pend Oreille CD)
Amy McKay, Secretary (Whitman CD)
Dave Fenn, Treasurer (Lewis CD)
Doug Rushton, National Director (Thurston CD)
Mark Craven, Past President (Snohomish CD)
Chris Porter, Northwest Area Director (King 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)
Barbara Bailey, South Central Area Director (Underwood CD)
Jeff Schibel, Northeast Area Director (Lincoln County CD)
Mary Collins, Southeast Area Director (Palouse CD)
Bill Blake, WADE President (Skagit CD)

Others Remotely Present

Tom Salzer, WACD Executive Director
Ryan Baye, WACD Legislative & Membership Lead
Carol Smith, WSCC Executive Director
Jim Brown, WACD PMC Nursery Manager
Nick Vira, NRCS Partnership Liaison

Jeanette Dorner called the meeting to order at 6:05. Mark Craven moved to adopt the agenda. Second by Jeff Schibel. Motion carried. President Dorner called for any corrections to the previous meeting minutes as presented. Alan Chapman moved to adopt the April and May minutes as presented. Second by Chris Porter. Motion carried.

FY2022 Draft Budget

Tom Salzer covered the materials provide to the board for their review ahead of the meeting and presented his thoughts. He answered questions about budget timelines and the reasoning for an increase of plant sales at the PMC.

Ryan Baye presented to the Finance Committee's recommendation on a cost-of-living adjustment to WACD staff and responded to inquires from board members regarding WACD's preference for an equal increase for all staff as well as how the inflation rate was calculated using figures from the Bureau of Labor Statistics. He and Dave Fenn then presented the committee recommendation to remove the current requirement that WACD conduct financial reviews in the years between outside audits.

Ryan Baye discussed the stated financial assumptions include in the overall WACD budget, as well as the assumptions made in the respective PMC and Executive Office budgets. He responded to thoughts about internet options to the PMC, WACD covering the monthly premium for medical benefits to employee spouse and dependents, and how as a non-profit WACD is exempt from certain taxes. Tom Salzer added three additional budget figures as late potential additions that were not included in the draft budget as recommended by the Finance Committee.

Tom Salzer presented the draft budget for the Executive Office division of WACD. He answered questions about travel vehicle options, strategically pulling from reserves, and oversaw a discussion on potential investment strategies.

Jim Brown presented the draft budget for the Plant Materials Center and answered questions about crop insurance options available to the nursery.

As allowed under RCW 42.30.110 (g), the WACD Board of Directors convened an executive session starting at 8 o'clock for 20 minutes to review the performance of a public employee. At 8:20, it was announced in the public meeting the executive session was extended by five minutes. At 8:25, a five-minute extension was again announced. At 8:30, a five-minute extension was again announced. At 8:35, a five-minute extension was again announced.

The public meeting resumed at 8:40 with Jeanette Dorner sharing with Tom Salzer the Board's evaluation of his performance since his start date. Chris Porter moved to approve the Fiscal Year 2022 budget and financial assumptions as presented with the following changes:

- \$2,000 increase to the PMC accounting line-item.
- \$2,000 increase to the Executive Office travel line-item.
- A 4% increase to the Executive Director Salary and subsequent adjustment to payroll taxes and employee retirement.

Second by Amy McKay. Motion carried. Amy McKay moved to adopt the Finance Committee's recommendation to remove the requirement of financial reviews as part of WACD's policy on audit schedules. Second by Doug Rushton. Motion carried.

The meeting was adjourned at 8:46.