



Washington Association of Conservation Districts

Board of Directors Meeting

Kittitas & Ellensburg Rooms, Hal Holmes Center

Ellensburg, Washington

May 8, 2012

MOTIONS

1. **Motion:** Larry Davis moved and John McLean seconded that the 11 action options for consideration contained in the April 27, 2012 memorandum from David Guenther to the Past Presidents Task Force be explored. (page 4)
2. **Motion:** John Preston moved, and Alan Stromberger seconded, that the Board accept the Task Force's report as WACD's official position paper on the wolf issue. The motion to approve carried. (page 5)
3. **Motion:** Chris Herron moved that the minutes from the 2/22/12 Board of Directors meeting be approved. Dean Longrie seconded. The motion carried. (page 5)
4. **Motion:** Bill Knutsen moved that the April financial report be approved. Larry Davis seconded. The motion carried. (page 5)
5. **Motion:** Bill Knutsen moved to direct WACD to bring a recommendation for a dues increase and to coordinate the budgets of WACD & PMC to balance the budget of WACD. Mark Moore seconded. The motion carried. (page 6)
6. **Motion:** John McLean moved to approve the 2012-2013 WACD budget. Dean Longrie seconded. The motion carried. There was one vote against. (page 6)
7. **Motion:** John Preston moved to accept the Bylaws Committee report. Mark Moore seconded. The motion carried. (page 6)
8. **Motion:** Bill Knutsen moved that districts seek an opinion from an attorney on whether Skagit CD can give real assets to a WACD private entity. Larry Davis seconded the motion. The motion carried. (page 7)
9. **Motion:** Chris Herron moved to adopt the PMC Policy and Procedures Manual as presented by Lynn Brown, as a draft, and work toward the creation of an aggregate policy and procedures manual for WACD as a whole. David Hall seconded the motion. Motion carried. (page 8)
10. **Motion:** Dean Longrie moved to approve Policy #2012-001. Bill Knutsen seconded. Alan Stromberger offered a suggested amendment to the sentence "The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested...". Alan requested that the wording be changed to say "shall be submitted within 30 days of the completion of travel". The motion carried as amended. (page 10)
11. **Motion:** Mark Moore moved to approve Policy #2012-002 as written. Dean Longrie seconded. The motion carried. (page 10)

12. **Motion:** Dean Longrie moved to approved Policy #2012-003 as written. John Preston seconded. The motion failed. (page 10)
13. **Motion:** Chris Herron moved that the Board adopt the proposed Policy #2012-004, as a guideline for incumbent or future Area Directors as to what is expected of them at Board meetings. Larry Davis seconded. The motion carried. (page 10)
14. **Motion:** Chris Herron moved that the Board approve Policy #2012-005, WACD Legal Assistance Fund. Mark Moore seconded. The motion carried. (page 10)
15. **Motion:** Chris Herron moved that the September Board of Directors meeting be moved from September 11 to September 10, 2012. Alan Stromberger seconded. The motion carried. (page 10)
16. **Motion:** Alan Stromberger moved that the Executive Director flesh out any additional comments received and begin moving forward with the new committees, authorities and operating procedures in time for this year's annual meeting. Larry Davis seconded. Motion carried. (page 10)

ACTION ITEMS

Action: In addition, David Guenther requested that WACD staff prepare a letter for the Area Directors to use in meetings with their area's conservation district that outlines WACD's course of action and requests Board of Supervisors feedback. (page 4)

Action: David Guenther requested that WACD staff prepare a thank you letter to Jack Field of the Cattleman's Association thanking him for his time and effort in support of the Task Force's work. (page 5)

Action: David Guenther requested that the Board of Directors start thinking about who should serve on the CRP Takeout task force and make recommendations to Dave Vogel not later than May 25. Roylene requested that Bonda Habets from her staff be the NRCS representative to the task force when formed. (page 5)

Action: The BoD review and provide any additional comments to the proposed committee structure and operating procedures to Dave Vogel not later than June 15, 2012. (page 10)

NOTE: Motions are those actions voted on by the Board. Action items are those things discussed where an action is required by Board members or staff, but were not taken as a formal vote like a motion.
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Call to Order

President David Guenther called the meeting to order at 10:15 a.m.

Board of Directors Present

David Guenther, President

Alan Stromberger, Vice President

Albert Roberts, Secretary-Treasurer

Chris Herron, Past President

Larry Davis, NW Area Director

John McLean, NC Area Director

Bill Knutsen, NW Area Director

Mark Moore, SC Area Director

Dean Longrie, SW Area Director

John Preston, NC Area Director

David Hall, SW Area Director

Board Members Unable to Attend

Eddie Johnson, NE Area Director, Lincoln CD

Mary Sullivan, NE Area Director, Spokane CD

Nicole Berg, SC Area Director

Larry Cochran, SE Area Director

Jerry Hendrickson, SE Area Director

Wade Troutman, National Director

Others in Attendance for All or Part of the Meeting

Fred Colvin, Chair, Washington State Conservation Commission

Mark Clark, Executive Director, Washington State Conservation Commission

Roylene Rides-at-the-Door, State Conservationist, NRCS

Jim Jesernig, WACD Lobbyist

Brad Jesernig, Lobbyist

Lynn Brown, PMC Administrative Board

Lee Hemmer, Foster Creek CD

Staff Present

Dave Vogel, WACD Executive Director

Deb Gregory, WACD Administrative Coordinator

Lori McLaughlin, WACD Bookkeeper/Administrative Assistant

Call to Order

President David Guenther opened the meeting at 10:15 a.m. by welcoming all of the members and guests to the meeting.

Legislative Update

Jim Jesernig, WACD Lobbyist, summarized the events of the 2012 legislative session. Jim emphasized that during the interim period between now and next year's legislative session, it is imperative that the Board work with the Conservation Commission and others to make sure that the budget packages that are put together are of the highest quality. It is also important to carry out the activities and commitments that were made this session.

Jim strongly encouraged members to meet with their legislators between now and the next session by doing tours or virtual tours. Meet with them again toward the end of the year for breakfast, lunch, dinner, or for coffee to present them with the total roll up of the budget. This will lay the groundwork for what legislators will see during session and better prepare them for legislative days.

Larry Davis expressed his appreciation to Jim and Brad for their Herculean efforts during session.

President's Report

- The Past Presidents Task Force continues to explore options for sustained long-term funding.
- Representative Dean Takko has talked with Jim Jesernig about how the legislature may deal with the district elections issue. There are a number of different ideas being considered. It is anticipated that WACD will share with the Conservation Commission where the Association will position itself on this issue.
- The Board will have some discussions today on both the elections issue and long-term funding issues to help determine the proper timing to begin discussions with legislators.

Fred Colvin noted that it is significant that this group has been made aware that the elections issue threatens our current funding and possibly vetoes any future new funding until it is resolved. Fred is not certain we can or should try to tackle both issues at the same time. Districts continue to struggle to find ways to achieve higher turn-out for the elections.

Mark Clark of the Conservation Commission asked that WACD be very specific about how they want the elections process to work.

Bill Knutsen of King CD suggested that rather than trying to come up with solutions to fix a problem that we don't quite have clarity on yet, that WACD schedule time to meet with those legislators who have indicated concerns with the process to find out what their specific issues are. Alan Stromberger supported this suggestion.

Recommendations in the interim:

1. Move the elections to the general election with a no cost ballot. Mark Clark to advise if/how this could be accomplished.
2. Legislatively move the elections to the 4th quarter, but not tied to the general election.

Motion: Larry Davis moved, and John McLean seconded, that the 11 action options for consideration contained in the April 27, 2012 memorandum from David Guenther to the Past Presidents Task Force be explored. The motion carried.

Action: In addition, David Guenther requested that WACD staff prepare a letter for the Area Directors to use in meetings with their area's conservation district that outlines WACD's course of action and requests Board of Supervisors feedback.

Wolf Task Force Report

Lee Hemmer from Foster Creek CD provided a summary of the WACD Wolf Task Force's actions to date. Other members of the task force include Albert Roberts, Okanogan CD; Chris Heitstuman, Palouse CD; and Gail Thornton from North Yakima CD.

At the last meeting of the Task Force on April 19 in Ellensburg, Jack Field from the Washington Cattleman's Association assisted the group with finalizing a draft white paper for presentation at today's meeting for approval. Larry Davis asked for some clarification on the request for agencies to work together to ensure programs respond consistently and uniformly and how that might work. Lee explained that there are many instances where governing jurisdictions have different sets of rules that often conflict with each other. The white paper recommends that agencies work together to begin the dialogue to ensure that their programs respond consistently and uniformly so that landowners do not face conflicting agency responses to management questions dealing with wolf issues.

Motion: John Preston moved, and Alan Stromberger seconded, that the Board accept the Task Force's report as WACD's official position paper on the wolf issue. The motion to accept carried.

Action: David Guenther requested that WACD staff prepare a thank you letter to Jack Field of the Cattleman's Association thanking him for his time and effort in support of the Task Force's work.

Lee Hemmer thanked the Board for its support and acceptance of the Task Force report.

CRP Takeout

Chris Herron summarized the informational meeting held at the Wheat Commission Office in Spokane on May 2. The purpose of the meeting was to inform those in attendance (NRCS, CDs, WACD, SCC and the wheat industry) about the impact of the CRP takeout issue to the state of Washington in the next five years. There are several thousand acres of land in this state that will be moved from grass-to-grass and grass-to-grazing and as a group, we need to determine ways to educate the public about this important issue, and how the natural resources industry can take part in it.

Mark Clark from the Conservation Commission is recommending that WACD establish a task force to look at the CDs who are affected and schedule some meetings in the impacted counties that are on the top of the list. Roylene Rides at the Door, NRCS State Conservationist, commented that one of the responsibilities of the task force could be reviewing all of NRCS's fact sheets.

Action: David Guenther requested that the Board of Directors start thinking about who should serve on the CRP Takeout task force and make recommendations to Dave Vogel not later than May 25. Roylene requested that Bonda Habets from her staff be the NRCS representative to the task force when formed.

February 22, 2012 Board of Directors Meeting Minutes

Motion: Chris Herron moved that the minutes from the 2/22/12 Board of Directors meeting be approved. Dean Longrie seconded. The motion carried.

April 2012 Financial Report

Motion: Bill Knutsen moved that the April financial report be approved. Larry Davis seconded. The motion carried.

Dues Solicitation & Districts in Arrears

The annual dues solicitation notice was sent to all districts for 2012 on May 1.

At the February Board meeting, WACD staff was requested to send letters to those districts with dues still in arrears for 2011. That letter was sent to Adams, Grays Harbor, Mason and South Yakima CDs on April 18. The purpose of the letter was to hear from those districts about why they haven't paid their

dues or chose to pay a lesser amount. Grays Harbor responded immediately that they would be paying their full dues this month. Their reasons for not doing so in the past have been financial.

Dave Vogel has made contact with the remaining three districts to determine the best dates to meet with their Boards along with the President and Area Director. Staff is encouraged at the responses received and looks forward to the opportunity to meet with the Boards in those districts.

2012-2013 WACD Budget

Albert thanked Lori McLaughlin for her work on preparing the proposed budget for 2012-13. This year's proposed budget projects a \$74,320 deficit. Dave Vogel discussed several of the blank line items in the budget revenue category. This is due to our not having a contract in place with NRCS, which likely won't happen until their next fiscal year beginning October 1, when new money becomes available. In addition, we do not yet know how much money will be collected through WACD sponsorships for the annual meeting. Dave has been working with Mark Clark on some ideas for seeking sponsorships from some of the larger companies doing business in Washington State. Through those efforts, we hope to see a significant increase in revenue for our budget.

Chris Herron asked if there have been any further discussions about increasing district dues for 2012-2013. The last time dues were increased was seven years ago. If there is additional consideration given to increasing dues, the new rate structure will have to be approved by the Board of Directors at their September meeting and then a recommendation made to the full membership at the annual meeting for the required bylaws change.

Dave also mentioned that the budget development/review/approval cycles for the WACD administrative budget and the PMC operating budgets were not in sync. Dave plans to work with Jim Brown to ensure the two budget cycles work together so the Board is approving a single budget at this time next year.

Motion: Bill Knutsen moved to direct WACD to bring a recommendation for a dues increase and to coordinate the budgets of WACD administrative & PMC to balance the budget of WACD. Mark Moore seconded. The motion carried.

Larry Davis expressed concern with adopting a budget with a starting deficit.

Motion: John McLean moved to approve the 2012-2013 WACD budget. Dean Longrie seconded. The motion carried. There was one vote against.

Bylaws Committee Report

The membership approved changes to the bylaws at the 2011 annual meeting. Following that meeting, there were a number of other suggested changes forwarded to WACD for consideration. Dave Vogel has taken those suggestions and has incorporated them into some suggested changes for the Bylaws Committee to consider prior to the September BoD meeting. Currently, the Bylaws Committee consists of Albert Roberts as Chair and Mary Sullivan as member. Larry has provided some assistance and is willing to serve.

Fred Colvin suggested sending out an invitation to all supervisors to submit suggestions for changes. Bill Knutsen also suggested asking each of the CDs to review the bylaws at their Board meetings. Dean Longrie requested that there be a bylaws change discussion included on the fall area meeting agendas.

Motion: John Preston moved to accept the Bylaws Committee report. Mark Moore seconded. The motion carried.

PMC Development Rights

David Guenther and Dave Vogel met with the Skagit CD Board of Supervisors on April 17 to solicit input from the Board about the status of the PMC deed. Skagit received a legal opinion from a private attorney some years ago that they believe gives them the full right to the deed based on the fact that a public entity (Skagit CD) cannot transfer property that is intended for public use to a private entity (WACD). During Skagit's Board meeting, David Guenther invited Janet McRae, the Board's Chair to come to today's meeting to advise WACD's Board of Skagit's position on this issue. Ms. McRae was unable to join today's meeting, nor were any staff members from Skagit CD available to attend.

In addition, in Skagit's long-range plan, the Board has included an item about selling the PMC's development rights. It is WACD's belief that the PMC was established and is run for the benefit of all conservation districts in the state of Washington, not just Skagit. Since this issue has been discussed numerous times over the years, David and Dave were able to learn what some of Skagit's concerns with transferring the deed to WACD are. Those included:

- Skagit believes it is not legal for them to transfer the deed to a private entity.
- They are concerned that there may be a future Board of Directors membership that would attempt to sell the property.

Motion: Bill Knutsen moved that districts seek an opinion from an attorney on whether Skagit CD can give real assets to a WACD private entity. Larry Davis seconded the motion. The motion carried.

Once legal advice has been obtained, WACD can pursue available options with respect to the PMC deed. Lynn Brown also suggested that WACD begin working with Skagit's Board on any future development rights sale of the property.

PMC Update

Lynn Brown from Kittitas CD, a member of the state Conservation Commission and member of the PMC Administrative Board, gave an update on PMC activities.

- Harvest for the 2011-12 season has been completed.
- Sales continue to surpass last year's sales to date and have met the budgeted sales goal.
- PMC marketing efforts continue to be important and effective in maintaining sales at the current level.
- PMC has sold to 86 new customers so far this season.
- Plant production will continue to be the main order of business in the coming months. Transplanting was completed in April in record time.
- The next PMC Administrative Board meeting is scheduled for June 13 at 8:00 a.m. at the Sleeping Lady Conference Center in Leavenworth. Everyone is invited to attend. If interested, please let Lori McLaughlin at the PMC Office know at wacd@ncia.com or at 360-757-1094.

Dave Vogel described efforts to schedule a marketing session at this year's WACD annual meeting to improve conservation district participation with PMC.

PMC Policy and Procedures Manual

The PMC Administrative Board has been working on a policy and procedures manual which the PMC Administrative Board adopted in November 2011. It is the policy they are currently working under. David Guenther noted that while the WACD BoD does not necessarily want to be involved in the day-to-day business of the PMC, they may want to have input into the management of the reserve accounts. Chris Herron believes the BoD ought to have a say in how the PMC manages and operates the reserve accounts. Dave Vogel has reviewed the document and will discuss with Jim Brown edits to the document which will describe what role the BoD will play in decisions made under the PMC Policy and Procedures Manual.

Motion: Chris Herron moved to adopt the PMC Policy and Procedures Manual as presented by Lynn Brown, as a draft, and work toward the creation of an aggregate policy and procedures manual for WACD as a whole. David Hall seconded the motion. Motion carried.

NRCS Partnership Report

- Roylene Rides at the Door, State Conservationist provided a report on NRCS-WA activities. NRCS anticipates receiving approximately \$2.7 million in EQIP funding that will be dedicated to salmon recovery. These funds will be made available to landowners in the 12 counties surrounding Puget Sound. The Puget Sound Salmon Recovery Partnership will be working with private landowners and tribes to address the pressing concerns affecting salmon in the region.
- The National Water Quality Initiative is another effort that is underway to help address water quality concerns throughout the entire nation. Washington State will be focusing on the South Fork Palouse River watershed, whose water quality is in jeopardy because of pollutants like ammonia; dissolved oxygen; fecal coliform bacteria; PCBs' chlorinated pesticides; temperature; and pH.

Roylene noted that both of these efforts are on short timelines so NRCS will need the help of partners and stakeholders to elevate these programs for the greatest success and to provide conservation at a local level.

Also of importance is NRCS's "Field Office of the Future". NRCS Chief White has requested that NRCS state offices work collaboratively with state partnerships to prepare a plan that will ensure that NRCS and partners will continue to be the most effective and efficient conservation delivery system. Dave Vogel, Rick Noble of Roylene's Olympia staff and Stu Trefry from the Conservation Commission are starting work on a plan to consider options for conservation districts that are collocated with NRCS offices, including issues such as cost, space, security issues, etc.

Conservation Commission Partnership Report

- Mark Clark reminded everyone of the May 23, 2012 rates and charges webinar being hosted by the Commission. The Commission will be doing some rulemaking on this issue and encouraged everyone to participate if possible.
- The Commission received 103 responses to their recent strategic planning survey. Mark thanked everyone who responded. Staff are now evaluating those responses and preparing a presentation to the Commission at the Wednesday, May 16 strategic planning session in Clarkston.

- Good Governance. Mark appreciates WACD's assistance in this effort. There is a direct tie-in to telling our story on good governance and districts in good standing. This item will be discussed at the May 17 Commission meeting in Clarkston.
- Mark and his staff have been working on a letter welcoming all newly appointed supervisors that will ask them to focus on a set of particular issues of importance to CDs in the state.
- Ron Shultz recently returned from a trip to Washington, D. C. to learn more about where funding for the VSP is going to come from.
- The Commission is returning 5% to the districts for the remainder of this biennium. Mark emphasized that if districts are not able to fully utilize all of the funding, to be certain to return it to the Commission so that it may be reallocated to other districts for their use.

WADE Report (Written Report)

The WADE Conference is scheduled for June 11-13, 2012, at the Sleeping Lady Mountain Retreat in Leavenworth. Brochures have been sent. If there are new employees or other supervisors that did not receive emails, please share this information with them.

Visit <https://sites.google.com/site/wadistrictemployees/wade-conference> and take a moment to look over the schedule, as there is something for everyone.

Friday, May 18th is the absolute deadline for sending in registrations and guaranteeing a spot at the training. As of May 4th, there were 98 confirmed registrations. A total of 15 Districts were awarded scholarships (\$10,000 total). In the past, it was difficult to get districts to register their staff in a timely manner, so this year, there was a price break for registrations submitted by May 4. As a result, early registrations are much higher than past years. It is difficult to judge yet whether overall registrations will be up or down. It is hoped that those districts, who have not already registered their staff or Supervisors will take advantage of the Category 2 returned funds and register before May 18.

Registration is \$500 per person. That fee includes registration, 2 nights lodging (June 11 & 12) at Sleeping Lady, and all meals. For Tuesday June 12th attendance only, registration is \$350 per person, which includes lunch and dinner. To attend the full training but stay offsite, the cost is \$375.

Nine different focus tracks are being presented this year. Some tracks are specific to a single subject area, while some sessions are combined to take advantage of topics of mutual interest. There is a Supervisor track which includes presentations on Supervisors Power and Authorities, Elections and Appointments, "Bottom Line" Responsibilities for Supervisors, State Budget, District Administrative Efficiencies, Financial & Fiduciary Responsibilities, Influencing Policy through Resolutions, and WACD work.

DOE Memorandum of Agreement (MOA)

David Guenther asked Mark Clark the status of the 3 Director talks and the MOA. Mark indicated there is a meeting on Friday, May 11 and that there may be more information on this or a reply coming out of that meeting.

2011 Resolutions Status

A current status on the 2011 resolutions was included in the meeting packets, showing progress on a number of resolutions. There are several that will be forwarded to the Conservation Commission specifically requesting their action.

WACD Proposed Policies

Dave Vogel prepared a series of new WACD policies based on some of the Association's most needed policy areas.

- *Policy #2012-001, Travel and Other Expense Reimbursement Policy*
Motion: Dean Longrie moved to approve Policy #2012-001. Bill Knutsen seconded. Alan Stromberger offered a suggested amendment to the sentence "The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested...". Alan requested that the wording be changed to say "shall be submitted within 30 days of the completion of travel". The motion carried as amended.
- *Policy #2012-002, Executive Committee Weekly Conference Call Policy*
Motion: Mark Moore moved to approve 2012-002 as written. Dean Longrie seconded. The motion carried.
- *Policy #2012-003, Elected Commission Members Policy*
Motion: Dean Longrie moved to approved 2012-003 as written. John Preston seconded. The motion failed.
- *Policy #2012-004, Area Directors Board of Directors Reports Policy*
Motion: Chris Herron moved that the Board adopt the proposed BoD policy as a guideline for incumbent and future Area Directors as to what is expected of them at Board meetings. Larry Davis seconded. The motion carried.

WACD Policy #2012-005, WACD Legal Assistance Fund

There have been discussions for some time regarding the establishment of a permanent legal assistance fund. It was agreed by the Board that when there are issues of a statewide significance that require legal advice and counsel, it would be helpful if WACD had some ability to assist conservation districts financially when such issues arise.

Motion: Chris Herron moved that the Board approve Policy #2012-005. Mark Moore seconded. The motion carried.

September Board of Directors Meeting Date

Motion: Chris Herron moved that the September Board of Directors meeting be moved from September 11 to September 10, 2012. Alan Stromberger seconded. The motion carried.

Staff will send out details of the meeting change.

Establishment of New/Replacement WACD Committees

Dave Vogel provided the Board with an advance copy of the proposed Committee Structure and Committee Authority and Operating Procedures for several new WACD committees. The goal was to solicit feedback or approval in establishing new committees, and then begin thinking about who might be the chairperson of each of those committees. Alan requested that there be a discussion of the new committees, authorities and procedures at the fall area meetings.

Action: The BoD review and provide any additional comments to the proposed committee structure and operating procedures to Dave Vogel not later than June 15, 2012.

Motion: Alan Stromberger moved that the Executive Director flesh out any additional comments received and begin moving forward with the new committees, authorities and operating procedures in time for this year's annual meeting. Larry Davis seconded. Motion carried.

Area Director Reports

David Hall, Thurston CD

- David welcomed Dean as his partner SW Area Director. Dean and David have discussed their roles and have divided up responsibilities. Each will be meeting with their assigned districts.

John McLean, Foster Creek

- An on-going concern in the North Central area has been with South Douglas and lack of communication. Foster Creek CD has extended an invitation to work with them and has updated their Memorandum of Understanding. John reported that he's encouraged with their increased efforts to communicate.

John Preston, Warden CD

- John reported that Warden, Grant and Moses Lake were meeting jointly this evening. The districts are utilizing shared staffing services and it seems to be working well so far.

Bill Knutsen, King CD

- King and Pierce CDs have been working on the rates and charges issue.
- Ten CDs in the Puget Sound are working as a caucus to strengthen relations with the Puget Sound Partnership. The collective group is considering approaching WACD about creating a working group and seeking funding for staff time to keep the effort moving forward.

Larry Davis, Whatcom CD

- Larry has just completed visits to Jefferson and Pierce CDs in the NW area and will be meeting soon with Clallam and San Juan Islands CDs.
- Larry noted an innovative program Pierce is engaged in regarding community gardens. There was also a presentation by Tacoma Metro Parks that gives a great overview of their ecosystem services study. Larry will provide a link to the website for those interested in knowing more about it.

The next meeting of the Board of Directors is **Monday, September 10, 2012** at the Hal Holmes Center in Ellensburg. **Please note this is a CHANGE to the previously scheduled date of Tuesday, September 11, 2012.**

There being no further business to discuss, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Deb Gregory
WACD Administrative Coordinator

