

# Washington Association of Conservation Districts

Board of Directors Meeting

Three Rivers Convention Center-Kennewick

November 27<sup>th</sup>, 2017

## Motions

- **Motion:** Sarah Richards moved to add discussion on accumulated leave issue, report from Sustainable Funding Work Group, Tribal Outreach Task Force Chair Tanna Engdahl, and NACD Report as agenda items and adopt agenda. Second by Jerry Hendrickson. Motion approved.
- **Motion:** Jeanette Dorner moved adoption of the September 19<sup>th</sup> Board meeting minutes. Second by Javier Lopez. Motion approved.
- **Motion:** Larry Davis moved a 2% COLA for all WACD employees retroactively effective from July 1, 2017. Second by Jerry Hendrickson. Motion approved.
- **Motion:** Javier Lopez moved approving the recommendation by Patricia Hickey for a salary increase for Membership Assistant Ryan Baye. Second by Sarah Richards. Amendment by Dave Guenther with a second by Doug Rushton requiring a report from the Finance Committee. Amendment was accepted by the maker of the motion. Motion Approved. Finance Committee supports recommendation. Salary increase is approved.
- **Motion:** Dave Guenther moved to direct Patricia Hickey to bring a recommendation addressing accumulated leave issue to the February Board of Directors Meeting. Second by Doug Rushton. Motion approved.
- **Motion:** Jeanette Dorner moved to authorize Patricia Hickey to enter into lobbying contract with Cieba Consulting and Martin Flynn Public Affairs at \$3,000 per month and negotiate as needed for additional travel cost as authorized by Executive Director. Second by Larry Helm. Amendment offered to enter into contract that does not extend past \$4,000 per month. Second by Larry Helm. Amendment passed. Motion passes.
- **Motion:** Larry Helm moved to recommend to the Association the full list of recommendations of the Legislative, Bylaws, and District Policies Committee. Second by Jeanette Dorner. Motion by Dave Guenther to amend recommendation on page 28. Second by Sarah Richards. amendment passed. Motion by Sarah Richards to amend recommendation on page 11. Second by Steve Hallstrom. Amendment Passed. Unanimous adoption of report to the Annual Meeting.

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## Members Present

Tom Miller, President (Spokane CD)  
Jeanette Dorner, Vice President (Pierce CD)  
Larry Davis, Secretary-Treasurer (Whatcom 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)  
Steve Hallstrom, SW Area Director (Grays Harbor CD)  
Jason Will, SW Area Director (Wahkiakum 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)  
Denise Smee, WADE President (Clark CD)

## Staff Present

Patricia Hickey, Executive Director  
Jim Brown, PMC Manager  
Lori McLoughlin, Bookkeeper  
Ryan Baye, Legislative & Membership Assistant

## Others Present

Teresa Sygitowicz, **Whatcom CD Supervisor**  
George Boggs, Whatcom CD District Manager  
Dean Longrie, WSCC Commie  
Roylene Rides At the Door, NRCS State Conservationist

President Miller called the meeting to order at 10:07am.

## **Introduction of Executive Director and New Area Directors**

### **Agenda Approval**

Request by Larry Davis to add discussion on accumulated leave issue, report on Sustainable Funding Work Group, and Tribal Affairs Committee Chair Tanna Engdahl. Request by Doug Rushton to add NACD. Sarah Richard moves to add aforementioned items and adopt agenda. Second by Jerry Hendrickson. Motion approved.

### **Adoption of Minutes from September 19<sup>th</sup> Board Meeting**

Motion by Vice President Jeanette Dorner to adopt the September 19<sup>th</sup> Board Member. Second by Javier Lopez. Motion passed.

### **Treasurer's Report**

Secretary-Treasurer Larry Davis shared report regarding the finances of the Association. He highlighted roughly \$60,000 in Executive Operations savings from not paying an Executive Director, the end of the lobbyist contract with Jim Jessernig, and underclaiming of expected travel expenses from Area Directors. The Plant Materials Center had \$90,000 in unrealized investment gains and \$119,670 from operations.

NW Area Director Larry Helm asked if the PMC had lost money in recent memory. PMC Manager Jim Brown was able to answer the investment account had lost money once in the last five years, and there had been no operation lost in the last fifteen years.

### **Cost of Living Report from Finance/ PMC Committees**

Larry Davis described conference call from October, and how a decision was reached to recommend 2% COLA for all Association employees. He noted PMC Committee member John Baugher's preference for 2.3%. An additional recommendation was reached for amending COLA policy so a baseline reference point of the CPI for Anacortes/Mount Vernon and Olympia/Tumwater was to be used. Larry Davis moved a 2% COLA for all WACD employees retroactively effective from July 1, 2017. Seconded by Jerry Hendrickson. Motion approved.

### **Amendment to the Budget**

Motion by Javier Lopez to approve recommendation by the Executive Director for a salary increase for Membership Assistant Ryan Baye. Second by Sarah Richards. Amendment by Dave Guenther with a second by Doug Rushton requiring a report from the Finance Committee. Amendment was accepted by the maker of the motion. Motion Approved. Finance Committee supports recommendation. Salary increase is approved.

### **PMC Business Plan**

Jim Brown updated the Board on his work with the Small Business Development Center, a service of the WSU extension system. They were looking at three scenarios: natural growth, a little growth, and a massive expansion of the PMC. A cash-flow analysis had been completed, and WSU marketing interns were starting a market analysis.

### **WACD Audit**

President Tom Miller reported the work being done by Fox & Company had stalled. Fox & Co. would need to be part of harvest process to complete any audit including the PMC. Some confusion concerning what specifically was to be audited. Have only made one payment, and the auditor assigned to our work has been very difficult to contact. New Executive Director Patricia Hickey is taking this under her wing, will work to clarify situation.

### **Accumulated Leave**

Concern by Larry Davis of this lingering issue, want to solve this and stop kicking it down the road. Motion by Dave Guenther to direct Patricia Hickey to bring a recommendation addressing accumulated leave issue. Second by Doug Rushton. Motion passed.

### **Conservation Commission Report**

### **NRCS Report**

### **NACD Report**

### **Conservation Society Report**

### **Report from Tanna Engdahl**

### **Executive Committee on Lobbyist Recommendation**

Vice President Jeanette Dorner described the process used to select to select Cieba Consulting and Martin Flynn Public Affairs as the recommended new lobbyist for the WACD. She outlined their work with CDs in the past, the benefit of a bipartisan team, and their record of success. Brynn Brady shared her background, and the work done by herself and Martin Flynn. Brynn answered several questions from Board Members. Jeanette Dorner moved to authorize Patricia Hickey to enter into lobbying contract with Cieba Consulting and Martin Flynn Public Affairs at \$3,000 per month and negotiate as needed for additional travel cost as authorized by Executive Director. Second by Larry Helm. Amendment offered to enter into contract that does not extend past \$4,000 per month. Second by Larry Helm. Amendment passed. Motion passes.

### **Report from Legislative, Bylaws, and District Policies Committee on Proposed Bylaws Amendments**

Larry Davis reported on the proposed bylaws changes. Recapped the eight that were substantive and answered questions from board members. Motioned by Larry Helm to recommend to the Association the full list of recommendations. Second by Jeanette Dorner. Motion by Dave Guenther to amend recommendation on page 28. Second by Sarah Richards. Motion passed. Motion by Sarah Richards to amend recommendation on page 11. Second by Steve Hallstrom. Motion Passed. Unanimous adoption of report to the Annual Meeting.

Adjourned at 4:23