

Washington Association of Conservation Districts

WACD Executive Office - Olympia

March 16, 2020

Summary of Board Actions

- **Motion:** Dean Longrie moved to approve January Board meeting minutes as presented. Second by Javier Lopez. Motion carried.
- **Motion:** Mark Craven moved to adopt new signature authority policy as presented. Second by Doug Rushton. Motion carried.

Board of Directors March Meeting Minutes

Members Present (or present by telephone)

Jeanette Dorner, President (Pierce CD)
Javier Lopez, Vice President (South Yakima CD)
Amy McKay, Secretary (Whitman CD)
Dave Fenn, Treasurer (Lewis CD)
Doug Rushton, National Director (Thurston CD)
Mark Craven, Past President (Snohomish CD)
Alan Chapman, Northwest Area Director (Whatcom CD)
Libby Reed, Northwest Area Director (Snohomish 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)
Cindy Reed, South Central Area Director (North Yakima CD)
Mike Mumford, Northeast Area Director (Pend Oreille CD)
Jeff Schibel, Northeast Area Director (Lincoln County CD)

Others Present

Tom Salzer, WACD Executive Director
Ryan Baye, WACD Legislative & Membership Lead
Jim Brown, WACD PMC Nursery Manager
Lori McLaughlin, WACD Financial Accountant & HR Administrator
Carol Smith, WSCC Executive Director

Jeanette Dorner called the meeting to order at 7:07 and Ryan Baye conducted a roll call to ensure a quorum was present. She shared with the recent COVID-19 outbreak that a discussion on CD responses would be added to the end of the agenda.

Previous Meeting Minutes

Dean Longrie moved to approve the January Board Meeting minutes. Second by Javier Lopez. Motion carried.

SE Area Director

Amy McKay recapped the process in the Southeast Area and that she was trying to confirm Mary Collins of Palouse CD had been nominated to fill the vacant directorship.

Treasurer's Report

Dave Fenn referenced the submitted written report, highlighting that PMC cash flow would soon go positive as harvest ended and sales were finalized. He also shared planning for next year's annual budget would begin soon. Lori McLaughlin added she was working to reduce the aged receivable amount as many customers pay in installments until their orders are ready.

Dave answered question about the status of WACD's Investment Accounts, available cash on hand, the breakdown of consulting services, and the business for WACD's banking.

WACD Signature Authority

Tom Salzer provided background for the proposed policy, and the effort to update the current policy, balancing the need for internal control with convenience of the day to day operations. He highlighted three main changes: increasing the minimum amount required for two signatures for banking operations; limiting the authorized signatories; and explicitly extending all policies to cover the investment account. He ended his presentation by answering questions.

Mark Craven moved to adopt new signature authority policy as presented. Second by Doug Rushton. Motion carried.

PMC Update

Jim Brown spoke briefly to information shared in the weekly reports. The PMC brought in three harvest personnel through a contract labor company but should finish harvest during the current week. They were transitioning to shipping, prioritizing the fulfillment of orders placed by districts. There had already been one plant order canceled, with others inquiring to the PMC's cancelation policy. He was conducting regular safety meetings with crew and staff regarding the coronavirus and was re-evaluating operations on a daily basis.

He assured the Board coronavirus contingencies were in place, that the next harvest would still occur if this year's planting season was cut short, and they could easily handle shutting down for a month.

Strategic Planning Process

Tom Salzer walked the Board through the three documents released ahead of the meeting: a memo from him outlining WACD's stated goals and objectives; the most recent strategic plan; and the 2019 work plan prepared by staff.

He asked for input on his preference to handle a new strategic plan in chunks over several meetings rather than hold a dedicated board meeting. This was met with general agreement, with Officers and Directors liking the concept of not being overloaded. He was asked to ensure

the various pieces of a strategic plan were to be prioritized and that each element be known at the beginning to prevent a continuously ongoing process.

Legislative Update

Ryan Baye discussed the outcomes of the 2020 Legislative Session and summarized legislation that affected districts, the final budgets, and how WACD's priorities fared. He answered questions regarding the status of several specific bills expected to return next year and initial WACD planning for the interim.

WACD lobbyist Brynn Brady attended the meeting to provide a larger context of legislative activities, some of her expectations for the elections, and what issues she expected would take center stage going forward.

COVID-19

Jeanette Dorner spoke to the recent close of Pierce CD because of suspected coronavirus exposure and the constantly changing health situation. She wanted to ensure Washington's districts were protecting their respective staffs, districts, and communities.

Carol Smith was very concerned about her staff as well as the districts. She had enacted the Conservation Commission's Emergency Management Plan and that all staff would be teleworking for immediate future. She shared an effort by WACD and WSCC staff to build a website with information on how to continue and adjust district operations as necessary. She assured the Board that Commission staff would be flexible in grant reporting and other requirements for districts as operations are disrupted.

Tom Salzer explained his thoughts on the role of WACD during this pandemic and what services could be offered to the Association as districts had to be resilient and change how they do business.

Other board members added their own districts' changes, new networks of support in local communities, and discussed some of the tools available to help adjust to social distancing requirements.

The meeting was adjourned at 9:00.