

**AGENDA**  
**WACD BOARD OF DIRECTORS MEETING**

**February 13, 2017**

Pine Room – Hotel RL Olympia

**Draft Meeting Minutes**

**BOARD MEMBERS PRESENT**

Tom Miller, President  
Jeanette Dorner, Vice President  
Larry Davis, Secretary-Treasurer  
Mark Craven, Past President  
Michael Crowder, National Director  
John McLean, NC Area Director  
David Guenther, SC Area Director  
Mark Moore, SC Area Director  
John Preston, NC Area Director  
John Floyd, NE Area Director  
Eddie Johnson, NE Area Director  
Jerry Hendrickson, SE Area Director  
Steve Hallstrom, SW Area Director  
Dick Ryon, NW Area Director  
Doug Rushton, SW Area Director  
Karen Bishop, WADE

**UNABLE TO PARTICIPATE**

VACANT, NW Area Director  
VACANT, SE Area Director

**OTHER PARTICIPANTS**

Bob Schroeter, WACD Executive Director  
Candra Grimm, WACD Leg & Membership Assistant  
Mark Clark, WSCC Executive Director  
Roylene Rides at the Door, State Conservationist

President Miller called the meeting to order at 12:03pm.

**AGENDA APPROVAL**

MOTION by Jerry Hendrickson to approve the agenda. MOTION SECOND by Doug Rushton.  
Motion approved.

**MEETING MINUTES**

MOTION by Larry Davis to approve the minutes of the Board meeting on November 28, 2016.  
MOTION SECOND by Jeanette Dorner. Motion approved.

**TREASURER'S REPORT**

Larry Davis gave the Treasurer's report. No formal action required to approve. Report will be filed in the records.

**AUDIT OF FINANCIAL SYSTEMS**

Bob Schroeter reviewed the proposal to issue an RFP for a full audit of the WACD/PMC financial system. MOTION by Larry Davis to authorize the President, in consultation with the Officers, to select and contract with a qualified firm to perform a thorough WACD systems and financial audit covering up to two fiscal years, not to exceed \$25,000 total cost, final selection to be

made at a special Board meeting, and recommendations to the Board at the June 27<sup>th</sup> Board meeting. MOTION SECOND by Mark Craven. Motion approved.

### **ANNUAL CONFERENCE REVIEW**

Bob Schroeter reviewed the annual WACD meeting held last November at Semiahmoo Resort in Blaine (Whatcom County).

### **SELECTION OF 2018 CONFERENCE VENUE**

Bob Schroeter reviewed the process used by staff to develop a staff recommendation for a site for the 2018 annual WACD conference. MOTION by Jeanette Dorner to authorize the Executive Director, in consultation with the Officers, to select and contract with one of three venues for the 2018 annual WACD meeting: Three Rivers Convention Center (Kennewick), Wenatchee Convention Center, and Suncadia Lodge (Cle Elum). MOTION SECOND by Mark Craven. AMENDATORY MOTION by Michael Crowder to negotiate for a 2-3 year commitment. MOTION SECOND by Jeanette Dorner. Motion approved. Main motion as amended approved.

### **EXECUTIVE DIRECTOR'S REPORT**

Bob Schroeter gave the Executive Director's report. Issues covered included annual Area meeting dates and Area Director vacancies.

MOTION by David Guenther to accept Michael Crowder's resignation as National Director based on his election as NACD Second Vice President, thank Michael for his exceptional service, and select Doug Rushton to serve as National Director, effective immediately. MOTION SECOND by John Floyd. Motion approved.

Doug Rushton gave a report on the WACD resolutions that passed at the NACD conference in Denver (January 28 – February 1, 2017.)

MOTION by Jeanette Dorner that the Executive Director work with the WSCC and in consultation with the host districts, set the dates for the 2017 fall Area meetings. MOTION SECOND by Mark Craven. Motion approved.

### **EXECUTIVE OFFICER REPORTS**

Executive Officer reports were given by Jeanette Dorner, Mark Craven, and Michael Crowder.

Tom Miller announced the appointments to the new Finance Committee:

- WACD Secretary-Treasurer, Chair (Whatcom CD)
- Wendy Knopp (Spokane CD)
- Eddie Johnson (Lincoln CD)
- Javier Lopez (South Yakima CD)
- Jerry Hendrickson (Asotin CD)
- David Fenn (Lewis CD)
- Steve Hallstrom (Grays Harbor CD)



## **COMMITTEE APPOINTMENTS**

Tom Miller announced the appointments to the Tribal Relations Committee:

- Lynn Engdahl, Co-Chair (Clark CD)
- Tanna Engdahl, Co-Chair (Clark CD, Associate Supervisor)
- Michael Crowder (Benton CD)
- Larry Davis (Whatcom CD)
- David Guenther (tentative) (Central Klickitat CD)

## **AREA DIRECTOR REPORTS**

Reports were presented on activities and news by the respective Area Directors.

## **EXECUTIVE SESSION FOR PERSONNEL MATTER**

The President announced that the Board would go into Executive Session for 20 minutes to discuss a personnel matter and that no decisions will be made in executive session. The regular meeting resumed after executive session. MOTION by Doug Rushton to increase the compensation package for the Executive Director from \$85,000 salary plus benefits to \$105,000 plus benefits, to make good on an earlier promise when hired. MOTION SECOND by Larry Davis. After discussion, motion approved.

## **LEGISLATIVE REPORT**

Jim Jesernig gave a legislative report.

## **PLANT MATERIALS CENTER REPORT**

Bob Schroeter gave an update on the Plant Materials Center.

## **COMMITTEE POLICIES**

MOTION by Larry Davis to move approval of the policy setting forth membership and duties of the new Finance Committee (created via Bylaws changes at the annual meeting in November.) MOTION SECOND by Jerry Hendrickson. Motion approved.

Other policies were deferred to the June Board meeting.

## **PARTNER REPORTS**

Partnership reports were presented by:

- Roylene Rides-at-the-Door, State Conservationist
- Mark Clark, Washington State Conservation Commission
- Karen Bishop, WADE President; Mike Tobin, North Yakima CD District Manager gave a brief overview of the employee recognition program.

### **TRIBAL AND SUPERVISOR TRAINING**

Discussion was held on supervisor training and training regarding tribal relations. MOTION by Dave Guenther to authorize the Executive Director to work with the WSCC, NRCS and the Tribal Relations Committee to create a combined 1-2 day training, in April-May, for supervisors and staff, with the training to include communication skills, conflict resolution, and tribal relations. The Board authorizes spending up to \$7,500, subject to partner reimbursement, the majority cost of which will be offset by other contracts. MOTION SECOND by Mark Craven. Motion approved.

### **eCONVENE CONTRACT PROPOSAL**

Bob Schroeter explained a proposal regarding a system for the recording and transcription of meeting minutes for conservation districts. MOTION by Dave Guenther to authorize the President to explore using eConvene's program on a free subscription before entering into an agreement, explore similar software through other vendors, and the Board to explore further based on recommendations from the President and Board staff. MOTION SECOND by Michael Crowder. Motion approved.

### **NEW WACD OFFICE LEASE**

Bob Schroeter reviewed four potential spaces for a new WACD principal place of business. MOTION by Larry Davis to authorize the President to negotiate a lease not to exceed \$1,100 for a new WACD office, beginning May 1<sup>st</sup> or later. MOTION SECOND by Doug Rushton. Motion approved.

### **FOREST LANDOWNER AGREEMENT**

MOTION by Michael Crowder to authorize the Executive Director, in consultation with the Officers, to discuss and negotiate a renewal agreement with NRCS, WSCC, and SOF and renew if deemed appropriate. MOTION SECOND by Larry Davis. Discussion ensued. CALL FOR THE QUESTION by Doug Rushton. Motion approved.

### **AUTHORIZE WACD COMMENTS ON AGRICULTURE BMPs**

The Department of Ecology is developing its own BMPs (Best Management Practices). Mark Clark indicated that DOE hired a facilitator to facilitate the process. Doug Rushton inquired about an MOU between DOE and the WSCC. Bob Schroeter said he would submit comments on behalf of WACD on the Agricultural BMPs proposed by DOE. No motion needed and Bob Schroeter will proceed based on the discussion.

Doug Rushton requested a copy of the 2016 WACD Annual Report. Bob Schroeter replied he would follow up.

### **ADJOURNMENT OF MEETING**

MOTION by Larry Davis to adjourn the meeting. MOTION SECOND by Jerry Hendrickson. Motion approved. Meeting adjourned at 4:28pm by President Miller.