



WACO Board of Trustees Regular Meeting
October 1, 2019
Hotel Murano
1320 Broadway Plaza
Tacoma, WA 98402

Final Minutes

Tuesday, October 1, 2019

Board Members Present:

Dianne Dorey	President	Lewis	Assessor
Jerry Pettit	Vice-President	Kittitas	Auditor
Greg Zempel	2 nd Vice-President	Kittitas	Prosecutor
Stacie Prada	Secretary/Treasurer	Jefferson	Treasurer
Tammie Ownbey	Past-President	Pend Oreille	Clerk
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Mary Hall	Auditors Trustee	Thurston	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Tim Davidson	Coroners Trustee	Cowlitz	Coroner
Adam Kick	Prosecutors Trustee	Skamania	Prosecutor
Barb Miner	Trustee at Large Position 1	King	Clerk
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Brenda Chilton	Trustee at Large Position 3	Benton	Auditor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Thad Duvall	Trustee at Large Position 5	Douglas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

Guests:

Diana Bradrick	Chief Deputy Auditor, Whatcom County
----------------	--------------------------------------

1) Call to Order, Roll Call, Approval of Agenda, Approval of Minutes

Dianne Dorey, President called the meeting to order at 8:04 a.m. President Dorey called for a roll call. Ilene Thomson, Immediate Past-President; Rob Snaza, Sheriffs Trustee; and Josie Koelzer, Treasurers Trustee noted as absent.

Lisa Frazier, Trustee at Large Position 4 **MOVED** to adopt the agenda as presented. Tammie Ownbey, Past-President **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Jerry Pettit, Vice-President **MOVED** to adopt the July 9-10, 2019 and August 2, 2019 minutes as proposed. Past-President Ownbey **SECONDED** the motion. The **MOTION CARRIED** unanimously.

2) **New Business**

a. **WACO Priority Legislation**

Jennifer Wallace, Executive Director provided an overview of the proposed 2020 WACO priority legislation proposals.

Mike Lonergan, Assessors Trustee presented two proposals for the Assessors.

Diana Bradrick, Chief Deputy Auditor, Whatcom County presented two proposals for the Auditors.

Barb Miner, Trustee at Large Position 1 presented two proposals for the Clerks.

Tim Davidson, Coroners Trustee presented two proposals for the Coroners. Further discuss was held on the proposals.

Executive Director Wallace presented three proposals for the Sheriffs. Further discussion was held on whether an affiliate ought to be able to propose three bills. It was determined that no policy limits affiliates to two bills, but that developing clearer guidelines were needed. Further discussion on whether the Sheriffs' proposal regarding qualifications prior to ballot was legal, as well as its effect on other affiliates was conducted.

Trustee Lonergan presented one proposal for the Treasurers.

Trustee Lonergan **MOVED** to support each proposal presented with the exception of the Sheriffs' pre-qualification bill. Stacie Prada, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** (15) Aye, (1) Nay, Greg Zempel, 2nd Vice-President.

*The Board went on **BREAK** at 9:43 a.m. and **RECONVENED** at 10:03 a.m.*

b. **2019/2020 Budget Revisions**

Past-President Ownbey presented possible amendments to 2020 budget due to staffing changes.

Trustee Lonergan **MOVED** to adopt the proposed amendments as presented. Vice-President Pettit **SECONDED** the motion. **DISCUSSION** Secretary/Treasurer Prada noted that the audit committee appreciates having the budget formally amended so that auditing is easier throughout the year. The **MOTION CARRIED** Unanimously.

c. Benton County Amicus Brief

Brenda Chilton, Trustee at Large Position 3 provided an overview of the case that pertains to the requested Amicus Brief.

Thad Duvall, Trustee at Large Position 5 **MOVED** to accept the Amicus Brief request. Linda Hjelle, Trustee at Large Position 2 **SECONDED** the motion. The **MOTION CARRIED** Unanimously. Trustee at Large Chilton Abstained.

d. Proposed Changes to WACO Bylaws

Executive Director Wallace gave an overview of the proposed bylaw changes regarding the addition of a Legal Brief Committee to the list of standing WACO committees.

Trustee at Large Frazier **MOVED** to recommend the bylaw changes to the membership at the annual Business Meeting. Trustee at Large Hjelle **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

3) Old Business

a. WACO Policies and Standard Operating Procedures Manual

Executive Director Wallace presented an overview on the progress standardizing and updating current and future policies and procedures.

2nd Vice-President Zempel **MOVED** to adopt the current policies and procedures as presented with the expectation that staff develop more of the policies and fill in the gaps. Trustee at Large Chilton **SECONDED** the motion. **DISCUSSION** Secretary/Treasurer Prada suggested that the language of the motion repeal the current policies and replace them with the presented revisions. Trustee at Large Henley noted that the cellphone policy language would need updating to note that a receipt is needed otherwise it is taxable income. 2nd Vice-President Zempel **AMENDED** the motion to repeal the current WACO policies and replace them with the revised policies as presented with the expectation that staff develop more of the policies and fill in the gaps. Trustee at Large Chilton **SECONDED** the amendment. **MOTION CARRIED** Unanimously.

b. WCB Meeting Minutes/Building Improvements

Executive Director Wallace provided an update on the Washington Counties Building. She shared the meeting minutes and provided a general overview of slated upgrades to the building, as well as noted the desire from WSAC and WACO leadership to meet more regularly regarding the building.

4) Committee Reports

a. Audit Committee Report

Secretary/Treasurer Prada provide the Audit Committee Report noting no stated concerns for the period covering June-August 2019.

Trustee at Large Miner **MOVED** to accept the Audit Committee Report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. Education Committee Report

2nd Vice-President Zempel presented the Education Committee report.

c. Legislation Committee Report

Vice-President Pettit presented the Legislative Committee report noting the committee's commitment to a full-year advocacy approach.

d. Personnel Committee Report

Trustee at Large Frazier presented the Personnel Committee Report. The Board discussed potential changes to the Deputy Director position description.

Trustee at Large Duval **MOVED** to adopt the proposed changes to the Deputy Director Position. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Vice-President Pettit thanked the Personnel Committee for their work.

e. Nominating Committee Report

Peggy Semprimoznik, Clerks Trustee presented the nominations for WACO Board of Trustees offices. She noted that there were no nominations for Secretary/Treasurer or Trustee at Large Position 6; all other positions had only one nomination.

Trustee at Large Frazier **MOVED** to endorse the nominees for the positions presented at the WACO Business Meeting. Trustee at Large Chilton **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

f. Irrigation District Election Workgroup Report

Vice-President Pettit provided an overview of the work conducted thus far on the Irrigation District Election Workgroup.

g. Mobile Home Workgroup Report

Vice-President Petting provided an overview of the work conducted thus far on the Mobile Home Workgroup.

5) Staff Reports

a. Executive Director Report

Executive Director Wallace presented the Executive Director report. The report included an update on progress on the Strategic Plan and Work Plan.

b. Communications Report

Timothy Grisham, Director of Communications presented the communications report.

c. Finance Report

Lisa Gancel, Finance Manager presented the financial report.

6) Discussion on Whether to Continue Executive Sessions at the End of Each Board Meeting

President Dorey led a discussion on whether the Board should reserve time at the end of each meeting for possible executive sessions.

*The Board announced a 10-minute **EXECUTIVE SESSION** at 11:50 a.m. to conduct personnel matters.*

7) Other Business

Vice-President Pettit discussed possible timing and locations for the Board retreat.

Trustee at Large Miner recognized departing Board members.

*The meeting **ADJOURNED** at 12:14 p.m.*