



WACO Board of Trustees Regular Meeting
December 5, 2019
Suncadia Lodge
3600 Suncadia Trail
Cle Elum, WA 98922

Final Minutes

Thursday, December 5, 2019

Board Members Present:

Jerry Pettit	President	Kittitas	Auditor
Stacie Prada	2 nd Vice-President	Jefferson	Treasurer
Jeff Gadman	Secretary/Treasurer	Thurston	Treasurer
Dianne Dorey	Immediate Past-President	Lewis	Assessor
Ilene Thomson	Past-President	Yakima	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Mary Hall	Auditors Trustee	Thurston	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Adam Kick	Prosecutors Trustee	Skamania	Prosecutor
Josie Koelzer	Treasurers Trustee	Franklin County	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Thad Duvall	Trustee at Large Position 5	Douglas	Auditor
Grace Cross	Trustee at Large Position 6	Skamania	Clerk

Staff Present:

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

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

Jerry Pettit, President called the meeting to order at 9:00 a.m. President Pettit called for a roll call. Greg Zempel, Vice-President; Tim Davidson, Coroners Trustee; Rob Snaza, Sheriffs Trustee; Linda Hjelle, Trustee at Large Position 2; and Brenda Chilton, Trustee at Large Position 3 noted as absent.

Lisa Frazier, Trustee at Large Position 4 **MOVED** to adopt the agenda as proposed. Jeff Gadman, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Thad Duvall, Trustee at Large Position 5 **MOVED** to adopt the October 1, 2019 minutes as presented. Dianne Dorey, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

2) New Business

a. 2020 Board Meeting Dates and Locations

Lisa Gancel, Finance and Administrative Manager presented common meeting dates throughout the calendar year with the suggested Board meeting dates as March 4-5, 2020 in Olympia; July 8, 2020 in SeaTac; October 6, 2020 in Spokane; and December 2, 2020 in Olympia with the option to participate via webinar.

The board discussed the timing of when the annual Board retreat should be held. A suggestion of November was made.

Immediate Past-President Dorey **MOVED** to adopt the 2020 meeting calendar as presented with a placeholder being made in November for a board retreat. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

b. 2022 and 2023 Conference Locations

Lisa Gancel discussed possible avenues for procuring location proposals for the 2022 and 2023 WACO Annual Conferences.

The Board discussed how many years to contract out and the use of casinos as a venue.

Secretary/Treasurer Gadman **MOVED** to direct WACO staff to seek RFP proposals for 2022-2025 excluding proposals from casinos, and that the Executive Director discuss the possibility of future joint WACO/WSAC conferences with the WSAC Executive Director. Ilene Thomson, Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

The Board discussed locations for the 2022 Newly Elected Officials Conference.

Trustee at Large Frazier **MOVED** to direct WACO staff to contract with the Hotel RL in Olympia, Washington for conference services for the 2022 Newly Elected Officials Conference. Secretary/Treasurer Gadman **SECONDED** the motion. The **MOTION CARRIED** unanimously.

c. 2020 WACO Day on the Hill

Jennifer Wallace, Executive Director discussed the February 5, 2020 WACO Day on the Hill.

The Board discussed how to get the information about the event out to the membership.

d. Committee Membership

President Pettit discussed what committees currently have vacancies and asked that affiliate trustees and trustees at large reach out to their groups to see if any members are interested in sitting on a WACO Committee.

Mary Hall, Auditors Trustee announced that she would like to be on the Personnel Committee.

Adam Kick, Prosecutors Trustee and Mike Lonergan, Assessors Trustee committed to seeking members of their affiliates to volunteer for the Nominations Committee.

e. WACO Scholarship Program 2020

Timothy Grisham, Deputy Director provided the Board with an update on the 2019 scholarship funding amounts, and the remaining fund balance.

The Board discussed fundraising methods and what level to award at for 2020.

Trustee Lonergan **MOVED** to set the 2020 award at \$3,000 for three eligible students. As well as set a fundraising goal of \$1,500 per affiliate per year to be submitted to WACO. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. **DISCUSSION:** Secretary/Treasurer Gadman requested a friendly amendment setting an October 1 deadline for fundraising dollars. Trustee Lonergan and Trustee at Large Miner accepted the friendly amendment. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 10:34 a.m. and **RECONVENED** at 11:00 a.m.*

3) Old Business

a. WACO Policies and Standard Operating Procedures Manual

Executive Director Wallace presented progress made with updating the recently adopted Policies and Standard Operating Procedures Manual.

4) Committee Reports

a. Audit Committee Report

Secretary/Treasurer Gadman provided the Audit Committee Report noting no stated concerns for the period covering Sept-November 2019.

The Board discussed tax liability information.

Stacie Prada, 2nd Vice-President **MOVED** to accept the Audit Committee Report. Trustee Hall **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. Education Committee Report

2nd Vice-President Prada presented the Education Committee Report noting that that committee will begin working on the Education Strategic Action Plan in early 2020.

Secretary/Treasurer Gadman **MOVED** to accept the Education Committee Report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

c. Legislation Committee Report

Executive Director Wallace presented the Legislative Committee Report.

Trustee at Large Miner **MOVED** to accept the Legislative Committee Report. Josie Koelzer, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

d. Personnel Committee Report

Trustee at Large Frazier presented the Personnel Committee Report. The Board discussed proposed changes to the Member Services Manager position description.

Secretary/Treasurer Gadman **MOVED** to adopt the proposed changes to the Member Services Manager Position. Trustee Koelzer **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

e. Irrigation District Work Group

President Pettit presented the Irrigation District Work Group's report to the legislature.

*The Board went on **BREAK** at 11:54 a.m. and **RECONVENED** at 12:03 p.m.*

5) Staff Reports

a. Executive Director Report

Executive Director Wallace presented the Executive Director report.

b. Communications Report

Timothy Grisham presented the communications report.

c. Finance Report

Lisa Gancel presented the financial report. The Board discussed CD renewals and direct deposit for reimbursements.

*The Board announced a 15-minute **EXECUTIVE SESSION** at 12:17 a.m. to conduct personnel matters. The Board announced a 10-minute extension to the Executive session.*

*The meeting **ADJOURNED** at 12:43 p.m.*