



**WACO Board of Trustees Regular Meeting
March 4-5, 2020
Washington Counties Building
206 10th Avenue SE
Olympia, WA 98506**

Final Minutes

Wednesday, March 4, 2020

Board Members Present:

Jerry Pettit	President	Kittitas	Auditor
Greg Zempel	Vice-President	Kittitas	Prosecutor
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	Treasurer
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
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

Guests:

Eric Johnson	Executive Director, Washington State Association of Counties
Tracy Burrows	Executive Director, Municipal Research and Service Center

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. Tim Davidson, Coroners Trustee; Rob Snaza, Sheriffs Trustee; and Thad Duvall, Trustee at Large Position 5 noted as absent. Trustee at Large Duvall was in attendance March 5, 2020.

Dianne Dorey, Immediate Past-President **MOVED** to adopt the agenda as proposed. Jeff Gadman, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Immediate Past-President Dorey **MOVED** to adopt the December 5, 2019 minutes as presented. Brenda Chilton Trustee at Large Position 3 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

2) New Business

a. Member Engagement Plan

Jennifer Wallace, Executive Director introduced materials on the proposed member engagement plan.

The Board discussed the role of trustee at large and reviewed the proposed materials.

b. Sustainability Discussion

Executive Director Wallace and Lisa Gancel, Finance and Administrative Manager led a discussion on WACO sustainability.

The Board discussed building a capital improvement plan, the need to create a fund policy, and how to create and maintain sustainable operating funds year-to-year.

Mike Lonergan, Assessors Trustee **MOVED** to direct WACO staff move \$15,000 of unexpended revenue to the newly elected officials training fund, and \$35,000 of unexpended revenue to the building fund. Greg Zempel, Vice-President **SECONDED** the motion. **DISCUSSION:** The Board discussed the nature of unexpended revenue and its relation to staffing vacancies for future planning. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 11:26 a.m. and **RECONVENED** at 12:09 p.m.*

c. Proposals for WACO Conference Locations for 2022 and 2023

Lisa Gancel led a discussion on the returned proposals for the 2022 conference locations.

Trustee at Large Chilton **MOVED** to send the membership Hotel Davenport, Pasco Red Lion, and Kennewick Convention Center to the membership for a vote. Linda Hjelle, Trustee at Large Position 2 **SECONDED** the motion. **DISCUSSION:** The Board discussed who to send the choices to the membership. Secretary/Treasurer Gadman **MOVED** to amend the motion to have the choices ranked. Adam Kick, Prosecutors Trustee **SECONDED** the motion. The **AMENDMENT CARRIED** Unanimously.

FURTHER DISCUSSION: The Board discussed how to select ranking for the choices. A friendly **AMENDMENT** was made to select an ad-hoc committee to review proposals for 2022. The committee consisted of Secretary/Treasurer Gadman; Brenda Chilton; and Lisa Gancel. Future years will not be considered at this time. The **MOTION CARRIED** unanimously.

The committee provided three locations, and an order of preference: 1. Kennewick, Conference Center with two hotel options. 2. Pasco, Red Lion. 3. Spokane, Centennial.

Secretary/Treasurer Gadman **MOVED** to accept the ad-hoc committee's recommendations and order of preference to send to the WACO membership for a final vote. Trustee at Large Chilton **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

3) **Old Business**

a. WACO Policies and Standard Operating Procedures Manual

The Board broke into three groups to work on language for a possible surplus property, legal advice, and Washington Counties Building policy.

The three groups reported on the progress in drafting a policy. No decisions were made.

b. WACO Scholarship

Timothy Grisham, Deputy Director discussed county scholarship fund next steps and fundraising efforts.

c. Registration Fee and Processes for WACO 2020 Conference

The Board discussed registration fees for the 2020 conference.

Secretary/Treasurer Gadman **MOVED** to have WACO absorb the 2020 registration fees. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

4) **Committee Reports**

a. Audit Committee Report

Secretary/Treasurer Gadman presented the Audit Committee report.

The Board discussed state unemployment tax and duty to pay.

Immediate Past-President **MOVED** to accept the Audit Committee Report. Trustee at Large Chilton **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. Legislative Committee and WACO Day on the Hill 2020 Debrief

Vice-President Zempel presented the Legislative Committee report.

The Board discussed how to utilize the interim and the 2020 WACO Day on the Hill event.

Immediate Past-President Dorey **MOVED** to accept the Legislative Committee Report. Trustee Lonergan **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board **RECESSED** at 3:33 p.m. and **RECONVENED** March 5, 2020 at 9:00 a.m.*

Prior to resuming the approved agenda the Board discussed a request for the Washington State Attorney General for members to sign on to a letter requesting the federal government to suspend the newly implemented public charge rule in light of the Coronavirus outbreak.

Vice-President Zempel **MOVED** to direct staff to share the request with WACO membership in a non-partisan manner indicating that it was not an endorsement from WACO. Stacie Prada, 2nd Vice-President **SECONDED** the motion. **DISCUSSION:** The Board discussed directing the Attorney General's staff to WACO's membership contact list in lieu of forwarding the request. **MOTION FAILED** Unanimously.

Vice-President Zempel **MOVED** to direct staff to share the request with WACO the President of the Washington Association of Coroners and Medical Examiners in a non-partisan manner indicating that it was not an endorsement from WACO. Trustee at Large Duvall **SECONDED** the motion. **MOTION CARRIED** Unanimously.

5) Other

a. Updates from Washington Association of Counties

The Board received a litigation strategy and legislative session update from Eric Johnson, Executive Director of the Washington State Association of Counties.

b. Municipal Research and Service Center

Tracy Burrows, Executive Director of the Municipal Research and Service Center provided the Board with an overview of MRSC's services.

6) Committee Reports (Continued)

a. Education Committee Report

2nd Vice President Prada presented the Education Committee report.

The Board discussed conference planning. Presented the 2020 conference theme, "We're All in this Together".

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

b. Personnel Committee Annual Report

Trustee at Large Frazier presented the Personnel Committee Annual Report.

The Board discussed changes in the paid leave section due to the recently passed Paid Family and Medical Leave legislation.

Trustee Lonergan **MOVED** to accept changes to the Personnel Policy regarding paid leave by adding the Paid Family and Medical Leave language as presented. Secretary/Treasurer Gadman **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

The Board discussed the 2019 compensation survey gathered by Gallagher and Associates.

7) 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 meeting **ADJOURNED** at 12:32 p.m.*