

WACO Board of Trustees Regular Meeting  
Tuesday, July 18, 2023  
Double Tree Suites Seattle Airport Southcenter – Paradise Room  
16500 Southcenter PKWY, Seattle, WA 98188

### Draft Minutes

Tuesday, July 18, 2023

#### Board Members Present:

Jeff Gadman	President	Thurston	Treasurer
Adam Kick	Vice-President	Skamania	Prosecutor
Amy Cziske	2 <sup>nd</sup> Vice-President	Kittitas	Treasurer
Linda Hjelle	Secretary/Treasurer	Snohomish	Assessor
Stacie Prada	Immediate Past-President	Jefferson	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Leslie Valz	Treasurers Trustee	Stevens	Treasurer
John Wilson	Trustee at Large Position 1	King	Assessor
Tom Konis	Trustee at Large Position 2	Spokane	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Katie Sloan	Trustee at Large Position 5	Adams	Clerk

#### Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Tiffin Moreno	Finance and Administration Manager
Cella Hyde	Member Services Manager

#### Guests:

Phillip Waara	Chief Operating Officer Get eCIO
Ryan Bilsky	Head of Liquidity Investments, Key Bank
Edward Hiddleson	Senior Payments Advisor, Key Bank
Collin Kelly	Product Analyst Team Lead, Key Bank

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

Jeff Gadman, President called the meeting to order at 8:31 am. Thad Duvall, Auditors Trustee; Carolyn Fundingsland, Trustee at Large Position 3; Lisa Henderson, Trustee at Large Position 6; Craig Morrison, Coroners Trustee; Rob Snaza, Sheriffs Trustee; Scott Tinney, Clerks Trustee Greg Zempel, Past-President were noted as absent.

John Wilson, Trustee at Large Position 1 **MOVED** to approve the July 18, 2023 agenda Lisa Frazier, Trustee at Large Position 4 **SECONDED**. The **MOTION CARRIED** unanimously.

Tom Konis, Trustee at Large Position 2 **MOVED** to approve the March 14 & 15, 2022 Board of Trustees meeting minutes. Leslie Valz, Treasurers Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Valz **MOVED** to approve proposed Investment Policy. Amy Cziske, 2<sup>nd</sup> Vice-President **SECONDED**. The **MOTION CARRIED** unanimously.

## **2) Committee Reports**

### **a. Audit Committee**

Linda Hjelle, Secretary/Treasurer presented the Audit Committee report. No questions on current bank statements. Discussed potential investment proposals. Presented proposed Investment Policy.

Trustee at Large Valz **MOVED** to approve proposed Investment Policy. 2<sup>nd</sup> Vice-President Cziske **SECONDED**. The **MOTION CARRIED** unanimously.

Phillip Waara, Chief Operating Officer Get eCIO presented eCIO investment presentation on investment management for non-profits.

Ryan Bilsky, Head of Liquidity Investments Key Bank; Collin Kelly, Product Analyst Team Lead Key Bank; Edward Hiddleston, Senior Payments Advisor Key Bank; presented Key Bank investment presentation.

Discussed three proposals from eCIO, Key Bank, and PNC Bank. Audit Committee recommended Key Bank's proposal.

Trustee at Large Konis **MOVED** to direct staff to enter into a contract with Key Bank for investment management. Mike Lonergan, Assessors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

### **b. Funds Transfer within 2023 Budget**

Jennifer Wallace, Executive Director discussed budget amendment for fund transfer to accommodate salary increases based on March 2023 Board action.

Trustee Lonergan **MOVED** to direct staff to fund 10 as proposed by the Finance and Administration Manager in her July 2023 memo. Secretary/Treasurer Hjelle **SECONDED**. The **MOTION CARRIED** unanimously.

**c. Personnel Committee**

Trustee at Large Frazier presented the Personnel Committee report. Personnel Committee recommends 4% COLA for Finance Manager and Member Services Manager. Discussed CPI changes over past year and past two years.

**d. Budget Committee**

Executive Director Wallace presented the proposed 2024 Budget for consideration. Discussed cost savings and changes in revenue sources.

Trustee at Large Frazier **MOVED** to adopt the 2024 Budget as proposed. Trustee at Large Wilson **SECONDED**. The **MOTION CARRIED**. ML opposed.

*The Board went on **BREAK** at 10:25 am and **RECONVENED** at 10:45 am.*

**e. Legislative Committee**

Adam Kick, Vice-President presented the Legislative Committee report. Discussed the 2023 Legislative session, interim work, and WACO Day on the Hill best use and format.

**f. Education Committee**

Amy Cziske, 2<sup>nd</sup> Vice-President presented the Education Committee report. Discussed upcoming trainings and conference planning.

**g. Conference Committee**

President Gadman presented the conference Committee report. Cella Hyde, Member Services Manager provided an update on conference planning.

**h. Nominating Committee**

Jon Tunheim, Prosecutors Trustee presented the nominating committee report.

**3) Affiliate and Trustee at Large Updates**

**a. Affiliate Updates**

Trustee Lonergan provided the Assessors update. Aerial photography study moving forward. Discussed potential legislative funding proposal for a statewide aerial photography contract. Discussed other potential legislative proposals. Discussed implementation of senior and disabled exemption changes made by the 2023 Legislature. Discussed local fiscal notes.

Executive Director Wallace discussed the Auditors legislative priority proposals for 2024.

*The Board went on **BREAK** at 11:45 am and **RECONVENED** at 12:20 pm.*

Timothy Grisham, Deputy Director discussed potential Clerks legislative priority proposals for 2024.

Timothy Grisham discussed potential Coroners legislative priority proposals for 2024.

Jon Tunheim, Prosecutors Trustee provided the Prosecutors update. Discussed implantation of new simple possession legislation and its diversion requirements. Discussed potential changes to the sentencing grid. Discussed elimination of crime victim assistance fund off of legal financial obligations and lack of replacement funding beyond first year of biennium. Discussed difficulties with recruitment and retention. Discussed criminal justice data tracking.

Trustee Valz provided the Treasurers update. Provided an update on the mobile home workgroup. Discussed need for education on discussing taxation for the public that can be individualized on a county level. Discussed need of better understanding of Assessors role for newly elected Treasurers and the need for cross training.

**b. Trustee at Large Updates**

Trustee at Large Wilson provided a Trustee at Large Position 1 update. Discussed budget shortfall impacts and limits of 1% levy lid.

Trustee at Large Konis provided a Trustee at Large Position 2 update. Discussed quarterly meetings with county category 2 counties and translation service needs.

Katie Sloan, Trustee at Large Position 5 provided a Trustee at Large Position 5 update.

**4) Staff Reports**

**a. Executive Director**

Executive Director Wallace presented the Executive Director report. Discussed Strategic Plan progress.

**b. Deputy Director**

Timothy Grisham presented the Deputy Director report. Discussed “Know Your County Officials” video project.

**c. Member Services Manager**

Cella Hyde presented the Member Services Manager report.

**d. Finance and Administration Manager**

Jennifer Wallace presented the Finance report.

*The Board **ADJOURNED** the regular meeting at 1:48 pm.*