



**July 2019 BOARD MEETING**  
**Quinault Beach Resort, Ocean Shores WA**  
**July 18 – 19, 2019**

**Present:** Craig Warner, Jana Brown, Dale Hough, Jack Broyles, Dan Legard, Carrie Lewellen, Forrest Smith, Beth Wright, Mickie Cooper, Stacie Tellers, Kelly Collins, Craig Warner, Staci Ashe, Camille Tabor, Toni Nelson, Sandi Roberts, Debbie Booher

**Absent:** None

**Position Vacant:** President-Elect

**PRESIDENT**

**Craig Warner**

**Calendar Update** – Craig reviewed the annual calendar. At this point in the year, it appears the Board has met or is on track to meet all of its milestones for the year.

**June PFO renewal** – Craig discussed the 2019 renewal for the PFO program. The program will be ending in 2020. Craig would like to Board to explore opportunities for additional recognition for program participants in 2020 since it is the final year.

**GFOA Sunday Breakfast** – Craig discussed GFOA's Sunday breakfast event at the 2019 conference. Piper Jaffray has traditionally hosted a Sunday morning breakfast for northwest attendees. The general feedback on GFOA's event was that it was underwhelming and several WFOA members indicated that they missed the Piper Jaffray event and networking opportunities. Even though Piper Jaffray moved their event to Monday evening, it then competed with several other events hosted by other vendors and sponsors of WFOA. Discussion ensued about options for future GFOA Sunday morning events. The consensus of the Board was to provide Piper Jaffray with the feedback that had been received regarding GFOA's Sunday breakfast and let them determine if they'd like to consider hosting a Sunday event again. The Board wants to be cautious about showing favoritism to any one vendor/sponsor for these events.

Board discussion also occurred about the potential for a WFOA hosted event at the GFOA conference. The consensus was to explore this further and check into what the costs of such an event might be.

**Conference Planning RFP** – In April, the Board discussed issuing a request for proposals (RFP) for conference management with a narrowly defined scope of services. For a variety of reasons, the RFP has not been issued yet. The Board discussed how best to move forward to secure future conference management services, including that the Board is not legally required to utilize a competitive RFP process to select a vendor and could instead request quotes from specific vendors based on a defined scope of services and needs. A contract could then be negotiated based on the quote(s) received and the budget amount available for these services. Craig indicated that he would take the lead in requesting a quote from one or more vendors.

**Honorary Membership (Doug Extine)** – Staci Ashe provided the Board with a recommendation letter for Doug Extine of the Office of the State Treasurer (OST) to receive an honorary lifetime membership with WFOA. The letter outlines Doug’s contributions to the WFOA and its members and is signed by State Treasurer Duane Davidson.

Discussion ensued amongst the Board. Doug will not be retiring until after the conference and historically the Board has waited until the conference following a retirement to recommend an honorary lifetime membership for membership approval. This can also be problematic in that the individual being recognized may not be planning to attend the conference after they retire and no longer has the ability for his or her travel expenses to be paid for by their employer. The Board consensus is that these situations will have to be evaluated on a case by case basis.

Craig indicated that he would like to change the presentation so that someone directly involved with the individual being honored can help present the lifetime membership (co-worker, supervisor/manager, close peer within WFOA, etc.), rather than just having the Board Secretary read the resolution.

**Jana Brown moved to approve the presentation of a resolution recommending an honorary lifetime membership to Doug Extine to the WFOA membership for approval at the 2019 business meeting. Mickie Cooper seconded. Passed unanimously.**

## **PRESIDENT ELECT**

**Position Vacant**

## **VICE PRESIDENT**

**Dale Hough**

**Board Meeting Arrangements** – Dale discussed logistics of the July Board meeting.

**Future Board Meetings** – The following are the dates and locations for 2020 Board meetings:

January 15-17, 2020 - Willows Lodge, Woodinville

April 15-17, 2020 – Icicle Village Resort, Leavenworth

July 15-17, 2020 – Great Wolf Lodge, Grand Mound

September 25 – Tacoma Convention Center, Tacoma

**Financial Audit/990 Tax Return** – Dale reviewed the results of the 2018 financial statement audit with the Board. WFOA received a clean audit opinion. In addition, Dale reviewed the Statement on Auditing Standards (SAS) 114 letter with required communications to the Board. There were no items of concern contained in the letter. Dale also reviewed the 2018 990 tax return that will be filed for WFOA. The financial information contained in the return is consistent with the audited financial statements. The remainder of the return largely consists of information on the governance of WFOA.

**Dan Legard moved to approve the 2018 audited financial statements and 990 return. Stacie Tellers seconded. Passed unanimously.**

## **TREASURER**

**Jack Broyles**

**2019 Interim Financial Report** – Jack led a discussion of the Organization’s Balance Sheet and Income Statement for the six months ending June 30, 2019. Jack reminded the Board that the interim financials do not reflect any conference activity at this point as Conference Solutions receives all revenue and pays expenses until after the conference is completed and a final settlement occurs. A discussion of what appeared to be lower than expected membership renewal numbers occurred. The Board was reminded that membership renewal tends to occur in conjunction with conference registration as individuals will renew their membership when registering for the conference to take advantage of discounted conference registration rates for WFOA members.

**Forrest Smith moved to approve the 2<sup>nd</sup> quarter financial statements as presented. Mickie Cooper seconded. Passed unanimously.**

## **SECRETARY**

**Dan Legard**

**April Board Meeting Minutes** - Dan thanked Jack and Forrest for taking meeting minutes during his absence in April and then presented the draft minutes.

**Jack Broyles moved to approve the April board meeting minutes. Dale Hough seconded. Passed unanimously.**

**WFOA Policy Manual Update** – Dan presented two proposed policy manual changes to revise the Cash Receipts/Revenue Collection and Disbursements sections of the Fiscal Policy. The changes proposed were primarily to address outdated language in both sections associated with conference activity and procedures in place prior to WFOA hiring a conference management company.

Jack suggested a minor change to the language proposed regarding the Treasurer’s responsibilities as it relates to monitoring revenue collection on behalf of WFOA by third parties.

**Jack Broyles moved to approve the policy manual revisions with the change discussed. Dale Hough seconded. Passed unanimously.**

There was a brief discussion about ensuring that the policy manual is up to date. Dan will ensure that all approved changes are incorporated, including the proposed charter update for the Member Communication and Scholarship Committee that will be discussed later in the meeting.

**Resolution 2019-01** – Dan presented a draft resolution thanking the City of Yakima and Yakima County Department of Corrections for Hosting the 64<sup>th</sup> Annual WFOA Conference. Resolution 2019-01 will be presented to the WFOA membership for approval at the business meeting in Yakima in September.

## **PAST PRESIDENT**

**Jana Brown**

**Nominating Committee Update** – Jana reminded the Board of the Executive Board progression that will occur due to the vacancy in the President-Elect position. Jana then reviewed the slate of nominations for the Board that will be presented for approval at the 2019 business meeting in Yakima:

President (2<sup>nd</sup> Term) – Craig Warner

President-Elect – Dale Hough, Lacey Fire District #3

Vice-President – Jack Broyles, Woodinville Water District

Treasurer – Dan Legard, City of Kennewick

Board Secretary – Stacie Tellers, Office of the State Auditor

Past President (2<sup>nd</sup> Term) – Jana Brown, City of Poulsbo

2021 Conference Chair – Michelle Hughes, City of Spokane

Professional Rules & Operational Standards Committee Chair – Bret Brodersen, City of Centralia

Member Communications and Scholarship Chair – Mickie Cooper, Lake Stevens Sewer District  
Professional Development & Sustainability Committee Chair – Camille Tabor, Snohomish County Fire #7

Discussion occurred about how best to present the proposed slate of Board nominations to the WFOA membership at the upcoming business meeting in light of the unique circumstances associated with the vacant President-Elect position. Consensus from the Board was to present all Board positions.

**Dan Legard moved to accept the proposed slate of Board nominations for approval at the 2019 business meeting in Yakima. Stacie Tellers seconded the motion. Passed unanimously.**

**Website Backup** – Jana provided an update to the Board on the backups that Metova is completing for the WFOA website. Metova completes daily backups and retains them for one month for the WFOA website and 2 months for the Sessions program. The Board does not have direct access to the backups, but can request that Metova restore an item if details are provided. Jana suggested that the Board purchase an external hard drive and provide it to Metova to complete a separate backup of both the website and sessions at least once or twice a year.

The Board consensus was for Jana to pursue purchasing an external hard drive to complete separate backups of the WFOA website and sessions at least once per year. Jana will look into the cost and report back to the Board.

## **NON-CONFERENCE EDUCATION**

**Debbie Booher**

**Non-Conference Training Update** - Debbie Booher gave an update on non-conference education including trainings completed thus far in 2019 and those scheduled for the remainder of the year. Debbie highlighted two new opportunities including a new Introduction to Accounting course that will be offered in Tacoma and a Fleet Management course in Olympia. Both are already near capacity.

Jana Brown commented on MRSC's efforts regarding notifications for course offerings indicating that they have been very well done.

Debbie raised a question about CPE requirements/eligibility for courses. The group discussed that the Coordinator is required to have attendees sign in and sign out for courses over 4 hours.

Debbie also inquired about registration fees for BARS training offered through non-conference and pre-conference classes. The Board discussed the history of these registration fees including some of the added benefits to pre-conference training vs. non-conference classes, which is part of the rationale for the different fee levels.

Kelly Collins requested that BARS classes be consistently titled as "Overview to BARS". Other titles can create some confusion about the course content. Stacie Tellers will provide a description to Debbie and Beth as well so that it can also be forwarded to MRSC and updated in the sessions site.

**Webinars** – Debbie raised the question about whether or not WFOA and its members are getting enough value from the California webinars for the \$7,000 that was paid for WFOA to participate. The classes have good content, but WFOA members aren't able to obtain CPE. Some of the webinars are also specific to California and aren't necessarily relevant for WFOA members.

Jana commented that the Board needs information on the number of WFOA members participating to determine if this is truly cost effective.

Craig also commented that the individual administering this program for California is retiring. He was somewhat inflexible about offering different registration and CPE options for WFOA members, so there may be an opportunity to revisit those items when someone new takes over.

The Board had a broader discussion about offering webinar training. The consensus is that these types of trainings should be offered and we need to pursue further options to provide it.

## **PROFESSIONAL RULES AND OPERATIONAL STANDARDS**

**Stacie Tellers**

Stacie Tellers provided a report to the Board that included the following:

**Local Government Advisory Committee (LGAC)** – LGAC held its first meeting of 2019 on June 5, 2019 and discussed the following topics:

- **Tracker** – A new audit tool that will allow for auditee management letters and findings to be tracked in one repository. Auditees will have an opportunity to provide updates on actions taken to address these items on a real-time basis, as opposed to waiting until the annual audit. The public will only have access to findings.
- **BARS Update** – Discussion regarding Other Post-Employment Benefit (OPEB) requirements for cash basis entities as well as BARS updates for new GASB statements on leases, fiduciary activities, and certain asset retirement obligations (ARO). Lastly, there will be BARS updates for cash/investment balance classifications.
- **Unauditable Governments** – A brief presentation was provided on the most recent guide to unauditable governments in Washington, which was made available May 23, 2019.
- **GASB Update** - An overview of exposure drafts (ED) issued (or expected to be issued) in 2019 was presented (7). There have also been three implementation guides issued to date in 2019. Two exposure drafts on recognition and the financial reporting model are anticipated in 2020.
- **Legislative Update** – An update was provided on the 2019 legislative session. The session ran the normal 105 days for an odd-numbered year and didn't require a special session. One of the primary focuses of the session was the 2019-2021 biennial budget, although there were 75-100 bills introduced related to affordable housing as well. Overall, there were over 2,000 bills introduced, so it was a busy session. Many of these bills will return next session.

## **STATE AUDITOR'S OFFICE**

**Kelly Collins**

**SAO Contract Review** – Kelly reviewed a proposed contract between SAO and WFOA for July of 2019 through June of 2021. The previous contract expired at the end of June, 2019. The proposed contract largely mirrored the previous contract, except that the number of BARS classes is reduced from 12 to 10. The contract includes a provision that additional classes can be requested and provided if needed.

**Jana Brown moved to approve the proposed SAO contract for July of 2019 through June of 2021.**

**Forrest Smith seconded the motion. Passed unanimously, with Kelly Collins and Stacie Tellers abstaining from the vote.**

**SAO General Update** - Kelly distributed the latest *Audit Connection*. Discussion of current SAO issues occurred. Kelly suggested signing up on SAO's new website to receive this publication, if the Board has not already done so.

Kelly provided a brief update on changes to SAO's pay structure resulting from legislative action in 2019 and the impact on SAO's rate structure.

## **PROF. DEVELOPMENT & SUSTAINABILITY**

**Camille Tabor**

**Career Fairs/Internship Update** - 8 Internships have been awarded from 11 applicants. One agency applied for an internship and didn't receive an award, but decided to hire an intern anyway. Four career fairs have been attended including St. Martin's, Central Washington University, UW Bothell, and Clark College. In addition, three other events were attended or held including a Clark College speaking engagement, an event at Tukwila School District, and a job shadowing opportunity with Sandy Langdon.

Camille informed the Board that the Committee is working on better ways to connect students at job fairs to agencies providing internships. This led to Board discussion about providing potential interns with access to forms and other information that would need to be submitted through the WFOA website. The Board also discussed providing a "members only" portion of the WFOA website as an added benefit for WFOA members. It was decided that a task force will be formed to work with Metova to explore options for this.

**WFOA Member Award for Excellence Program** – Camille provided an update on the WFOA Member Award for Excellence program, which will replace the PFOA program. The update included an overview of award criteria and metrics. Board discussion ensued about how to promote/communicate the new program. A newsletter article will be written about this topic and the topic will also be presented by Craig during the business meeting at the conference. Jana suggested that information should be added to the website as well so that it can be referred to when Craig presents the program at the conference.

## **CONFERENCE EDUCATION**

**Beth Wright**

**Conference Update** - Beth Wright gave an update on the conference education tracks. One session will be changing due to some communication issues with the presenter, who was not adequately notified that he would be the primary speaker. All of the other sessions are filled. Beth also provided a draft copy of the 2019 conference "At a Glance" document.

Beth informed the Board that she will be working with Metova after the conference this year to make a few enhancements to Sessions. She is working on a cost estimate and will report back to the Board at our next meeting in September.

## **MEMBER COMMUNICATION & SCHOLARSHIP**

**Mickie Cooper**

Mickie informed the Board that newsletter articles are due to her by Monday, August 5<sup>th</sup>. This is necessary so that a newsletter can be issued before the conference.

**Committee Charter Update** – Mickie reviewed a red-lined version of a proposed update to the Member Communication & Scholarship Committee. A clean copy was presented in April and the Board requested a red-line copy so that changes could be reviewed more easily. The primary changes to the charter are to remove internship responsibilities from this committee and to add WFOA's webmaster as a committee member.

**Sandi Roberts moved to approve the proposed changes to the Member Communication & Scholarship Committee Charter. Forrest Smith seconded the motion. Passed unanimously.**

**Scholarship Update** – Mickie provided an update on scholarship activity. To date, 7 WFOA Conference scholarships have been awarded totaling \$3,640. All the scholarships awarded to date are to new applicants. No scholarships have been awarded for GFOA or WFOA non-conference classes thus far in 2019. There have also been three 2018 scholarships that were paid in 2019.

**WFOA Website Questions** – Mickie provided an overview of the “Submit Your Question to WFOA” button on the Board of Directors page on the WFOA website. Questions currently go directly to Craig, with MRSC and our webmaster Debbie Dahlstrom receiving them as back-ups as well. Mickie suggested that she be the primary contact and she could reach out to Craig or other Board members as needed if she can’t answer a question. Board discussion ensued about who should be receiving these questions. Board consensus was that MRSC should be replaced by Mickie, leaving Craig (or current President in the future), Mickie (or current Member Communication & Scholarship Chair) and Debbie (or current Webmaster) as the 3 individuals receiving these questions. Mickie will act as the primary person to respond to questions but will copy Craig and Debbie on responses so that everyone is aware of the status of any questions received.

## **2019 SPONSORSHIP CHAIR**

**Carrie Lewellen**

**Sponsorship Update** – Carrie Lewellen provided a sponsorship and exhibitor update. Sponsorship for 2019 is currently \$8,500 above the budget for the year and is at an all-time high. Exhibitor revenue is also doing well and is \$3,350 above budget. There are currently 4 exhibitor booths available that had previously been on hold.

A discussion of sponsorship opportunities ensued and Board members want Conference Solutions to make it clearer that WFOA will still accept any level of sponsorship. Currently it appears that only certain levels of sponsorship are available on the website so sponsors wouldn’t necessarily know otherwise unless they contact Conference Solutions.

Craig Warner and others on the Board took a moment to express gratitude to Carrie for her service on the Board as her term ends this year and this will be her final meeting. The 2018 conference was a huge success and Carrie’s 2019 Sponsorship Chair work has been extremely well done. Craig and the Board encouraged Carrie to remain active in WFOA and to pursue a Board position in the future if her primary job responsibilities allow for it.

## **2019 CONFERENCE CHAIR**

**Forrest Smith**

**2019 Conference Update** – Forrest Smith provided the following updates on the 2019 conference:

- An overview of conference registration and revenue information. Registration is going well and the deadline for “early bird” rates is 8/1.
- Tuesday’s appreciation dinner will be held at American Ranches near Naches. It is about a 45-minute bus ride to the site.
- Special guests including out of state guests will speak during lunch Wednesday. This should reduce the length of the business lunch on Thursday. Sponsors will also be asked to attend the

Wednesday lunch and will be provided with seating up front so that they can be recognized. Board members are asked to join them at these tables.

- The Wednesday reception will be held at the Yakima County Baseball Stadium at the County fairgrounds.
- The Thursday business lunch will still include a vendor give away/raffle. The Thursday banquet will also be the same format as prior years.

Craig reminded Executive Board Members that they will be asked to chaperone one of the special guests. Craig will provide everyone with the individual they will be chaperoning as soon as possible.

**First Time Conference Attendees** – Forrest provided an overview of the activity for first time attendees. These attendees will be invited to a separate breakfast on Wednesday where a WFOA 101 presentation will be provided. All Board members are also asked to attend. There will also be separate raffle items for this event.

## **2020 CONFERENCE CHAIR**

**Sandi Roberts**

**2020 Conference Update** - Sandi Roberts provided the following updates to the Board on the 2020 conference:

- The theme for the 2020 conference will be “2020 Vision for a Bright Future”. The Conference Committee is working on a logo.
- To tie in with the conference theme and promote the 2020 conference, the Committee would like to order sunglasses to hand out in Yakima at the business meeting. The cost will be minimal (\$700-\$800).
- Committee work and planning is progressing well.

## **MRSC UPDATE**

**Toni Nelson**

**Membership Update** – Toni Nelson provided an update on WFOA membership including information on renewals vs. new membership. Toni offered that MRSC can provide other data if the Board specifies what it would like to see.

Craig Warner commented that WFOA is seeing a decline in membership and asked for Board input on what actions should be taken. For example, should the Board consider a membership drive?

Toni Nelson offered that part of decline may be attributable to an increase in membership dues from \$50 to \$75. The Board discussed that membership renewal also picks up significantly when individuals register for the conference, so we may see an uptick in July and early August.

Further discussion ensued amongst the Board about collaboration efforts between WFOA, MRSC, WPTA, and other partner agencies. Jana Brown also mentioned that we have a great opportunity to promote WFOA when the WFOA President or other members of the WFOA Board attend other conferences as guests.

## **STATE TREASURER’S OFFICE**

**Staci Ashe**

**State Bank Update** – Staci Ashe provided an update on the State Bank. A study authorized by the Legislature was due to be completed in June, but the deadline was extended to the fall of 2019.

**Office of the State Treasurer (OST) Organizational Changes** – Staci provided updates to the Board on several organizational changes that have occurred, or are expected to occur, at OST in 2019.

**Separately Managed Accounts (SMA)** – Staci provided an update on OST’s SMA program, which was authorized during the 2019 Legislative Session and goes into effect in July of 2019. Accounts under the SMA program will be run exactly like OST’s core portfolio for longer-term fixed income investments. Agencies can contact OST if they are interested in participating.

**Other Updates** - Staci shared that Treasurer Duane Davidson is the head of the Cannabis Banking Task Force and is working on legislation known as the Safe Banking Act. Treasurer Davidson has also announced that he will be running for State Treasurer again in 2020.

#### **WFOA Website/File Manager Training**

**Jana Brown**

Jana provided the Board with training on the WFOA website and file manager. Jana covered how to post items to the website and useful tips on how to navigate within these programs. She stressed the following key points:

- Metova administers updates to the website including decisions on when (or whether) updates should be implemented. Everyone has full access/rights in WordPress due to program limitations. However, please **do not** install updates in WordPress.
- Board meeting files should be saved in the applicable board meeting folder prior to a meeting. Once the meeting has concluded, final (approved items) should be copied to the appropriate Executive Board folders (e.g. Board minutes to the Secretary/Minutes folder).
- Documents posted to the website should be in .pdf format whenever possible so that they cannot be easily modified.
- WFOA protocol is for website items is to post 3 years of history (e.g. minutes, rosters, etc.).
- Please be respectful of others’ work. It can be very easy to accidentally override or move items, which can have unintended consequences on the website or within the file directory.

**President Craig Warner adjourned the Board meeting to the 64<sup>th</sup> Annual Conference Business Meeting at the Yakima Convention Center, September 19, 2019.**

Respectfully submitted,

Dan J. Legard  
Board Secretary