



MINUTES  
Administrative Committee Meeting  
Wednesday, February 26, 2020  
Three Rivers Convention Center, Kennewick, WA

Chairman Kene Christensen called the meeting to order at 9:06 am.

I. ROLL CALL – Attending were:

Committee Members: George Colley, Chris Van Belle, Matt Sealock, Ryan Ferguson, Chad Neeley, Chris Mio, Kim Mills, Nancy Boettcher.

Alternate Committee Members: Craig Gilbert, Harold Sealock, Harold McConnell, Jay Castle

Growers: Kevin Gilbert, Kene Christensen, Gary Christensen, Marc Mills, Marvin Mills, J.P. Lete, Troy Martin, Todd Wheeler

Handlers: Max Amundson, Rodney Jones–Callisons, Tyler Schilperoort -AM Todd, Phil Dufault–Labbeemint, Chris Leman, Elijah Perkins –Norwest, Devin Dekker – RCB International, John Cheatham – Lebermuth.

USDA: Barry Broadbent, Joshua Wilde

Interested Parties: Rod Christensen

Administration: Shane Johnson, Kim Hatch, Nicole Peterson and Sheri Nolan

II. USDA Antitrust Statement

Josh Wilde discussed the Antitrust Statement.

III. Audit Review

Emily McCann from CliftonLarsonAllen, LLP reviewed the audit for the Fiscal Year ending in May 2019. Chris Van Belle moved and Nancy Boettcher seconded the motion to accept the audit. The motion passed unanimously.

IV. Minutes Consideration

Minutes from the October 16, 2019 meeting and February 18, 2020 conference call were reviewed by all. Nancy Boettcher moved and Chris Van Belle seconded the motion to accept the minutes of the October 16, 2019 meeting and February 18, 2020 conference call as presented. The motion passed unanimously.

V. Review and Approval of Current Financial Statements

Shane Johnson reviewed the Statement of Income and Expenses for the period June 1, 2019 through February 24, 2020 (Copy attached). He reported that the income to date totaled \$148,182.07; total expenses to date are \$148,585.98 resulting in net loss of <\$403.91>. He also reported that the balance sheet indicated that there \$120,853.02 in the Washington Trust Bank Account, and prepaid insurance, \$1,368.97 for total assets of \$122,200.01. Shane also presented the check detail, October 16, 2019 to February 17, 2020. There were no questions on the financial statements and Chris Van Belle made a motion that the financial records be accepted as presented, Chad Neeley seconded to accept the financial statements. The motion passed unanimously.

VI. New Business

A. Report of Executive/Budget Sub Committee

1. Approval of 2020-2021 Compliance Plan - Shane reviewed the minor changes from last year's Compliance Plan that were suggested after the USDA Audit. A couple of clarifications need to be made with the USDA. A motion was made by Chris Mio, seconded by Chris Van Belle to recommended the approval of the compliance plan with latitude for minor changes with clarification from the USDA. The motion passed unanimously.
2. Internal Control Policies document was reviewed by Shane Johnson, noting the only change was to define the per diem for half day (less than four hours) and full day (longer than four hours). A motion was made by Ryan Ferguson, seconded by Chris Van Belle to approve the Internal Control Policies as presented. The motion passed unanimously.
3. Review and Approval of the following: Shane reviewed the following items and discussed the Executive Committee meeting where these were also discussed. Staff left the room so that the committee and those in attendance could discuss these items without staff present. Upon returning the following actions were taken:
  - a. Market and Promotion Budget: Chris Van Belle motioned, and Kim Mills seconded to approve the Market and Promotion Budget in the amount of \$4,500. The motion passed unanimously.
  - b. Full Budget: A motion was made by Chris Van Belle, seconded by Ryan Ferguson to approve the 2020-2021 budget. The motion passed unanimously.
  - c. 2020-2021 Assessment Rate: Ryan Ferguson motioned to approve the .14 cent assessment rate, Chris Van Belle seconded the motion. The motion passed unanimously.
4. George Colley motioned to approve the 2020-2021 Contract with Ag Association Management at the current level. Chris Van Belle seconded. The motion passed unanimously.

VII. Next Meeting: Chairman Matt Sealock set the date for the next meeting for October 14, 2020 to be held in Pendleton, OR at a location TBD. Area grower meetings will take place 2 to 3 weeks prior.

X. Adjournment:

The meeting was adjourned by Chad Neeley at 10:37 a.m.

Submitted by:

\_\_\_\_\_ Shane Johnson, Manager

Attested to by:

\_\_\_\_\_ Committee Member