



# Executive Committee Report

Compiled by Claire Lider, CMC  
WMCA Board Member

September 2010  
Edition

## Executive Board

### President

Karen Kuznek-Reese

### President Elect

Treva Percival

### Vice President

Sandy Paul

### Secretary

Erin Larsen

### Treasurer

Gina Anderson

### Board Members

Debbie Burke

Debbie Clark

Claire Lider

Virginia Olsen

Scott Passey

Diana Quinn

### Past President

Ali Spietz

Visit our Website at:

[www.WMAClerks.org](http://www.WMAClerks.org)

Founded in 1970, WMCA is a non-profit association that promotes the professional and education standards of Municipal Clerks, County Clerks, and Transit Board Clerks in various local governments of the State of Washington.

## President's Message

Karen Kuznek-Reese, MMC

President

Happy September!

It's hard to believe that summer is over... The time just seems to fly by. It's been a busy summer but I must admit my yard doesn't look as good as it has in the past. I don't seem to spend as much time working in my yard on the weekends. I have an almost two-year old grandson that lives close by and I'd much rather spend time with him! He's not much into pulling weeds. But he sure does like riding the tractor! Grandkids are awesome!



The month of September includes travel opportunities on behalf of WMCA!! I am heading to Keizer, Oregon on September 14 for the Oregon Association of Municipal Recordors (OAMR) annual conference. Their theme is "Today's Vision – Tomorrow's Reality." Sandy Paul will attend the Idaho City Clerks, Treasurers and Finance Officers Association (ICCTFOA) annual conference September 15 – 17 at the Shilo Inn in Idaho Falls, Idaho. Their theme is "Collaboration: The Key to Our City's Success." Both conferences have scheduled terrific speakers. Next month we'll let you know all about our travels.

Remember that survey you took a couple of months ago??? One question was about conference locations. There were 112 responses. 63% wanted to keep the conference location as it is rotating yearly from the east to west sides of the mountains at various venues. Many felt this provides an opportunity to see other parts of the state they might not otherwise visit. It also provides an economic boost for the cities we visit. The other question was about an online payment option. Many cities still prefer to pay by check. However, 70% felt an online payment option is valuable.



We are still working on our new website. It's really exciting all the changes you'll see when it's done. The new website provides many exciting options. You will be able to make your own updates to your contact information and certification status. We will also have an online payment option. There will be a slight cost to WMCA but it will be so much easier on our Treasurer! There will be a members only section. Members will have access to our discussion board, scholarship information, and job postings. Our hope is to have it up and running by the end of the year!

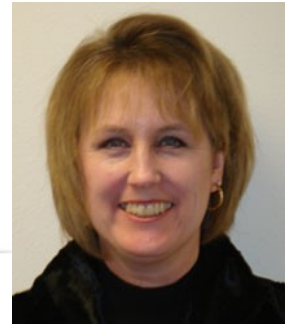
I'm going to miss summer but I do love the month of September! I hope you enjoy yours!!

- Karen

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...and more!



# Legislative Update

*Sandy Paul, CMC*  
Vice President



The Flexible General Government Operations Subcommittee met at the City of Puyallup City Hall on August 17, 2010. About half of the fifteen attendees tele-conferenced in to the meeting. Kathy Turner, Puyallup's Mayor, and the Association of Washington Cities Board President, is once again leading this committee. Victoria Lincoln, Legislative & Policy Advocate, facilitated the discussion. Clearly, two hours was not sufficient time to discuss upcoming issues, but future meetings will allow additional input and debate. 'Hot topics' at this point in the process are as follows:

- **Meet & confer on public records requests:** Establish a procedure for the requestor of a public record and an agency to confer on disputes before filing a court action.
- **Cost recovery for public records requests:** Model Oregon staff cost recovery law on records requests.
- **Cost recovery for large requests:** For requests that involve thousands of pages of copying & reproducing of documents, give agencies more than the 15 cents per copy and allow cost-recovery on CDs that are not covered by the 15 cents per page.
- **Harassing requestors:** Establish limits or cost recovery on frequent public records requestors.
- **"Harassment" requests:** Current law restricts those who are convicted and incarcerated from demanding public records; Extend this restriction to pre-trial conviction.
- **Clean-up of disincorporation statutes:** Current statutes are outdated. Spokane Valley has worked on this issue.
- **Attorney-client privilege:** Codify the attorney client privilege as it exists today while allowing agencies the option of waiving the privilege. (Note: The Sunshine Committee has recommended to the Legislature that Attorney-Client privilege be returned to the way it was prior to 'Hangartner'. Ramsey Ramerman has written a proposal which can be found at <http://www.atg.wa.gov/opengovernment/sunshine/meetings2008.aspx> .
- **Streamlining city classifications:** Currently we have Code Cities, First Class Cities, Second Class Cities, and Towns. Each classification has different powers and state laws to abide by. One proposal is to give Towns and Second Class Cities the same powers as Code Cities and consolidate existing state law.
- **City use of volunteers:** Allow cities to use volunteers without concern to collective bargaining issues.
- **Early retirement:** Public agency employees can retire at age 55 w/ 20-yrs of service – if not then, they must wait until age 65 w/ at least five years of service. Allow employees to retire early with age and years of service in the in-between years – e.g. Age 56 & 18 yrs. of service; Age 61 and 9 yrs. of service
- **Mutual aid agreement for building safety officials:** Statewide facilitated agreement allowing building inspectors and other building officials to provide disaster assistance when requested by another jurisdiction.

A web-based meeting will be held on September 27, followed on November 16, 2010, by a meeting of the entire committee with all sub-committees present.

## We Have Your Training Budget!

*Most members eligible to apply for one or both scholarships!*

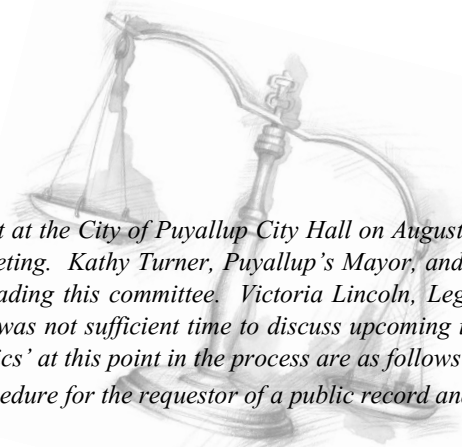
*Cheryl Proffit-Schmidt, CMC*  
Scholarship Committee Chair



Upcoming WMCA scholarship opportunities in 2011 include the Margery Price Application for Spring Academy (must be CMC to apply), and 2011 Conference Application (all members are eligible to apply) for the annual conference to be held March 22 -25<sup>th</sup> at the Heathman Lodge in Vancouver, Washington. The deadline to apply for either scholarship is December 6, 2010. Please go to the WMCA website to review the complete applications and guidelines.

We know budgets are tight, and with training budgets as typically one of the first things to be cut from City and County budgets, we are hoping to still afford the opportunity to Clerks to attend educational trainings.

Other scholarship sources include IIMC (International Institute of Municipal Clerks), WCIA (Washington Cities Insurance Authority), AWC (Association of Washington Cities), CIAW (Cities Insurance Association of Washington) and regional clerks associations.



**Are you  
KIDDING  
me??!!**

No, we are not kidding you! We did not have anyone apply the last time we offered Marge Price Scholarships for the 2010 Fall Academy.

# Nominate a Fellow Clerk!

Ali Spietz, MMC  
Past President



Perhaps the most prestigious award a Clerk can receive is that of "Clerk of the Year" and - it's not too early to start thinking about who you will nominate for this award. That's right! Clerks can nominate each other! Past nominees will tell you that just being nominated for this award is an honor in and of itself.

Nomination forms and information on the process can be found under the Clerk of the Year Policy and Awards Committee description on our website at [www.wmcaclerks.org](http://www.wmcaclerks.org).

The criteria for the Clerk of the Year nomination include:

- Eligible nominees shall be active WMCA members (fully paid dues) for the preceding five consecutive years.
- The nominee must have made significant contributions or performed outstanding service to WMCA, to the profession of municipal clerk, and to his/her individual municipality in the following areas:
  - Leadership, organization, administration and communications.
  - Legislative and governing body procedures, records management and public relations.
  - Outstanding service to WMCA (time/length of service; service on WMCA Committees, attendance at State conferences, involvement in regional groups and/or IIMC committees) and contribution to the clerk profession.
  - Special projects and community activities and volunteerism.

Please note that it is encouraged that nominations be submitted in collaboration with the nominee's elected and/or appointed officials and/or supervisor. Letters will be sent to all members' elected and/or appointed officials in a few weeks. The only WMCA members not eligible to be considered for nomination are those holding the office of President, President-Elect, Vice President and Past President.

Don't let this opportunity to recognize one of your peers pass you by! Nominations must be **postmarked by December 31, 2010**, and submitted to Past President Ali Spietz (City of Mercer Island, 9611 SE 36<sup>th</sup> Street, Mercer Island, WA 98040).

## What, Me Worry?

Find your blue pig today!

Claire Linder, CMC  
Board Member



Usually, when people remark about the state of my desk it is because it is always clean. That's me - I need my area clean so I can focus on the task at hand. I will disclose, however, that my drawers are not in a similar condition. However, over the years, many different objects have collected on my desk. Of course, there is the ironic "easy" button that everyone has to push when they pass my desk and a variety of other random things. For instance, I have a Rubik's cube that most people focus on making more difficult, rather than solving. I have a miniature construction cone that people like to stick on the "fun" assignments that they leave in my in-box. And, I would be remiss if I did not mention the blue pig that oinks when you squeeze it, this was a gift from a Councilmember because he knew, "it would make me giggle". He was right, I did laugh when I found it staring up at me on my desk on a Monday morning.

So, why, you may ask, if I like my desk to appear so neat and organized do I keep a collection of knick-knacks? The answer is simple. They are a good reminder not to take yourself too seriously. They stop people, if for only a moment, to take a second and have fun. I now challenge you to find your own "blue pig" and add it to your desk and count how many smiles it brings throughout the day.



## Clerk of the Year Past Recipients

2010

Pam Kolacy  
Port Townsend

2009

Cheryl Proffitt-Schmidt  
North Bend

2008

Virginia Olsen  
Mountlake Terrace

2007

Terri Pfister  
Spokane

2006

Cindy Aldous  
Marcus

2005

Sharon Mattioli  
Shoreline

2004

Doris Sorum  
Tacoma

2003

Agnes Bennick  
Yelm

2002

Kelly Hennessey  
Mill Creek

2001

Rolland Signett  
Ferndale

2000

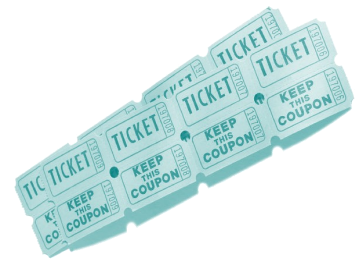
Pam Olsen  
Brewster

For a complete list of recipients visit our website.

# It's Fifty-Fifty!

## Support the Scholarship Fund and You May be a Winner!

Debby Barham, CMC & Debbie Jermann, MMC  
Fundraising Committee



The "50-50" raffle tickets are a \$1.00 for one or \$5.00 will buy you six tickets.

*The 2011 WMCA \$5.00 Raffle tickets will also be for sale during the Fall Academies. Be sure to pick up a book or two to sell to your co-workers, council, friends, family, etc.!*

That's right, at the WMCA Fall Academies on October 1<sup>st</sup> and October 8<sup>th</sup>, the Scholarship Fundraising Committee is going to offer a "50-50" raffle to the WMCA members.

So, what is a 50-50 raffle you ask? It's an opportunity for you to help support the WMCA Scholarship Fund, as well as enter the raffle where one lucky member will win half the raffle pot! The other half (or 50 percent) will go to into the scholarship fund.

The tickets will be for sale before the training and during the breaks. The drawing will take place at the end of the day.

## You Will Not Want to Miss this Opportunity! Performance Management in the Real World

Pam Kolacy, MMC  
2010 Clerk of the Year Recipient  
Education Committee Co-Chair



WMCA has planned a great Fall Master Academy session! Speaker Jim Webber has an extensive background in both human resources and law which he will bring to the session "Performance Management in the Real World: Practices that Meet the Legal Tests." Jim's philosophy is that all workplaces can and should be great places to work, and training should never be boring.

We have scheduled two sessions. The first is Friday, October 1 in Edmonds at the Brackett Meeting Room in Edmonds City Hall. The second session is Friday, October 8, in Richland at the Richland Library. Cost is \$125 for early registration (September 17 for Edmonds, September 24 for Richland). Non-WMCA members may attend for \$150 before early registration deadline. Bring others from your city that may benefit from this class! Topics covered include hiring, performance evaluations, managing performance, terminations, and a special new section on social media in the workplace. Both sessions begin at 9 a.m. and will end no later than 4:30 p.m. Lunch and two breaks are included in the registration price.

The classes are offered through the Northwest Clerks Institute and are approved for 3 MMC education or social/professional points OR 3 CMC education or experience points. Certificates will be issued upon completion of a short written exercise. Check our website, [www.wmcaclerks.org](http://www.wmcaclerks.org) for hotel information and registration form. Hope to see you there!

## Save the Date - Annual Conference 2011 Conference in Vancouver, Washington

The WMCA Annual Conference for 2011 will be at the Heathman Lodge in Vancouver, Washington! Advanced academy will be held Tuesday, March 22, 2011. Conference begins on Wednesday, March 23, 2011 and ends on Friday, March 25, 2011.

**Make your reservations now!** The block of rooms for our conference is now open. Room rates are \$110.00 and \$10/person per night for each extra person (taxes not included). Business Level Guestrooms are \$125. Please call 1-888-4754-3100 to make your reservations. Don't forget to say you are with the Washington Municipal Clerks Association for the conference rates. **You must make your reservation prior to February 28, 2011** to receive the special rate. These rates do not include the Vancouver City Occupancy Tax of 10.2% and a \$2.00 per room, per night County Assessment or any other fees imposed by the City or State at the time of our meeting.

# A Message from Your IIMC Region IX Directors



**Peggy Hawker, MMC**  
City Recorder,  
City of Newport, Oregon



**Kristie Smithers, MMC**  
City Clerk,  
City of Wasilla, Alaska



The International Institute of Municipal Clerks (IIMC) is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

Learn more at [www.IIMC.com](http://www.IIMC.com)

By now we hope you have had a chance to check out the new IIMC website! It's new and exciting and has lots to offer. Region IX has its own page which will include announcements, newsletters and other upcoming Region IX events. We welcome your comments and suggestions.

Over the next few months we will be busy traveling. We begin our travels in September at the Oregon Association of Municipal Recorders conference in Keizer, Oregon. In November, we will be exceptionally busy traveling first to the IIMC Mid Year Board Meeting in Omaha, Nebraska, and then to the Alaska Association of Municipal Clerks annual conference in Juneau. We are looking forward to meeting and re-connecting with our Region IX members in Oregon and Alaska.

One topic that will be discussed at the Mid Year Board meeting will be the possibility of holding a joint IIMC/SLCC conference in the United Kingdom in 2015. We invite you to contact us with input.

IIMC Headquarters Education Department has welcomed a new Verification Specialist, Ashley Durmisevich. The Education Department will be working diligently to continue processing CMC and MMC applications. Please contact them for assistance.

If you have any feedback at all, please contact us! Have a great fall!



*Pictured Above: Treva's pink motorcycle.*

## Getting to Know You Treva Percival, President Elect



We thought it would be fun to get to know our fellow clerks a little bit better, as such, this month, we are featuring Ten Fun Facts about your President Elect, Treva Percival. Sure, you already know she is the Assistant to the CEO / Clerk of the Board for Pierce Transit, but did you know:

1. She rides a pink motorcycle.
2. She has three daughters (ages 13, 6, and 2).
3. She grew up in the small town of Buckley where she still lives.
4. She joined the Marine Corps at age 19 but was unable to complete boot camp due to an injury.
5. She has been skydiving.
6. She has three sisters and one brother.
7. Her favorite vacation spot would have to be Jamaica.
8. Her favorite color is purple.
9. She is determined to ice skate at Rockefeller Center before she dies.
10. When she has free alone time, her favorite thing to do is read.

# Dues are Due!

## Continue to Enjoy the Benefits of Being an Active Member

WMCA's fiscal year is May 1, 2010 to April 30, 2011. Membership applications were emailed at the end of May. If you have misplaced yours or did not receive one, you can find another membership application at [www.wmcaclerks.org](http://www.wmcaclerks.org).

Please mail your **completed invoice and check** to:

WMCA  
Gina Anderson  
PO Box 9  
Woodland, WA 98674



## The Top Ten List

**Jerry Handfield**  
State Archivist for the State of Washington

Here are the top ten reasons why Clerks should love their recordkeeping partners at the State Archives:

10. The Association of Washington Cities representative, Victoria Lincoln, represents you on the Archives Oversight Committee.
9. The State Archives provides speakers for your meetings.
8. Our archivists and records managers are available for on-site consulting.
7. Our workshops are free and available throughout the state.
6. Free State Archives boxes are available for the storage of your archival records. The 1-piece boxes are strong and bright and include handles.
5. The life of your original records is often extended when they are deposited in the 60° dark storage areas of the State Archives.
4. Preservation of the original record is improved since it is not handled, mutilated, bent and folded as often.
3. Cost savings – Researchers and customers can find records without sending you searching through scores of boxes.
2. Many of these minutes, ordinances and resolutions (MORs) are easily accessible to the public on our Digital Archives site: [www.digitalarchives.wa.gov](http://www.digitalarchives.wa.gov)
1. Did you know that the State Archives, Office of the Secretary of State, has awarded over \$1.2M to 108 City Clerks since 2002? Our Local Records Grant Program peaked in 2007-09 with \$2.5M in awards, but 2009-11 is down to \$200,000 in response to decreasing revenue from the fee on recorded documents. Local Government Records grants have preserved valuable legal and historical MORs.

Incidentally, last month included a couple of extra hours near the SeaTac Airport so I stopped in for a visit and tour at the City Hall. Kristina Gregg was a great tour guide and I just love seeing boxes of records! My vacations this summer have included a major re-arrangement of my nose by a doctor who tried to correct 40 years of neglect and damage, a wisdom tooth extraction and a week in Grand Rapids, Michigan watching my son Don direct a movie, "Touchback," starring Kurt Russell and Christine Lahti. Yes, he loves record keepers, too! No, I'm not in the movie!



## Published by Clerks for Clerks!

If you have any great news to share or ideas for articles for the October edition of the WMCA Newsletter, be sure to email them to Virginia Olsen at [volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us)

## September Holi-dates!

6th

Labor Day

8th

Rosh Hoshanah

10th

TV Dinner Day

12th

National  
Grandparent's Day

13th

Scooby Doo's Birthday

16th

Collect Rocks Day

17th

Constitution Day  
Yom Kipper

18th

National Play-Doh  
Day

19th

Talk Like a Pirate Day

23rd

National Pot Pie Day

24th

National Punctuation  
Day

26th

Good Neighbor Day

30th

Anniversary of the  
Invention of the Safety  
Pin