

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, March 10, 2015

PRESENT

Supervisors: Jerry Scheele, Randy James, Jaki Shrauger, Tom Miller, Mary Sullivan

Absent:

Associate Supervisors: Dixie Riddle

SCD Staff: Vicki Carter, Erica Johnson, Cori Turntine, Ty Meyer, Rick Noll, Jilla Loan

Guests: Chad Greif, BIAS; Rich Edlund, NRCS

Chair Scheele called the meeting to order at 5:05 pm.

Approval of Agenda

Chair Scheele presented the agenda for board approval.

Motion James/Miller to accept the agenda. Motion carried.

Previous Meeting Minutes

Minutes from the February 10, 2015 board meeting had previously been distributed for review.

Motion Shrauger/Miller to accept the February 10, 2015 Meeting Minutes. Motion carried.

TREASURER'S REPORT

Auditor Jaki Shrauger, presented the Treasurer's Report for February, 2015.

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	OUTSTANDING BALANCE	ADJ. BALANCE
NW Pipeline Savings Acct	66,224.32	0	0	66,224.32	0	66,224.32
PayPal Merchant Acct	552.98	12,621.94	9,735.28	3,439.64	0	3,439.64
PayPal Transfer Acct	0	350	0	350	0	350
Bank of Fairfield Checking	1,070,113.26	548,469.70	744,006.73	874,576.23	439,149.20	1,313,725.43
Bank of Fairfield MMA	301,870.35	69.47	301,939.82	0	0	301,939.82
LGIP	2,352,317.71	242.90	0	2,352,560.61	0	2,352,560.61

Prior to the meeting, Auditor Shrauger reviewed the bank statements for February to verify the balances on all accounts. She went through the checks to verify signatures and endorsements. **February Treasurer's Report: Claims: 42886-42924, 42927-42938, 42940-42958, 42961-42962; EFTs: 300-312, 360-372, 375-381; Receipts: 11094-11097, 11100, 11102, 11103, 11109-11110, 11113-11222, 11126-11232, 11236, 11238-11243; Voids: 42925, 42926, 42939, 42959-42960, 42963 - printer error; Refunds: 477: \$25 Backyard Conservation Stewardship Program; February Accounts Payable: \$225,869.37.**

Motion James/Sullivan to approve the February TREASURER'S REPORT and March Accounts Payable as presented. Motion carried.

Vicki Carter recommended keeping \$750,000 in the checking account and moving the excess balance to the LGIP account. Erica Johnson explained PayPal refund procedures.

Motion Sullivan/James to sweep excess funds from Bank of Fairfield Checking Account to LGIP account. Motion tabled.

Motion Miller/Shrauger to give the SCD Director the authorization to move funds to maximize FDIC coverage. Motion carried.

NEW BUSINESS / LINKAGE TO COMMUNITY

Public Comments/Introductions

Chair Scheele introduced Rich Edlund, Natural Resource Conservation Service, to our new employee Cori Turntine.

Department Report Review

Shrauger noted that there have already been 3-4 fires in our area this spring. Hangman Creek water level is so low that there are few places for the Willow Warrior planting event in May. Discussion was held regarding production agriculture weather forecast and planting conditions.

GOVERNANCE CULTURE

Election Update

Polls were open from 7:30am to 4pm with Sonya Owen and Les Linton as poll officers. Ten ballots were cast. Nine were confirmed eligible voters and one is pending confirmation. The nine votes were for our single candidate, Wendy Knopp. There were no write-in entries. This information will go to the commission to be ratified. Mary Sullivan's last meeting will be in May and then Wendy Knopp will take over.

Financial Report

Chad Greif gave the financial report. We are at 12% of revenues in the general fund. Tree Sale revenue budget line is at 49%. Some building repairs and maintenance supplies were purchased in February, pushing that expenditure budget a little early in the year. Carter noted that our HVAC is near its deathbed, but we will be nursing it along a little longer. Other large expenditures included benefits. Services and charges and bank services and charges line items were a little mixed up; Greif and Turntine will rectify this. Carter had a question regarding our car payment budget line. The SRF Fund 401 saw some legal services expenditures to create the operating loan program and expenses to prepare the equipment for spring. Greif discussed our loan revenue and book to loan assets gap analysis.

BOARD/CEO RELATIONSHIP

Good Governance Review

Carter distributed the Good Governance Checklist and explained how we are using this and the Schedule 22 as an internal audit. Carter and Turntine completed the Good Governance Checklist together and brought the results to the board. We did get a yellow/consider improvement in "implementation goals" because of a few projects that fell through and funds had to be returned to the commission. We also marked consider improvement on having reports to the commission by the 10th of each month. We checked consider improvement with partnering agencies, specifically Washington Department of Fish and Wildlife due to our inability to get timely permits from this agency. All other categories in the checklist were green.

Schedule 22

Carter reviewed the Schedule 22. It is a questionnaire that is part of our annual audit and goes to the commission as well. Turntine completed this report with assistance from Carter. James and Shrauger will arrive an hour before the next board meeting in order to receive their ___ training. Turntine noted how our Accounts Payable list in the board meeting only represents half of our payables in a month and a second round of checks are printed later in the month; there is an exception in the RCW that allows this.

Motion James/Sullivan to accept the 2014 Good Governance Checklist and the Schedule 22 Audit Assessment. Motion carried.

Rich Edlund announced that their Local Working Group meeting is coming up next month. This meeting is a broad opportunity for private landowners and all partner agencies.

OPERATIONAL EXPECTATIONS

Legislative Update

The rates and charges legislation passed the Senate, but Baumgartner voted no. Carter will be trying to meet with him to find out why. Miller will try to get in touch with Padden who also voted no. WACD Legislative Days are March 23-24.

SRF Program Update

Meyer announced that documents have come back from the attorney and the operating program should be ready to go. Extensive legal documentation was obtained in order to fund the first loan as per authorization in the previous meeting. Due to discussion, Carter forwarded electronic copies of the loan application documents to the board. The loan is set up based on the condition that direct seeding techniques will be used. MOUs with other districts will be brought to the board as they become updated to include the Direct Seed Operating Loans.

Our first operating line has been lent. This lender had a \$25,000 balance on an open equipment note with us, and we rolled it into the operating line.

Meyer anticipates a slow year for SRF loans and even a slow year for custom direct seeding due to the anticipated drought.

There is a landowner near Peone Prairie that would like to run a small acreage custom seeding operation. He is talking with Meyer and Pat Munts regarding potential to partner with us or use our loan programs to get started.

OSS Program Update

Carter reported that our first project of 2015 will start next week. It should be another big year. Turntine, Walt Edelen and Barry Tee all attended an OSS meeting at SeaTac last month; they were introduced to the idea of a "septic social" and will look into hosting one. This would target a community and include a talk by a septic professional regarding maintenance and a potluck or other meal.

CLOSING OF MEETING

Correspondence and Announcements:

Carter distributed a non-point pollution recommendation paper that will be sent to the DOE on behalf of SCD. The FarmVet program is moving forward and Carter will visit Randy Emtman's property near Tower Gardens. Carter is looking into wrapping everything into a cohesive program with great funding and marketing. Our Small Farms Conference this year is in conjunction with the Washington Tilth Conference, and the day we host will be themed on getting Veterans into Farming. The Small Farms Conference Committee is looking into forming a non-profit to run the 2016 event; SCD would become more of a sponsor rather than a host.

Dates:

- March 24-25: WACD Legislative Days
- Winter Quarter: Online Veteran Farmers Course through SCC and Cultivating Success
- July 13, 2015: NACD Summer Meeting in Spokane. Tour stops will highlight farming on the Palouse. 200-250 people could attend; 50-60 policy people, CD supervisors from the nation and local officials.

- November 13, 2015: Tilth Symposia (INW Small Farms Conference and Country Living Fair)

READING OF THE MOTIONS

Motion James/Miller to accept the agenda. Motion carried.

Motion Shrauger/Miller to accept the February 10, 2015 Meeting Minutes. Motion carried.

Motion James/Sullivan to approve the February TREASURER'S REPORT and March Accounts Payable as presented. Motion carried.

Motion Sullivan/James to sweep excess funds from Bank of Fairfield Checking Account to LGIP account. Motion tabled.

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Motion James/Sullivan to accept the 2014 Good Governance Checklist and the Schedule 22 Audit Assessment. Motion carried.

Meeting adjourned at 7:00. Respectfully submitted by: Erica Johnson

Jerry Scheele, Board Chair

Randy James, Vice Chair