

**SPOKANE CONSERVATION DISTRICT**  
 210 N. Havana, Spokane, WA 99202  
**BOARD MEETING MINUTES**  
 Tuesday, December 11, 2018

**Attendees**

**Supervisors:** Jerry Scheele, Tom Miller, Jaki Shrauger, Randy James

**Absent:** Wendy Knopp

**Associate Supervisors:**

**SCD Staff:** Vicki Carter, Cori Turntine, Hilary Sepulveda, Dan Ross, Ben Peterson, Josie Bjordahl

**Guests:** Mike Baden – WSCC; Rich Edlund - NRCS

**Agenda**

Chair Scheele called the meeting to order at 5:04 and led the pledge of allegiance.

**Motion James/Miller to approve the agenda. Motion carried.**

**Previous Meeting Minutes**

Minutes from the November 12, 2018 Regular Board Meeting were previously distributed.

**Motion Miller/James to accept November 12, 2018 Regular Board Meeting minutes. Motion carried.**

**Treasurer’s Report**

Supervisor James read through the Treasurer’s Report. Prior to the meeting he verified all the adjusted balances and all accounts matched.

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
50 PayPal Merchant Account	531.36	3,578.20	2,539.03	1,570.53	0.00	0.00	1,570.53
51 Paypal Transfer Account	350.00	2,361.26	2,361.26	350.00	0.00	0.00	350.00
101 First Interstate Bank- Checkin	439,960.54	621,037.49	1,051,269.73	9,728.30	0.00	446,297.70	456,026.00
102 First Interstate Bank - MMA	231.74	0.02	0.00	231.76	0.00	0.00	231.76
201 LGIP - WA State	342,880.85	643.13	0.00	343,523.98	0.00	0.00	343,523.98
<b>Total Cash:</b>	<b>783,954.49</b>	<b>627,620.10</b>	<b>1,056,170.02</b>	<b>355,404.57</b>	<b>0.00</b>	<b>446,297.70</b>	<b>801,702.27</b>
	783,954.49	627,620.10	1,056,170.02	355,404.57	0.00	446,297.70	801,702.27

**Treasurer’s Report:**

**Receipts:** 3072-3074, 3088-3099, 3114, 3115, 3117, 3119-3121, 3124-3132, 3135-3141, 3143-3147, 3162-3164, 3191, 3193-3195, 3201-3229, 3231, 3232, 3234-3237, 3261, 3262, 3267-3286, 3305, 3306, 3312-3314, 3351-3357, 3359, 3360, 3363, 3365-3369, 3383-3386; **EFTs:** 3014, 3043, 3045, 3046, 3069, 3142, 3230, 3233, 3287-3304, 3311, 3370; **Claims:** 46811-46925; **Voids:** 46824; **Refunds:** 3369; **Accounts Payable:** \$136,464.38.

**Motion Miller/James to accept the November Treasurer’s Report and December Accounts Payable as presented. Motion carried.**

**New Business / Linkage To Community**

**Public Comments and Introductions**

Carter summarized her meeting with Tim Kestell from Kiemle & Hagood. Kestell has prepared a marketing strategy for the 2.75 acre parcel(s) of property located at the south end of the 8<sup>th</sup> Avenue property.

Mike Baden summarized the SCC's Quick Notes report and asked the Board for support as we move into the budget season and process.

### **Governance Culture**

Chair Scheele announced March 12, 2019 as the 2019 Election Date. Schrauger's position is up for election.

Carter presented the proposed 2019 Board Meeting Schedule noting there were no known date or time changes out of the ordinary. If approved, the schedule would be posted to our website and at the office.

**Motion James/Miller to accept the proposed 2019 Meeting Schedule as presented. Motion carried.**

Miller presented a Certificate of Appreciation to Scheele for 25 years of service on the Spokane Conservation District Board from WACD. Scheele shared that he attended his first state Conservation Conference in 1969 where he and his brother Ted Scheele won Farmer of the Year award. Carter provided a recap of the 2018 WACD Annual Meeting and congratulated and thanked past President Miller on his two years of service as President of the WACD Board. Miller summarized all of the great speakers at the conference and recognized how wonderful Ty Meyer's presentation was.

Carter highlighted the Conservation Commission's Center for Technical Development CTD and reported that certification is really important and highly valuable in being able to sell our services and value to the legislature. Another strong point that was made at the WACD conference is the need for standardization among CDs across the state to create credibility as a cohesive unit with a common goal.

### **Board/CEO Relationship**

Turntine summarized the status of the SAO audit. Field work has wrapped up and an exit conference will be scheduled soon. Notification would be forwarded to the Board.

Carter reported that the CERB grant proposal was approved and presented the contract to the board for approval and signature. She requested approval of the Initial offer of financial aid, including local match of \$16,667. Carter reminded the board that this award will provide funding of a feasibility study to identify whether a feasible location for a partner building on the 8<sup>th</sup> property campus.

**Motion James/Miller to authorize to signature of the initial offer of financial aid from Community Economic Revitalization Board. Motion carried.**

Turntine presented and summarized our final 2019 proposed budget for all funds noting that we have conservatively projected revenues.

**Motion James/Miller to accept the 2019 Budget as presented. Motion carried.**

Carter presented the Board with a document she has prepared on rates and charges intended to be used for talking points on the transition to rates and charges. She is seeking approval from the County

Commissioners early 2019. If approved, the new structure and rates will be effective in 2020. As part of this process Carter and Walt Edelen will be attending several town and city council meetings throughout the county.

Carter reported that Ty Meyer is travelling to Pendleton, OR for a PNDSA presentation today and reported that he's been very busy working on the PNDSA conference. She also reported that we will be working with PNDSA to renewing our management services contract for 2019.

### **Operational Expectations**

Carter presented the correspondence and announcements

- Christmas party Dec 14 @ Annie Fannies. Dinner options available.
- PNDSA @ Kennewick –January 8-9, 2019
- AG EXPO @ Spokane –February 5-7, 2019
- NACD – San Antonio, TX – February 2-6, 2019

### **Executive Session**

Chair Scheele recessed the regular meeting at 6:36 pm for the executive session in accordance RCW 42.30.110 regarding a real estate matter and performance of a public employee. It was estimated to take 50-60 minutes.

The regular meeting reconvened at 7:55 pm. No further action was taken.

### **Closing of the Meeting & Reading of the Motions**

**Motion James/Miller to approve the agenda. Motion carried.**

**Motion Miller/James to accept November 12, 2018 Regular Board Meeting minutes. Motion carried.**

**Motion Miller/James to accept the November Treasurer's Report and December Accounts Payable as presented. Motion carried.**

**Motion James/Miller to accept the proposed 2019 Meeting Schedule as presented. Motion carried.**

**Motion James/Miller to authorize to signature of the initial offer of financial aid from Community Economic Revitalization Board. Motion carried.**

**Motion James/Miller to accept the 2019 Budget as presented. Motion carried.**

Meeting adjourned at 7:56 pm. Respectfully submitted by: Cori Turntine

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**Gerald A. Scheele, Chair**

**Thomas J. Miller, Member**