

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, January 8, 2019

Attendees

Supervisors: Jerry Scheele, Tom Miller, Jaki Shrauger, Randy James, Wendy Knopp

Associate Supervisors: None

SCD Staff: Vicki Carter, Cori Turntine, Hilary Sepulveda, Josie Bjordahl, Jeannie Jesseph, Eric Choker, Garth Davis, Barry Tee, Lindsay Chutas

Guests: Tim Kestell - Kiemle & Hagood

Minutes/Treasurer's Report

Chair Scheele called the meeting to order at 5:05 and led the pledge of allegiance.

Motion James/Miller to approve the agenda as presented. Motion carried.

Previous Meeting Minutes

Minutes from the December 11, 2018 Regular Board Meeting were previously distributed.

Motion Miller/Shrauger to accept December 11, 2018 Regular Board Meeting minutes. Motion carried.

Treasurer's Report

Supervisor Shrauger read through the Treasurer's Report. Prior to the meeting she verified all the adjusted balances and all accounts matched. She noted that check #46821 only had one signature when two were required. She verified the vendor and invoice associated with the check. The new bank statements do not show the backs of the checks for endorsements.

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
50 PayPal Merchant Account	1,570.53	2,264.47	3,323.54	511.46	0.00	0.00	511.46
51 Paypal Transfer Account	350.00	3,045.77	3,045.77	350.00	0.00	0.00	350.00
101 First Interstate Bank- Checkin	9,728.30	969,926.30	393,701.37	585,953.23	0.00	92,306.11	678,259.34
102 First Interstate Bank - MMA	231.76	0.04	11.00	220.80	0.00	0.00	220.80
201 LGIP - WA State	343,523.98	692.54	0.00	344,216.52	0.00	0.00	344,216.52
Total Cash:	355,404.57	975,929.12	400,081.68	931,252.01	0.00	92,306.11	1,023,558.12
	355,404.57	975,929.12	400,081.68	931,252.01	0.00	92,306.11	1,023,558.12

Treasurer's Report:

Receipts: 3377-3382, 3387-3390, 3392, 3393, 3395-3411, 3427-3437, 3439-3342, 3476-3491, 3493-3496, 3501-3506, 3508-3511, 3535-3539, 3546, 3547, 3549, 3550, 3555-3575, 3580-3583, 3585; **EFT's:** 3548, 3358, 3364, 3375, 3376, 3394, 3412-3426, 3540, 3587; **Claims:** 46926-46985; **Voids:** None; **Refunds:** 3473, 3527; **Accounts Payable:** \$307,107.60.

Motion James/Knopp to accept the December Treasurer's Report and January Accounts Payable as presented. Motion carried.

New Business / Linkage To Community

Public Comments and Introductions

Tim Kestel from Kiemle & Hagood was introduced by Vicki Carter.

WSCC Report

Baden was not able to attend.

Kiemle & Hagood Report Analysis

Kestel presented the recent Market Analysis he prepared regarding the value of the platted lots at the 8th Avenue property. The market is favorable for selling as Spokane is considered a “back office” for companies along the I-5 corridor where office space and housing are considerably more expensive. He explained how the permitting process works and the benefits of selling sooner rather than later. The view from that area increases the desirability of the lots. No further action was taken.

Department Report Review

- Davis reported that registration for the Inland Tree and Landscape Conference has increased. Top notch speakers are presenting timely messages. The Board is invited to attend.
- The WA Cannabis Growers Assoc has invited the District to speak at their meeting. Chutas will be presenting the Voluntary Stewardship Program.
- The Mt. Spokane area is planning a large sewer expansion involving over 1,000 homes. Tee and Edelen will present the OSS program at their next meeting.

Governance Culture

Election Date Announcement

Jesseph announced March 12, 2019 as the date for the SCD election. Shrauger’s position is up for election. Shrauger announced her intent to run again. The deadline to submit the Candidate Statement and Nominating Petition is February 12, 2019.

State Auditor Report

Turntine presented the Washington State Auditor’s report for 2019 and stated it was a clean audit and went very well. The financial analysis was reviewed without exception. Two exit items were discussed regarding updating our asset inventory and continued monitoring of our cash position. Our cash position was decreased in 2017 due to the 8th Property purchase and making SRF loans when the legislature held state funding. Carter stated 2018 ended in a stronger cash position than expected and gave kudos to Turntine for her year-end work on grant vouchers. Carter also stated that Turntine was praised for her Audit Packet presentation. The auditors also noted that they can tell the Board is well informed and they were complimentary of our overall internal controls processes.

Director’s Report

- Carter is actively working on Rates and Charges. She has requested a meeting with our new Commissioner attorney, Jack Driscoll as well as Commissioner Mary Kuney. A workshop with the commissioners will be requested to discuss the proposal. This will be followed up with two public meetings. There has been no increase in funding since 1998. The District is providing more services and technical assistance than ever. If approved, rates and charges will increase the per parcel rate from \$5 to \$10 annually.
- The District received an email from concerned citizen about the governmental shutdown. This citizen is a veteran and a TSA employee. They asked for public support of ending the shutdown. The SCD Board sympathizes with all affected by this and hopes the matter will resolve quickly. A

letter will be sent to the National Association of Conservation Districts (NACD) to express our concern and request the government shut down to end.

- The Valleyford Facebook page has a post that inaccurately describes activity on Hangman Creek. The post is talking about the River Mile 17 project.
- Carter and Chris Eckhart are going to Olympia for Legislative Days at the end of month to talk about the Voluntary Stewardship Program and the Regional Conservation Partnership Programs.
- Carter will be attending the NACD Meeting in February.

Operational Expectations

Financial Report & Analysis

Turntine reported that the 2018 General Fund budget ended with a \$221,000.00 excess. Budget differences in projections verses actual were reviewed and explained.

Correspondence & Announcements

Carter announced the following dates:

- PNDSA @ Kennewick –January 8-9, 2019
- Legislative Days -- Olympia
- AG EXPO @ Spokane –February 4-7, 2019—joint booth with PNDSA
- NACD Meeting – San Antonio, TX – February 2-6, 2019
- SCD Election – March 12, 2019

Executive Session

Chair Scheele recessed the regular meeting at 6:55 pm for the executive session in accordance RCW 42.30.110 regarding a real estate matter and RCW 42.30.140(4) regarding the performance of a public employee. It was estimated to take 50 minutes.

The regular meeting reconvened at 7:40 pm.

Board/CEO Relationship

The Board presented their Director Performance Evaluation Review. The Board thanked Carter for the work accomplished by her and the CD staff.

Motion James/Knopp to approve a 3 percent increase in the annual salary for Director Carter. Motion carried.

Carter asked for further discussion regarding the inability to extend the same increase to staff and asked for a continuation at the next Board meeting.

Closing of the Meeting & Reading of the Motions

Carter read the motions.

Motion James/Miller to approve the agenda as presented. Motion carried.

Motion Miller/Shrauger to accept December 11, 2018 Regular Board Meeting minutes. Motion carried

Motion James/Knopp to accept the December Treasurer's Report and January Accounts Payable as presented.

Motion carried.

Motion James/Knopp to approve a three percent increase in the annual salary for Director Carter.

Motion carried.

Meeting adjourned at 8:10 pm. Respectfully submitted by: Jeannie Jesseph

Gerald A. Scheele, Chair

Thomas J. Miller, Member