Attendees
Supervisors: Jerry Scheele, Wendy Knopp, Tom Miller, Jaki Shrauger
Absent: Randy James
Associate Supervisor: Chris Mahelona
SCD Staff: Vicki Carter, Hilary Sepulveda, Cori Turntine, Josie Bjordahl, Lindsay Chutas, Eric Choker,
Guests: Brian Werst, Lou Corones

Call Meeting to Order
Chairman Scheele called the meeting to order at 5:01 and led the Pledge of Allegiance.

Executive Session
Chairman Scheele recessed the regular meeting at 5:05 pm for the Executive Session in accordance with RCW 42.30.110 (1) regarding litigation. It was estimated to take up to 20 minutes. At 5:20 pm it was announced that the Board would need another 20 minutes to finish Executive Session. The regular meeting reconvened at 5:40 pm.

Motion Miller/Shrauger to authorize the Director and Production Ag Manager to settle the pending litigation described in court file 17-2-04080-5 for an amount between $40,000 and $50,000 at an interest rate of 5.5-12%. Motion carried.

Motion Shrauger/Miller to authorize Carter to extend a grace period of 90 days to use up a SCD employees’ annual leave balance by March 31, 2020. Motion carried.

Minutes/Treasurer’s Report
Acceptance of Consent Agenda
The Consent Agenda was previously distributed. The Board accepted the Consent Agenda items consisting of:

- December 10, 2019 Board Agenda
- November 12, 2019 Regular Board Meeting Minutes
- November 2019 Treasurer’s Report
- December 2019 Payables Report

Motion Miller/Shrauger to accept the Consent Agenda, including the December Payables Report in the amount of $480,218.17. Motion carried.

Treasurer’s Report
Prior to the meeting, Supervisor Shrauger verified that all the adjusted balances and all accounts matched the Treasurer’s Report stated balances.
New Business / Linkage to Community
Carter introduced guest Lou Corones. Corones moved to Spokane from Maryland where she worked as a technician for her local conservation district. Corones has an impressive resume’ and reached out to the NRCS Field office for employment opportunities in our area. Rich Edlund referred her to us. She is interested in getting involved locally and willing to work and volunteer. Vicki will help get Lou set up with projects after the Holidays. Welcome, Lou!

Governance Culture
2020 Election Date Announcement
Chairman Scheele announced March 10, 2020 for the Spokane Conservation District election. Randy James’ position is up for election. James has announced his intent to run again. The deadline to submit the Candidate Statement is February 11, 2020.

Motion Shrauger/Miller to accept the election date of March 10, 2020. Motion carried.

Proposed 2020 Meeting Schedule
Carter presented the proposed 2020 Meeting Schedule.
Tuesday, January 14, 2020 @ 5pm
Tuesday, February 11, 2020 @ 5pm
Tuesday, March 10, 2020 @ 5pm
(Election Day)
Tuesday, April 14, 2020 @ 5pm
Tuesday, May 12, 2020 @ 5pm
Tuesday, June 9, 2020 @ 5pm
(WADE – June 15-18)
Tuesday, July 14, 2020 @ 12 noon
Tuesday, August 11, 2020 @ 12 noon
(Board Planning Meeting)
Tuesday, September 8, 2020 @ 5pm
Tuesday, October 13, 2020 @ 5pm
Tuesday, November 10, 2020 @ 5pm
Tuesday, December 8, 2020 @ 5pm

Motion Knopp/Shrauger to accept the proposed 2020 Meeting Schedule. Motion carried.

WACD Meeting Recap
Carter attended the WACD Meeting in Tacoma, WA. This year’s conference was hosted by Pierce Conservation District. Carter mentioned that some of the highlights included Tom Salzer our New Executive Director who was with the commission for 9 years and ran a conservation district in Oregon for the last decade and he is “a breath of fresh air” and welcomed by all. Some of the resolutions that were of interest to us were the dues schedule. In the end they voted in that there would be a flat rate across the state for everyone. There was a lot of discussion within the Natural Resources Committee but she was unable to attend those meetings. Vicki will review the report and get back to the board. The Governance resolution for WACD passed with the idea it will have a trickledown effect to districts across the state. There was a lot of discussion on the Election issues and district surveys that were collected. Carter mentioned that it ended by agreeing that we will look at things but we have much more specific and stringent financial compliance oversight than the diking and water districts and water districts. There was also discussion about one district one vote. Carter is not sure where that was left but she believes it was not passed because there was discussion that it did not incentivize districts to send
representation for the trainings offered at WACD. Discussion about the WACD Executive Board term going out 3 years but that did not pass at this time. Overall Carter thought it was a good meeting and complimented Pierce CD and Ryan Baye for the enormous amount of work this takes and the great job they did.

**Board/CEO Relationship**

**SAO Report**

Turntine announced that we had our most successful SAO audit ever. They looked at credit cards contract agreements and FRS loans. Each board member got a copy of the draft audit report.

**CERB Contract & Building Proposal**

Carter reported that the CERB Contract is in the works to look at the property itself, what the feasibility of economic development is and if we could support jobs based on that. We got the appraisal back with a price tag of $6 million for the building and property. Carter explained that they will loan 75% of appraised value which is a little short of what we expected so we went back to our design team. Carter noted that there was an error in the appraisal so they had to go back and make an adjustment which significantly changed the proposal. We can sell the lots above the property for additional cash if need be. The proposal has been submitted and we should hear back by the end of this week.

**Financial Oversight/Review**

Turntine reviewed and explained differences in actual versus projected amounts in the 2019 budget.

**2020 Budget Approval**

Turntine presented and summarized our final proposed 2020 Budget for all funds noting that we have conservatively projected revenues. Turntine explained that there were only a couple minor changes made since last month’s revision regarding site development.

*Motion Shrauger/Miller to accept the 2020 Budget as presented. Motion carried.*

**Operational Expectations**

**Upcoming anniversaries**

Carter mentioned that 2020 will be the 10 year anniversary of the Farm & Food Expo. The Spokane Conservation District was formed in 1941 and Carter wants to begin planning for the SCD’s 80th birthday in 2021.

**Employee Culture**

Carter discussed that we are in the process of employee evaluations. She plans to roll out at social styles assessment and how you communicate with people inside the work place and a future staff meeting.

**Water Resources**

Chutas described the progress of some of the project she is directly working on with Department of Ecology. VSP has been going well and Doug Phelps is a great addition to the program. He has been making some great connections with Farmers across Spokane County.

**Correspondence & Announcements**

Carter announced the following dates:
Closing of the Meeting

Motion Miller/Shrauger to authorize the Director and Production Ag Manager to settle the pending litigation as described in court file 17-2-04080-5 for an amount between $40,000 and $50,000 at an interest rate of 5.5-12%. Motion carried.

Motion Shrauger/Miller to authorize Carter to extend a grace period of 90 days to use up a SCD employees’ annual leave balance by March 31, 2020. Motion carried.

Motion Miller/Shrauger to accept the Consent Agenda, Including the December Payables Report in the amount of $480,218.17. Motion carried.

Motion Shrauger/Miller to accept the election date of March 10, 2020. Motion carried.

Motion Knopp/Shrauger to accept the proposed 2020 Meeting Schedule. Motion carried.

Motion Shrauger/Miller to accept the 2020 Budget as presented. Motion carried.

Meeting adjourned at 6:48 pm.

Respectfully submitted by: Hilary Sepulveda

Jerry Scheele, Chairman                Jaki Shrauger, Supervisor