

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, January 10, 2017

Attendees

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

Absent:

Associate Supervisors:

SCD Staff: Vicki Carter, Cori Turntine, Josie Bjordahl, Eric Choker, Lindsay Chutas, Erica Johnson

Guests: Chad Greif, BIAS; Thad (Boston) Elnore, Brandon Gerard

Chair Scheele called the meeting to order at 5:00pm and led the pledge of allegiance.

Approval of Agenda

Chair Scheele announced the executive session and presented the agenda. Vicki Carter noted that Mike Baden will not attend tonight to present a WSCC report.

Motion James/Shrauger to accept the agenda with noted change. Motion carried.

Previous Meeting Minutes

Minutes from the December 13, 2106 board meeting had previously been distributed for review. Wendy Knopp noted that the "selfish grants" typo should be changed to "Shellfish grants".

Motion Shrauger/Knopp to approve the December 13, 2016 Meeting Minutes. Motion carried.

TREASURER'S REPORT

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	OUTSTANDING BALANCE	ADJ. BALANCE
PayPal Merchant Acct	158.32	377.29	277.77	257.84	0	257.84
PayPal Transfer Acct	350	213.74	213.74	350	0	213.74
Checking Inland NW Bank	349,972.15	156,301.07	261,267.39	245,005.83	96,707.82	341,713.65
MMA Inland NW Bank	633,821.65	80.53	0	633,902.18	0	633,902.18
LGIP	3,019,309.86	1,301.31	0	3,020,611.17	0	3,020,611.17

Auditor Jaki Shrauger presented the December Treasurer's Report and summarized her verification of account balances and cancelled checks. The INW Checking statement was not available for verification. She read the account balances and the **Treasurer's Report: EFTS:** 3570, 3381, 3401-3402, 3409-3422, 3472-3473, 3489-3490, 3505, 3513-3529, 3545; **CLAIMS:** 4465-44666, 44675-44730; **RECEIPTS:** 13945-13946, 13952, 13962-13980, 13983-14055; **VOIDS:** 44715- printer error, 44689 - entered incorrectly; **REFUNDS:** none. **Accounts Payable:** \$93,597.96.

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

NEW BUSINESS / LINKAGE TO COMMUNITY

Public Comments/Introductions

Carter announced that we have two guests tonight and allowed them to introduce themselves. Brandon Gerard and his girlfriend have bought an acre and are starting an urban farm. Thad (Boston) Elnore is changing careers and is currently attending SCC. The board and staff then introduced themselves to the guests.

Department Report Review

There were no questions from the board regarding the reports.

GOVERNANCE CULTURE

2017 Election Date Announcement

Chair Scheele reminded everyone of the Election Resolution #EL17.11.8 to hold an election on March 14, 2017. Paperwork is due February 14, 2017 for elected positions and March 31 for appointed. Erica Johnson noted that our board meeting in February has been pushed back to February 21, but the deadlines remain the same.

Authorized Check Signer

Cori Turntine presented our paperwork related to the check signer policy that was discussed at past meetings. We had previously moved to approve that checks under \$10,000 require one signature, but tonight we have paperwork to assign signers, including Vicki Carter as discussed previously.

Board/CEO Relationship

Soil Science Update

Eric Choker reported to the board on the work he has completed with Dr. Jill Clapperton. He was assigned to help determine the value of the equipment to us in the event that it is used as collateral in the restructuring of the Rhizoterra loan. He explained how the equipment picks up nitrogen content as a whole, but not nitrates, ammonia, nitrites etc... It can read anything on the periodic table, but the interpretations, breakdowns and recommendations would need to be completed with additional software. Discussion was held regarding comparable equipment for our lab purposes at a similar price tag, \$50,000. The Rhizoterra partners wanted the loan restructured by January 15, but we will not be able to make that deadline. Ty Meyer is at the PNDSA conference and will submit restructure proposals for the board to consider.

FFFPP Resolution

Carter presented the FFFPP Resolution provided by the Washington State Recreation and Conservation Office for Family Forest Fish Passage Project.

Motion James/Shrauger to approve the FFFPP Resolution for project 15-16-05. Motion carried.

Financial Review

Chad Greif reviewed the fund position statements and SRF balance sheet with the board. Book The final 2016 fund balance for the general fund is \$192,000 short due to both shortfalls in revenues and increases in expenditures. We had a record amount of grant-salary reimbursement collected, but it was under the budget. However, we did not decide to facilitate the VSP program in-house and some of our implementation money does not have to be spent (and therefore, reimbursed) until June 30. In expenditures, we re-organized Vets on the Farm expenses to their own budget except for staff time and benefits. There was \$11,000 of annual leave paid out that were not budgeted for in salaries. Farm & Food Expo was a huge success and helped bring in funds to cover the increase in event costs and some of the staff time that goes into it. The OSS fund has had \$58,000 repayments in principles; the program is working. SRF program does not have the loan loss reserve and admin costs included by DOE the same way that OSS does and would benefit greatly if it did. The Small Acreage Program met its revenue target even though there are outstanding receivables from fall seeding. James requested that our liability in staff leave time be posted on the financials every month.

Aubrey White Project

Lindsay Chutas described their most recent boat launch project near Bowl & Pitcher, just downstream of the water treatment plant. It was a well-used boat launch for rafters, but it was really steep and beat up. Water bars and a new road were installed and a planting is scheduled for spring. City of Spokane, Community Building Foundation, Spokane River Forum, and Barker Rd Mitigation funds were used.

OPERATIONAL EXPECTATIONS

Correspondence & Announcements

A financial committee has been developed by WACD including the WACD Treasurer as Chair, and Wendy Knopp as Vice Chair. Their goal is to advise the WACD board on the Plant Materials Center budget and the general WACD budget, consolidate the two, and better fund WACD activities.

Dates:

- NACD in Denver – Meyer & Edelen to attend Jan. 28-31
- WACD Legislative Days – February 13-14
- Ag Law Class – February 16-17
- SCD Election Paperwork Deadline – February 14
- SCD Board Meeting – February 21
- AgExpo – February 7-9

Executive Session

The SCD Board Meeting recessed at 6:45pm for an executive session in accordance with RCW 42.30.110 to discuss the performance of a public employee. Chair Scheele estimated the session to take 30 minutes. The regular board meeting reconvened at 7:15pm. Several Board members commented on the tremendous job the entire SCD staff has done this past year. Other comments included the fiscal recovery efforts of the current Director and an appreciation for the communication with the Board members.

Motion James/Shrauger to approve a 3.5 percent increase to the SCD Director's annual salary. Motion Carried.

The meeting adjourned at 7:30 p.m.

READING OF THE MOTIONS

Motion James/Shrauger to accept the agenda with noted change. Motion carried.

Motion Shrauger/Knopp to approve the December 13, 2016 Meeting Minutes. Motion carried.

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

Motion James/Shrauger to approve the FFFPP Resolution for project 15-16-05. Motion carried.

Motion James/Shrauger to approve a 3.5 percent increase to the SCD Director's annual salary. Motion Carried.

Meeting adjourned at 7:30pm.

Respectfully submitted by: Erica Johnson

Jerry Scheele, Board Chair

Randy James, Vice Chair