

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, May 9, 2017

Attendees

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

Absent: Randy James

Associate Supervisors:

SCD Staff: Vicki Carter, Cori Turntine, Erica Johnson, Josie Bjordhal, Eric Choker, Garth Davis, Seth Flanders, Geneva Mayall

Guests: Chad Greif, BIAS; Luke Cayer, citizen; Mike Baden, WSCC; KC Klosterman, Old Castle Materials; Rob Kannipien, Coldwell Banker Commercial Real Estate

Chair Scheele called the meeting to order at 5:00pm with Executive Session scheduled at 6:45pm; he noted that the agenda should include approval of the special meeting minutes.

Motion Shrauger/Knopp to accept the agenda, adding the special meeting minutes to be approved. Motion carried.

Previous Meeting Minutes

Minutes from the April 11 meeting and April 26 special meeting were previously distributed for review.

Motion to approve the April 11 Meeting Minutes and April 26 Special Meeting Minutes. Motion carried.

TREASURER'S REPORT

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	OUTSTANDING BALANCE	ADJ. BALANCE
PayPal Merchant Acct	5,873.72	2,588.83	7,789.34	673.21	0	673.21
PayPal Transfer Acct	350.00	7,688.18	7,688.18	350	0	350
Checking Inland NW Bank	17,080.66	306,416.35	396,014.48	-72,517.47	134,116.57	61,599.10
MMA Inland NW Bank	284,099.48	35.03	0	284,134.51	0	284,134.51
LGIP	3,025,489.08	2,059.80	0	3,027,548.88	0	3,027,548.88

Auditor Jaki Shrauger presented the April Treasurer's Report and summarized her verification of account balances and cancelled checks. She read the account balances and treasurer's report figures aloud. **Treasurer's Report:** Receipts: 14570, 14753-14584, 14586, 14588-14690, 14702-14705, 14712, 14714-14715; Claims: 45000-45097, 45100-45101 *45077 was refund on OSS overpayment; EFT: 983, 1014-1029, 1132-1133, 1058, 1187-1190, 1198-1216, 1233, 1278. Voids: 45098, 45099 – printer error. **Accounts Payable:** \$101,352.52.

Motion Knopp/Miller to accept the April Treasurer's Report and the May Accounts Payable as presented. Motion carried.

NEW BUSINESS / LINKAGE TO COMMUNITY

Public Comments/Introductions

Seth Flanders introduced Geneva Mayall, SCD's spring intern who is graduating on Sunday from Gonzaga. Chair Scheele introduced KC Klosterman, Regional Representative of Old Castle Materials. He is really excited for us to take ownership of the property and looks forward to a partnership going forward such as work training opportunities for Vets on the Farm; this could even include work on the property as a training ground under the guidance of Central Premix staff and possible job opportunities at the end of the training. Rob Kanniepin with Coldwell Banker Commercial said that it has been a pleasure to work with Vicki Carter and everyone appears to be a winner with SCD becoming the new owner of the property. The board and staff introduced themselves to our guests.

Carter summarized the two public meetings that we held on April 24 & 26. Area neighbors were excited to work with us on the property. On May 25 at 1pm we will have a board and staff walk around the perimeter of the property and Flanders will take drone footage. Then we will schedule clean up days and invite volunteers from the neighborhood and greater community. A planning session will be scheduled later in the summer.

Washington State Conservation Commission (WSCC) Report:

Mike Baden noted that the annual plan of work is due at the end of May and Master Contracts are due by the end of the biennium. No news on the state budget; but it appears that we are holding status quo, not losing ground. Elections will be certified next week in Ritzville. Fire recovery continues to be a huge part of Baden's work and he's grateful for Charlie Peterson's work here at SCD in that program. Due to wet conditions, some projects will not be able to be completed before the biennium.

Soils Department Report

Eric Choker reported that the soils sample year started slow, but in May, more than 31 samples came in, for a total of 75 this year. A lab assistant will be hired to help with this season. Choker has completed a number of trainings this spring as well as taught classes and mentored neighboring staff for NRCS planner training. Choker taught in the Cultivating Success for Pat Munts. Choker has completed Red Card training through Fire District 8 to dovetail into his BAER work. He will also be acting as a mentor to a farm planner through the CDT program.

Department Reports

Chair Scheele asked how the Feryn Property plantings have come along. Garth Davis responded that our Water Resources Department, Forestry Department, Lands Council and others have continued to do planting projects and it's looking good.

Flanders presented a project for approval in Spokane County, Project #8046, using WRIA 34 RCPP Funding (including WSCC funds). The project is a buffer located in the Palouse Watershed.

Motion Miller/Shrauger to approve buffer Project #8046 in the Palouse Watershed. Motion carried.

Financial Report

Chad Greif noted that the operating receivables from OSS and SRF are exempt from the balance sheet to avoid overstating the accrued interest. He still needs to re-run the January and February statements based on the SRF loan that had system errors. Tree Sale performed well this year and was under budget for plant material purchased. Chair Scheele asked about the "Conservation Services" line item and Cori Turntine reported that contracted services that are not grant-based have their revenue coded to Conservation Services including VSP, RCPP and others. Wendy Knopp requested a review of the interest in the outstanding OSS and SRF payments on the balance sheet. Greif explained that the correct values are represented this month, but he has not yet re-run previous balance sheets to compare the revised editions to the originals. Miller inquired on how the new property will be represented on the balance sheet due to its purchase price being lower than its market value. Greif recommended that the purchase price be used on the balance sheet as a more conservative, cash-based figure.

Annual Plan of Work and Long Range Plan of Work

Turntine explained that the draft of the Annual Plan of Work and Long Range Plan of Work haven't seen major changes since last year, but have been amended to reflect our new programs such as RCPP, VSP, and others. Knopp noted that Vets on the Farm could be its own section rather than underneath Small Acreage. Chair Scheele found a date error on the final page. The annual plan of work is based on the WSCC state fiscal year rather than our usual calendar year. Knopp noted that Farm & Food Expo should be mentioned specifically in both planning documents. Miller requested more detail on funding sources; Carter suggested a pie chart for both revenues and expenditures sources.

Motion Knopp/Shrauger to approve the annual work plan and the update to the 5-year plan with the discussed changes. Motion carried.

Board/CEO Relationship

Annual Financial Report

Turntine provided the Schedule 22 component of the Annual Financial Report in the board packets. This document serves internal control purposes in the Annual Financial Report. The full report will be submitted by month end to the State Auditor Office; send Turntine any changes or questions. Similar oversight is conducted through the Conservation Accountability Performance Program (CAPP) due to the WSCC.

OPERATIONAL EXPECTATIONS

SRF & Small Acreage Program Update

Carter reported on Ty Meyer's behalf that loans have picked up and Scott Gail is in the field currently seeding. Gail has been a huge help with the infrastructure on the Vets Farm as well.

Executive Session

At 6:25pm the board recessed to Executive Session in accordance with RCW 42.30.110 regarding a real estate matter. It was expected to take 15-20 minutes. The regular meeting reconvened at 6:45 pm. The following motion was made.

Motion Shrauger/Knopp to authorize the SCD Director to move \$1.3 million from the LGIP account to our General account at Inland Northwest Bank for the purpose of purchasing the property located at 4418 E. 8th Avenue as described in the Purchase Sale agreement. Motion carried.

At 6:50pm the regular meeting was adjourned.

READING OF THE MOTIONS

Motion Shrauger/Knopp to accept the agenda, adding the special meeting minutes to be approved. Motion carried.

Motion Shrauger/Knopp to approve the April 11 Meeting Minutes and April 26 Special Meeting Minutes. Motion carried.

Motion Knopp/Miller to accept the April Treasurer's Report and the May Accounts Payable as presented. Motion carried.

Motion Miller/Shrauger to approve buffer Project #8046 in the Palouse Watershed. Motion carried.

Motion Knopp/Shrauger to approve the annual work plan and the update to the 5 year plan with the discussed changes. Motion carried.

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Meeting adjourned at 6:50 pm.

Respectfully submitted by: Erica Johnson

Jerry Scheele, Board Chair

Thomas Miller, Vice Chair