

**SPOKANE CONSERVATION DISTRICT**  
 210 N. Havana, Spokane, WA 99202  
**BOARD MEETING MINUTES**  
 Monday, August 7, 2017

**Attendees**

**Supervisors:** Jerry Scheele, Randy James, Jaki Shrauger, Wendy Knopp

**Absent:** Tom Miller

**Associate Supervisors:**

**SCD Staff:** Vicki Carter, Cori Turntine, Erica Johnson, Eric Choker, Ben Peterson, Dan Ross, Ty Meer

**Guests:** Chad Greif, BIAS; Mike Baden, WSCC; Ron Shultz, WSCC.

Chair Scheele called the meeting to order at noon.

**Motion James/Shrauger to accept the agenda, noting the special meeting minutes to be approved. Motion carried.**

**Previous Meeting Minutes**

Minutes from July 11 and June 20, 2017, and special minutes from June 30 and May 26, 2017 were previously distributed for review.

**Motion James/Shrauger to approve the July 11 and June 20 Minutes, and the June 30 and May 26 Special Meeting Minutes. Motion carried.**

**TREASURER'S REPORT: June**

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	OUTSTANDING BALANCE	ADJ. BALANCE
PayPal Merchant Acct	48.31	2,287.28	1,610.88	724.71	0	724.71
PayPal Transfer Acct	350.00	1,333.11	1,333.11	350	0	350
Checking Inland NW Bank	110,326.43	291,147.19	1,019,633.98	-618,160.36	629,356.09	11,195.73
MMA Inland NW Bank	284,170.71	33.39	100,000.00	184,204.10	0	184,204.10
LGIP	1,729,252.8	1,393.25	0	1,730,646.05	0	1,730,646.05

Auditor Jaki Shrauger presented the unverified June Treasurer's Report. She read the account balances and treasurer's report figures aloud. Verification documents are available and she will complete her due diligence and report any discrepancies. **Treasurer's Report: Receipts:** 14849, 14851-14855, 14877-15004, 15007-15008, 15010-15014; **Claims:** 45211-45228, 45230-45320, 45323-45325, 45329, 45329, 45332-45335, 45337-45344; **EFTs:** 1662, 1680-1695, 1706, 1810, 1817-1833, 1836, 1893, 1905-1906, 1908, 1922-1923; **Voids** 45229: duplicate entry, 45299, 45297: printer alignment error, 45321-45322, 45326-45328, 45330-45331, 45336: SRF wrong vendor. **Accounts Payable: \$101,010.12.**

**Motion James/Knopp to approve the June Treasurer's Report and July Accounts Payable as presented. Motion carried.**

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	OUTSTANDING BALANCE	ADJ. BALANCE
PayPal Merchant Acct	724.71	2,335.75	3,060.46	0	0	0
PayPal Transfer Acct	350.00	2,782.69	2,782.69	350	0	2,782.69
Checking Inland NW Bank	-719,690.32	1,374,376.97	190,886.76	463,799.89	208,229.73	672,029.62

<b>MMA Inland NW Bank</b>	184,204.10	5.95	150,000.00	34,210.05	0	34,210.05
<b>LGIP</b>	1,730,646.05	1,253.75	500,000.00	1,231,899.80	0	1,231,899.80

**TREASURER’S REPORT: July**

Shrauger presented the July Treasurer’s Report, but verification documents are NOT available; she will verify with cancelled checks etc... next month and let us know of any discrepancies. July **Treasurer’s Report: Receipts:** 15005-15006, 15009, 15015-15134, 15138-15139, 15141-15143, 15145-15147; **Claims:** 45373-45407, 45412-45420; **EFTs:** 1975-1990, 1992-2007, 2040-2041, 2090, 2160-2161, 2164, 2166, 2182-2200, 2259, 2153-2154, 2028, 2042-2062; **Voids:** 45345-45346 - printer error **Accounts Payable:** \$77, 060.31.

**Motion James/Knopp to approve the July Treasurer’s Report and the August Accounts Payable as presented. Motion carried.**

**NEW BUSINESS / LINKAGE TO COMMUNITY**

**Public Comments/Introductions**

Carter introduced Ron Shultz from the Washington State Conservation Commission. Available staff introduced themselves as well.

**Governance Culture**

**Board Elections**

Tabled until September in order to have the full board present.

**Directors Discussion**

Carter announced WSCC meeting in Ellensburg on August 23-24, 2017. If you plan to attend, please RSVP to Vicki ASAP.

**Budget Schedule**

Carter noted that budget amendments are needed and that we need to make the new budget for 2018. A first draft may be ready in September, but definitely by October.

**WSCC Funding Approval**

Shultz described the state operating budget that passed as a “carry-forward” budget; no major changes compared to last year. However, there is a proviso regarding some new money that \$250,000 be directed to DNA cataloguing and sampling. Allocations for each district will be relatively the same. After a regular session and three special sessions, the capital budget still has not been passed; it is tied up as the legislature awaits a fix to the Hirst Decision and its effect on water use. New money for RCPP has not been allocated, but Spokane and the other three originally named projects will divide \$3.3 million. Mike Baden added that the CPDS system update will not be available until September; keep putting projects into the old system until further notice. WSCC did not receive any Firewise or Fire Recovery funding. However, this will be pursued in a supplemental budget request to the governor’s office.

Shultz mentioned that agencies must pass a policy if we want to have rates related to public records request that are different than the state rate.

**Motion James/Knopp to approve the new biennium addendum from the WSCC for \$79,625. Motion carried.**

**Motion James/Knopp to approve our cost-share agreement of up to 100% and up to \$22 per hour for cooperator labor rate. Motion carried.**

### **Financial Report**

Chad Greif reviewed the July financial documents. The auto loans and Kiva loans are now included in the loans to book asset gap. SRF fund shows a total fund increase due to reclassification of some items. He noted that vouchering for RCPP large, the number didn't fit on the report and shows instead as asterisks. Knopp asked about lines that are at 80-90% of budget. Turntine said that in some cases we will be making budget amendments, but in others it is a good representation of the expenditures anticipated.

### **Rhizoterra**

Carter summarized Avril Stevenson's presentation from last month regarding the Rhizoterra loan request to release part of the collateral. Rhizoterra would like the equipment value, calibrations and intellectual property be recognized as enough collateral. Ty Meyer noted that our typical policy is to have 75% loan to value on equipment and it would be nice to have that as well. Knopp reiterated that two months ago they asked that replacement collateral be presented. We have not seen a proposal for this type of solution. Carter summarized that we will ask again for replacement collateral.

### **OPERATIONAL EXPECTATIONS**

#### **Correspondence and Announcements**

**Motion James/Shrauger to approve the interlocal agreement between Franklin and Spokane Conservation Districts for Wheat Week program that Stacey Selcho performs. Motion carried.**

**Motion James/Shrauger to approve the MOU between SCD and Washington Conservation Society and the dues of \$150; Jerry Scheele is authorized to vote on behalf of our board in WCS activities. Motion carried.**

Carter has put in an application for a leased vehicle through WSCC and WA State Department of Enterprise Services. It would be a passenger vehicle.

**Motion Shrauger/James to approve the leased vehicle request with Enterprise services. Motion carried.**

#### **Announcements**

- NE Area Meeting on October 19 in Lincoln County
- Farm & Food Expo November 3 & 4

Next Vets on the Farm meeting will be at 2pm at the farm. Angela Mulder is working full time at the farm and doing a fantastic job. Duane Zbranek is a student at SCC and does the weekend work as well as stays in the farm house. Grant Weber and his wife from Ritzville, as well Jacob Mayfield

are other farm hands that have been doing a great job. Home Depot wants to do an extreme home make over on the farm house and including the kitchen and bathroom. We will be giving them one of our big Proud Partners signs. Carter really encourages all of the board members to come to the meeting this Thursday to see how beautiful the farm is now. WA State Chapter of Veteran Coalition is now officially open thanks to help from Carter and Knopp.

#### **READING OF THE MOTIONS**

**Motion James/Shrauger to accept the agenda, noting the special meeting minutes to be approved. Motion carried.**

**Motion James/Shrauger to approve the July 11 and June 20 Minutes, and the June 30 and May 26 Special Meeting Minutes. Motion carried.**

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

**Motion James/Knopp to approve the July Treasurer's Report and the August Accounts Payable as presented. Motion carried.**

**Motion James/Knopp to approve the new biennium addendum from the WSCC for \$79,625. Motion carried.**

**Motion James/Knopp to approve our cost-share agreement of up to 100% and up to \$22 per hour for cooperator labor rate. Motion carried.**

**Motion James/Shrauger to approve the interlocal agreement between Franklin and Spokane Conservation Districts for Wheat Week program that Stacey Selcho performs. Motion carried.**

**Motion James/Shrauger to approve the MOU between SCD and Washington Conservation Society and the dues of \$150; Jerry Scheele is authorized to vote on behalf of our board in WCS activities. Motion carried.**

Meeting adjourned at 1:06 pm.

Respectfully submitted by: Erica Johnson

---

**Jerry Scheele, Board Chair**

**Randy James, Board Member**