

**SPOKANE CONSERVATION DISTRICT**  
 210 N. Havana, Spokane, WA 99202  
**BOARD MEETING MINUTES**  
 Tuesday, January 9, 2018

**Attendees**

**Supervisors:** Randy James, Jaki Shrauger, Wendy Knopp, Tom Miller

**Absent:** Jerry Scheele

**Associate Supervisors:**

**SCD Staff:** Vicki Carter, Erica Johnson, Cori Turntine, Garth Davis, Josie Bjordahl

**Guests:** Chad Greif, BIAS

Acting Chair Tom Miller presented the agenda and he announced the executive session in accordance with RCW 42.30.110.

**Motion Shrauger/James to approve the agenda. Motion carried.**

**Previous Meeting Minutes**

Minutes from the December 12 meeting were previously distributed for review.

**Motion James/Knopp to approve the December 12 meeting minutes as presented. Motion carried.**

**TREASURER’S REPORT**

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
50 PayPal Merchant Account	1,182.63	-1.23	1,181.40	0.00	0.00	0.00	0.00
51 Paypal Transfer Account	350.00	903.63	903.63	350.00	0.00	0.00	350.00
101 Inland Northwest Bank - Checki	206,864.86	274,661.05	555,790.88	-74,264.97	0.00	166,411.65	92,146.68
102 Inland Northwest Bank - MMA	34,221.49	2.91	0.00	34,224.40	0.00	0.00	34,224.40
201 LGIP - WA State	735,971.47	798.68	0.00	736,770.15	0.00	0.00	736,770.15
Total Cash:	978,590.45	276,365.04	557,875.91	697,079.58	0.00	166,411.65	<b>863,491.23</b>

Auditor Jaki Shrauger read through the Treasurer’s Report. Prior to the meeting she checked all the adjusted balances and all accounts balanced. Shrauger noted the original INW Checking statement was not available through the mail yet. Randy James questioned the Dunau and WEX payables. Cori Turntine clarified that Dunau Associates is the facilitator for VSP and WEX is our fuel card company. The function of the Outstanding Expense column was clarified.

**Treasurer’s Report: Claims:** 45853-45932; **EFTs:** 3689, 3519, 3525, 3596-361, 3681, 3687, 3688, 3740-3789; **Receipts:** 15748-15761, 15767-15859; **Voids:** 45849; **Refunds:** 15869 (rain barrel class cancelled).  
**Accounts Payable:** \$118,035.85

**Motion James/Knopp to accept the December Treasurer’s Report and January Accounts Payable. Motion carried.**

**NEW BUSINESS / LINKAGE TO COMMUNITY**

Acting Chair Miller gave a WSCC update in Mike Baden’s absence. Garth Davis asked if DNR has representation on WSCC board and Miller was unsure, but listed agencies that do have representation. He gave information on a conservation easement committee within WSCC. WSCC could play different roles in conservation easements, and they are exploring options.

**Department Reports**

Davis updated the board that the Groesbeck property was purchased by the county and they will lease it back to Groesbeck for three years as he liquidates his stock. Davis then discussed the

Firewise status of the new property on 8<sup>th</sup> Ave and the presence of porcupines and raccoons. Vicki Carter thanked Davis, Ben Peterson and Rich Sgarra for their hard work to maintain the property.

## **Governance Culture**

### **2018 Election Resolution**

The 2018 Election Resolution was included in the board packet. We advertised in the Spokesman-Review and on our website that we intended to adopt the resolution at tonight's meeting. It is Wendy Knopp's position that is up for re-election and she will be running for re-election.

**Motion James/Shrauger to accept resolution EL18.1.9. Motion carried.**

### **Correspondence/Announcements:**

PNDSA – Kennewick, January 9-10

Legislative Days – Olympia, February 5 – Wendy Knopp and Tom Miller will attend

Ag Expo February 6-8

NACD Meeting, January 29-31 – Carter and Walt Edelen will present the RCPP resolution; Miller and Shrauger will be attending on behalf of SCD

SCD Election – March 13

Carter received notice that we will receive funding from NACD to support NRCS EQIP work. Carter spoke about the 2018 SCD Budget and the challenges in various funding sources. We had several revenue funding sources that were delayed from 2017 and will be received in 2018. This year we had several new programs as well as additional staff to cover maternity leave and the Learning Farm operations resulting in increased salaries and benefits overall for 2017.

### **DOE**

Carter discussed the increasing pressure that some of our landowners are facing from DOE regarding water quality issues and enforcement. SCD has also received some correspondence from DOE as well which has caused concern as to whether we are being singled out or if DOE is taking this approach with all of the partners that are implementing voluntary conservation efforts. Miller noted that this could be caused by the permanent funding proposal that would've given WSCC the ability to set BMPs, advancement of voluntary conservation, etc... and would have a statutory mandate for funding. The board agreed that Carter should officially respond such correspondence especially in the cases where inaccurate information being stated.

### **8<sup>th</sup> Property Update**

Carter discussed the possibility in which we would be to sell the building with a small footprint of land and work with the rest of the property. Neighbors have asked for updates regarding the property so we will schedule a neighborhood meeting in the spring to update all who are interested.

### **Policy**

Sick leave and other state rules and updates will be added or updated in our employee handbook. Turntine and Carter will be working with an EPL attorney to complete this project.

## **OPERATIONAL EXPECTATIONS**

### **Financial Overview**

Chad Greif said that Carter's review of the funding delays was very appropriate. Short term priorities include securing long term funding, liquidating excess equipment, cash flow management. He noted that we have a lot of loans in process. Looking at programs, we have OSS, VOTF and SAP all in their third year of operation. OSS has \$219,000 in revenues and \$125,000 in expenditures to date; Greif attributes the success to the loan-loss reserve and grant components of the program. He recommends that any future loan program has these aspects as well as the ability to voucher administrative costs. The SAP had a fairly good performance and could become cash positive next year. SRF fund brought in half of its projected revenue, but Ty Meyer well exceeded his projected number of new loans. The general fund only met 80% of budgeted revenues and exceeded budgeted expenses by 12%. This was largely due to delayed funding sources as previously discussed. Greif spoke of the BIAS Timesheet and Advanced Payroll system which pairs with their Grant Management Module for streamlined monthly vouchering and other features and efficiencies. He believes it will help us budget and control expenditures as well. Although these new software licenses have a cost, Turntine is taking on some of Greif's duties and we will have savings there, plus, the software should save Turntine time when she is vouchering.

Carter brought forward a request from Meyer to reduce the price of the drill and tractor for sale; this is noted in his monthly report.

**Motion James/Knopp to authorize Ty Meyer to negotiate the sale price of the Cross Slot Drill and Case IH Tractor with final approval by the board. Motion carried.**

### **Pacific Northwest Direct Seed Association (PNDSA)**

A proposal from PNDSA for SCD to take on the management services of PNDSA was distributed in the board packets. It would include the management of the Farmed Smart program. Upon legal review, a one-year contract will be drafted allowing each party to exit the agreement with notice. PNDSA is a tri-state organization and that would present some challenges, but nothing we can't work through. Knopp asked what value this contract would bring to SCD. Carter noted that it would ensure the viability of the great work PNDSA has done in the direct seed movement. The funding could be used for match on projects, and that public-private partnerships are a new needed tool for survival beyond State funding.

**Motion Knopp/James to authorize the SCD Director to pursue the PNDSA Management Services Proposal including seeking legal advice and other due-diligence, and signing a contract to bring back to the board for final approval. Motion carried.**

### **Executive Session**

Acting Chair Miller recessed the regular meeting at 6:36 pm for the executive session in accordance RCW 42.30.110 regarding a real estate matter and regarding the performance of a public employee. It was estimated to take 50 minutes.

The regular meeting reconvened at 7:40 pm.

**Motion James/Knopp to authorize Chair Scheele to compile the evaluation comments of the board regarding the performance of director and to increase the 2018 compensation by an amount not to exceed 3.5% total, effective January 1, 2018.**

**READING OF THE MOTIONS**

**Motion Shrauger/James to approve the agenda. Motion carried.**

**Motion James/Knopp to approve the December 12 meeting minutes as presented. Motion carried.**

**Motion James/Shrauger to accept resolution EL18.1.9. Motion carried.**

**Motion James/Knopp to authorize Ty Meyer to negotiate the sale price of the Cross Slot Drill and Case IH Tractor with final approval by the board. Motion carried.**

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**Motion James/Knopp to authorize Chair Scheele to compile the evaluation comments and of the board regarding the performance of director and to increase the 2018 compensation by an amount not to exceed 3.5% total, effective January 1, 2018.**

Meeting adjourned at 7:50 pm.

Respectfully submitted by: Erica Johnson

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**Tom Miller, Acting Chair**

**Randy James, Member**