

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Special Board Meeting Minutes**  
**February 20, 2020**

**Attending:** Curtis Hennings; Michael Broeckel; Rob Dewald; Gary Cook; Ron Hennings; Cara Hulce (via phone) / **Guests:** Mike Baden, WSCC; Stu Trefry, WSCC

**The meeting was called to order by Curtis Hennings at 1:05 pm.**

**Reports from Guests/Partner Agencies/Manager:**

- Mike Baden, WSCC
  - Elections: Mike reported that all is complete for the Adams CD election.
  - Grant Spending, Orca/Salmon and Livestock TA: WSCC is starting to look toward the end of the fiscal year and encouraging the district to keep an eye on the implementation grant balance. The FYE is still several months away, but they are encouraging districts to let WSCC know as early as possible if funds will be able to be spent or if there is a chance some might need to be returned.
  - NRI Projects: As mentioned, WSCC will be looking at the list of potential NRI projects Monday morning 2/24 – specifically for districts that have not currently been awarded a #1 or #2 project. Please let Mike know ASAP if the Harder project (or a different project) might be a go as the district currently has only 1 NRI project funded. Mike will need the CPDS ID # and amount.
  - CAPP: It's that time of year where CAPP status is being evaluated. Mike always encourages districts to go through the CAPP Standard 1 checklist during your internal audit/schedule 22 or at any time during the year. Mike also encouraged ACD to review Standards 2 through 8 as well to identify best practices that the district could take advantage of. Mike noted that he will be providing an early CAPP status report to the district in the near future.
  - Other
    - Annual Plan of Work/Annual Financial Report: The Annual Plan of Work and Annual Financial reports are due May 29<sup>th</sup> this year. Mike strongly encourages the district to get an early start on this work.
    - Budget Meeting: There will be a two-day biennial budget development workshop in April. The dates are April 14<sup>th</sup> and 15<sup>th</sup> in Ellensburg, but be looking for a more formal announcement in the near future.
    - Gary's Position: Mike asked that he please be kept in the loop as things develop with Gary's potential move out of county. He's happy to help think through options as things develop.
    - Columbia Basin RCPP meeting: There's a RCPP meeting to be held at the Wheat Growers conference room Thursday the 27<sup>th</sup> at 9:00 AM. He didn't have a lot of

detail other than that Roylene will be presenting on RCPP with involvement from the Office of the Columbia River, irrigation districts, and other partners.

- Rich Edlund, NRCS
  - o Provided the following updates via email in lieu of NRCS's absence
    - CSP-Grasslands Conservation Initiative: Staff worked on application for the second signup of this program which protects very specific farm areas that other conservation programs usually exclude.
    - Conservation Assessment and Raking Tool (CART): Initial training was held on the tool for assessing conservation plans for funding and it is scheduled for release and use with 2020 EQIP funding.
    - General CRP: Signup runs till February 28 and the new farm bill rules will guide application. Rich noted that the NRCS workload will be daunting from this task.
    - CSP, CSP-Grassland Conservation Initiative, and RCPP-CSP: NRCS staff finished over 200 contracts, evaluations and annual payments with regards to these programs.

**Minutes:** Rob moved to approve the special meeting minutes for January 16, 2020. Gary seconded the motion; motion passed.

**Financial Report:** Michael moved to approve the financial report for November 2019 showing end balances of \$116,561.64 (money market) and \$116,813.92 (checking), and to approve checks numbered 14058 – 14063 and all ACH/EFT transactions from November 22<sup>nd</sup> – December 19<sup>th</sup>. Total deductions \$4,024.89 and liability \$633.54. Gary seconded the motion; motion passed.

Michael moved to approve the financial report for December 2019 showing end balances of \$116,566.59 (money market) and \$120,664.15 (checking), and to approve checks numbered 14064 – 14069 and all ACH/EFT transactions from December 20<sup>th</sup> – January 16<sup>th</sup>. Total deductions \$3,790.59 and liability \$686.16. Gary seconded the motion; motion passed.

Michael moved to approve the financial report for January 2020 showing end balances of \$116,571.53 (money market) and \$120,312.62 (checking), and to approve checks numbered 14070 – 14078 and all ACH/EFT transactions from January 17<sup>th</sup> – February 20<sup>th</sup>. Total deductions \$5,143.42 and liability \$734.28. Gary seconded the motion; motion passed.

Michael noted that he has not communicated with Pat to see if she was able to reconcile the \$45 difference between QuickBooks and the accounting statement that was noted with the October financials. Michael will reach out to Pat and provide an update with at the March board meeting.

**Old Business:**

- Long Range Plan: The board continued their work on the new 5 Year District Work Plan with Stu Trefry. Stu is going to update the work plan with what was discussed during the meeting and expects to send out the updated work plan next week. It is the board's intention to:
  - approve the draft of the work plan at the March board meeting
  - open it up for public comment between the March and April board meetings

- make any revisions if necessary at the April board meeting or approve if no revisions are needed
  - if revisions are needed it is expected that the 5 year plan will be approved at the May board meeting
- District Signage: There was no change to this item since the January board meeting, but Curtis noted that he would have an update for the March board meeting
- WDFW Interlocal Agreement: The board reviewed an interlocal agreement with the Washington Department of Fish and Wildlife.

**Michael moved to approve the interlocal agreement with WDFW. Gary seconded the motion; motion passed.**

Cara noted that she will get the details on who will sign on behalf of WDFW, so that ACD can execute the document.

***New Business:***

- VSP: The board reviewed the VSP interlocal agreement with Grant County CD.

**Michael moved to approve the interlocal agreement with Grant County CD. Ron seconded the motion; motion passed.**

- Now that the contract has been signed between Adams County and the Grant County CD to implement VSP in Adams County, the Grant County CD would very much like to have VSP workgroup representation from the Adams CD in order to better represent your producers. Curtis and Gary both offered that they would be willing to be a part of the mailing list and attend as possible.

**The meeting was adjourned at 4:38 pm by Curtis Hennings.**

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**The next regular meeting is scheduled for March 19<sup>th</sup> at our regularly scheduled time of 7:30 pm.**