

Adams Conservation District
118 East Main Ave., Ritzville, WA 99169
Board Meeting Minutes
March 15, 2018

Attending: Curtis Hennings, Michael Broeckel, Ron Hennings, Rob Dewald Guests: Mike Baden, WSCC

The meeting was called to order by Curtis Hennings at 8:10 pm.

Reports from Guests/Partner Agencies/Manager:

- **NRSC: Ann Swannack**

Ann was not present but provided updates in an email form which Curtis discussed. **See Attached.**

- **WSCC: Mike Baden**

Mike discussed the March 2018 WSCC District Operations Quick Notes. **See Attached.**

In addition, Mike covered other items noted below:

1-day Fire and Forest Health Workshop (Ellensburg)

We discussed the one day fire and forest policy strategy policy meeting on April 18th in Ellensburg. I have provide the registration link below just in case anyone would like to attend.

2-day Policy Meeting (Ellensburg)

We also discussed the two day policy meeting, also in Ellensburg, on April 25-26th. There will be several topics discussed including the budget strategy for the next biennium. I have also included the registration link below. There will be limited reimbursement available for some travel expenses. A limited number of rooms have been reserved at the Red Lion (rooms released on March 24th) and the Comfort Inn (rooms released April 10th).

Minutes: Ron moved to approve the minutes for February 15, 2018. Michael seconded the motion; motion passed.

Financial Report: **Michael moved to approve the financial report for February 2018 showing end balances of \$110,321.93 (money market) and \$89,747.19 (checking), and to approve checks numbered 13899 – 13902 and all ACH/EFT transactions from February 16th – March 15th. Total deductions \$3,813.65 and liability \$44.59. Ron seconded the motion; motion passed.**

Old Business:

Michael spoke briefly on the remaining surplus items and the SAO audit finding of 2014. For the last several months the only remaining follow up needed on this matter was the sale of the surplus items.

Where there is only 2 remaining surplus items Michael suggested that we formally close out the matter and file away his tracking of the audit finding resolution.

The board discussed the annexation of the City of Ritzville into the District. The annexation request was approved by the WSCC at their January meeting and the application has been forward to the Secretary of State. All that remains is the actual certificate from the State and a copy to be sent to City of Ritzville.

The board discussed the current status of the Annual Work Plan, Annual Financial Report and Schedule 22 which are all due by the end of May. Michael will be following up with Cara & Pat on all 3 items. If Cara is unable to update the Annual Work Plan, the board will act on this item at their April board meeting. In recent years, Patty Eldridge of Franklin CD has completed the Annual Financial Report for the District and Michael or Cara will reach out to her for assistance again. Michael will coordinate with Pat on a time to complete the Schedule 22.

The board had discussion on the remaining funds for the current fiscal year on the WSCC Implementation Grant. The District will be working on some vouchering through the end of March and will forecast the needs for April-June. If there is an anticipated amount that will not be used, the District intends to turn those funds to WSCC.

New Business:

Michael and Curtis discussed conversations they had with Ben Floyd of White Bluffs Consulting regarding VSP in Adams County. Ben updated Michael & Curtis and informed them that they are close to the final draft which is expected to be submitted to WSCC in April. The District is still very interested in being the lead for Adams County on VSP and has reached out to an individual to administer the program who is very knowledgeable in the subject matter.

The meeting was adjourned at 9:32 pm by Curtis Hennings.

Minutes approved by: _____

Date: _____

Minutes prepared by: _____

Date: _____

The next regular meeting is scheduled for April 19, 2018 at 7:30 pm.

NRCS Report for March ACD meeting:

Conservation Stewardship Program:

The CSP18-1 signup deadline was 3/2/18. Adams County has 4 applications. Staff are working with these applicants to obtain Agronomy inventory information. This program's eligibility is determined by Resource Concern Treatment since the CSP17-1 signup. Evaluation of these applications will be completed by June 8th and then we'll know how many will be accepted for contracts.

CSP19-Renewals: 5 in Adams County. Deadline to submit application is April 13th.

Environmental Quality Incentive Program:

Sign-Up 1: The West Palouse Team had 11 applications. Two On-Farm Energy contracts have been preapproved.

Sign-up 2: Deadline for Local Work Group applications is this Friday March 16th. Currently have 21 eligible applications.

The LWG allocation is \$423,831 for FY18.

All Employee meeting planned for May 8-9

WSCC District Operations Quick Notes
March 2018

Quick Notes is provided by the Washington State Conservation Commission to conservation district boards and their staff leaders. It contains information on issues, meetings, and deadlines needing your attention in upcoming months. If you have questions on any item, contact your Commission Regional Manager.

Reminders:

February 28 – Deadline for Comments on Revised 2018 CAPP system
March 9 – 60th Legislative Day
March 14-15 – WSCC Regular Meeting, Lacey/Olympia
March 31 – Deadline for Appointed Supervisor Applications

May 15-17 – WSCC Regular Meeting, Whitman CD
May 30 – Reports to State Auditor and WSCC Due (Reduce stress! Start now!!!)
June 11-13 – WADE Conference, Leavenworth

Comments Needed – Revised CAPP for 2018

Please assist the Conservation Accountability and Performance Program (CAPP) Work Group by reviewing and providing comments on the draft 2018 CAPP system. Specifically, we're seeking your feedback on whether to approve or revise the document, suggested additions, and we welcome your questions. How to provide feedback: Please make comments/edits to the draft 2018 CAPP System (Word doc) using track changes, and then return the file to RLedgerwood@scc.wa.gov by COB today February 28, 2018.

Capital Funding for Projects

By now you have received notice from Commission staff to begin funding the top two Natural Resource Investment priority projects (Formerly Non-Shellfish) from each district. Information on funding Shellfish projects has been sent to those districts as well. When implementing projects, pay close attention to the Commission's Grant and Contract Procedure Manual linked here.

Thank You For Keeping CPDS Updated!

We asked you to keep CPDS updated for when a capital budget passes, and most of you did! Thank you! Don't stop, because that is what we use to define potential project workload if we get asked by the legislature or OFM. Remember, projects you want to be considered for funding should be marked "planned" in the database.

Capital and Supplemental Budgets

The Legislature is working through passage of a 2018 Supplemental Budget. Below you will see links to the memo from WSCC Executive Director Mark Clark regarding the Governor's proposed 2018 Supplemental Budget. Please click on the links below to review the memo and budget comparison table.

- WSCC Memo re: Governor's 2018 Supplemental Budget Proposal
- Governor's Budget Comparison Table.

If you have any questions, please feel free to contact our office at 360-407-6200.

State Auditor Free Training

Once again this year the State Auditor's Office is offering workshops for online filing of reports. Workshops will be all around the state from April 10 through May 25. Registration starts March 9th. To find and register for the workshop closest to you, click this link: this link.

Elections and Appointments

The time period for district elections is almost complete. As always, make sure you've completed your EF-2 by the deadline for your election generated by the election calculator. Also, as we mentioned last month, this election season there seem to be more mid-term replacements of elected supervisors than usual and, therefore, more questions. The answer to almost any question on elections and appointments can be found by clicking here. Remember applications for appointed supervisors are due March 31. Click here for a link to the online application form. If you have questions, please direct them to your Commission Regional Manager.

New District Board Officers

After elections and appointments, district boards usually review and elect their officer team. If you have a change in your board officers, please let your Commission Regional Manager know.

New Supervisor/Employee Orientations

By clicking on this link and then on the "Training and Development" tab, you will see three supervisor orientation modules that can be used for new employees as well. Also contained on that page is the required Open

Government training for board members and public records officers. If you have ideas for thoughts on subjects you would like included on this page, please contact Stu Trefry or your Commission Regional Manager.

New resource: Tips to build and maintain public support for conservation (summary of Dave Murphy's WACD talk)

A new tip sheet from the SCC – Public Support for Conservation – summarizes key points from an inspirational talk given by Dave Murphy at the WACD 2017 Annual Meeting. Dave serves as a one of three Governor appointed Commissioners for the Missouri Department of Conservation and chaired the last two successful campaigns for a voter-approved sales tax to fund parks, soil, and water conservation. The tip sheet covers recommendations for public campaigns that aim to build and/or maintain support for funding natural resource conservation efforts. This and other marketing/outreach resources can be found in the Marketing Toolkit on the SCC website.

Tips to engage elected officials and decision makers

Are you interested in learning some simple ways to engage elected officials and decision makers with your conservation district's work? Do you ever wonder what to ask or talk to them about when you have their ear? A new resource from WACD and the SCC – Tips to Engage Elected Officials and Decision Makers - helps answer these questions and provides ideas for how to start and maintain effective relationships with key influencers of your work. This and other marketing/outreach resources can be found in the Marketing Toolkit on the SCC website.

Federal Funds Expenditures & Single Audits

It's that time of year to again reflect on the prior budget year (2017) and prepare annual financial reporting for the State Auditor's Office (SAO). Please make sure to count all the federal funds expended when you report to the SAO on your Schedule of Expenditures of Federal Awards (SEFA). When calculating the amount of federal funds expenditures don't forget to count 60% of any task order reimbursements you received. USDA NRCS contributed 60% of the funds toward all task orders in 2017 so those funds must be counted as federal funds expenditures. Don't forget the threshold for a federal single audit is \$750,000 in federal funds expenditures in a given year and that if you meet or exceed this threshold you need to plan for, and request from the SAO, a federal single audit. If you have questions about federal funds expenditure reporting (the SEFA) please review this page of resources or you can contact the Local Government Performance Center at SAO. Contact your Commission Regional Manager with questions on task orders.

Paid Sick Leave Required on January 1, 2018

As enacted in Initiative 1433, all employers in Washington are required to provide sick leave to their employees beginning January 1. More information can be found at the MRSC website and even more information can be found at the Department of Labor and Industries website including their Frequently Asked Questions.

Paid Family Leave Required on January 1 2020

The state legislature has adopted a paid family and medical leave bill, which, beginning January 2020, provides most employees in Washington State with paid leave to care for their health conditions, the health condition of a family member, or for the birth or placement of an adopted or foster child. The MRSC blog linked here gives a quick review of the new legislation and some of the differences between it and the federal Family Medical Leave Act (FMLA).

Conservation District Operations Question and Answer of the Month

Question: *Can I see the new guidelines for the 2018 SAO Schedule 22?*

Answer: Yes! We have placed the guidelines for the next SAO Schedule 22 on our website linked here.

Remember to contact your Commission Regional Manager to:

- Assist in developing plans of work, programs, policies & procedures, Good Governance, Schedule 22, or with any other district operations issue;
- Assist with getting answers to your questions on WSCC programs and policies;
- Provide an orientation to new supervisors and staff;
- Assist with facilitating any issues you may be having with partners or others.