

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Board Meeting Minutes**  
**March 21, 2019**

**Attending:** Curtis Hennings; Michael Broeckel; Ron Hennings; Gary Cook; Rob Dewald /  
Guest: Mike Baden, WSCC

The meeting was called to order by Curtis Hennings at 7:35 pm.

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

- Mike Baden, WSCC – Notes provided from email
  - **Implementation Grant Committee and Livestock Technical Assistance Grant Committee**
    - As discussed the Implementation Grant committee reviewed the comments received from districts. Twenty-three Conservation Districts responded to the request for feedback. A summary of the responses is available. The committee has developed a recommended allocation system and related table for consideration. The committee members presented this recommendation at the Commission Meeting in March.
  - **CAPP**
    - We discussed the CAPP checklist (attached). As mentioned, we will be completing this process over the next few months and the final CAPP report will be presented at the July Commission Meeting.
  - **Columbia Basin Water Meetings**
    - We discussed the Columbia Basin Groundwater coalition building meetings in Moses Lake. There was a great meeting on March 15<sup>th</sup>. The next meeting will be on April 12<sup>th</sup> at 1:00 and I would encourage anyone interested from ACD to be there as it does include areas that are within the district and it is an interesting and important topic. A one-pager info sheet is attached.
  - **WSCC Executive Director**
    - The Commission has made a decision on the hiring of a new Executive Director. There should be an official announcement regarding their choice coming out in the next week or so.
  - **May Commission Meeting**
    - I just wanted to provide a heads up that the Commission Meeting in May will be in Spokane. The Tour is scheduled for May 14<sup>th</sup> and the Commission Meeting for May 16<sup>th</sup>. More details will be forthcoming.

**Minutes:** Ron moved to approve the minutes for February 20, 2019. Michael seconded the motion; motion passed.

**Financial Report:** Michael moved to approve the financial report for February 2019 showing end balances of \$116,378.68 (money market) and \$102,102.48 (checking), and to approve checks numbered 13992 - 13996 and all ACH/EFT transactions from February 21<sup>st</sup> – March 21<sup>st</sup>. Total deductions \$4,602.32 and liability \$142.01. Gary seconded the motion; motion passed.

**Old Business:**

- Landowner Outreach: After the last meeting the board had requested from Cara an action plan to increase ACD outreach to landowners. Cara responded with an email that was shared at the board meeting and her thoughts were the best way to contact landowners via email or direct USPS mail with email “blasts” being the quickest/easiest/cheapest route to go. At this point Cara sees the first step being to get updated email addresses from landowners in the District. Curtis will try to reach out to Aaron Esser at WSU Extension to potential get some space on one of their email blasts to let landowners know what ACD programs are currently available. Cara noted that more people are following ACD on Facebook and visiting the District’s website, but that doesn’t seem to be enough. The board had further discussion on this topic and it will continue to be a discussion point at future board meetings.
- VSP: Loren Wiltse has decided to put Grant County CD as the lead for VSP funding in Adams County. Cara has been in contact with GCCD Manager, Marie Lotz, to discuss how this will be done most effective as GCCD is willing to assist anyway they can on VSP to our landowners. The board will be inviting Marie to the April board meeting to get some good discussion on this topic. The board also hopes that this partnership with GCCD on VSP will also help with ACD’s landowner outreach efforts.
- Projects:
  - o McRae: No change
  - o Rex Harder: Rex will be contacting the pruning contractor soon to see when they can start work on the creek project.

**New Business:**

- Ron Hennings Project: The board had discussion on the proposed Ron Hennings Creek Pruning project that is similar to the project for Rex Harder. Ron’s project will be \$14,000 with \$11,200 coming from WSCC 19-27 IM grant Outcome 2 for cost-share and \$2,800 for technical assistance, \$2,800 will be the landowner’s responsibility. Cara noted that WSCC now requires a form outlining previous supervisor cost-share be submitted and approved before the board can approve any cost-shares done with supervisors, she will be submitting the form in the next week. Cara hopes that pruning will be able to get started in the month of April, weather permitting, and after the board formally approves a cost-share agreement on the project most likely to occur at the April board meeting. Cara also noted that the pruning projects are exempt from cultural resource reviews.

The board reviewed an Interlocal Agreement with Lincoln County CD for technical assistance with the Henning's pruning project.

**Gary made a motion to approve the Interlocal Agreement with LCCD on the Hennings project. Rob seconded the motion; motion passed. It is being noted that Ron Hennings abstained from the vote on this matter.**

- City of Ritzville Project: Gary Cook provided Cara information on a potential project the City of Ritzville may need some assistance with. Cara intends to look into this further before the April board meeting and report back with an update at that time.
- Office Lease: ACD was contacted by our current landowner of the District office. The landowner offered a continuation of our monthly rent at the same rate and same terms for our sub-renter for the next five years through 5/1/2024. Cara will be discussing a potential small tenant improvement with the landowner consisting of an access window in the current file room as she would like to have Pat's office and the file room switched so Pat would have window access to the lobby.

**Michael made a motion allowing Cara to finalize the lease extension and discuss our options for the requested tenant improvements. Gary seconded the motion; motion passed.**

- RCW 89.08.210 & .220: The board conducted their annual review of the noted RCWs as required by the Schedule 22.
- Schedule 22: Michael was in before the board meeting and reviewed/completed the schedule 22 with Pat. Michael reported that everything checked out with the exception on one item, Question #66 pertaining to sales tax being listed on a separate line on receipts. This question is noted as being a "Best Practice" and the District will ensure that this is being done moving forward. Pat did note that sales tax on all surplus items has been paid as this is something reviewed by Account Sense and they notify ACD of the sales tax due on these items. No further action was needed on the Schedule 22

**The meeting was adjourned at 9:15 pm by Curtis Hennings.**

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**The next regular meeting is scheduled for April 18<sup>th</sup>, 2019 at 7:30 pm.**