

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Board Meeting Minutes**  
**April 19, 2018**

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

**The meeting was called to order by Curtis Hennings at 7:42 pm.**

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

- **WSCC: Mike Baden**

Mike had a brief discussion on CAPP and noted that WSCC approved the process with no changes from previous discussion had at the March board meeting.

The WSCC is looking into the Board Supervisor appointed process and noted that they intend to revamp this area to create a more thorough process when appointing these positions.

The WSCC is rolling out a new CPDS system and there will be a mandatory webinar that is scheduled for May 8<sup>th</sup>. The webinar is mandatory for any individual who will be inputting project requests. He also noted that there will be a “blackout” period beginning around May 1<sup>st</sup> while the system is being transferred over.

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

**Financial Report:** Michael moved to approve the financial report for March 2018 showing end balances of \$110,326.62 (money market) and \$87,537.47 (checking), and to approve checks numbered 13903 – 13915 and all ACH/EFT transactions from March 16<sup>th</sup> – April 19<sup>th</sup>. Total deductions \$5,385.61 and liability \$57.68. Ron seconded the motion; motion passed.

***Old Business:***

Curtis reported that the annexation of City of Ritzville into Adams Conservation District has been completed and the district has received the necessary paperwork from the State of Washington to document. A copy of the paperwork will be sent to City of Ritzville, attn.: Gary Cook, next week.

The approval of Adams County’s VSP work plan has been pushed back a few months due to the number of county Work Plans that the State Technical Panel is slated to review in the coming months. Adams County VSP work plan is slated to be submitted on June 29<sup>th</sup>. The first 1<sup>st</sup> from the Technical Panel is scheduled for July 27<sup>th</sup> while the 2<sup>nd</sup> review and vote is scheduled for August 24<sup>th</sup>. Tentatively, implementation is set for mid-late fall and if Cara remains on leave the district intends to utilize Dan Harwood on an interim basis to start the implementation process.

Cara emailed in an update on projects that have been discussed previous and a new potential project:

- Henry Harder is holding off on moving forward with his fencing and watering project previously discussed due to another farm project that is taking precedence.
- John Harder is also holding off on his watering facility at this time.
- The project for Luke McRae is being followed up by Cara. It is anticipated that this project will begin in this fiscal year as it seems that the next step is to input into the CPDS system. The district anticipates using the technical assistance of James Schierman with Palouse Rock Lake CD on the planning.
- Curt Schell reached out to Cara with interest on a windbreak around his personal residence. Cara will follow up with Curt in the following weeks.

The board had discussion on the remaining funds in the 18-27-IM WSCC grant and expected vouchering through the end of the fiscal year and how much would need to be turned back to WSCC. It was determined that there is approximately \$10,000 in category #1 funds and \$25,000 in category #2 funds. It was determined that these funds can potentially be used to cover the expense of an interim manager (Dan Harwood), the McRae project, and the Duck's Unlimited project along Cow Creek. It is estimated that the district will turn back approximately \$15,000 in the next 2 weeks.

Curtis led a discussion on the wetlands project facilitated by Ducks Unlimited which includes monitoring of stream and ground water along Cow Creek. A draft contract has been received and was reviewed by the board with some revisions being suggested by Cara & Mike Baden. It is anticipated that a final contract will be ready for approval at the May board meeting following by approval from WSCC. Once this has been completed, the project can be funded by the district's 18-27-IM grant for expenses incurred during the current fiscal year.

It was noted that WSCC has received Rob's application for re-appointment on the board which will be discussed and voted on at WSCC's May meeting.

***New Business:***

The board took time to review RCW's 89.08.210 and 89.08.220 as part of the requirements for the Schedule 22.

Cara emailed an update on where the district is at on their annual reporting. She is working on updating the district's Annual Plan of Work and will have it ready for the May board meeting so it can meet May 30<sup>th</sup> WSCC deadline. The schedule 22 was completed on April 19<sup>th</sup> by Michael & Pat with assistance from Cara as she phoned in. Michael reported that there were no deficiencies noted and that the district is complying to all required policies and best practices. Cara noted that she is working with Patty Eldridge of Franklin CD on the district's annual financial report and that the report will be ready for board review and approval at the May board meeting.

The board discussed the purchase of a new copier & printer quote from BIE of Moses Lake. The copier/printer has all of the features needed for the office and comes with a service agreement that

covers servicing, toner, etc. Cara has already received approval from WSCC as the funds for the purchase will come from our 18-27-IM grant. The quote came in at \$3,278.57. **Michael made a motion to authorize the purchase of the copier in an amount not to exceed \$3,750. Ron seconded the motion; the motion passed.**

A new interlocal agreement with Grant County CD was reviewed and discussed by the board for work associated with Ritzville & Lind School District on Wheat Week. A previous interlocal agreement for the same scope was with Franklin CD. **Michael made a motion to approve the interlocal agreement with Grant County CD. Ron seconded the motion; the motion passed.** Pat will email a signed copy of the agreement to Grant County CD manager, Marie Lotz.

**The meeting was adjourned at 8:45 pm by Curtis Hennings.**

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

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

**The next regular meeting is scheduled for May 17, 2018 at 7:30 pm.**