

Adams Conservation District
118 East Main Ave., Ritzville WA 99169
Board Meeting Minutes
April 20, 2017

Attending: Ron Hennings, Curits Hennings, Michael Broeckel, Rob Dewald; Staff: Cara Hulce; NRCS: Ann Swannack; Guest: Gary Cook – Mayor of Ritzville

The meeting was called to order by Curtis Hennings at 7:40pm.

Reports from Guests/Partner Agencies/Manger:

- **NRCS: Ann Swannack**

Ann provided the board with information on rangeland seeding. NRCS is still waiting to bring on a soil technician. The new planner in Davenport has been working efficiently with the area archaeologist. The local work group advisory committee will be meeting in May to discuss how to capture resource concerns with the given budget. NRCS will be having an appraisal the week of April 24th and Ann requested Cara and Curtis come by to speak with the appraisers. They are sending out mid-contract maintenance reminders and have had several walk-ins for CRP signup.

- **Gary Cook**

Gary informed the board that he discussed with the City council the possibility of incorporating Ritzville into Adams Conservation District. He relayed the councils concerns about the wording in the incorporation petition regarding State and Federal mandates, possible assessment fees, and the petition submittal fee.

It was discussed that regardless of incorporation with the District, the City is required to respond to Federal and State mandates. However, the District may be able to provide project support to the City to help address mandates if the City was incorporated. The District has no intention to seek assessment fees at this time. The District will pay the \$5 petition submittal fee.

Gary said that he would rely the boards feedback to the City council and let the District know if Ritzville would like to proceed with inclusion.

- **Manager Work Report: Cara Hulce**

Cara updated the board on work progress since the last meeting, discussed current and potential projects, and reviewed grant funding status (see Work Report and Grant Financial Worksheet).

***Minutes:* Michael moved to approve the minutes for March 16, 2017. Ron seconded the motion; motion passed.**

***Financial Report:* Michael moved to approve the financial report for March 2017 showing end balances of \$105,231.59 (money market) and \$88,741.24 (checking), and to approve checks numbered 13818 - 13827 and all ACH/EFT transactions from March 17th – April 20th. Total deductions: \$9,449.50. Ron seconded the motion; motion passed.**

Michael noted an error on Cara's pay rate on the leave and liability report. It had been changed to her composite rate of \$37.91, but it should have been her pay rat of \$29.00. Michael made a hand correction on the report and the recalculated liability cost was \$3,350.08. Cara will discuss the error with Pat and make sure the rate wasn't changed elsewhere.

Old Business:

Curtis is working on getting the shop cleaned out at the old office building. Cara will contact local cement companies to see if they might be interested in purchasing the eco block forms. Cara will advertise the Baja ATV, hydraulic soil probe, and dammer diker on Craigslist.

The board discussed who to invite to the District tour on May 16th.

New Business:

The board talked to Gary Cook about potentially assisting with operator outreach.

The board agreed to have Adams CD host the regional area meeting on October 17, 2017 in Ritzville.

Michael moved to approve the Washington State Conservation Commission grant contract for FY17-19 biennium. Ron seconded the motion; motion passed.

Michael moved to approve the revised leave accrual policy in the Employee Handbook. Rob seconded the motion; motion passed.

Michael moved to hold a 10-minute executive session to discuss Cara's annual employee review. Rob seconded the motion; motion passed. The board started the executive session at 10:33pm and it ended at 10:43pm.

Michael moved to approve Cara's annual employee review. Ron seconded the motion; motion passed.

The meeting was adjourned at 10:50pm by Curtis Hennings.

Minutes approved by: _____

Date: _____

Minutes prepared by: _____

The next regular meeting is scheduled for May 18th, 2017 at 7:30pm.