

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Board Meeting Minutes**  
**May 16, 2019**

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

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

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

- Mike Baden, WSCC
  - **New WSCC Executive Director** – Carol Smith, the new WSCC Executive Director, is now officially on board.
  - **Budget Items** – The state budget has passed. For the most part the budget is fairly status quo although WSCC did receive a slight bump in our operating budget. The Commission will be considering the Implementation Grant allocations at the Commission next week. At the Commission meeting on the 16<sup>th</sup>, the Commission voted to allocate \$95,600 to each district. Due to additional funding made available through a proviso that is specific to activities that benefit salmon and orca populations there may be some additional guidance/reporting requirements to be able to capture those activities so that they can be reported.
  - **New NRI Projects/CPDS** – Just a reminder that any projects on public lands are subject to some additional requirements and a 50% cost share limit. It would be important to have these projects entered into CPDS as soon as possible as there will be a data pull from CPDS coming up on June 3<sup>rd</sup>.
  - **Elections** – Elections were certified at the Commission meeting on the 16<sup>th</sup>. Ron's new term is now official!
  - **Dept. of Retirement Systems** – Melanie Piccin of the Dept. of Retirement services is working with WSCC to make sure all CDs are on track with Social Security and Retirement Plan requirements. Melanie had identified several CDs that she had questions on, including Adams and WSCC had a webinar with those districts that were able to attend on April 29<sup>th</sup>. This doesn't mean there is anything wrong, just that she needs more information to determine if any corrections are needed (and options are available if she sees a concern). She is very happy to have a conversation and is willing to help so it is strongly recommend that Cara reaches out to Melanie to check-in to make sure all is up to date at ACD. Melanie's contact information is [melaniep@drs.wa.gov](mailto:melaniep@drs.wa.gov) or (360) 664-7165.
  - **Columbia Basin Groundwater Meetings** – The Columbia Basin Groundwater meetings that have been taking place in Moses Lake over the past 3 months coordinated by the State Dept. of Commerce. These meetings have been centered on addressing critical groundwater issues for purveyors of drinking water (cities, towns, small public water

systems, etc) as the groundwater levels continue to drop. The group is moving forward with developing a coalition that can take a more active role in influencing the implementation of solutions in the Adams, Grant, Lincoln and Franklin County areas. One of the next steps is that a grant application will be developed and submitted to the Bureau of Reclamation for one of their grant programs to fund the formal formation of the coalition. Commerce has offered to help write the grant but the group sees the value of CDs in supporting the effort, including potential sponsorship/admin. of the grant funds. There will likely be a meeting/conference call scheduled between Commerce and the 4 CDs once the grant application availability is announced and the process is clearer.

- **Grant Close-Out** – Just a reminder that all grant funds must be expended by June 30<sup>th</sup>.
- **Long Range Plan** – Stu and Mike will be comparing calendars to offer some dates later this year or early next to work with ACD on our long range plan update. We will send you some date options in the near future.

**Minutes:** Gary moved to approve the minutes for April 18, 2019. Rob seconded the motion; motion passed.

Financial Report: **Michael moved to approve the financial report for April 2019 showing end balances of \$116,388.40 (money market) and \$107,616.02 (checking), and to approve checks numbered 14001 - 14008 and all ACH/EFT transactions from April 19<sup>th</sup> – May 16<sup>th</sup>. Total deductions \$4,644.54 and liability \$237.72. Rob seconded the motion; motion passed.**

**Old Business:**

- VSP: ACD received the Interlocal Agreement with Grant County CD for VSP work that was discussed with Marie Lotz at the April Board Meeting. Cara reported that once the Interlocal Agreement was signed that landowner outreach can begin.

The board reviewed and discussed the Interlocal Agreement with Grant County CD for VSP. As the Interlocal Agreement was approved at the April board meeting, no further approval was needed. The board chair signed the agreement and the 2 copies will be sent to Grant County CD for signatures.

- Kyle Harder Fencing Project: Cara reported that WSCC will review projects in CPDS for the new funding cycle on June 3 and noted that she will get this project submitted into the CPDS system for consideration.
- City of Ritzville Project: Cara has reviewed material pertaining to this project when initial conversation was had in 2018 and will be following back with City of Ritzville Mayor to get progress on this potential project. Like the Kyle Harder Fencing project, the City of Ritzville project will be submitted into CPDS for WSCC consideration.

- McRae Project: Curtis reported that trenches have been dug, the tank has been set and continued progress is happening on site. The District will keep close communication with James at Palouse Rock Lake CD to ensure completion of the project by the 6/30 deadline for this fiscal year.
- Cow Creek Pruning Project (Rex Harder / Ron Hennings): Cara reported that the Harder and Hennings pruning projects are done and Lincoln CD will get their files to ACD soon so she can follow up with reimbursement requests for the projects. Cara also noted that the Harder project came in significantly under budget, roughly \$7,000 versus budgeted cost of \$30,000, so she indicated that ACD will be returning funds.

***New Business:***

- WSCC Master Contract: The board reviewed and discussed the new WSCC Master Contract for the new biennium.

**Michael made a motion to approve the WSCC Master Contracts as presented for the new biennium. Rob seconded the motion; motion passed.**

- WSCC Annual Plan of Work: The board reviewed and discussed ACD's Annual Plan of Work for the new fiscal year as presented by Cara.

**Michael made a motion to approve the District's new Annual Plan of Work for the new fiscal year. Gary seconded the motion; motion passed.**

- SAO Annual Report: The board reviewed and discussed the SAO Annual Report as prepared by Patty Eldridge and Cara.

**Michael made a motion to approve the SAO Annual Report as presented for the current fiscal year. Gary seconded the motion; motion passed.**

- Cara Hulce Employee Review: The board reviewed and discussed Cara's annual review for the period beginning 1/1/17 to 12/31/18 as prepared by Michael. Michael noted that the review covered the past 2 years as there was a lapse in 2017 due to Cara's leave of absence.

**Rob made a motion to approve Cara's review for 2017 & 2018 as presented. Gary seconded the motion; motion passed.**

**The meeting was adjourned at 8:56 pm by Curtis Hennings.**

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

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

**The next regular meeting is scheduled for June 20<sup>th</sup>, 2019 at 7:30 pm.**