

Adams Conservation District
118 East Main Ave., Ritzville, WA 99169
Board Meeting Minutes
May 17, 2018

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

The meeting was called to order by Curtis Hennings at 8:03 pm.

Reports from Guests/Partner Agencies/Manager:

- **WSCC: Mike Baden**

Mike noted that WSCC approved the elections and districts can now start the process to vet/solicit for interest in board supervisor vacancies. This can be done according to each district's policies. He also noted that Rob Dewald's board appointment was approved by WSCC.

The new IM Grant allocation process has been approved, but no details have been released at this time. Mike noted that more information will come in the near future.

Mike led a brief discussion that WSCC is continuing to work on the 2019-2020 Biennial Budget request. We discussed the two day policy meeting that was held in Ellensburg on April 25th and 26th. Michael was present on the 25th. There was a brief summary provided in the latest quick notes which is included below:

“Almost 60 Supervisors and staff from 35 conservation districts met with Commission, WACD, and NRCS representatives in Ellensburg this week to discuss building the budget request for the 2019-2021 biennium. That request is due to the Governor from the Commission by early September. The group identified 16 policy and budget areas to research and write draft decision packages for consideration and eventual submission by the Commission. Those areas are: CREP, CREP cost share, Natural Resource Investments, Shellfish, RCPP, Farmland Preservation, Irrigation Efficiencies, Engineering, Communications, Education, Science Program, Voluntary Stewardship Program, Working Lands, Disaster Assistance, Fire Recovery/Firewise, and Conservation TA. Individuals either volunteered or were volunteered to help commission staff think through the concepts and rationale for budget requests.”

Minutes: Ron moved to approve the minutes for April 19, 2018. Michael seconded the motion; motion passed.

Financial Report: Michael moved to approve the financial report for April 2018 showing end balances of \$113,831.19 (money market) and \$101,010.40 (checking), and to approve checks numbered 13916 – 13921 and all ACH/EFT transactions from April 20th – May 17th. Total deductions \$8,475.67 and liability \$73.83. Ron seconded the motion; motion passed.

Old Business:

Cara emailed in an update on projects that have been discussed at recent board meetings:

- Cara followed up with Luke McRae since the April board meeting and the project is moving forward. Cara has been working with James Schierman of Palouse Rock Lake CD who was scheduled to meet with Luke on the 10th. Cara will get the project inputted into the new CPDS system now that she has completed the training and the new system is up and running. A cost share of \$15,000 plus 25% for Technical Assistance has been set aside.
- The windbreak request from Curt Schell is still being discussed, but no material update at this time. 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.

Cara provided a worksheet that outlined the remaining funds to be spent from the WSCC 18-27-IM grant and what is a comfortable allowance to turn back to WSCC. The remaining category 1 funds total \$17,969.84 while category 2 funds total \$26,744.22 for a total of \$44,714.06 that needs to be spent or turned back by the end of the fiscal year on 6/30. Cara estimated that funding needs for May & June total \$17,111.16 which accounts for \$8,569.07 of category 1 funds for district admin expenses and \$8,542.09 of category 2 funds for the McRae project and the project with Ducks Unlimited. Cara recommended to turn back a total of \$27,602.90 to WSCC that would not be spent prior to the fiscal year end, broken down by \$9,400.77 (category 1) and \$18,202.13 (category 2).

Michael moved to turn back an amount up to \$28,600 to WSCC for the 18-27-IM Grant. Ron seconded the motion; motion passed.

The board had discussion on the Cow Creek water monitoring project that is being done in conjunction with Duck's Unlimited. The final contract included the installation of 2 additional transducers for a total of \$10,592.95 with approximately half expected to be paid during the current fiscal year and the remaining is expected to be paid during the next fiscal year and is primarily associated with the monitoring of the project.

Ron moved to approve the contract with Ducks Unlimited for water monitoring along Cow Creek totaling \$10,592.95. Michael seconded the motion; motion passed.

At previous board meetings discussion was had on utilizing former PRLCD manager Dan Harwood for work on VSP once the plan has been approved. Dan has decided to focus his time on a different venture which will not allow him to assist the district on VSP. It was also noted that the expected approval on the county's VSP plan would not be completed until mid-late fall, at which time Cara is hoping to be back full time. However, it was discussed that assistance with VSP might be able to be received through an MOU with Lincoln CD. This will be further discussed closer to the approval of the VSP plan.

New Business:

The board had discussion on the 2017 fiscal year annual financial report prepared by Patty Eldridge. Cara noted that on the “Notes to Financials” section, there are a couple sentences under “Compensated Absences” that are incorrect. It states that the district will provide monetary compensation for vacation/sick leave hours exceeding the maximums. It was relayed to Patty that this was incorrect, who noted that she will correct it on next year’s report. It is being noted that although the report was submitted on 5/9/18, prior to the board meeting and approval, the district has the opportunity to revise if needed prior to the deadline at the end of May.

Michael moved to approve the 2017 fiscal year annual financial report with no changes needed. Ron seconded the motion; motion passed.

Cara provided the board with an updated Long Range Plan which was discussed by the board. Changes within the Long Range Plan included:

- “Education & District Operations”
- Removed burn permitting since DOE is handling it while Cara is out on leave
- The Adams County Water Conservancy Board will be dissolving this year, so instead of Cara dedicated 4 days/month on this it has been cut back to 2 days/month
- Cara also reduced the time for auditing from 10 days to 7 days and updated all the expenses to reflect changes in work and compensation rates.

Michael moved to approve the updated Long Range Plan as provided by Cara. Ron seconded the motion; motion passed.

The meeting was adjourned at 9:03 pm by Curtis Hennings.

Minutes approved by: _____ Date: _____

Minutes prepared by: _____ Date: _____

The next regular meeting is scheduled for June 21, 2018 at 7:30 pm.