

Adams Conservation District
118 East Main Ave., Ritzville WA 99169
Board Meeting Minutes
June 15, 2017

Attending: Curits Hennings, Rob Dewald, Michael Broeckel, Ron Hennigs; Staff: Cara Hulce

The meeting was called to order by Curtis Hennings at 7:38pm.

Reports from Guests/Partner Agencies/Manger:

- **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 May 18, 2017. Rob seconded the motion; motion passed.

Financial Report: Michael moved to approve the financial report for April 2017 showing end balances of \$105,235.91 (money market) and \$89,803.11 (checking), and to approve checks numbered 13828 - 13835 and all ACH/EFT transactions from April 21st – May 18th. Total deductions \$11,292.12 and liability \$3,403.44. Ron seconded the motion; motion passed.

Michael moved to approve the financial report for May 2017 showing end balances of \$107,840.42 (money market) and \$83,916.11 (checking), and to approve checks numbered 13836-13842 and all ACH/EFT transactions from May 19th – June 15th. Total deductions \$9,397.63 and liability \$3,734.62. Ron seconded the motion; motion passed.

Old Business:

Curtis almost has everything cleared out of the shop and fenced area at the old office building, he plans to have it completed by the end of June. The new owner of the old office building had requested the board pay \$200/month rent since surplus wasn't cleared out by the end of April as agreed. The board discussed paying rent for May, June, and additional months if need be.

Ron moved to approve a rental agreement for storage space at the old office building (402 E Main Avenue in Ritzville) for \$200/month starting in May 2017. Michael seconded the motion; motion passed.

New Business:

The board discussed how to handle the WSCC FY18 budget.

Rob moved to approve WSCC grant 18-27-IM addendum as proposed, allowing Cara to adjust values accordingly once WSCC FY18 funds have been awarded. Ron seconded the motion; motion passed.

The board filled out a new authorized signature form for WSCC.

The board discussed passing a resolution to establish a cost-share and labor rate for WSCC funded projects.

Michael moved to pass resolution 2017-02 establishing a cost share reimbursement rate of 75% on WSCC funded projects and establishing a landowner/operator labor rate of up to \$22 per hour and minor labor (<16 years of age) to be consistent with Washington's minimum wage. Ron seconded the motion; motion passed.

Michael moved to hold a 5-minute executive session to discuss Pat’s annual employee review. Ron seconded the motion; motion passed. The board started the executive session at 9:34pm and it ended at 9:39pm.

Michael moved to approve Pat’s annual employee review. Rob seconded the motion; motion passed.

The board discussed potentially working over the winter on setting up a workshop day to demonstrate direct seeding into expired CRP.

The board discussed options to cover lunch expenses for the annual producer workshop in January. They think the District and WSU could get enough sponsors to cover catering/hall rental.

Curtis moved that if a special meeting was needed before the next regular board meeting in August, that all board members can call in and all votes be viable over the phone. Rob seconded the motion; motion passed.

The meeting was adjourned at 9:55pm by Curtis Hennings.

Minutes approved by: _____

Date: _____

Minutes prepared by: _____

The next regular meeting is scheduled for August 17th, 2017 at 7:30pm.