

**Adams Conservation District
118 East Main Ave., Ritzville, WA 99169
Special Board Meeting Minutes
June 20, 2018**

Attending: Curtis Hennings, Michael Broeckel, Ron Hennings, Guests: None

The meeting was called to order by Curtis Hennings at 7:51 pm.

Reports from Guests/Partner Agencies/Manager:

- No Guests

Minutes: Ron moved to approve the minutes for May 17, 2018. Michael seconded the motion; motion passed.

Financial Report: Michael moved to approve the financial report for May 2018 showing end balances of \$113,836.02 (money market) and \$100,115.28 (checking), and to approve checks numbered 13922 - 13926 and all ACH/EFT transactions from May 18th – June 20th. Total deductions \$4,555.38 and liability \$88.62. Ron seconded the motion; motion passed.

Old Business:

- Ducks Unlimited: There is one transducer remaining to install – at the Bar U Ranch on Dick Coons property. Tina & Dick have traded messages, but have not spoken yet. He is fine with the installation, just need to coordinate on a date and exact location. Brian with DU will need to make one more trip out to install that transducer, and then survey in all the locations. The only change from the original transducer plan, was that the piezometer location was under 2.5 feet of water, so DU set the transducer at ground level, and when the water recedes, they can create a piezometer and install the transducer down inside the well to record groundwater as it fluctuates. All other transducers and staff gauges went in as planned. DU also installed an additional staff gauge in a “side wetland” on the east side of the creek, which was inundated the day they installed transducers, because it will be of interest to see if that side wetland is connected to the creek sub-surface, or if that side wetland stays hydrated after the creek recedes.

Once DU has all installed, they will create maps and tables with GPA locations, and a write-up, regarding the installed equipment. Tina thinks it will be close to the end of the month before Brian gets back out there to install the last one.

Tina is working on the invoice and knows that the District needs it prior to June 30th so that a check can be cut prior to our FYE.

- SAO Audit: Mike Baden informed the District that we are scheduled to have an Accountability audit from the SAO covering 2015-2017 FY's. The audit will be completed prior to December 31, 2018 and

the District will be contacted by the SAO to schedule the audit later this fall. An estimate of the cost for the district's required audit was provided by the SAO and is approximately \$3,800. This is only an estimate; factors that could impact the cost of our audit includes: travel expenses for SAO staff, follow up on prior audit issues if any, inaccurate reporting to the SAO for any financial years being audited, etc.

- WSCC 18-27-IM Grant: \$28,000 was returned to WSCC (Outcome 1 \$7,300, Outcome 2 \$20,700).
- WRIA 34 RCPP Grant: Cara gave an update on the WRIA 34 grant which referenced that there's nothing that the District needs to do for the RCPP grant. PCD will likely be sending another interlocal agreement for the board to sign in August to cover this next year of the program. ACD didn't have any producers sign up this last cycle for FY19 funding. Cara has talked to most of the producers that have been interested, but they're not within the WRIA 34 boundaries unfortunately. ACD still has one more year to try and find someone that wants to participate and is eligible. It sounds like WSCC has provided \$50,000 per district to use on RCPP eligible projects before June 2019, so she's hoping both John and Henry Harder are ready to proceed by this winter/spring, or there's another project that comes up that qualifies.
- McRae Project: The District was notified by WSCC on 6/19/18 that the project has been approved for Natural Resource Investments funding broken down below:
 - Cost Share Award \$15,000
 - Practice Awarded
 - Watering Facility \$15,000
 - Technical Assistance Award \$3,750
 - Total Award \$18,750

This project is eligible to incur expenses as of June 19, 2018 and must be completed by June 30, 2019. A grant amendment needs to be approved by the board so that Cara can submit the addendum online. The grant number will be 18-27-NR.

James at PRLCD is working on getting a cost-share agreement signed by Luke and once that's done the District will probably need to schedule a special meeting to approve it since the next regular scheduled meeting won't be until August.

Ron moved to approve the grant addendum for the McRae project for grant 18-27-NR to fund Luke McRae's watering facility project; Outcome 1 \$15,000 – watering facility implementation / Outcome 2 \$3,750 – technical assistance to implement the watering facility. Michael seconded the motion; motion passed.

New Business:

- ACD Sick Leave Policy: Cara provided a new Sick Leave Policy that needs to be implemented by the District now that sick leave is required by law. The policy that Cara drafted is based on a policy from the State of Washington which complies to the new state law.

Michael moved to approve the new ACD Sick Leave Policy as presented. Ron seconded the motion; motion passed.

- ACD Elected Board Supervisory Position Mid-term Appointment Policy: Cara provided a new mid-term appointment policy for Board Supervisory vacancies. The policy is based from the procedures outlined in the WSCC's election manual. The District will continue communications on this process and prepare to advertise/interview potential candidates for ACD's board vacancy so that by our August meeting the District will have everything lined up to officially be able to move forward.

Ron moved to approve the new ACD Elected Board Supervisory Position Mid-term Appointment Policy as presented. Michael seconded the motion; motion passed.

- WSCC 19-27-IM Grant: The Commission approved a new allocation level for Implementation Grants for the next fiscal year. For all single district counties (Adams included) the amount will be \$90,000. This is a bump for some districts and reduction for others. For Adams this is slightly down from the past allocation of \$97,229. Mike Baden had mentioned that a new allocation was likely, but WSCC didn't have those numbers as of the May Commission meeting. For at least this coming fiscal year there will be an opportunity for districts that received a reduction to apply back for the difference but will have to make a case that district capacity has been affected by the reduction. At this time ACD does not intend to apply back for the difference.

Michael moved to approve the WSCC 19-27-IM grant addendum for a total of \$90,000: \$12,500 Basic Allocation and Outcome 1 \$56,500 – district operations / Outcome 2 \$21,000 – conservation planning, outreach and education. Ron 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 August 16th, 2018 at 7:30 pm.