

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, November 8, 2011

PRESENT

Supervisors: Randy James, Tom Miller, Jaki Shrauger and Mary Sullivan

Absent: Jerry Scheele

SCD Staff: Jim Armstrong, Rich Baden, Vicki Carter, Eric Choker, Ty Meyer, Ben Peterson, Charlie Peterson, Rachel Rooks, Stacey Selcho and Barry Tee

Guests: Tim Bruya, Bank of Fairfield

Vice-Chair Randy James called the meeting to order at 5:30 p.m. He announced that the Board will enter into an Executive Session at approximately 6:00pm, to discuss the performance of a public employee in accordance with RCW 42.30.140(4), and that it should last for approximately 15 minutes.

PREVIOUS MEETING MINUTES

Minutes from the regular October 11, 2011, Board meeting had been previously distributed for review.

Motion SHRAUGER/SULLIVAN to approve the October 11, 2011 Board meeting minutes as distributed.

Motion carried.

TREASURER'S REPORT

Auditor Shrauger presented the Treasurer's Report for October 2011.

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	ADJ. BALANCE
Checking	\$116,001.92	\$496,277.46	\$635,733.18	\$-23,453.18	\$250,000
FCAAP DRG- Acct 1090	\$21,973.74	\$0.00	\$0.00	\$21,973.74	\$21,973.74
Argonne Mit. Fund	\$92,352.06	\$0.00	\$0.00	\$92,352.06	\$92,352.06
NW Pipeline Savings Acct	\$61,224.32	\$0.00	\$0.00	\$61,224.32	\$61,224.32
Sweep Act 6800601091	\$306,474.03	\$255,591.57	\$108,231.60	\$453,834.00	\$453,834.00
Bank of Whitman MMA	\$1,591,752.03	\$584.37	\$0.00	\$1,582,336.40	\$1,582,336.40

Vicki Carter presented the Board with a revised Treasurer's Report for September. Auditor Shrauger reported that prior to the meeting she reviewed the October Treasurer's Report, which reconciled with the bank statements. The Accounts Payable report showed an amount due of \$0.00 to Baldwin Cooke for the 2012 calendars; this was an error of the BIAS Accounting program, and the correct amount should be \$691.63, which would bring the total for the Accounts Payable to \$152,465.07.0

Motion SULLIVAN/MILLER to approve the October TREASURER'S REPORT CLAIMS# 30309-30401 WITH NO VOIDS, EFTs #1512, 1542-44, 1625 RECEIPTS #7257-7283 WITH VOID #7259, PAYROLL #1529-1541, 1607-1624 and November ACCOUNTS PAYABLE of \$152,465.07 Motion Carried.

NEW BUSINESS/LINKAGE TO COMMUNITY

Public Comments/Introductions: None

STAFF REPORTS

Eric Choker told the Board that the soil testing lab met its goal with 75 tests in its first year. There may be more tests coming in before the end of the year, though it's unlikely due to the weather.

EXECUTIVE SESSION

The Board entered into Executive Session at 5:50pm to discuss the performance of a public employee in accordance with RCW 42.30.140(4), and it is expected to last for approximately 15 minutes.

The regular Board meeting reconvened at 6:20pm., and the Board announced the following motion had been made during the Executive Session:

Motion MILLER/ SHRAUGER to eliminate the current Executive Director position by close of business on December 11, 2011, and to revise the authority and duties of the Operations Manager to include revising the position title to Board Liaison/Operations Director, and to expand the responsibilities and authority of the new position to include periodically meeting with county commissioners, legislators, and other public officials, to discuss District business; developing and submitting an annual budget for Board approval; reviewing and maintaining Memorandums of Understanding and Agreements between the District and cooperating agencies; and other duties as assigned by the Board. The Board also proposed to change the Communications and Special Projects Manager title to also include Legislative Liaison.

Motion amended MILLER/SULLIVAN to add that the Board Liaison/Operations Director will act as such in the absence of the Executive Director until the end of the year. Motion carried.

GOVERNANCE CULTURE

Bank of Fairfield Authorization Documents

Tim Bruya from the Bank of Fairfield was in attendance to discuss the documents and signatures needed to transfer the District's funds from AmericanWest Bank to the Bank of Fairfield. The funds that are being transferred are the Regular Checking Account and the Sweep Account. There will also be documents and training needed for the remote capture system that Rachel Rooks uses to electronically process check deposits. New credits cards will be issued and all authorized purchasers will provide their signature and necessary identification, and Barry Tee and Ty Meyer will be added to the list of authorized personnel for the District's financial accounts with the Bank of Fairfield.

WACD Meeting/Resolutions

There was only one resolution proposed at the recent Northeast Area meeting and there will be a total of 16 resolutions that will be brought to the statewide WACD conference in November. Resolutions not proposed at the various area meetings can also be brought directly to the state meeting. A discussion ensued regarding the resolution on changing the bylaws for the WACD, including allowing the hiring of an Executive Director.

BOARD/CEO RELATIONSHIP

Final Executive Director's Brief

Rich Baden had previously distributed a written account of his activities for the month, which included meetings with the Department of Ecology, Pacific Northwest Direct Seed Association, Ag Expo Board, and various county commissioners, to discuss a variety of issues. The November Board meeting will be Rich's last

meeting, and the 240th meeting he has attended, with his retirement approaching at the beginning of December. He thanked the Board for their support of his personal and professional growth, and for allowing him the opportunity to build relationships and to serve in leadership positions over his 20 years as Executive Director.

2012 Budget

Rich Baden discussed the proposed budget for 2012, which will be changed and ready for final approval in December. He discussed changes to the budget that include an increase in salaries and money allocated to update the building's heating and cooling system in the spring.

OPERATIONAL EXPECTATIONS

Correspondence & Announcements

- Vicki Carter announced that the 2010 audit will begin on Thursday and will be done by the same auditor as last year (David Bahr).
- There is a Memorandum of Understanding between the District and the Idaho Soil and Water Conservation District to administer the Direct Seed Loan Program that needs an authorized signature and to be returned to the ISWCD. There is also a MOU to be signed between the District and the Latah Soil and Water Conservation District. The MOUs will not be active until they are authorized by the Idaho Secretary of State.

Motion SULLIVAN/SHRAUGER to approve the signing of the Memorandums of Understanding between the District and the Idaho SWCD and the Latah SWCD, which will not become valid until they are approved by the Idaho Secretary of State. Motion Carried.

- We received a letter from the National FFA Forestry Program thanking the District for their donation, and the letter said that the team from Mt. Baker placed 4th in the nation.
- Columbia State Bank sent the District letters to verify balances and requested audit records for September 30 and August 5 to verify amounts as they begin their takeover of the Bank of Whitman.
- A new contract for 2012 was signed between the District and BIAS Accounting for software that includes the new SRF module.
- The District received a mandatory survey regarding the Good Standing checklist from the Washington State Conservation Service; Vicki and Jim will collaborate on a response to the survey.
- Rich and Jim will meet with county commissioner Todd Mielke tomorrow regarding the building lease and voluntary stewardship/critical areas ordinance.

Upcoming Events

- The District Open House will be at the SCD office on Friday, November 18, from 2pm until the close of business
- The 2012 NACD meeting will be held in Las Vegas from January 29-February 1; those who would like attend should let Rachel know as soon as possible
- There will be a kickoff lunch for the **Dig It! The Secrets of Soil** exhibit at the Davenport Hotel on February 2 for those Board members who would like to attend

READING OF THE MOTIONS

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The regular Board meeting adjourned at 7:11pm

Respectfully submitted by: Rachel Rooks

Randy James, Vice-Chair

Jaki Shrauger, Auditor