

SPOKANE CONSERVATION DISTRICT
 210 N. Havana, Spokane, WA 99202
BOARD MEETING MINUTES
 Tuesday, December 13, 2011

PRESENT

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

SCD Staff: Vicki Carter, Eric Choker, Jilla Loan, Ty Meyer, Pat Munts, Rick Noll, Ben Peterson, Rachel Rooks, Dan Ross, Stacey Selcho and Barry Tee

Guests: Chris Wenzel, AmeriCorps intern; Gary Mitchell, Upper Columbia RC&D; Chad Greif, BIAS Accounting; Dori Babcock, WSU Spokane County Extension Office; Lynn Bahyrch, WSCC/MAC

Chair Scheele called the meeting to order at 5:30 p.m.

PREVIOUS MEETING MINUTES

Minutes from the regular November 8, 2011, Board meeting had been previously distributed for review.

Motion SHRAUGER/MILLER to approve the November 8, 2011, Board meeting minutes as distributed.

Motion carried.

TREASURER'S REPORT

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

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	ADJ. BALANCE
Checking	\$-23,453.80	\$1,671,686.09	\$1,654,992.82	\$-6,760.53	\$151,185.41
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	\$453,834.00	\$488,949.06	\$942,715.94	\$67.12	\$67.12
Bank of Whitman MMA	\$1,592,336.40	\$471.16	\$0.00	\$1,592,807.56	\$1,592,807.56
Bank of Fairfield	\$0.00	\$650,068.56	\$0.00	\$650,068.56	\$650,068.56

Auditor Shrauger reported that prior to the meeting she reviewed the November Treasurer's Report, which reconciled with the bank statements.

Motion JAMES/SULLIVAN to approve the November TREASURER'S REPORT CLAIMS# 30402-30468, with VOIDS #30434, 30456, EFTs #1799, VOIDED TRANSACTION #1759, STOP PAYMENT #30428, AND PAYROLL #1725-1737, 1762-1773, WITH VOID #1766 and December ACCOUNTS PAYABLE of \$82,214.06. Motion Carried.

Randy James asked Eric Choker about the waste left from the soil tests; Eric said it's being held currently in the waste disposal tanks and needs to be taken to an approved site for final disposal.

NEW BUSINESS/LINKAGE TO COMMUNITY

Public Comments/Introductions

Pat Munts introduced Dori Babcock the new director for the WSU Spokane County Extension Office. Dori has been with the Extension office for nine weeks and comes from a background in community health, including working with the Healthy Eating grant in King County. Dori will be added to the district's distribution list.

AmeriCorps Presentation

Chris Wenzel has worked with the district through the AmeriCorps program since February 2011 and his last day will be on December 16. Chris gave a presentation of his work at the district, stating that he attended Community Canopy programs and VIP training; worked with the tree sale; attended various workshops; assisted with fuels reduction projects, planting projects, and the Avista Shade Tree Program; and worked with several volunteer groups (SCC, Cub Scouts, Lions Club, ARC of Spokane). He received his ISA Arborist certification while at the district and thanked Garth Davis and Ben Peterson for their leadership and support. He is currently undergoing a job search and is contemplating a bicycle tour from Alaska to South America.

Dig It Update

Lynn Bahyrch gave an update on the Dig It exhibit, and reported that the reservations for school busses to transport students to and from the exhibit are half full and they are fielding calls to reserve time slots. There is going to be a lecture series at the MAC during the exhibit, with information and dates available on the MAC's website. The MAC will also be seeking the advice of SCD to transition their property from grass back to native prairie.

Lynn is working with Jim Armstrong on a reception bridging the exhibit and Ag Expo, and there will be a kick-off luncheon at the Davenport Hotel on February 2 for invited board and staff. There are various volunteer opportunities available during the exhibit and those are being coordinated by Chandra Neills at the NRCS office. Lynn said that she is need of a glassblower to create a centerpiece for the exhibit. There is now a Dig It webpage linked from the main SCD website.

The exhibit officially opens Saturday, February 4 at the MAC and a large turn-out is anticipated. Lynn is continuing work on a west-side venue for the exhibit once it is done here.

Upper Columbia RC&D Update

Gary Mitchell reported on the Save Water Save Energy project the council is working with the BPA and local public utilities and their customers on to provide incentives to help reduce ag energy costs by 25%. Currently Inland Power and Light and Kootenai Electric are participating. The first phase of the project will be done by December 31 and the second phase will run January-December 2012. The council will have their annual meeting on December 21 in Springdale, and they will decide at the meeting whether they want to continue with managing the project or pass it on to someone else.

NE Area Director Position

The position of the NE Area Director is currently vacant. Mary Sullivan suggested that it be recommended to the other districts in the NE area to have Eddie Johnson serve and fill the vacancy left by Alan Stromberg.

Motion SULLIVAN/JAMES to recommend to other districts in the area that Eddie Johnson serve as NE Area Director to fill the vacancy left by Alan Stromberg. Motion carried.

GOVERNANCE CULTURE

Election Date Announcement & Resolution

To coincide with our Board meeting, March 13, 2012 was suggested as the election date for the position held by Mary Sullivan. It was noted that a legal announcement would need to be made prior to the actual resolution. Jim Armstrong will prepare and arrange for the announcement prior to the January Board meeting.

Motion JAMES/SULLIVAN to recommend holding the 2012 election in conjunction with our March Board meeting. Motion carried.

2012 Board Meeting Schedule- all meetings are on the second Tuesday of the month beginning at 5:30pm unless otherwise noted

- January 10
- February 13 (2nd Monday)
- March 13
- April 10
- May 8
- June 19 (3rd Tuesday)
- July 10 @ noon
- August 14 @ noon
- September 11
- October 9
- November 13
- December 11

Motion JAMES/SULLIVAN to approve the 2012 board meeting schedule as presented. Motion carried.

Notices will be placed on the SCD website, office doors, and posted in the legal announcements.

WACD Meeting Report

Staff and board attended the recent WACD annual meeting in Suncadia that included various workshops. The bylaws for WACD were passed; the new WACD executive director was introduced, Jim Armstrong prepared a well-received opening audio-visual presentation, and Rachel Rooks created the second printing of the Leaving a Legacy booklet for the Washington Conservation Society. It was discussed that the WACD needs a parliamentarian to lead the meetings for the sake of efficiency and professionalism.

GC and BCR Discussion

It was discussed that inconsistencies with the established GC and BCRs be addressed as they come up during the interim period.

BOARD/OD RELATIONSHIP

2012 Budget

Vicki Carter, Operations Director, went over every line item of the proposed 2012 budget and found that there were revenues overstated and also cut back on some of the projected expenditures in order to balance the budget. The revised budget was cleaned up including zeroing out the TSP contract fund, the checking account interest, the direct seed workshop revenue and production ag workshop and reducing the grant salary reimbursement fund. She took out the salary for the executive director and included a 2.5% COLA for staff and merit increases for three employees. \$15k was added for a possible vehicle purchase. Mary Sullivan complimented Vicki on her work to clean up the budget and make the report easier to understand, including removing zero items.

Vicki stated that any significant deviations of the budget presented will be brought to the Board for discussion and approval.

Motion JAMES/SHRAUGER to approve the 2012 budget as presented including the increases in salary and benefits for employees. Motion carried.

Signature Cards/Update

Vicki will get the needed supervisors/staff signatures at the end of the meeting for Bank of Fairfield.

Financial Oversight/Review

A complete YTD financial overview was presented by Chad Grief, BIAS consultant. Chad reviewed the 2011 budget statement/cash flow sheets stating that as of November 30, 2011, SCD showed a net position for the year of \$-190k. He noted that additional revenue was still pending including the assessment payment of \$56k, but there were also all of December's expenses which would most likely negatively affect the final figures.

Chad discussed ideas and options that the Board may consider in the future such as loaning out more of asset balance/internal funds- still producing more than we're lending out and the need to strategize how to maximize profits using the capital we already have. Mary asked for a quarterly budget position report.

Chad also reported on the changes that were made in the 2012 budget which included eliminating the 301 Fund and combining the 401 and 501 funds into one. This should streamline the accounting and address one of the issues the SAO has with the interfund transfers from the 301 and 401 to the general fund.

OPERATIONAL EXPECTATIONS

WSSC Implementation Grant Options

Ray Ledgerwood informed Vicki that SCD was out of compliance with the commission regarding the timeliness of the vouchers submitted; six options were presented in order to be in compliance. Vicki reported that the vouchers were currently up to date and we will strive to maintain compliance.

2010 Audit

Vicki is waiting to conduct the exit interviews with the auditor and board members; she is expecting recommendations for BARS codes and for tree sale cash register procedures.

READING OF THE MOTIONS

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Motion SULLIVAN/JAMES to recommend to other districts in the area that Eddie Johnson serve as NE Area Director to fill the vacancy left by Alan Stromberg. Motion carried.

Motion JAMES/SULLIVAN to recommend holding the 2012 election in conjunction with our March Board meeting. Motion carried.

Motion JAMES/SULLIVAN to approve the 2012 board meeting schedule as presented. Motion carried.

Motion JAMES/SHRAUGER to approve the 2012 budget as presented including the increases in salary and benefits for employees. Motion carried.

The regular Board meeting adjourned at 8:30pm

Respectfully submitted by: Rachel Rooks

Gerald Scheele, Chair

Jaki Shrauger, Auditor