

**SPOKANE COUNTY CONSERVATION DISTRICT**  
 210 North Havana, Spokane, WA 99202  
**Board Meeting Minutes**  
 Tuesday, January 11, 2011

**PRESENT**

**Supervisors:** Gerald Scheele, Randy James, Dixie Riddle, Jaki Shrauger, and Mary Sullivan

**Associate Supervisors:** None

**SCCD Staff:** Jim Armstrong, Vicki Carter, Eric Choker, Garth Davis, Jilla Loan, Ty Meyer, Charlie Peterson, Rachel Rooks and Barry Tee

**Guests:** Karsten Olson, Mindshare Consulting; Rich Edlund, NRCS; Gina Kerzman, NRCS; Lynn Bahyrch, Washington State Conservation Commission

Chair Scheele called the meeting to order at 5:31 p.m.

**PREVIOUS MEETING MINUTES**

Minutes from the regular December 14, 2010, Board meeting had been previously distributed for review.

**Motion RIDDLE/SHRAUGER to approve the December 14, 2010, Board meeting minutes as distributed. Motion carried.**

**TREASURER'S REPORT**

Dixie Riddle presented the Treasurer's Report for December 2010.

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	ADJ. BALANCE
<b>Checking</b>	\$223,577.90	\$2,280,037.22	\$2,424,969.54	\$78,645.58	\$250,000.00
<b>FCAAP DRG- Acct 1090</b>	\$21,973.74	0.00	0.00	\$21,973.74	\$21,973.74
<b>Argonne Mit. Fund</b>	\$92,352.06	0.00	0.00	\$92,352.06	\$92,352.06
<b>NW Pipeline Savings Acct</b>	\$61,224.32	0.00	0.00	\$61,224.32	\$61,224.32
<b>Sweep Act 68006010191</b>	\$475,732.26	\$1,590,516.49	\$636,065.58	\$1,430,183.17	\$1,430,183.17
<b>Bank of Whitman MMA</b>	\$1,082,745.19	\$965.57	0.00	\$1,083,710.76	\$1,083,710.76

Dixie Riddle reported that prior to the Board meeting he reviewed the bank statements and that the totals reflected a year-end adjustment of .84 to reconcile with the totals. He also reported that upon his review he noticed that check# 29501 had been processed with only one signature.

**Motion JAMES/SHRAUGER to approve the December TREASURER'S REPORT CLAIMS# 29459-29534, VOIDS# 29460,29523; EFTs #1660,1705-1717,1749,1783-1796,1800,1806-1807,1813,1822; PAYROLL #2180 AND RECEIPTS #6865,6871-6903, and January ACCOUNTS PAYABLE in the amount of \$103,333.48.**

**NEW BUSINESS/LINKAGE TO COMMUNITY**

**Public Comments & Introductions**

Chair Scheele introduced Gina Kerzman, area conservationist, and Rich Edlund, district conservationist, from NRCS. Gina said that she is making the rounds, attending Board meetings at all of the districts to get to know the board and staff.

Gina said that the NRCS has not had a budget passed by congress yet, so they are operating on a continuing resolution, which may last through the end of the fiscal year. They are meeting tomorrow to discuss ways to cut costs; including reducing funds spent on employee travel and their vehicle fleet. She has been designated the Chair of the newly-created Employee Development Committee that looks at available training for NRCS and conservation district staff.

### ***Mindshare Consulting***

Karsten Olson with Mindshare Consulting came to discuss the current overhaul of our social marketing platform, to include a name change, new logo and new web site. Mindshare Consulting was chosen from among the four candidates who responded to our RFP in late 2010. Karsten has been working with Vicki Carter, Rachel Rooks and Jim Armstrong to begin the brand identity process, and presented the Board with two variations of the new logo; the Board stated their preference for the illustrative logo versus the graphical version. The Board also approved of the new tagline "from the ground up," which is also liked by the district staff as it applies to every department.

The notion of a name change has been mentioned for awhile and it was decided, in light of the current financial condition of conservation districts across the state, to keep the change subtle, and it was suggested to simply rename the district the "Spokane Conservation District," which removes a connotation of boundaries and it eliminates the public's perception that we are part of the County government. Once approved by the Board, a resolution will be sent to the Washington Conservation Commission for their approval.

### ***Motion RIDDLE/SULLIVAN to approve a resolution which would change the name from the Spokane County Conservation District to the Spokane Conservation District. Motion passed.***

### ***Lynn Bahyrch, WSCC/Farming at the Environment***

Lynn Bahyrch, former chair and current Board member of the Washington State Conservation Commission, is leasing space at the District to work on writing a grant to bring the Smithsonian exhibit "Dig it! Secrets of Soil" to Spokane for a conference in the summer of 2011, and for public display and student field trips for years after the conference. She is submitting the grant on behalf of Farming & the Environment but she is looking for a high school to be the primary applicant; the USDA grant is for \$25,000 for the conference, but will open the door to a larger grant of \$300,000 for a multi-year period of curriculum and pilot projects centered on the display.

### ***Motion SULLIVAN/JAMES to provide a letter of support for the "Dig It! Secrets of Soil" exhibit. Motion passed.***

## **GOVERNANCE CULTURE**

### ***2010 Report of Accomplishments***

The 2010 Report of Accomplishments was compiled by Rachel and distributed to the Board in their packets. The report will be discussed again at the July planning session, and it provides the Board and staff with good talking points when discussing the district's work with the public.

### ***CEO Performance Evaluation Schedule***

Chair Scheele will e-mail the Board with the evaluation form to solicit their comments/responses.

## **BOARD/CEO RELATIONSHIP**

### ***Executive Director's Brief***

The Board had previously received a written report of Rich Baden's activities for the month of December.

Rich discussed the National Conservation Partnership Leadership Conference he attended in Louisville on December 13-15; he said it was well put together and that after his presentation on December 14 he spent time networking with other conservation leaders from across the country. The next two months he anticipates being busy with meetings including the NACD meeting in Nashville and the upcoming Ag Expo.

### **2011 Amendments Budget**

Rich went over the amended 2011 budget and noted the changes, which include: an additional \$35,000 for the grant salary reimbursement fund to cover administrative costs of the loan program; a \$25,000 increase to the Public Outreach Miscellaneous fund to include the new social marketing partnership; he will create a new line item for the copy machine lease as it does not belong in the Copy Program Supplies fund. He also increased the Travel budget for staff & supervisors by \$2,000 and \$1,000 respectively, as we went over budget on travel expenses in 2010 and he feels it is important to be involved in meetings and networking events.

Rich had a conference call with the Spokane County Treasurer about the County Investment Pool, which currently earns 1.09%. Rich would like to move \$1 million into the pool; the last resolution passed was in 2008 and it gave Rich the authority to move money up to \$500,000.

**Motion RIDDLE/SULLIVAN to grant authority for the Executive Director to move \$1,000,000,000 into the Spokane County Investment Pool. Motion passed.**

**Motion JAMES/RIDDLE to approve the amendments to the 2011 budget as proposed and presented including the salaries and benefits. Motion passed.**

### **OPERATIONAL EXPECTATIONS**

#### **Correspondence & Announcements**

- Vicki announced the dates for the 2011 Board meetings, which will all be held on the second Tuesday of each month. All meetings will begin at 5:30 pm, except for the July and August meetings which will start at noon.

**Motion JAMES/SHRAUGER to approve the 2011 Board meetings to be held on the second Tuesday of each month at 5:30pm, except for July & August, which will be held at noon .Motion passed.**

- We received letters from the commission for Dixie Riddle regarding his reappointment and Randy James regarding his reelection and what steps they needed to take if they wished to continue serving on the Board.
- We received an invoice to renew our commitment with the Upper Columbia RC&D for 2011 and a MOU for the Board to sign.

#### **Ag Expo & Direct Seed Breakfast**

Jim Armstrong reported on the upcoming Ag Expo show, which will be February 1-3, and said he anticipates that it will be an excellent program and that the show has sold out of booth space. He said the Farm Forum matrix is set with their speakers and workshops, and that the Farming & Farmer Issues Breakfast (formerly the Direct Seed Breakfast) will be on Thursday morning at 7:30am and will feature two mentor teams and a panel discussion.

#### **NACD Meeting: January 29-February 3**

Rachel said that all attendees have been registered and have their hotel and airfare reservations made; most are flying to Nashville on Saturday, January 29, except Garth and Rich who are both flying down on Friday. Rich would like to meet with everyone Sunday morning for breakfast to discuss who should attend which workshops.

#### **Exit Interview**

The exit interview for the 2009 audit was on December 14 with Vicki, Dixie, and Ray Ledgerwood meeting with the auditor, and Jerry and Rich attending via conference call. The audit has been closed with no findings, just a few minor points of interest that have been previously discussed.

READING OF THE MOTIONS

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The regular Board meeting adjourned at 7:20pm.

Respectfully submitted by: Rachel Rooks

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Gerald Scheele, Chair

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Dixie Riddle, Auditor

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The Spokane County Conservation District's Board meeting minutes are intended to be a reasonable summary of the Board's deliberations and action. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.