

SPOKANE CONSERVATION DISTRICT

210 N. Havana, Spokane, WA 99202

BOARD MEETING MINUTES

Tuesday, May 10, 2011

PRESENT

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

Associate Supervisors: None

SCCD Staff: Jim Armstrong, Rich Baden, Vicki Carter, Eric Choker, Garth Davis, Jilla Loan, Ty Meyer, Pat Munts, Rachel Rooks, and Dan Ross

Guests: Sarah Foster, Department of Natural Resources; Linden Mead, Department of Natural Resources; Tom Miller, landowner; Joe Scorcio, Washington Community Forestry Council; members of the Riddle Family- Mike & Lisa Sullivan, Dennis & Marci Stover, Tim & Cathy Riddle, Jerry Riddle, and Greg Riddle.

Chair Scheele called the meeting to order at 5:30 p.m. and the meeting attendees wished Vicki Carter a happy birthday.

PREVIOUS MEETING MINUTES

Minutes from the regular April 12, 2011, Board meeting had been previously distributed for review.

Motion RIDDLE/JAMES to approve the April 12, 2011, Board meeting minutes as corrected. Motion carried.

TREASURER'S REPORT

Vice-Chair Randy James presented the Treasurer's Report for April 2011.

ACCOUNT	BEG. BALANCE	DEPOSITS	WITHDRAWALS	END BALANCE	ADJ. BALANCE
Checking	\$186,886.23	\$394,201.02	\$381,363.75	\$199,723.50	250,000.00
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	\$670,859.26	\$174,888.78	\$187,864.00	\$657,884.04	\$657,884.04
Bank of Whitman MMA	\$1,586,637.64	\$1,260.62	\$0.00	\$1,587,898.26	\$1,587,898.26

Dixie Riddle reconciled the Treasurer's Reports with the bank statements and said the totals on the two matched. He said upon his review of the financial reports he noted that there were 15 checks from the previous month that had been signed by two employees rather than the preferred method of one employee and one Supervisor. Vicki responded that all 15 checks were signed on the same day and that was a day that there were no Supervisors available.

Motion SULLIVAN/JAMES to approve the April TREASURER'S REPORT CLAIMS# 29777-29860, with VOID #29813, EFTs # 548-560, 547-581, 654-671, 695, RECEIPTS #7025-7076, 7085, PAYROLL# 2185-2191, AND STOP PAYMENT IN THE AMOUNT OF \$631.97, and April ACCOUNTS PAYABLE of \$116,711.28.

There was a discussion regarding the WACD Legal Defense Fund, which the Board had previously approved supporting. SCD originally gave the fund \$5,000, but has received a request for additional funding as the defense fund has a shortfall of \$15,000. It was decided during the discussion for the Board to abstain from providing additional money to the WACD Legal

Defense Fund until a later date. The WACD dues will be paid later in the year and Vicki will complete the WACD Dues Calculation worksheet and submit it to WACD before July.

NEW BUSINESS/LINKAGE TO COMMUNITY

Public Comments & Introductions

Dixie Riddle introduced his family members who attended the meeting to help him celebrate his retirement from the Board. Dixie had previously announced that he would not seek reappointment to his Board position, where he has served since 2002.

Guest Speakers: Sarah Foster & Linden Mead, DNR Urban and Community Forestry

Sarah Foster from the Department of Natural Resources (DNR) discussed the interagency agreement that the DNR has signed with the Spokane Conservation District that will allow Garth Davis to perform urban forestry tasks outside of Spokane County. Sarah expressed her gratitude for the District allowing Garth to assist in other parts of the state as the DNR currently only has three employees to provide educational, financial, and technical assistance for all of Washington State. She discussed the grant the District has received to complete an urban forestry inventory using Treeworks software, and said that she is optimistic about receiving additional grant funding in the fall. She introduced Joe Scorcio, the chair of the Washington Community Forestry Council.

Upper Columbia RC&D Update

Chair Scheele, the treasurer for the RC&D, reported that the RC&D has lost their funding through NRCS, meaning that Gary Mitchell can no longer be involved with the council and that they can no longer store their files and/or equipment in the NRCS office. They will be moving to the District and their files and equipment, including a newly purchased laptop, printer and software, will be stored in a cubicle upstairs; they will also be using the District's conference room for their monthly council meetings starting in June. The existing Memorandum of Understanding between the District and the RC&D will be amended to include the use of office space and will be brought to the June Board meeting for approval.

Dig It! The Secrets of Soil Update

Invitations have been sent out for the Curriculum Development Workshop on July 15, which is designed for educators for grades K-14; Vicki handed out a stack of save the date cards to the Board and told them to let Rachel Rooks know if extra cards are needed. As of the Board meeting, there have been nine registrations for the workshop.

Bike to Work Week- Energizer Station

Spokane Bike to Work Week is May 16-21; the District will be an official Energizer Station and will hand out complimentary water, juice and snacks to cyclists. There will be signs on the corner of Sprague and Havana directing the bikers, and the District will be included on the map distributed by the Spokane Bike to Work Week committee.

GOVERNANCE CULTURE

Quarterly Monitoring Report

Copies of the 1st Quarter Monitoring Report, compiled by Rachel, were previously distributed in the Board packets, and the Board was asked to review the report and to let us know if there were any questions. There will be a mid-year review at the planning session in August, and an end-of-the-year review in December. Vicki also handed out copies of the minutes from the Manager's Meeting for the Board to review.

BOARD/CEO RELATIONSHIP

Executive Director's Brief

Rich had previously distributed a written copy of his activities to the Board. Rich commended Ty Meyer on his work towards creating a Direct Seed Certification Program in the area. Rich also reported that the Pine Creek Conservation District will be

approaching the District with a MOU for an energy audit; the training and work will be done by Raymond Brown. Rich and Ty will be meeting with the Washington Farm Bureau on May 11 regarding alternative fuels for aircraft.

Rich asked the Board to approve the MOU with Franklin County regarding the environmental education duties that Stacey Selcho has performed for both the Franklin and Spokane districts; a portion of her expenses will be reimbursed by the Franklin district.

Motion SULLIVAN/JAMES to complete and approve the MOU with the Franklin CD regarding Stacey Selcho. Motion carried.

There was a discussion regarding the form letter to the legislators that was sent from the WACD President, Chris Heron. Jim Armstrong suggested to not use the form letter and instead he wrote a letter to be sent on the behalf of the District. He asked the Board to give him any feedback regarding the letter.

OPERATIONAL EXPECTATIONS

Schedule 22 Report

Vicki wanted to make sure that the Board was aware that there are follow-up items from the Schedule 22 & Internal Audit that will be discussed at the August planning session; these items will be part of the Board's workload for the session.

2010 Financial Report

Vicki is working on the 2010 Financial Report that is due on May 31. She is receiving assistance from Chad at BIAS Accounting Services as part of the professional services agreement that had been previously approved by the Board. Vicki will also begin writing about our various grants and loans for the Schedule 16 report.

Correspondence & Announcements

- It was noted that the annual tree sale will be held only once per calendar year, with the next sale beginning in January 2012, running through March. A postcard will be mailed to previous customers in October to let them know of the change
- The Board were given copies of the 2010 Annual Report compiled by the WACD featuring reports of accomplishments from the 46 active districts in Washington State; the WACD sends the reports to the state legislators
- Vicki reported that a valve burst in the new soils lab two weeks ago resulting in a massive flood in the back of the building and into the Water Resources lab. ServPro was on-site and used 7 dehumidifiers and 52 fans to clean up the water and help prevent the possibility of mold. The insurance carrier for the valve installation company will be working with our carrier, Enduris, to help cover the cost of the clean up (\$10,500) and other incidentals, such as carpet replacement.

WADE Training: June 13-15

Rachel reported that there will be six staff members and no Board members attending the annual WADE training in Leavenworth.

Annual Planning Session

The annual planning session will be held at the District office on August 1-2, facilitated by Ray Ledgerwood. The dinner will be on August 1 at a location to be determined.

READING OF THE MOTIONS

Motion RIDDLE/JAMES to approve the April 12, 2011, Board meeting minutes as corrected. Motion carried.

Motion SULLIVAN/JAMES to approve the April TREASURER'S REPORT CLAIMS# 29777-29860, with VOID #29813, EFTs # 548-560, 547-581, 654-671, 695, RECEIPTS #7025-7076, 7085, PAYROLL# 2185-2191, AND STOP PAYMENT IN THE AMOUNT OF \$631.97, and April ACCOUNTS PAYABLE of \$116,711.28.

Motion SULLIVAN/JAMES to complete and approve the MOU with the Franklin CD regarding Stacey Selcho. Motion carried.

The regular Board meeting adjourned at 6:33 pm.

Respectfully submitted by: Rachel Rooks

Gerald Scheele, Chair

Randy James, Vice-Chair

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