

**SPOKANE CONSERVATION DISTRICT**  
4422 E 8<sup>th</sup> Ave, Spokane Valley, WA 99212  
**BOARD MEETING MINUTES**  
Tuesday, February 6, 2024

**Attendees**

**Supervisors in person:** Chair Randy James, Vice Chair Tom Miller, Treasurer Jaki Shrauger,  
Wendy Knopp

**Attending by phone: none**

**Absent:** Jerry Scheele

**Associate Supervisors:** Sara Schlake and Scott Noble (attending via Microsoft Teams)

**SCD Staff:** Vicki Carter, Cori Turntine, Jeannie Jesseph, Hilary Gonzalez, Jess Brown, Garth Davis,  
Walt Edelen

**Visitors:** Kris Neely

**Opening of Meeting**

The meeting was a hybrid of on-site and remote attendees using the Microsoft Teams app to connect the participants.

Chair Randy James called the meeting to order at 4:00PM and led the Pledge of Allegiance.

**Minutes/Treasurer's Report**

**Acceptance of Consent Agenda**

The Consent Agenda was previously distributed. The board accepted the Consent Agenda items consisting of:

- February 6, 2024, Board Agenda
- January 9, 2024, Regular Board Meeting Minutes
- February 2024 Payables Report

***Motion Shrauger/Knopp to accept the Consent Agenda, including the February payables Report for \$148,929.15. Motion carried.***

**New Business/Linkage to Community**

Kris Neely, Spokane resident originally from California, who stated he is keenly interested in our organization and mission.

**Governance Culture**

WSSC Report: Baden was unable to attend.

Public Comments: None

**Financial Report:**

Turntine reported that while January's financials are not ready at this time, the financials for the year-end of 2023 were rerun to show the correction from the budget position previously shared. We've been working with Springbrook Express regarding our loan system and we're updating our internal processes to determine when and why these errors occur. We're running compensating controls on payments until we are assured that issues are resolved.

Turntine presented four policies to the board for discussion and approval.

**Motion Knopp/Miller to approve the Filling Mid-Term Elected Positions Policy as written. Motion carried.**

**Motion Miller/Shrauger to approve the Civil Rights Compliance Statement and Discrimination Complaint Procedure as presented. Motion carried.**

**Motion Miller/Knopp to adopt the proposed Bid Thresholds as written. Motion carried.**

**Motion Miller/Shrauger to approve the Asset Policy as presented. Motion carried.**

### **Director's Report**

Carter shared that she traveled to Olympia for legislative days to make the proposal for the next phase of the SHMK. While Carter shared that there is full support for the project, the Senate stated funding is limited and to expect 1/6<sup>th</sup> of what we're requesting; however, the House stated the project will be fully funded. Carter will keep the board abreast of any updates.

She stated the WA Department of Infrastructure grant was awarded for the SHMK in the amount of \$172,905; this will help fund appliances, shelving, pallet loader, electrical, etc.

Carter shared the project bid for the SHMK came back over what was expected as costs have gone up on materials. We will increase the amount of our capital campaign to compensate for this change and will be exploring other avenues, including corporate sponsors, donation of construction materials, capital items, etc.

Carter has inquired with Numerica about a tenant improvement loan to construct eight offices and a small conference room within the south bay of the Partnership building.

Carter reviewed the remainder of the 2024 Board Meeting Schedule. After discussion, the board decided on the following updates:

- Spring Tune-Up Meeting will be held April 4, 2024, from 9am-2pm.
- The Board Planning Session is scheduled for August 6, 2024, from 9am-2pm.
- The November Board Meeting will be moved to November 5, 2024, from 4pm-6pm.
- December's Board Meeting will be on Tuesday, December 10, 2024, from 4pm-6pm.

### **Election Update**

Jesseph reported that the deadline to apply for the elected board position is Thursday, February 8, 2024. Jesseph shared there is currently one applicant.

### **Staff Reports**

Edelen shared updates within the Water Resources department, including that we were awarded \$1.7M from the Department of Ecology for a riparian restoration project, encompassing an 850-acre ranch, of which 117 acres are riparian. The funding for this project spans over a fifteen-year contract. A second DOE grant was awarded in the amount of \$231,000 for a seeding and planting

project that will be completed over the summer of 2024.

Edelen reported that we were also awarded two Centennial Clean Water grants for \$500,000 each. The first project funded is for a large streambank restoration project along Hangman Creek at the Rock Creek Confluence. The second project awarded will fund two sites, totaling twenty acres, in Latah.

Davis, Forestry Program Manager, shared that there are several upcoming Firewise workshops scheduled for the purpose of building Firewise Communities. He provided an update on the EPA Apprenticeship Grant, reporting that outreach has started in the schools outlined in the grant, including high schools in Cheney, Airway Heights, and Spokane Valley.

Jesseph stated last month wrapped up the year-end reporting and she is looking ahead at our March election. Ballots will be available shortly after February 20, 2024, as that is the deadline for the public to request a ballot for our upcoming election.

Gonzalez reported that the Inland Tree Conference was a success, and that the Forestry department has been keeping her busy with Firewise Outreach. Selcho's Backyard Conservation Stewardship series is scheduled in March and has already sold out. Gonzalez shared that great progress is being made with the Firewise multi-media campaign as well as the capital campaign for the SHMK. She reported on 2024 tree sale numbers, sharing that we are currently at a 33% increase over 2023 sales.

Turntine stated that as the district is getting busier, she is focusing on making sure district processes and procedures are streamlined and efficient. The district operations team is meeting monthly and are formally meeting with the departments on a quarterly basis.

### **Close of Meeting**

### **Correspondence & Announcements**

### **Reading of the Motions**

Brown read the motions.

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Meeting adjourned at 5:30pm.  
Respectfully submitted by Jess Brown.

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**Randy James, Chair**

**Tom Miller, Vice Chair**