

SPOKANE CONSERVATION DISTRICT
4422 E 8th Ave, Spokane Valley, WA 99212
BOARD MEETING MINUTES
Tuesday, May 9, 2023

Attendees

Supervisors in person: Tom Miller, Jaki Shrauger

Supervisors attending remotely: Jerry Scheele, Wendy Knopp

Absent: Randy James

Associate Supervisors: Chris Mahelona

SCD Staff: Vicki Carter, Cori Turntine, Jeannie Jesseph, Jeff Cunningham, Hilary Sepulveda, Jacob Mayfield, Randy Baker, Charlie Peterson, Hanna McCoury, Matt Stewart

Visitors in person: Mike Baden from WSCC, Roger Hudson, Jonas Hawk, Debbie Stempf, and Jonas Cox from New Story Spokane, Attorney Brian Werst, and Friend of the Quarry, Stephanie Zurenko.

Visitors attending remotely: None

Opening of Meeting

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

Vice Chair Tom Miller called the meeting to order at 4:00 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:

- May 9, 2023, Board Agenda
- April 11, 2023, Regular Board Meeting Minutes
- April 2023 Treasurer's Report
- May 2023 Payables Report

Motion Scheele/Knopp to accept the Consent Agenda, including the May Payables Report for \$176,759.70. Motion carried.

Shrauger verified that the financial accounts matched the bank statements.

Jesseph explained that the \$2,310.51 difference on last month's treasurer's report came from a transaction that was unreconciled to make modifications and wasn't reconciled again.

Vice Chair, Tom Miller, presented Supervisor Shrauger with a 15-year pin to recognize her years of dedication, service, and support to the community and the citizens of the State of Washington for successfully getting conservation on the ground.

New Business/Linkage to Community

Public Comments

None given.

Guest Speaker

Roger Hudson gave a presentation about New Story Spokane. New Story Spokane was created to cast a different

vision for society. To promote sustainability, the vision includes equity, ecology, economy, people, planet, and profit. New Story Spokane is created from the ideals presented in The Seventh Story. SCD endorses their conference being held on May 19 and 20.

Attorney Brian Werst presented the lease agreement with the WSU Small Business Development Center (SBDC) for the east side of the Partnership Building. The monthly lease was set at fair market value plus tenant improvement costs, resulting in a \$16,000 monthly payment. The building will be used as office space. Multiple lawyers have reviewed the contract.

Motion Shrauger/Scheele to accept the WSU Small Business Development Center lease contract as presented. Motion carried.

Governance Culture

WSCC Report

Baden shared that WSCC is looking for a new Executive Director. The Interim Director, Kirk Robinson, has been moving forward in a thoughtful way. Baden spoke about the many conservation funding opportunities in the final state budget. The expanded Firewise budget will provide opportunities for our Forestry Department. There is an additional \$11K in Implementation funds for the next fiscal year. The funding for riparian restoration grants increased by \$25M. NRI grants remained at the same level as last year. The Commission will hire new staff to handle the disbursement of the additional overall funding. Baden reminded SCD about the upcoming end of the fiscal year and the required reports.

Financial Oversight/Review

Turntine is working on the 2022 Annual Report for SAO which is due by May 31.

Paypal had a change to their point of sale system just before our tree sale. As a result, SCD has had to create a second Paypal account to receive the income. Eventually, all of our Paypal transactions will be in the new account, and we will close out the old account. Turntine has experienced delays in connecting the new Paypal account to our Numerica account. As a result, SCD will operate outside our policy of sweeping the funds from Paypal to our bank each week until they can be connected. Both Paypal accounts will appear on the treasurer's report until the old account is closed out.

Our budget position is consistent with previous years' trends. The current position matches the financial pattern of beginning the first portion of the year at a deficit, and then the position turns around by the end of the year. She has no concerns. The county assessment for May is expected to be in the \$700K-\$800K range and will be deposited into our account in the next few days. Our unpaid invoice report shows that we are owed over \$600K. Most of this amount is voucher payments and match funds that have been held back from the DOE.

The Forestry Department income line item is around \$60K less than expected. This goes back to the issue with Paypal. Until this complex reporting issue is resolved, the \$60K appears on the non-expense line.

Director's Report

Carter reviewed some of the details of the WSU lease agreement. The WSU SBDC is not allowed to pay for construction under the terms of their contract, so SCD will take out a \$450K construction loan with Numerica to pay for tenant improvements. The loan payment is factored into the monthly lease amount. SCD still has a contract with Kilgore Construction to do the work. Carter will sign the loan agreement when it is completed.

The WSCC requires us to submit an Annual Plan of Work and an update to our Five Year Plan every year. Carter included additional staffing needs in the annual plan due to the increased funding, especially

connected with Firewise. The Five Year plan includes an update to our assessment and the \$750K for the Scale House.

Motion Knopp/Shrauger to approve the Annual Plan of Work and the Five Year Plan as presented.

Motion carried.

The WA State Legislature approved the first phase of our Scale House project. They are providing \$750K in reimbursable funds. Carter wants to meet in June to create a plan to move this project forward. The project's next phase will be presented to the legislature next year and then again in the following year. There are three phases required to complete the project. The project received support from many legislators.

Our Scale House project partner, Four Roots, has applied for a \$250K USDA Farmers Market Promotional Program grant. This money will be used to develop the project programming and support staffing needs.

Carter has applied for a NACD \$60K Urban Ag grant.

NRCS has a \$50K USDA Peoples Garden grant they would like to see utilized for a demonstration garden on the SCD campus.

Thank you cards featuring a drawing of the Scale House Market have been created. Carter used these cards to send a handwritten note to all state legislators supporting the project.

The Washington Association of District Employees (WADE) is June 12-14. The office will be closed during this time because the majority of SCD staff will be attending the conference or working in the field. Carter will still be in the office, and the June 13 board meeting will go on as usual.

Staff Reports

Cunningham is shopping for a new truck for the district. Additional transportation is needed to take the new employees out to project sites.

Stewart reported that the Forestry Department is working on installing the new greenhouse on the upper part of the property and developing the nursery.

Jesseph shared that the WA Dept. of Retirement Systems (DRS) is performing an audit of the SCD account. They said they are going to go all through the state to ensure that agencies comply with reporting requirements. DRS has never audited the district. Jesseph has also wrapped up DOE vouchers and quarterly financial reporting.

Sepulveda reported that April was a very busy month of outreach events for the district. There were Arbor Day and Earth Day events. Several volunteer events were hosted on the campus. Volunteers participated in the Willow Warriors and Waikiki Springs planting events. The podcast is booked through June. There has been a lot of positive feedback on our social media. SCD has hired a new marketing firm, the Woodshop. One of the first goals is for them to design a new website for SCD.

Carter explained that Ty Meyer could not attend the meeting because he was out in the field running the reverse osmosis water machine. He has been working on another \$250K equipment loan. He hosted the DOE Water Quality meeting at his place and led the group on a tour of the projects he had worked on in the area. He continues to work with Think Regeneration on a bio-farming curriculum using funds from the WSCC Sustainable Farm and Fields grant.

Close of Meeting

Correspondence & Announcements

May 25, 2023 Josie Bjordahl retirement party

May 30, 2023 SAO Annual Report Due

June 13, 2023 SCD Board Meeting

June 12-14, 2023 WADE Conference

Reading of the Motions

Jesseph read the motions.

Motion Scheele/Knopp to accept the Consent Agenda, including the May Payables Report for \$176,759.70.

Motion carried.

Motion Shrauger/Scheele to accept the WSU Small Business Development Center lease contract as presented.

Motion carried.

Motion Knopp/Shrauger to approve the Annual Plan of Work and the Five Year Plan as presented.

Motion carried.

Meeting adjourned at 5:35 pm.

Respectfully submitted by Jeannie Jesseph.

Tom Miller, Vice Chair

Jaki Shrauger, Treasurer