

**Ferry Conservation District
Special Board Meeting
USDA Conference Room
October 15, 2014**

Supervisors Present

Dave Konz, Board Chair
Elaine Preston, Auditor
Randall Hansen, Supervisor
Charlotte Coombes, Supervisor

Others Present

Lloyd Odell, District Manager
Gretchen Plate, Staff
Patrice Beckwith, USDA-NRCS

CALL TO ORDER

Interim Chair, Dave Konz called the meeting to order at 5:30 p.m.

➤ **AGENDA REVIEW**

- **CONSENT AGENDA: Meeting minutes from the September 24, 2014 meeting. Warrants to pay 1166-1188 except 1182,1183,1184,1185 totaling \$24672.84 and EFT's. Randall Hansen moved to approve the consent agenda. Charlotte Coombes seconded. Motion carried.**

➤ **SUMMARY OF MOTIONS/AGREEMENTS**

- Approval of Consent Agenda and AP.
- Motion to Approve spending up to \$800.00 on a new laptop computer
- Motion to Approve Procedure for Better Checks on Cost-Share Approvals
- Motion to Approve Election Resolution
- Motion to Approve to not pay NACD Dues
- Motion to Approve paying BIAS invoice for services
- Motion to Approve new Financial Administrator work 30 hrs. per week
- Meeting Adjourned at 6:30 p.m. p.m.

- **GUEST REPORTS: Patrice Beckwith USDA-NRCS:** Patrice said that the Forest Owners Winter School will be held February 21, 2015 at the Community Colleges of Spokane in Colville.

Patrice covered various details of the Local Working Agreement between NRCS and the District. This Agreement needs to be in place by 12/31/2014. The space agreement between agencies will outline the services the District will perform in support of NRCS program delivery. This agreement will be tracked and renewed annually.

- **District Manager Written Report; Lloyd Odell:** Lloyd presented his written report. He went over the schedule of dates the District has for the remainder of the year.

Lloyd discussed of Larry Brewer's Financial Improvement Plan. This will be developed in conjunction with our long-range plan.

He mentioned that the District needed to update at least one of the laptop computers. Randall Hansen stated that there needed to be a dollar amount set for the replacement of the computer.

Charlotte Coombes moved to approve the purchase of a new laptop computer up to \$800.00. Elaine Preston seconded. Motion passed.

Lloyd went over his plan for a Better Checks for Cost-Share Approvals:

1. Staff will bring new applications to the Board as they are received and prepared. We can approve a project subject to available funding if there are no funds available.
2. When a project is approved, the application will be signed by a Supervisor. This will be our check to show the Commission the Application has been considered and approved by the Board.
3. When a project is complete, staff will bring the project back to the Board for approval for payment.
4. Once approved for payment, a Supervisor will sign the document a second time.

These will eliminate questions on our cost-share applications. It will also make us look more professional.

There was some discussion regarding the wording of the first criteria. Elaine Preston moved to change the wording to "Staff will bring new applications to the Board as they are received and prepared. We can approve a project, based on criteria yet to be developed, subject to available funding if there are no funds available". Charlotte Coombes seconded. Motion carried.

➤ **Old Business; none**

- **New Business:** Election Resolution; The District needed to set a meeting date to set the date for our election. Randall Hansen moved to have the election resolution during the meeting on 12/17 to set the date for the District's election. Elaine Preston seconded. Motion carried.

Election Supervisor: The appointment of the Election Supervisor was tabled until the meeting on 12/17.

NACD Dues: Elaine Preston Moved to not pay NACD dues for 2015. Charlotte Coombes seconded. Motion carried.

BIAS Services: Charlottes Coombes moved to have the District pay the BIAS invoice of \$1304. Randall Hansen seconded. Motion carried.

2015 Budget: there was some discussion and it was decided it would be revamped and the Supervisors would get a revised update via email.

- **Other Topics:** New hire hours; Charlotte moved that the District designate the new Financial Administrative position 30 hours per week. Elaine Preston seconded. Motion carried.

➤ **Public Comment; None**

Chair Dave Konz adjourned the meeting at 6:30 p.m. p.m.

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Meeting Minutes respectfully submitted this 12th day of November, 2014.

APPROVED

Gretchen Plate, FCD Staff

Board Supervisor

