

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Special Board Meeting Minutes**  
**May 16, 2024**

**Attending:** Supervisors: Curtis Hennings, Ron Hennings, Michael Broeckel, Branden Spencer;  
Staff: Cara Hulce

**The meeting was called to order by Curtis Hennings at 7:44 p.m.**

***Reports from Guests/Partner Agencies/Manager***

- **Cara Hulce, Manager**
  - Mr. Walter's virtual fencing project could not be completed, so his cost-share agreement is void. Due to cultural resources and the time crunch to get all the aspects of Spencer's pumping plant project installed, we did not apply for the end of year supplemental funds. We plan instead to use the additional NRI funds that were awarded this month and FY25 IM funding for cost-share on Spencer's project. Cara followed up with JC Harder who is interested in getting assistance to install wells/watering facilities and a hay barn.
  - Cara completed the annual financial report and annual work plan which are ready for board approval. She also reviewed and has recommendations for updates to the policy manual, along with a surplus policy for board consideration.
  - The WACD Spring Legislative workshop is at the end of the month, Cara plans to attend.

***Minutes:*** Michael moved to approve the meeting minutes for April 18, 2024. Ron seconded the motion; motion passed.

***Financial Report:*** Michael moved to approve the financial report for April 2024 showing end balances of \$118,499.98 (money market) and \$165,615.61 (checking), and to approve all ACH/EFT transactions from April 1 – April 30, 2024. Total deductions were \$8,072.92 and liability was \$1,830.00. Branden seconded the motion; motion passed.

***Old Business:***

- Board discussed getting ACD sign installed along I-90.

***New Business:***

- The board reviewed the policy manual, the recommended updates that Cara had on the cash-check, credit card, and travel reimbursement policies, as well as a surplus assets policy.

**Branden moved to approve the updated policy manual which included updated cash-check, credit card, and travel reimbursement policies, along with a new surplus assets policy. Ron seconded the motion; motion passed.**

- The board reviewed the annual financial report for 2023.

**Michael moved to approve the annual financial report for 2023. Branden seconded the motion; motion passed.**

- The board reviewed the annual work plan for FY25.

**Michael moved to approve the annual work plan for FY25. Branden seconded the motion; motion passed.**

- The board discussed the FY25 budget for Ducks Unlimited to continue water monitoring and provide planning assistance for project work on Cow Creek.

**Branden moved to pay Ducks Unlimited up to \$15,000 in FY25 for them to continue water monitoring and assist with planning for project work on Cow Creek. Michael seconded the motion; motion passed.**

**The meeting was adjourned at 8:55 pm by Curtis Hennings.**

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**The next board meeting is scheduled for June 20, 2024 at 7:30 pm.**