

**Adams Conservation District**  
**118 East Main Ave., Ritzville, WA 99169**  
**Board Meeting Minutes**  
**January 15, 2026**

**Attending:** Supervisors: Curtis Hennings, Michael Broeckel, Branden Spencer, Gary Cook; Staff: Cara Hulce; Guests:

**The meeting was called to order by Curtis Hennings at 1:18 p.m.**

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

- **Cara Hulce, ACD**
  - Cara will be meeting with KR Creative Solutions next week to discuss website assistance and how their services compare to current Streamline services/platform.
  - She will also be meeting with Account Sense next week to get training basics on new accounting and payroll software and work on adjusting classifications in new systems so grant funding can continue to be tracked accordingly.

**Minutes:** Michael moved to approve the meeting minutes for December, 2025. Gary seconded the motion; motion passed.

**Financial Report:** Michael moved to approve the financial report for December 2025 showing end balances of \$250,558.53 (money market) and \$73,362.25 (checking), and to approve all ACH/EFT transactions from December 1 – December 31, 2025. Total deductions were \$7,058.85 and liability was \$1,370.00. Branden seconded the motion; motion passed.

- The board noted that Cara’s payroll for November was listed again on this month’s report even though it was listed and approved in December. This payment was not debited twice; it’s just listed again since the new accounting software is now connected to the bank account so showing dates when payments are processed not when payments are approved. Therefore, Cara’s payroll for December should show on January’s report.

***Old Business:***

- Curtis Hennings submitted a candidate info form so his name will be on the ballot, no other candidate forms were received.

***New Business:***

- The board discussed replacing broken water monitoring equipment and reviewed cost. **Branden moved to approve purchasing new water monitoring equipment up to \$5,550 (over quote in case tariff included). Michael seconded the motion; motion passed.**

**The meeting was adjourned at 2:32 pm by Curtis Hennings.**

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

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

**The next board meeting is scheduled for February 19, 2026 at 7:30 pm.**