

**CASCADIA CONSERVATION DISTRICT
REGULAR DISTRICT MEETING
Upstairs Conference Room
14 N Mission St.
Wenatchee, WA 98801
Tuesday June 19, 2018
3:30 p.m.**

MEMBERS PRESENT: Josh Koempel, Chair; Junell Wentz, Vice Chair; Roger Wristen, Auditor; Jim Bartelme, Member; and Rita Lovett, Member.

OTHERS PRESENT: Hal and Kathy Hawley, guests; and the following District staff: Peggy Entzel, Mike Cushman, Sandy Letzing, Valerie Hampton, and Nada Wentz.

Josh Koempel, Chair, called the meeting to order at 3:44 p.m.

APPOINTMENT OF DISTRICT SUPERVISOR

M/S/C Jim moved and Roger seconded to appoint Rita Lovett to fill the vacant elected Supervisor position. (Unanimous)

The Board welcomed Rita to the District.

CONSENT AGENDA

Approve the Minutes of the May 17th Regular and the May 30th Special District Meetings; approve the Treasurer's Report, and authorize payment of bills.

M/S/C Jim moved and Roger seconded to approve the Consent Agenda. (Unanimous)

Junell arrived at 3:49 p.m.

PROGRAM DIRECTOR'S REPORT

Mike will provide the feedback from the Conservation Commission Forest Health Advisory Committee meeting to the Board at the next meeting. The advisory committee meeting is at the end of June. He is meeting with the Commission to work on the resources and plans for a funding request.

Mike would like to have staff know which board member to go to for advice on various project issues they are working on. Mike and the Board had a brief discussion on the benefits to staff to have Board advice available to them.

DISTRICT ADMINISTRATOR'S REPORT

Patrick requested a three week leave later this year. Board approval is needed for vacations that are longer than two weeks.

M/S/C Jim moved and Junell seconded to approve Patrick's three week leave request. (Unanimous)

Josh presented Hal Hawley with a plaque and card thanking him for his service as a District Supervisor for the last 12 years. Light refreshments were served.

WACD Dues: Peggy discussed the WACD dues with the Board.

OLD BUSINESS

Conservation Commission Projects:

Closing Task Orders: Peggy closed out all but one of the task order contracts from the Commission. The District will be reimbursed about \$60,000 from those vouchers.

New Task Order: Kellie Green, the Cultural Resources Specialist with NRCS at the Ephrata Office, requested an estimate for a new task order. The Board was asked to approve submitting the project estimate.

M/S/C Junell moved and Roger seconded to approve the new task order request. (Unanimous)

Kellie Green is retiring at the end of June. She is the only NRCS Cultural Resource Specialist in our area. A brief discussion followed regarding the need to fill her position in order to keep NRCS projects moving forward and our cultural resource folks working. The Board advised Peggy to write a letter to the NRCS State Conservationist encouraging them to fill the position soon.

Implementation Grant: The current implementation grant closes at the end of June; the entire amount was used. The grant amount for fiscal year 2019 is \$90,000. There was only one cost share project for 2018 within this grant.

Natural Resource Investment (NR) Grant: The Natural Resource Investment grant is not closing this year. There are two cost share projects in progress.

Irrigation Efficiencies: The irrigation efficiencies project work is ongoing. One group had a project delay, but they are now moving forward.

Authorized Signatories for Commission Projects: Authorized Signatories are renewed annually and / or updated when changes occur. The District has supervisor changes and new staff responsibilities, resulting in changes to the list. The Board was asked to approve and sign the updated Commission signatory page.

M/S/C Roger moved and Jim seconded to approve signing the updated authorized signatory page for Commission grants and supervisor changes. (Unanimous)

Entiat Watershed Projects: Mike and the Board briefly discussed the known and unknown costs of the wetland portion of the Bureau of Reclamation (BOR) project, as well as the scope of work and agreement terms. Mike also talked about a potential bank protection project in another reach of the Entiat River.

The BOR grant funding for Projects E&F ends in June. The District is in the process of getting a new agreement in place. Board approval is needed for the new E&F agreement with BOR.

M/S/C Jim moved and Roger seconded to approve the new BOR E&F agreement. (Unanimous)

Other Projects & Programs:

Joint Venture Agreement (JVA) Modification: Karl Polivka, from the US Forest Service, contacted Valerie about an additional JVA agreement modification for more moth and fish study work. The first agreement was for about \$21,000. The second is for about \$15,000. The Board indicated staff should move forward preparing for the official modifications.

Potential Burn Box Project Option: Staff learned about a burn box option for orchard and forest wood fuels disposal. The Board would like more information.

Voluntary Stewardship Program (VSP): There are no updates, no notifications and no meetings to report at this time.

Forestry Program & Projects: The Forest Service paid for Patrick to attend a conference in Utah. One of the topics is working in cross-jurisdictional boundaries. Mike, Peggy and the Board briefly discussed the chipping program, fire assessments, agreement requirements from the Department of Natural Resources (DNR), and recognition for District efforts.

Urban Ag Program: The Urban Ag program is ongoing and busy.

Hazard Mitigation Plan: The County's Hazard Mitigation plan has expired. Mike and the Board discussed project priorities, funding concerns and potential solutions to the funding shortages. The County has asked that planning partners help to cover the cost to develop the new plan.

Mike passed around a handout that describes how the district can be eligible to apply directly to FEMA for funding by being a planning partner. After a brief discussion, the Board gave their approval to contribute \$1,000 as a planning partner, pending other participants and adequate funding, to develop the new Hazard Mitigation Plan (HMP) and be eligible to apply for FEMA funding.

M/S/C Jim moved and Junell seconded to approve contributing \$1,000 to develop the HMP as a planning partner, pending other participants and adequate funding. (Unanimous)

Open Government Training: The District is required to receive this training at least every four years. New supervisors must complete it within 90 days of taking office. The District has new staff and a new supervisor since the last training. The Board prefers to do the training during a meeting. Peggy will set it up on a Board Meeting date.

NEW BUSINESS

Credit Card Change: Sandy has frequently needed to purchase supplies for the urban ag projects. Peggy recommended reducing Valerie's credit card from \$1,500 to \$1,000 and getting a card for Sandy with a \$500 limit.

M/S/C Roger moved and Jim seconded to approve reducing Valerie's credit card by \$500, and putting that \$500 on a credit card for Sandy. (Unanimous)

Policy Resolution Proposal for Open Accounts: Peggy talked with the Board regarding open charge accounts, such as with S&W. Peggy can authorize opening an account, but she would feel

better with more clarification. She will look into it and report back to the Board with a recommendation for an updated policy.

Bank Signature Authorization: Board Members are authorized to sign checks and make transfers for the District bank accounts. A letter to the bank was drafted to remove Hal from the account and add Rita. A Board Member will need to go with Rita to the bank to complete the signatory requirements.

Next Meeting: The next District Meeting is scheduled for Tuesday, July 17, at 3:30 p.m., in the Upstairs Conference Room.

The meeting adjourned at 5:41 p.m.

Summary of Official Actions:

- Appointed Rita Lovett to fill the vacant elected Supervisor position;
- Approved the Consent Agenda;
- Approved Patrick's three week leave request;
- Approved the new task order;
- Approved signing the updated authorized signatory page for Commission grants;
- Approved the new BOR E&F agreement;
- Approved contributing \$1,000 to develop the HMP as a planning partner, pending other participants and adequate funding;
- Approved reducing Valerie's credit card by \$500, and putting that \$500 on a credit card for Sandy.

CHAIR_____

OFFICE ASSISTANT_____