

**CASCADIA CONSERVATION DISTRICT
REGULAR DISTRICT MEETING
Zoom Meeting ID: [957 8865 5140](#)
14 N Mission St.
Wenatchee, WA 98801
Friday, December 18, 2020
1:30 p.m.**

MEMBERS PRESENT: Junell Wentz, Vice Chair; Amy Bridges, Member; Dillon Miller, Auditor; and Jim Bartelme, Member.

MEMBERS ABSENT: Josh Koempel, Chair.

OTHERS PRESENT: Mike Baden, WSCC; Chris Wright, NRCS; Nic Lloyd, DOE; and the following District staff: Peggy Entzel, Valerie Hampton, Ryan Williams, Patrick Haggerty, Sandy Letzing, Amanda Newell and Nada Wentz. All attendees were present via Zoom Meeting / conference call.

Junell Wentz, Vice Chair, called the meeting to order at 1:33 p.m.

Consent Agenda: Approve the Minutes of the November 20, 2020 Regular District Meeting, approve the Treasurer's Report, and authorize payment of bills.

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

NATURAL RESOURCES CONSERVATION SERVICE – Chris Wright

Chris is working on current Environmental Quality Incentive Program (EQIP) applications. The Conservation Stewardship Program (CSP) application deadline is near the end of January. Foster Creek Conservation District was awarded the Partner of the Year at the Washington Association of Conservation Districts (WACD) annual meeting. The NRCS office may be closed on Monday depending on whether or not there is a government shutdown this weekend.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT – Mike Baden

Details from the Governor's budget proposal started coming out yesterday. It is looking better than expected so far, but it is just the beginning of the process and still a long way from agreement in the House and Senate. The Commission planned for a 15% cut in the operating budget but it is looking more like a 5% cut at the moment. The capital budget includes full funding for irrigation efficiencies and the Voluntary Stewardship Program (VSP), as well as funds for other programs. The Regional Conservation Partnership Program (RCPP) is proposed at less than the requested amount.

Other updates: The Commission and WACD discussions on election changes continue. Districts have time to give further feedback on the proposals before a decision is reached. The new Supervisor training modules are complete and run about 10 – 15 minutes in length. They are available on the web site. The Open Public Meetings Act waivers due to COVID-19 were extended to January 19, 2021. In-person meetings are still prohibited for now.

PROGRAM DIRECTOR'S REPORT – Ryan Williams

Craig Nelson, Amanda Ward and Ryan met with Senator Brad Hawkins to talk about forest health in Okanogan, Douglas and Chelan counties. Ryan and Patrick are working together with other agencies

on the Chelan County Commission's Climate Resilience Strategy, specifically for fire resilience, chipping resources, air quality and outreach. Streamlining grant work and development of the next steps will help staff be ready for the next grant funding applications.

DISTRICT ADMINISTRATOR'S REPORT – Peggy Entzel

Peggy will be on leave from December 21 through the 30. Other updates were given as the agenda items came up.

OLD BUSINESS

Project Updates – Commission Grants – Additional Implementation Funding: Additional funding for Implementation and Orca projects is available. Peggy recommended updating the District's scope of work to use the Orca funds for educational materials.

M/S/C Amy moved and Jim seconded to approve updates to the District scope of work and use the additional Implementation / Orca funds for education programs. (Unanimous)

Hazard Mitigation Grant: Board action is needed to approve the addendum for training for two persons.

M/S/C Jim moved and Dillon seconded to approve the Hazard Mitigation Grant training funds addendum. (Unanimous)

Cost Share Priorities: Ryan and Sandy led a discussion with the Board regarding cost share priorities and ranking criteria. The two current priorities are forest health and irrigation. After much discussion, the Board asked staff to craft an information piece on the cost share programs and get feedback from landowners, then bring a cost share rate change proposal to the Board for further discussion if needed.

Grant Applications / Contracts:

Franklin Conservation District Interlocal Agreement: The interlocal agreement between Franklin CD and Cascadia is an upfront grant for \$10,000 to conduct the Wheat Week educational program. The Board was asked to approve the agreement.

M/S/C Dillon moved and Jim seconded to approve the Interlocal Agreement with Franklin CD for the Wheat Week educational program. (Unanimous)

Rocky Reach Tributary Grant - Chumstick Base Flow and Riparian Enhancement Project: The Board was asked to approve this grant.

M/S/C Jim moved and Amy seconded to approve the Rocky Reach Tributary Grant – Chumstick Base Flow and Riparian Enhancement project. (Unanimous)

Department of Natural Resources (DNR) 93-100367 Arborist Grant Amendment and Recreation & Conservation Office (RCO) Grant Extension: The Board was asked to approve the budget amendment for the Arborist grant and an extension to the RCO No Child Left Inside Grant.

M/S/C Jim moved and Dillon seconded to approve the Arborist grant amendment and RCO No Child Left Inside grant extension. (Unanimous)

Yakama Nation Extension: The District received a grant extension through May 2022 for the Yakama Nation Public Outreach project.

M/S/C Dillon moved and Jim seconded to approve the Yakama Nation Public Outreach two year grant extension. (Unanimous)

Department of Ecology (DOE) Outdoor Burning Alternative: Patrick reviewed the proposal with the Board. There was a lengthy discussion regarding the purchase of a chipper. The Board stressed the importance of clear guidelines as to the use, maintenance and safety of operating the machine. They asked for a complete package addressing the guidelines and the DOE requirements to be emailed to them for review before the next meeting.

2021 Supervisor Elections & Appointments: The Board asked for options of polling sites to be brought to this meeting. Since the last meeting another COVID shutdown has been imposed, narrowing the options. Electronic options are not readily available and very expensive. The Board was asked to approve holding the election at Pybus Public Market on February 5, 2021 with the filing date and absentee ballot request deadline set for January 8, 2021, and naming Nada as the Election Supervisor as stated in Resolution 2020-2, 2021 Supervisor Election, and including the \$100 rental fee for the polling site.

M/S/C Jim moved and Dillon seconded to approve Resolution 2020-2, 2021 Supervisor Election, Nada serving as Election Supervisor, and authorization of the polling site rental fee. (Unanimous)

The approved resolution is to be advertised in the paper within seven days of the meeting. Dillon is up for election.

Audit Update: The audit went well. The auditor followed up on a recommendation made at the previous audit and found that conditions have improved. The Board thanked staff for all the work that went into getting the audit completed.

Staff Hiring Update: Interviews for the Resource Specialist position were held, and part time work was offered to two candidates. Elizabeth Jackson accepted a part time position. Kathleen Deason declined the offer. Sandy will be working through February 15, 2021. Ryan is working on staff scheduling.

WACD Annual Meeting Update: Ryan attended the virtual Annual Meeting. Sandy presented information on the urban ag program. Speakers from out of state presented material at the meeting, showing the conservation work they are doing in their states. Other districts shared how they conduct their virtual board meetings. The ability to see the documentation used by others was interesting. The election procedure was a hot topic. Other interesting sessions had to do with virtual legislative sessions. WACD is trying to put together a way to engage with our representatives virtually.

Mike Baden added that the legislative session has a lot of unknowns in 2021. There was a lot of discussion about how WACD can interact virtually in legislative events. There were a few technical issues, but all in all, it went well.

Delegation of Authority Extension: Peggy and the Board briefly talked about how the virtual meetings and remote operations have gone for the District. Board and staff agreed that it is going well so far. The Board felt it was okay to allow the current Delegation of Authority to expire and reinstate it later, if needed.

NEW BUSINESS

Review and Approve 2021 Wage Schedule & Other Employment Items: Peggy emailed the wage schedule with the proposed cost of living increase to the Board members after she and Ryan reviewed the schedule for appropriate salary ranges. Three of them were updated. New position titles added to the schedule are Financial Coordinator and Executive Director. Upon Peggy's retirement, Ryan will fill the Executive Director position and Valerie will fill the Financial Coordinator position. Peggy recommended that Valerie begin the new financial position on January 1, 2021. Kirk's review is in January and he is up for a Step Increase at that time. Peggy also recommended that Kirk's hours be increased to 30 hours a week if the budget allows. If the Board approves, Peggy and Ryan will finalize the position and rate changes and review the budget.

M/S/C Jim moved and Amy seconded to approve the 2021 Wage Schedule; Valerie's position as Financial Coordinator beginning January 1, 2021; Ryan's position as Executive Director upon Peggy's retirement; and Kirk's Step Increase as well as increasing his hours to 30 per week if the budget allows. (Unanimous)

Annual Leave Requests: A few staff have had a difficult time using their Annual Leave this year. Ken filled in for MarySutton when she went on maternity leave, Sandy worked on the arborist grant work that needs to be done before the end of the year, and Valerie assisted the Auditor during the audit. Peggy recommended allowing them to use the remainder of their 2020 Annual Leave in January. The Board decided to allow its use during the first three months of 2021 to avoid conflicts with urgent work at the first of the year.

M/S/C Jim moved and Dillon seconded to approve an extension for Ken, Sandy and Valerie to use the remainder of their 2020 Annual Leave by March 31, 2021. (Unanimous)

Employee Handbook: The Board was asked to give direction and guidance as the employee handbook is updated. Junell, Amy and the rest of the Board indicated their willingness to do so as needed.

Revision and Updates of Interlocal Agreement with Foster Creek CD: The interlocal agreement needs an update in the language to include indirect expenses as an allowable item. The agreement will be finalized and brought to the Board at the January meeting for approval.

Set January Meeting Date and Agenda: The next Regular Meeting is Friday, January 15, 2021, at 1:30.

The meeting adjourned at 3:06 p.m.

Summary of Official Actions:

Approved the Consent Agenda;
Approved updates to the District scope of work and use the additional Implementation / Orca funds for education programs;

Approved the Hazard Mitigation Grant training funds addendum;
Approved the Interlocal Agreement with Franklin CD for the Wheat Week educational program;
Approved the Rocky Reach Tributary Grant – Chumstick Base Flow and Riparian Enhancement project;
Approved the Arborist grant amendment and RCO No Child Left Inside grant extension;
Approved the Yakama Nation Public Outreach two year grant extension;
Approved to approve Resolution 2020-2, 2021 Supervisor Election, Nada serving as Election Supervisor, and authorization of the polling site rental fee;
Approved the 2021 Wage Schedule; Valerie’s position as Financial Coordinator beginning January 1, 2021; Ryan’s position as Executive Director upon Peggy’s retirement; and Kirk’s Step Increase as well as increasing his hours to 30 per week if the budget allows;
Approved an extension for Ken, Sandy and Valerie to use the remainder of their 2020 Annual Leave by March 31, 2021.

VICE CHAIR_____

OFFICE ASSISTANT_____