

**CASCADIA CONSERVATION DISTRICT
SPECIAL DISTRICT MEETING
Via Conference Call: Telephone 605-313-4838 Access code 488254#
14 N Mission St.
Wenatchee, WA 98801
Wednesday, March 25, 2020
3:30 p.m.**

MEMBERS PRESENT: Josh Koempel, Chair; Jim Bartelme, Member; and Amy Bridges, Member.

MEMBERS ABSENT: Dillon Miller, Auditor; and Junell Wentz, Vice Chair.

OTHERS PRESENT: Mike Baden, WSCC; Chris Wright, NRCS; and the following District staff: Peggy Entzel, Mike Cushman, MarySutton Carruthers, Valerie Hampton, and Nada Wentz.

All attendees were present via telephone conference call. Valerie Hampton and Nada Wentz called in from the office location to accommodate in-person attendance if requested.

Josh Koempel, Chair, called the meeting to order at 3:30 p.m.

GENERAL

Approve Associate Board Member:

Hal Hawley offered to serve as an Associate Member and representative of the Entiat Valley in place of Conard Petersen, who passed away in February.

M/S/C Jim moved and Amy seconded to approve appointing Hal Hawley as an Associate Board Member. (Unanimous)

Consent Agenda:

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

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

Correspondence:

Carol Cowling conducted the Payroll Audit for 2019 and provided the results in a letter. Peggy said that there were no audit issues reported.

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT

Chris reported on the status of the staff at the NRCS office. He will be working with Patrick on a forestry project, and on an active task order with Sandy. He and Sarah Troutman are coordinating work on projects in order to get them done on time. The COVID-19 situation has not changed the deadlines to complete projects. At this time, NRCS is set to return to normal office duties on April 6.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT

Mike Baden said that communication between the District and the Commission is very important at this time. The Commission will send emails and have website updates for information on meetings and COVID-19 safety issues. The forestry and fire meeting on April 1 will be conducted via conference phone. Mike asked that people call him if there are questions or problems. The Governor's order to 'Stay Home and Stay Safe' begins on Friday.

NEW BUSINESS

District's Working Conditions Resulting from the Current COVID-19 Crisis:

Most of the District staff are working from home. Nada is currently in the office but will work remotely beginning Thursday. The office phone will be taken to her home and calls routed there so she can give messages to the appropriate staff.

Cost Share Projects:

There are two new cost share projects needing Board approval. Both are fuels reduction projects.

M/S/C Jim moved and Amy seconded to approve the Sundquist and Haiduc cost share projects.
(Unanimous)

Washington Resource Conservation & Development Council (RC&D), Washington Fire Adapted Communities Sub-Award Contract:

This is a new sub-award contract with RC&D to continue coordination work.

M/S/C Jim moved and Amy seconded to approve the Washington Fire Adapted Communities Sub-Award Contract with RC&D. (Unanimous)

Temporary Delegation of Authority Due to the COVID-19 Crisis:

The Board was asked to approve a temporary Delegation of Authority due to the COVID-19 crisis until further notice, but no later than May 21, 2020.

M/S/C Amy moved and Jim seconded to approve the temporary Delegation of Authority as follows:
Authorize the District Administrator, with concurrence of the Board Chair, to:

- Pay any and all bills in a timely manner;
- Apply for grants and enter into various grant contracts or contracts for services that are in line with the District's Annual and Long-Range Plans;
- Approve cost share contracts when appropriate, depending on available funding;
- Approve personnel items including but not limited to use of leave, special working conditions, possible layoffs, etc., during the current crisis, and normal personnel actions as appropriate;
- Carry on general District business in a prudent manner.

In the event the Board Chair and/or District Administrator are unable to serve, the Delegation of Authority will fall to the Vice Chair and/or Program Director. (Unanimous)

The meeting adjourned at 4:02 p.m.

Summary of Official Actions:

Appointed Hal Hawley as an Associate Board Member;

Approved the Consent Agenda;

Approved the Sundquist and Haiduc cost share projects;

Approved the Washington Fire Adapted Communities Sub-Award Contract with RC&D;

Approved the temporary Delegation of Authority as follows:

Authorize the District Administrator, with concurrence of the Board Chair, to:

Pay any and all bills in a timely manner;

Apply for grants and enter into various grant contracts or contracts for services that are in line with the District's Annual and Long-Range Plans;

Approve cost share contracts when appropriate, depending on available funding;

Approve personnel items including but not limited to use of leave, special working conditions, possible layoffs, etc., during the current crisis, and normal personnel actions as appropriate;

Carry on general District business in a prudent manner.

In the event the Board Chair and/or District Administrator are unable to serve, the Delegation of Authority will fall to the Vice Chair and/or Program Director.

CHAIR _____

OFFICE ASSISTANT _____