

**CASCADIA CONSERVATION DISTRICT  
REGULAR DISTRICT MEETING  
Upstairs Conference Room  
14 N Mission St.  
Wenatchee, WA 98801  
Thursday, April 20, 2017  
3:30 p.m.**

MEMBERS PRESENT: Hal Hawley, Vice Chair; Junell Wentz, Member; and Roger Wristen, Auditor.

MEMBERS ABSENT: Josh Koempel, Chair; and Jim Bartelme, Member.

OTHERS PRESENT: Chris Wright, NRCS; and the following District staff: Peggy Entzel, Craig Gyselinck, Patrick Haggerty, Sandy Letzing, Mike Cushman, Valerie Hampton and Nada Wentz.

Hal Hawley, Vice Chair, opened the meeting at 3:37 p.m.

#### CONSENT AGENDA

Approve the Minutes of the March 17<sup>th</sup> Special Annual Planning Meeting and the April 5<sup>th</sup> Special Meeting; approve the Treasurer's Report, and authorize paying bills.

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

#### CORRESPONDENCE

Enduris sent a letter with information regarding nomination applications for interested parties who may wish to serve on their Board of Directors. Enduris is the District insurance company.

#### NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT

The deadline for Environmental Quality Incentives Program (EQIP) applications is April 21. Chris reviewed the Memorandum of Understanding (MOU) between the District and NRCS. Peggy noted that there were no changes. The submission of Annual Reports to NRCS is one of the MOU requirements. Chris said he'd check to see if that is still necessary. He is currently reviewing the proposed costs of 8 – 9 Joint Chief's funding applications. If Forest Service money becomes available, Chris will have the applications ready to go.

The District staff and Board are required to review the NRCS Civil Rights State Guidance. A checklist is included describing the responsibilities NRCS has to follow. NRCS partners have the same responsibilities. Ag Learn has a Civil Rights training for District staff to take along with the annual Security Awareness training. Chris asked the Board members present at the meeting to sign a form indicating they had received a copy of the guidance. Chris is considering becoming a member of the NRCS Civil Rights Advisory Committee (CRAC) team.

#### PROGRAM MANAGER REPORT

This is Craig's last Board Meeting as the District Program Manager, and his last working day in the office is April 28. He is working with staff to make sure his work load is covered before he leaves.

Craig also reported that Robert Schroeter, Executive Director for the Washington Association of Conservation Districts (WACD), is leaving May 1.

## DISTRICT ADMINISTRATOR REPORT

The Audit Exit meeting will either be on May 5<sup>th</sup> or 12<sup>th</sup>, depending on the availability of the auditor. Roger and Junell have volunteered to attend the meeting. The auditor plans to give the District a Management Letter regarding the District reserve funds. They want the District to make a plan for building them up and keeping them at that level. The auditors recommend having a balance in the reserve to cover the annual leave balance plus three months of expenses. The Commission recommends a six month reserve. The Management Letter and District follow-up will be renewed in the next audit.

The auditor also recommended the District have a policy on how to handle surplus stock after the plant sale, such as donating them for a project on public land or to a non-profit agency. Peggy will recommend a resolution at the next Board meeting.

## NEW BUSINESS

**Urban Ag Project:** Sandy asked the Board to approve a resolution to support the NACD Urban Ag grant application to fund workshops for back yard gardening in English and Spanish, development of community gardens, and technical assistance or education. The resolution is required as part of the grant application process.

M/S/C Roger moved and Junell seconded to approve Resolution 2017-2, Urban Ag Grant. (Unanimous)

**Parkside Community Project:** Sandy is assisting the Women's Shelter to set up a community garden, and helping them with needs such as garden materials and a workshop to teach the women about gardening. Rates and Charges funds can support this for now. No Board action is needed.

**'No Child Left Inside' Program:** Amanda asked the Board for their approval to sign a letter of support to encourage legislators to keep funding this program. It provides grant opportunities that may benefit District programs in the future.

M/S/C Junell moved and Roger seconded to approve signing a letter of support for the 'No Child Left Inside' program. (Unanimous)

**Next Meeting:** The next meeting will be a Regular District Meeting in the Upstairs Conference Room on Thursday, May 18, 2017, at 3:30 p.m.

## OLD BUSINESS

### **Conservation Commission Projects:**

**Lake Chelan Emergency Watershed Protection (EWP) Project:** The District applied for EWP money to assist several Lake Chelan landowners in the protection of their homes from debris flows. There was a snag in the paperwork process so there is currently no news about the funding, which creates a problem with the timeline requirements. The project needs to be completed by the end of the biennium due to the expiration of Commission funding. Joe Lange, NRCS engineer, is doing the design and Mike Cushman is the District contact person.

Peggy asked the Board to approve the EWP project to ensure enough time for the bid process and construction.

M/S/C Junell moved and Roger seconded to approve the Lake Chelan EWP project. (Unanimous)

**Firewise Program:** Sandy asked the Board to approve two Firewise projects, four acres for Davis and the six acres for Simion.

M/S/C Junell moved and Roger seconded to approve Firewise projects for Davis and Simion. (Unanimous)

**Voluntary Stewardship Program (VSP):** Craig reported that the County has submitted the VSP plan to the review team. There is no news yet regarding approval of the plan.

**Irrigation Efficiencies:** The Commission has awarded additional funding. Mike is working with the Icicle Peshastin Irrigation District and plans to meet with Cascade Orchards Irrigation District.

**Technical Service Provider (TSP):** There are two task orders open that need to have the field work done by May 29. Kim and Mark are working hard to meet the deadline.

**Entiat Watershed Projects:**

**Salmon Recovery Funding Board (SRFB) Application:** Craig asked the Board to approve moving forward with a SRFB application for the Entiat Reach Assessment project that staff have been developing. The final decision should be known in December.

M/S/C Roger moved and Junell seconded to approve the SRFB application for work in the Entiat. (Unanimous)

**Wenatchee Watershed Projects:**

**Drinking Water Providers Partnership Grant:** Craig reported that the District was awarded this grant. Work is ongoing with the City of Leavenworth and the Forest Service, which is providing a matching grant. Signatures will be needed on the contracts.

**Other Projects & Programs:**

**Joint Venture Agreement:** Karl Polivka, with the US Forest Service, asked the District to approve a new Joint Venture Agreement (JVA) to conduct fish surveys in Lake Wenatchee. The agreement covers a five year term starting this year, and it is similar to the JVA for the Entiat.

M/S/C Junell moved and Roger seconded to approve the JVA with the Forest Service for Lake Wenatchee fish surveys. (Unanimous)

**Department of Natural Resources (DNR) Contract:** DNR sent the District a draft contract for review. It includes about \$22,000 to continue coordination with two firewise communities and additional fuels reduction work. The Board was asked to approve the agreement and authorize Peggy to sign the final contract.

M/S/C Roger moved and Junell seconded to approve the DNR grant and authorize Peggy Entzel to sign the final contract document. (Unanimous)

**Staffing Plan:** Peggy and the Board discussed the staffing needs for the District. She would like to retire in 3 ½ years and recommended shifting some of her duties to the person hired to fill the Program Manager’s position. She also recommended a job title change from Program Manager to Program Director. Peggy wants to work on the staffing plan draft a little more before presenting it to the Board, but she asked if this was a direction the Board wants to go. The Board suggested getting staff input and drawing up the plan. Once the job description is developed, the announcement will be posted in the newspaper.

**Annual & Long Range Planning:** The Annual and Long Range Plans have not been submitted yet. The Long Range Plan isn’t due yet, so in light of the staffing shifts, Peggy would like to wait and send it in later. Peggy and Valerie will make the necessary edits and bring the Annual Plan to the Board for approval and then send it on to the Commission.

**Chelan County NRD / CCD Memorandum of Understanding:** Craig and the Board briefly talked about the discussion at the Special Meeting on April 5, and the draft MOU to be reviewed, finalized and signed by both agencies. The Board wants to have Jim review the draft and bring it to the May meeting for Board approval.

**Rates & Charges:** Craig reported that the District has received a little over \$18,000 in Rates and Charges funds. More funds are anticipated in the coming months. The District was advised to continue sending bills to the federal entities that do not pay, regardless of their assertion that they are exempt from tax. The District’s position is that it is a fee and they are not exempt, but the District policy does not require us to pursue expensive collections procedures beyond the regular billing.

## EXECUTIVE SESSION

At 4:35 p.m., the Board entered Executive Session for ten minutes to discuss two employee evaluations.

The Board resumed Regular Session at 4:45 p.m.

M/S/C Junell moved and Roger seconded to approve the evaluations as presented: Patrick Haggerty, step increase to Project Coordinator II, Step 3, and a salary increase to \$4,518.80 per month; and Sandy Letzing, step increase to Resource Specialist, Step 3, and a salary increase to \$4,120.13 per month; effective May 1, 2017. (Unanimous)

The meeting adjourned at 4:50 p.m.

## Summary of Official Actions:

- Approved the Consent Agenda;
- Approved Resolution 2017-2, Urban Ag Grant;
- Approved signing a letter of support for the ‘No Child Left Inside’ program;
- Approved the Lake Chelan EWP project;
- Approved Firewise projects for Davis and Simion;
- Approved the SRFB application for work in the Entiat;
- Approved the JVA with the Forest Service for Lake Wenatchee fish surveys;
- Approved the DNR grant and authorize Peggy Entzel to sign the final contract document;

Approved the evaluations as presented: Patrick Haggerty, step increase to Project Coordinator II, Step 3, and a salary increase to \$4,518.80 per month; and Sandy Letzing, step increase to Resource Specialist, Step 3, and a salary increase to \$4,120.13 per month; effective May 1, 2017.

VICE CHAIR \_\_\_\_\_

OFFICE ASSISTANT \_\_\_\_\_