

**CASCADIA CONSERVATION DISTRICT  
REGULAR DISTRICT MEETING  
Upstairs Conference Room  
14 N Mission St.  
Wenatchee, WA 98801  
Thursday, May 18, 2017  
3:30 p.m.**

MEMBERS PRESENT: Josh Koempel, Chair; Junell Wentz, Member; and Jim Bartelme, Member.

MEMBERS ABSENT: Hal Hawley, Vice Chair; and Roger Wristen, Auditor.

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

Josh Koempel, Chair, opened the meeting at 3:35 p.m.

**CONSENT AGENDA**

Approve the Minutes of the April 20<sup>th</sup> Regular Meeting; approve the Treasurer's Report, and authorize paying bills. Another invoice came in today, approval to pay is requested.

M/S/C Jim moved and Junell seconded to approve the Consent Agenda and authorized additional payment of the invoice for Lake Chelan Water Quality monitoring for \$5,000 to Chelan County. (Unanimous)

**DISTRICT ADMINISTRATOR'S REPORT**

Peggy asked the Board to approve Mike Cushman as the Interim Program Director for the next six months. At that time the District Board and staff will review how the arrangement is working out.

M/S/C Jim moved and Junell seconded to approve appointing Mike Cushman as Interim Program Director for six months. (Unanimous)

**OLD BUSINESS**

**Conservation Commission Projects:**

**Commission Funds:** The Commission asked districts to make requests for end of the year funding. There can be up to three requests for a total limit of \$7,000. Staff is looking at options for computer equipment, software, and the license for an Adobe program. Staff asked about the possibility and availability of a program that tracks the time charged to grants, making it easier to monitor the budget balance.

**Lake Chelan Emergency Watershed Protection (EWP) Project:** Mike attended a meeting this morning for the EWP project. The landowners and agencies are ready to move forward. The Board was asked to consider waiving the usual procedure of having permits in hand before advertising, on the condition that the permits are secured by project start. This will make it possible to finish the project before the end of the biennium. The Board was asked to approve an invitation to quote using the limited Public Works process, pending the permits for the Lake Chelan EWP project.

M/S/C Jim moved and Junell seconded to approve the solicitation for quotes for the Lake Chelan EWP project, pending permits. (Unanimous)

**Irrigation Efficiencies:** Cascade Orchard Irrigation is researching the kind of work needed to move the intake to a different location.

**Icicle Peshastin Irrigation District:** The County is looking for fish screen funding and is currently working with the District, the Icicle Work Group and the City.

**Implementation Grant:** The Implementation funding has been used up. Any work that would normally go to the Implementation grant is being charged to the Rates & Charges funds.

**Technical Service Provider (TSP):** There are two open projects under the TSP funds. Both should be finished by the end of June.

**Fire Recovery Grant:** Money may be turned back for this grant. A new project came up in the Yakima area, but the Tribes need to give their permission before the project can start. Fire Recovery money is operational funding that goes away at the end of the biennium.

**Firewise:** There are a couple of firewise projects in progress. They will be finished by the end of June.

New grant funding for Irrigation Efficiencies, Implementation, and TSP is expected in the new biennium.

Chris noted the Okanogan NRCS staff wished to thank the District staff and Board for all of the assistance and support given them for their Fire Recovery and cultural resources projects. They are very appreciative!

#### **Entiat Watershed Projects:**

**Entiat Watershed Planning Unit:** Jason is working with a work group to formalize a synopsis of the watershed plan. The focus of the report is a summary of the work that has been done and what needs to be done. Hopefully it will help recruit new folks to the planning unit. The draft will be ready for review at the next Planning Unit meeting in July.

The Middle Entiat projects are still on track. Jason will have a better idea of where the projects stand with funding in September or October. Several tours have been held, and permitting is in progress.

The Intensively Monitored Watershed (IMW) monitoring efforts have had their funding reduced. There are now 15 sites in the Entiat and 15 in the Wenatchee watershed where fish data is collected. Jason is working with all the fish monitoring groups to create an easy to understand report with concise information. Presentations at the Planning Unit have been heavy on the science data, with the caveat that more data is needed to draw conclusions on fish population and the most effective habitat improvements.

The projects are working and some fishing is allowed each year. The support has been very good.

### **Wenatchee Watershed Projects:**

**Drinking Water Providers Partnership Grant:** The Drinking Water Providers Partnership grant was awarded to the District. Once the document has been signed, the work can begin. Leavenworth gets their drinking water from the Icicle River. The District is working with the city and the Forest Service on signage and outreach along the river that will help remind recreationists to keep the water clean.

**Wildfire Preparedness:** The chipping program is currently in full swing. There are about 150 people participating. There are also cost share projects in the Lake Wenatchee, Chumstick, Leavenworth and Ski Hill areas. In addition, the Chelan dump is open for several free dump days to help residents clearing wildfire fuels.

### **Other Projects & Programs:**

**Urban Ag Projects:** Sandy looked into open areas in Wenatchee for potential community garden sites. The women's shelter was interested and asked for help to get materials ready. Sandy is learning about the program this year and hoping to expand on it next year, hinging on receipt of the Urban Ag grant funding from the National Association of Conservation Districts.

**Annual & Long Range Plan Review:** Peggy said the Annual Plan is not finished yet. A couple edits were made to include the Drinking Water outreach and community garden programs. The rest of the plan remains the same as that reviewed at the last meeting.

Peggy recommended that Roger review the plan before it is sent on to the Commission. She asked for Board approval pending Roger's review.

M/S/C Jim moved and Junell seconded to approve the Annual Plan after Roger's final review.  
(Unanimous)

**Audit Update & Review of Financial Plan:** The audit included a management letter recommending a written plan regarding the reserve account balance. They are concerned about recent declines in net funds. Peggy spoke to them about the budget changes that have occurred in the last four years, such as paying rent and utilities. She also talked to them about the reimbursement methods of different granting agencies, in particular the agencies that don't reimburse until the project is completed.

The Auditor would like to see three months of expenses saved in the reserve account. Peggy's goal is to have \$100,000 in the reserve account by the end of the year, then build on it from there. The Annual Financial Report is close to completion.

**AmeriCorps Program:** In the past, Franklin Conservation District has paid for our AmeriCorps volunteer through their Wheat Week and Water on Wheels programs. This past year we did not meet the goals as outlined in our MOU with Franklin CD. We will work with them to ensure we meet their needs in the future. The cost for the AmeriCorps volunteer is about \$7,900 a year.

**Surplus Plant Materials:** The current policy states if the plants can't be returned for credit or refund, then offer them at a discount sale price, or donate them to a project on public land or to a non-profit organization. The new policy would include other donation options or disposal of the plants in an economical and environmentally responsible method. It also recognizes the need for estimated

stock numbers due to variations in viable sizes and stem counts in stock received from suppliers. The Board was asked to approve Resolution 2017-3, Surplus Plant Materials and Inventory Records.

M/S/C Jim moved and Junell seconded to approve Resolution 2017-3, Surplus Plant Materials.  
(Unanimous)

Josh stepped out of the meeting at 4:25, returning at 4:28 p.m.

**Chelan County NRD / CCD Memorandum of Understanding:** The Board briefly discussed the draft agreement and decided not to pursue it.

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

Chris Wright said they are working on the third round of Environmental Quality Incentives Program (EQIP) applications. Many of the applications are for forest projects. NRCS may change the number of application deadlines from three to two next year.

Another change for NRCS is that they are now under the same undersecretary as the Farm Service Agency (FSA). It is hoped that there will be better communication between the agencies.

**Next Meeting:** The next meeting will be a Regular District Meeting in the Upstairs Conference Room on Thursday, June 15, 2017, at 3:30 p.m.

The meeting adjourned at 4:33 p.m.

#### Summary of Official Actions:

Approved the Consent Agenda and authorized additional payment of the invoice for Lake Chelan Water Quality monitoring for \$5,000 to Chelan County;  
Approved appointing Mike Cushman as Interim Program Director for six months;  
Approved the solicitation for quotes for the Lake Chelan EWP project, pending permits;  
Approved the Annual Plan after Roger's final review;  
Approved Resolution 2017-3, Surplus Plant Materials.

CHAIR \_\_\_\_\_

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