

**CASCADIA CONSERVATION DISTRICT  
REGULAR DISTRICT MEETING  
Zoom Meeting ID: 987 6961 1557  
14 N Mission St.  
Wenatchee, WA 98801  
Friday, May 19, 2023**

MEMBERS PRESENT: Dillon Miller, Vice Chair; Amy Bridges, Auditor; Kurt Hosman, Member.

MEMBERS ABSENT: Junell Wentz, Chair; and M. Pete Teigen, Member.

OTHERS PRESENT: Sarah Troutman and Frank Curtin, NRCS; and the following District staff: Ryan Williams, Valerie Hampton, Patrick Haggerty, and Nada Wentz. Attendees were present in person and via Zoom.

Dillon Miller, Vice Chair, called the meeting to order at 1:35 p.m.

PUBLIC COMMENT – None

**Consent Agenda:** Approve the April 21 Regular District Meeting minutes, approve the April Treasurer’s Report and authorize payment of bills.

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

CORRESPONDENCE: None

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT: Frank Curtin, Sarah Troutman

Frank continues to work with Joe on the Regional Conservation Partnership Program (RCPP) site visits and meetings with landowners.

The Inflation Reduction Act (IRA) submittals are for countywide areas and specific watersheds. Ideas for proposals are due by June 30. NRCS is willing to write up the proposals and see what happens. There is a lot of forestry and ag work to be done. The funding could possibly help with the RCPP work.

STAFF REPORT: Patrick Haggerty

Patrick briefly talked about the following projects: the DOE grant that funds free dump days; Team Rubicon work for two weeks in June to help with defensible space for landowners that can’t afford or are not able to do the work themselves; work with Red Cross to do some door knocking to scope out landowners who could use help from Team Rubicon; and contacted landowners in the old Blewett highway area regarding NRCS forestry programs; as well as the spring chipping event.

The first prescribed burn association event in the state was conducted recently on a half-acre of land. Patrick helped develop the Coalitions and Collaboratives (COCO) AIM grant for this event. About 40 people came out during the event as well as the volunteers and equipment. Stations were set up to learn about the different elements needed to conduct a safe and successful prescribed burn. The event ended with a BBQ and mop up.

It took a long time to get to the event stage. There were many roadblocks. Patrick, Joe, Ryan and a few other prescribed fire folks will meet to discuss the lessons learned about prescribed burn associations and to formulate some recommendations as to what best fits the conservation district work. There was a lot of interest and a lot of folks wanting to burn on their land. Maybe that is a starting point - having educational resources for landowners to use, and neighbors helping neighbors for pile burns.

Patrick will be taking time off from the District to be with his family. He will be back in the area for occasional consulting and reporting work during the winter months. We wish him and his family the best and thank him for countless hours of hard work he has done for the District. Thank you, Patrick!

### **Grant Application and Contract Review and Approval**

#### **Grant Applications:**

Washington Department of Fish & Wildlife (WDFW) – Watchable Wildlife - purchase of trail cameras for the After School program;

#### **Landowner Agreements / Cost Share:**

Logan Bosket – COCO AIM – landowner agreement for prescribed burn event;

Wes Johns – COCO AIM – cancel prescribed burn event agreement;

Bruce Long – Commission NRI – cancel cost share agreement;

#### **Cost Share Payments:**

Jenny Bourgeois – Commission NRI – irrigation upgrades – approve payment;

M/S/C Amy moved and Kurt seconded to approve the grant applications, landowner agreements and cost share payment as presented. (Unanimous)

### **OTHER BUSINESS**

**Fiscal Year 2024 Annual Plan of Work:** Ryan briefly reviewed the updates to the Work Plan. The workload remains pretty much the same as last year. The changes made are the dates of the plan, the website overhaul and the office space rent and moving cost. The Board was asked to approve the plan.

M/S/C Amy moved and Kurt seconded to approve the Fiscal Year 2024 Annual Plan of Work. (Unanimous)

**Executive Director's Report:** Ryan emailed his report out earlier this week. There has been an update to the report since it was emailed. The year-end funding application to the Commission for \$20,000 was granted. The requested funds will help cover server updates, additional laptop computers, a cargo trailer to haul and secure field equipment, and a Garmin emergency transponder for safety when working outside of cellular service range. The cap on requests prevented us from utilizing the funding to cover the full trailer cost and the Board was asked to approve using Rates and Charges funds to cover the balance on the trailer, which includes adding the District logo signage and purchasing exempt license plates.

M/S/C Kurt moved and Amy seconded to authorize Ryan to use an additional \$7,000 Rates and Charges funds to cover the balance of the cargo trailer, the logo signage and the exempt license plates. (Unanimous)

**Cage Storage Area:** Ryan was informed that the building owners may have a tenant for the cage area. The District tools and equipment stored in the cage area will need to be moved.

**Trailer:** Val noted that the trailer is considered capital equipment for inventory purposes, and it will need to be listed as a vehicle on the insurance plan.

**Laptops and Server:** Ryan is working with 3 Sherpas to order three new laptops and server equipment. The server needs to be made more resilient to issues of drives failing.

**Branded Clothing:** Ryan and the Board briefly discussed a policy for branded clothing for staff to wear at meetings and field work. The policy may include having a couple of pieces such as a shirt and a hat with the District logo clearly marked giving staff a more professional and identifiable look. Ryan would like to have a standard policy for staff with a slightly larger budget for clothing for new staff coming in. Other staff would have a maintenance allowance to replace worn-out clothing. Ryan will bring something to the next Board meeting.

**End of Fiscal Year:** With the end of the state fiscal year on June 30, more checks will need to be written to pay for any expenses related to closing grants. Valerie feels that the District may be able to cover these bills without the use of the Line of Credit. Next year the changes that have been made to District implemented grant projects for the Commission will allow the District to bill as we go instead of waiting most of a year to get paid for staff time.

**Conservation Commission July Meeting:** A tour and dinner is set for July 19 with the meeting on July 20th, here in Wenatchee. Ryan asked for Board presence during the tour and dinner. He would like to see as many attend as possible. A dinner will be held at the end of the tour. A few ideas for tour locations were discussed.

**Cultural Resources Work:** Ryan has been talking with the Commission about billing other districts for cultural resource work. As it is now, Kim turns in her timecard, we pay her and bill the district she worked for, which then pays us and bills the Commission for the grant expenses. He is proposing to put the billing process through a Commission grant, letting the Commission track the costs to the other districts' projects with one monthly billing. He feels it would make invoicing simpler for all parties concerned. For other work, NRCS has reached out to the District to pay for Kim's time on the NRCS workload. It would give Kim a more predictable work schedule. More information to follow.

**Forestry Position:** Ryan, Patrick and Joe have interviewed folks for the position and will call and make the offer this week.

**Board Member Update:** Kurt mentioned he will not be available for in-person meetings or tours this summer.

**Board Member Comments & Open Discussion:** Amy would like board members to have some District branded clothing to represent the District better. Ryan ordered enough hats for staff and Board members. The Board can discuss other options as well.

**June 2023 Meeting Date and Agenda:** The next Regular meeting is June 16, 2023, at 1:30 p.m.

The meeting adjourned at 2:43 p.m.

**Summary of Official Actions:**

Approved the Consent Agenda;

Approved the following Grant applications, Contracts and Landowner Cost Share agreements:

**Grant Applications:**

Washington Department of Fish & Wildlife (WDFW) – Watchable Wildlife - purchase of trail cameras for the After School program;

**Landowner Agreements / Cost Share:**

Logan Bosket – COCO AIM – landowner agreement for prescribed burn event;

Wes Johns – COCO AIM – cancel prescribed burn event agreement;

Bruce Long – Commission NRI – cancel cost share agreement;

**Cost Share Payments:**

Jenny Bourgeois – Commission NRI – irrigation upgrades – approve payment;

Approved the Fiscal Year 2024 Annual Plan of Work;

Authorized Ryan to use an additional \$7,000 Rates and Charges funds to cover the balance of the cargo trailer, the logo signage and the exempt license plates.

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

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