

**CASCADIA CONSERVATION DISTRICT  
REGULAR DISTRICT MEETING  
Zoom Meeting ID: 987 6961 1557  
14 N Mission St.  
Wenatchee, WA 98801  
Friday, May 21, 2021  
1:30 p.m.**

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

MEMBERS ABSENT: Junell Wentz, Chair.

OTHERS PRESENT: Mike Baden, WSCC; and the following District staff: Valerie Hampton, Ryan Williams, Patrick Haggerty, and Nada Wentz. All attendees were present via Zoom Meeting / conference call.

Dillon Miller, Vice Chair, called the meeting to order at 1:32 p.m.

**Consent Agenda:** Approve the Minutes of the April 16, 2021 Regular Meeting, approve the Treasurer's Report, and authorize payment of bills.

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

**WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT – Mike Baden**

Amy was formally re-appointed for a full term and Kurt was appointed to fill the vacant Board position at the Commission meeting yesterday. Mike will meet with Kurt for the required new supervisor orientation.

The Commission budget update is good news overall. Clarifications for Orca funding, cost share task orders with NRCS, and changes to the Natural Resource Investment (NRI) funding allocations were discussed. There is one-time funding in the State budget for work to help landowners with fire damage in the recent years.

Mike also reviewed the deadlines for the Annual Financial Report, year-end grant reports, the Orca Salmon annual report, and the cost share resolution for the new biennium.

**OLD BUSINESS**

**Conservation Commission Projects:** The cost share project of concern fell through. Funding for that project will be sent back to the Commission. The Young project will be completed and will be discussed later in the meeting.

**Project Updates by Region:**

**Lake Chelan Basin:** The District hosted a free brush dump day at the Chelan Transfer Station. Patrick reported that about 100 participants brought in over 473 yards of brush. The Department of Ecology (DOE) funded the first \$5,000 for this event. The balance will be split between the District and Chelan County Public Works.

**Entiat Watershed:** The Entiat Habitat Subcommittee (EHSC) met on Thursday. Part of the discussion included plans for summer monitoring. The District assists with monitoring by making landowner notification calls. The Bureau of Reclamation (BOR) authorized a LiDAR flight to gain post construction data. A Request for Proposals (RFP) for this flight will go out in a couple of weeks.

**Wenatchee Watershed:** Future Beaver Dam Analog (BDA) locations are in the development stage. Planting and forestry projects are also planned for the summer.

**Southern Chelan County (Water Resource Inventory Area [WRIA] 40):** Wildfire assessments are currently underway in this area.

#### **Grant Applications:**

**National Fish and Wildlife Foundation (NFWF) Conservation Partners:** The pre-application was accepted and the District was invited to submit a full application for this funding.

**Eagle Creek:** The landowner wants to remove a fish barrier. The application would involve the work of removing the barrier and putting in a foot bridge.

**Breder Phase 1:** The District met with the Port of Chelan regarding some beaver dams with flooding issues.

M/S/C Jim moved and Kurt seconded to approve applications to fund the Eagle Creek and Breder Phase 1 proposed projects. (Unanimous)

#### **Grant Contracts:**

**WSCC Master Contract:** This contract renews the ability to receive funding from the Commission for the next two years.

**Resource Conservation & Development (RC&D) Dry Forests Contract Amendment:** This amendment is for additional funding of \$3,750 to complete additional analysis work by the end of June. Ryan discussed this with Junell, received her approval, and signed the document so work could begin.

**DOE Chipper Amendment:** The original agreement was for the purchase of the chipper. DOE wants to add \$5,000 to use for the free brush dump day at Chelan, as well as \$2,000 for safety equipment. Ryan talked with Junell and received approval to move forward.

**Clark CD Agreement for Cultural Resources/Services:** An agreement was drawn up between Cascadia and Clark CDs to conduct cultural resources work with Mark and Kim.

**Young Cost Share Contract Completion & Payment:** The Young project needs Board approval of completion and approval of payment.

M/S/C Jim moved and Amy seconded to approve the following contracts: the WSCC Master contract, the Clark CD agreement, the RC&D Dry Forests contract amendment, the DOE Chipper amendment, and the Young cost share project completion and payment. (Unanimous)

**Rates & Charges Update:** Ryan and Junell met with Commissioner Bugert regarding the Rates and Charges funding. The meeting went well, and the Commissioner supports the District's work. He requested additional information, which Ryan will provide, and he will bring up the topic with the other commissioners. He suggested providing a presentation when asking for approval for the next round. Ryan will move forward, look at requirements for a public meeting and information packets to present to the County. The goal is to have it turned in by the end of June.

**Election Update:** The election is coming up June 9, from 11 am to 4 pm at Pybus Market. After the election the appropriate paperwork will be submitted to the Commission. The advertisement has been in the newspaper and on the District website. The request for applications and mail in ballots deadline was May 11. Dillon is the only person that filed. No absentee ballots were requested.

**Executive Director & Financial Coordinator Position Job Descriptions:** The job descriptions were emailed to the Board last week. The Board did not recommend any edits.

M/S/C Jim moved and Amy seconded to approve the Executive Director and Financial Coordinator job descriptions. (Unanimous)

**Payroll Direct Deposit Update:** The direct deposit payroll has been conducted twice since the Board approved it. There were a couple of glitches and some information to update, but it is going well. Valerie and Ryan are still working through the remote approval process.

**Blazer Update:** The blazer is currently awaiting damage assessments and estimated repair costs. More information will be shared at the next meeting.

**Schedule 22 & Annual Financial Report Update:** Dillon and Valerie met to go over the Schedule 22 report. The meeting went well. Valerie continues to work on the Annual Financial Report. All the current working agreements need to be scanned and sent in as attachments this year. This is a new requirement for the report.

**Local Workgroup Meeting Update:** The Local Workgroup will hold a meeting on June 8, from 5 pm to 7 pm. They want to give voice to the local participants on statewide priority changes for funding and express local needs. Rangeland was a priority last year. If interested in attending, Ryan will send out the meeting information.

**Chipper Update:** The chipper arrived Wednesday and is currently parked at the Fire District 3 in Leavenworth. Ryan is working on the agreement with input from the insurance company. A request for payment has been submitted and Ryan has already received word that payment is coming. The remaining grant money will go toward safety equipment.

## NEW BUSINESS

**Personnel:** MarySutton submitted her resignation; her last day is June 15. She and her family are relocating. The Regional Conservation Partnership Program (RCP) funding that she worked on is in place and is moving forward with implementation. The Board was asked to approve the advertising process to fill her position.

M/S/C Kurt moved and Jim seconded to approve the hiring process to fill the Resource Specialist II position. (Unanimous)

**Summer Resource Technician:** Interviews were held, and the position was filled. The new technician begins work the first of July, upon completion of her AmeriCorps requirements.

**Forestry Program Update:** There are several funding initiatives lined up. The RCPP funds will be coming in. House Bill 1168 passed at the state level which opens the door for a lot of forestry work to be conducted. It would be advantageous to hire a forester to manage the program and the projects that develop.

Patrick gave a brief report on the programs that are in place to do forestry work as well as funding available. The Washington State Department of Natural Resources (DNR) marketing campaign is in full swing. About 320 people signed up for a wildfire assessment visit. The Upper Wenatchee project is set to start in September. The Lower Chumstick is the next project area. He agrees that hiring a person with a forester skill set would be beneficial for District staff and their current workloads.

Ryan recommended hiring a forester before fall to help with some of the work Patrick is doing. He asked the Board to approve advertising the position and having a Board member act as point person for developing the job description.

M/S/C/ Amy moved and Jim seconded to approve advertising for the Forester position and Jim to work with Ryan to develop the job description. (Unanimous)

**Cost Share Policy for 2021-2023 Biennium:** Ryan and the Board had a lengthy discussion about what is needed in the cost share policy for the 2021-2023 biennium. Cost share percentage rates, point systems for additional percentages, and a framework for the Commission that can be updated for other funding sources were some of the ideas exchanged. The Board asked that a draft resolution be drawn up and reviewed at the next meeting.

**Executive Director's Report:** Ryan and the Board briefly discussed his plans to meet regularly with the County Natural Resource Department to talk about projects the two agencies can assist each other with.

The Wenatchee World building was put on the real estate market this week. It is unclear at this point what changes will take place with potential new owners. The current lease is up in August of 2022.

The COVID restrictions are changing as of the end of June. Ryan is working on a transition period for staff to return to work in the office. He would like staff to work in the office at least two days a week and get to know each other, especially after all the staffing changes. Finding childcare will play a big part in how soon staff can return to the office full time.

Ryan let the Board know he plans to take June 3 & 4 off to go fishing.

**Set June 2021 Regular District Meeting Date and Agenda:** The next Regular Meeting is Friday, June 18, 2021, at 1:30.

The meeting adjourned at 3:20 p.m.

#### **Summary of Official Actions:**

Approved the Consent Agenda;

Approved applications to fund the Eagle Creek and Brender Phase 1 proposed projects;  
Approved the following contracts: the WSCC Master contract, the Clark CD agreement, the RC&D  
Dry Forests contract amendment, the DOE Chipper amendment, and the Young cost share  
project completion and payment;  
Approved the Executive Director and Financial Coordinator job descriptions;  
Approved the hiring process to fill the Resource Specialist II position;  
Approved advertising for the Forester position and Jim to work with Ryan to develop the job  
description.

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

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