

**CASCADIA CONSERVATION DISTRICT  
SPECIAL DISTRICT MEETING  
Via Conference Call: Telephone 605-313-4838 Access code 488254#  
14 N Mission St.  
Wenatchee, WA 98801  
Friday, May 22, 2020  
1:30 p.m.**

MEMBERS PRESENT: Jim Bartelme, Member; Junell Wentz, Vice Chair; and Amy Bridges, Member.

MEMBERS ABSENT: Josh Koempel, Chair; and Dillon Miller, Auditor.

OTHERS PRESENT: Chris Wright, NRCS; Harold Crose, Conservation Commission; and the following District staff: Peggy Entzel, Valerie Hampton, Mike Cushman, and Nada Wentz. All attendees were present via telephone conference call.

Jim Bartelme, Member, called the meeting to order at 1:41 p.m.

The meeting started without a quorum present. The following agenda items were reported on.

#### CORRESPONDENCE

A letter from WEX gave notice that the District Shell credit card limit was changed from \$10,000 to \$700. The District had requested a reduced limit some time ago.

The Conservation Commission sent a confirmation letter certifying Junell's re-election and confirming Amy's appointment as Supervisor.

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

NRCS is currently working on Environmental Quality Incentives Program (EQIP) contracts. May 29 is the deadline for Conservation Reserve Program (CRP) applications. They are in the process of working with expiring CRP contracts and hoping that some of them will be able to roll into the Sage Grouse Initiative. A large part of the current workload is closing out expiring contracts.

The 2021 Local Working Group Meeting is set for next Wednesday, May 27, beginning at 4. It will be a conference call meeting. Chris asked that folks contact him if there are questions and encouraged District staff attendance. The focus of the meeting is choosing priority watersheds for funding.

#### WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT

Mike Baden asked that Peggy give the WSCC report in his place. The Commission will prorate the first six months of the 2020-21 Implementation Grants to districts based on previous funding levels. They are awaiting further state budget details before deciding what the next six months funding will be. The Governor has asked all agencies to make budget cuts. The Commission and Executive Director Carol Smith are working with the state Office of Management and Budget (OMB); they are doing their best to make budget cuts on their end, partly by not filling vacant positions, to lessen impacts to district programs. Money has been set aside for Task Orders, so that work will continue. The hazard mitigation trainings were approved. Patrick will be assisting with the trainings. For now,

the Commission is set to weather the storm for the near future. Audits are coming up this year for several districts in his area, including Cascadia.

## PROGRAM DIRECTOR'S REPORT

Mike is continuing work on the organizational chart for the District. Some staff members contributed input on the Annual Plan. He briefly discussed the different COVID requirements for each agency. He also informed the Board about a recent request for a letter of support for Trout Unlimited for their beaver dam analog grant application.

Junell entered the conference call at 2:00 p.m.

### **Consent Agenda**

Approve the Minutes of the April 24, 2020 Special District Meeting, approve the Treasurer's Report, and authorize payment of bills.

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

Jim turned the control of the meeting over to Junell at 2:02 p.m.

## DISTRICT ADMINISTRATOR'S REPORT

Peggy continues to work on the Annual Plan.

## OLD BUSINESS

**Review / Extend Temporary Delegation of Authority to June 30, 2020:** Peggy asked the Board to approve extending the temporary delegation of authority to June 30, 2020. After a brief discussion, the Board thought it best to extend the deadline to September 30.

M/S/C Jim moved and Amy seconded to approve the extension of the Temporary Delegation of Authority to September 30, 2020. (Unanimous)

### **Conservation Commission Projects:**

**Implementation (IM) and Natural Resource Investments (NRI):** The IM funding will be used up by the end of May. The NRI projects are ongoing. Because of COVID, two projects have been removed from the work schedule, so staff are now working on the next project in line.

**Irrigation Efficiencies (IE) and Task Orders 3 & 5:** The IE work is ongoing. One Task Order closed out last month. The other will be completed and closed out by the end of this month.

**Project Updates:** Staff continue to be successful in moving things forward. They have been meeting by phone once a week to share updates on the current projects. Staff are working hard to provide educational materials, such as distributing them with school lunches, and are making contact with and giving support to the teachers.

There will be a video production of a WSU virtual field tour next Wednesday, May 27. Mike will send a link to those that wish to review it when the video becomes available. Kirk is working on the After School program / summer school curriculum. It is uncertain whether schools will start up again

in the fall. Staff are working with the city of Chelan to encourage the opening of dump sites to provide a free dump day. The dump day will be delayed but the hope is that it can still be offered. Staff are doing a great job and working hard. Franklin Conservation District and Cascadia work together on Wheat Week and other programs. They spoke highly of working with Kirk and will continue funding the program.

**Status Update on COVID-19 Response Plan and Possible Return to Work Timeline:** Wenatchee is not yet entering Phase 2 of the Governor's Timeline. It may be July before staff return to work in the office. The plan will be adjusted as soon as guidance is received.

**Interlocal Agreement with South Yakima Conservation District:** South Yakima asked the District for an interlocal agreement for cultural resource work and requested that it be backdated to the first of May.

M/S/C Jim moved and Amy seconded to approve the interlocal agreement with South Yakima CD.  
(Unanimous)

**Review and Update Interlocal Agreements as Presented:** The District has a list of ongoing agreements with other districts. The review of the list has not yet been completed. The Board asked that the review be completed and the list of expired agreements and those needing updates be brought to the meeting.

M/S/C Jim moved and Amy seconded to approve moving forward with the review of interlocal agreements with other districts and bring the list of updates to the next meeting. (Unanimous)

**Grant Applications / Contracts:** Josh signed the Resource Conservation and Development (RC&D) 5 year master agreement and a work order yesterday. There was a brief discussion about the scope of work for this agreement and work order. The Department of Natural Resources (DNR) grant for chipping and assessments was amended to modify the assessment work portion. There isn't enough time to complete all the assessments in the original proposal.

Mike and the Board discussed details of the Federal Emergency Management Agency (FEMA) grant work and partnership with the lead agency, Chelan County Department of Natural Resources (CCNRD). The funding and agreement are not yet in place, but Patrick's time has been requested for pre-work on the shaded fuel break project. The pre-work is expected to be billable to the CCNRD agreement once the grant comes through. The Board was asked to approve moving forward with the FEMA grant pre-work at Scout-A-Vista.

M/S/C Jim moved and Amy seconded to approve moving forward with the FEMA grant pre-work at Scout-A-Vista. (Unanimous)

**Review, Edit and Approve 2021 Annual Plan:** Peggy and the Board discussed adding a COVID statement on the Annual Plan for 2021, given the current 'Stay Home, Stay Healthy' ruling from the state. Many District programs are directly affected by this ruling, especially the educational outreach programs like Wheat Week and Kids in the Creek. Amanda and Kirk are working on converting the current educational programs to web-based presentations. The Board suggested adding the changes we know need to happen and include the COVID statement.

M/S/C Jim moved and Amy seconded to approve the 2021 Annual Plan with the program changes and COVID statement. (Unanimous)

NEW BUSINESS

**Review Revised Code of Washington (RCW) 89.08.210 and .220:** One of the annual requirements of Board members is to review the RCW's. Valerie asked the Board to send her an email confirming that they have reviewed the RCW 89.08.210 & .220. She will then have documentation of the review for next year's audit.

**Schedule 22 Internal Audit Report:** Junell and Amy confirmed that they have reviewed the Schedule 22. Since this meeting is via conference phone, Valerie asked that they send her an email as confirmation that they have reviewed and approved the audit.

**Set June Meeting Date and Agenda:** The group discussed changing the meeting day and time for Regular Board meetings. Friday afternoon seems to be the best time for all attendees.

The next meeting will be a Special Meeting, June 19, at 1:30, via conference call. Jim requested the option to do a video conference. A resolution to change the Regular meeting day will be brought to the Board at the June meeting.

The meeting adjourned at 2:40 p.m.

**Summary of Official Actions:**

- Approved the Consent Agenda;
- Approved the extension of the Temporary Delegation of Authority to September 30, 2020;
- Approved the interlocal agreement with South Yakima CD;
- Approved moving forward with the review of interlocal agreements with other districts and bring the list of updates to the next meeting;
- Approved moving forward with the FEMA grant pre-work at Scout-A-Vista;
- Approved the 2021 Annual Plan with the program changes and COVID statement.

BOARD MEMBER \_\_\_\_\_

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

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