

**CASCADIA CONSERVATION DISTRICT
SPECIAL DISTRICT MEETING**

**14 N Mission St.
Wenatchee, WA 98801
Friday, June 19, 2020**

1:30 p.m.

Via Conference Call: Telephone (515) 604-9099

Access code 618-985-153#

Join the online meeting: <https://join.freeconferencecall.com/618-985-153>

MEMBERS PRESENT: Josh Koempel, Chair; Junell Wentz, Vice Chair; Dillon Miller, Auditor; Jim Bartelme, Member; and Amy Bridges, Member.

OTHERS PRESENT: Chris Wright, NRCS; Mike Baden, WSCC; Tom Salzer, WACD; and the following District staff: Peggy Entzel, Valerie Hampton, Mike Cushman, Kirk Beckendorf, Sandy Letzing, Ken Muir, and Nada Wentz. All attendees were present via telephone conference call.

Josh Koempel, Chair, called the meeting to order at 1:37 p.m.

Consent Agenda

Approve the Minutes of the May 22, 2020 Special District Meeting, approve the Treasurer's Report, and authorize payment of bills.

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

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT

Chris is in the middle of doing the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP) planning. Work will soon start on a new Conservation Reserve Program (CRP) application. Another producer is looking to renew an old CRP contract this summer.

The new Area Conservationist starts work on July 6 and is coming from NRCS in Montana. The NRCS offices are still closed to the public due to COVID. They may possibly re-open next week by appointment only. NRCS COVID phases are different than the State's.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT

Mike Baden, WSCC, reported on the budget shortfall and revenue forecast. A Special Session is expected to be called in August to deal with the budget shortfall. For now, state agencies are asked to be prepared to have a 15% cut in funding. The Commission is monitoring and planning for the situation as best they can. The first 6 months of the Implementation grant funding will be provided at the same level as last year. WSCC expects to carry the 15% into the next biennium. The fiscal year ends on June 30. Vouchers are due by July 10.

The election rule changes, such as not requiring 25 nomination signatures, are out for public comment. The commission will vote on these at an upcoming meeting. This is aside from the rest of the discussion in the legislature on election changes, elections in general, and special district needs.

Funding is in place for hazard mitigation to provide training on fire related programs. Folks are eager to get moving. A couple of trainings are anticipated in Chelan County. Patrick will be participating on a conference call in a couple of weeks. Mike extended his thanks to the districts that support these efforts and said that more information will be coming. There are a couple of other trainings coming for district related items as well.

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS (WACD) REPORT

Tom Salzer stated that Mike Baden is a great regional manager and he's reported well on the current affairs of Conservation Commission funding and the state budget talks. Everyone is watching for the special session in August and monitoring all that leads up to it closely. The conference line is up and running to allow for virtual conference meetings this year. He said that with grace and patience, we'll get through this.

PROGRAM DIRECTOR'S REPORT

Mike Cushman noted that most folks are aware that he has submitted his resignation. He thanked the Board for the opportunity to be with the District. He has learned a lot and feels that everyone from the District has been a big part of that. Mike expressed many thanks from he and his family.

DISTRICT ADMINISTRATOR'S REPORT

Peggy reported that the District received notice of the WACD dues. The dues are to be divided equally between the districts this year. Her other updates will come later in the meeting.

Peggy added that we thank Mike for all he has done for the District and we hate to see him go. The Board Members agreed.

OLD BUSINESS

Project Updates: Mike Cushman has contacted many of the District's partners with the news of his resignation. He encouraged each to continue building their relationships with the District and to call should they have any questions or concerns.

The Bonneville Environmental Foundation contract was extended. The Department of Natural Resources is looking to extend or make a new agreement to complete the work that was halted due to the COVID crisis. The Washington Resource Conservation and Development Council is also looking to start a new contract or extend the current one. The Implementation and Orca grant is ending, as well as some task orders.

Status Update on COVID-19 Response Plan and Possible Return to Work Timeline: The District is waiting on information and guidance from the State regarding the opening of the office to staff and the public. If the Wenatchee World opens the building, a staff member will be scheduled to cover the office during regular work hours.

Review and Update Interlocal Agreements: As discussed at the May meeting, a list was made of the conservation districts that have a current Memorandum of Understanding (MOU) with Cascadia. Most MOUs are for cultural work, some are for financial assistance and some cover education or technical assistance. It is anticipated that a new agreement with Franklin CD for Wheat Week will be

coming. The South Douglas CD and Foster Creek CD agreements are up for review. More information will be brought to the next meeting.

Grant Applications / Contracts: The new USDA grant application is due on July 6.

NEW BUSINESS

Approve New Copier Lease with Kelley Connect: The Ricoh copy machine lease ends in August. Staff did some cost comparisons with other companies. It was recommended that the District terminate the lease with Ricoh, return the machine and lease the next copier from Kelley Connect since their quote was much less for a similar machine. The Board was asked to approve entering a lease agreement with Kelley Connect for a newer copy machine.

M/S/C Junell moved and Jim seconded to approve terminating the Ricoh lease agreement and entering into an agreement with Kelley Connect for a copy machine. (Unanimous)

Review Recommendations and Set Plan for Hiring (Vacated Program Director Position): The Board talked about the structure of the organizational chart for staff, as well as the best time to proceed with hiring for the Program Director position. The consensus of the Board was to open the hiring now with the expectation that the position will move into a District leader/administrative position while Peggy is available to assist with training. They suggested that the new person complete the organizational chart as a way to understand the workload of staff. Peggy asked that one or two Board members assist her during the hiring process. Amy volunteered.

M/S/C Jim moved and Junell seconded to approve advertising for the Program Director position right away. (Unanimous)

Resolution 2020-1 Board Meeting Day & Time Change: After a brief discussion, the Board was asked to approve changing the regular meeting day and time.

M/S/C Jim moved and Amy seconded to approve Resolution 2020-1, changing the Regular Meeting day to the third Friday of each month with the meeting time set at 1:30 p.m. (Unanimous)

Approve FY21 Implementation Addendum & Authorized Signatures Form: Peggy reported on the FY21 addendum structure that allows for task orders, technical assistance, outreach and training opportunities. The Board was asked to approve the addendum.

M/S/C Junell moved and Amy seconded to approve the FY21 Implementation Addendum. (Unanimous)

The authorized signatures form is needed by the Commission. As of now, the Chair or Vice Chair are the only ones to sign the Addendum. All Board members and Peggy are approved to sign travel vouchers. Peggy added Valerie to the list. Sandy and Patrick work on the cost share applications and agreements, so their signatures are appropriate for those items. The form will be sent around to get the required signatures. Board approval was requested.

M/S/C Junell moved and Dillon seconded to approve the list of signers on the Commission's Authorized Signatures form. (Unanimous)

Set July Meeting Date and Agenda: The next meeting will be a Regular Meeting on Friday, July 17, at 1:30. Information will be provided later as to whether the meeting will be in person or a conference call.

The meeting adjourned at 2:20 p.m.

Summary of Official Actions:

Approved the Consent Agenda;

Approved terminating the Ricoh lease agreement and entering into an agreement with Kelley Connect for a copy machine;

Approved advertising for the Program Director position right away;

Approved Resolution 2020-1, changing the Regular Meeting day to the third Friday of each month with the meeting time set at 1:30 p.m.;

Approved the FY21 Implementation Addendum;

Approved the list of signers on the Commission's Authorized Signatures form.

CHAIR _____

OFFICE ASSISTANT _____