

**CASCADIA CONSERVATION DISTRICT  
REGULAR DISTRICT MEETING  
Upstairs Conference Room  
14 N Mission St.  
Wenatchee, WA 98801  
Thursday, August 17, 2017  
3:30 p.m.**

MEMBERS PRESENT: Hal Hawley, Vice Chair; Roger Wristen, Auditor; Junell Wentz, Member; and Jim Bartelme, Member.

MEMBERS ABSENT: Josh Koempel, Chair.

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

Hal Hawley, Vice Chair, opened the meeting at 3:33 p.m.

#### CONSENT AGENDA

Approve the Minutes of the July 20<sup>th</sup> Regular District Meeting; approve the Treasurer's Report, and authorize paying bills.

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

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

Chris talked about the progress of EQIP contracts in Chelan and Okanogan counties, the Conservation Stewardship Program (CSP) and grazing on Conservation Reserve Program (CRP) land during the drought conditions in Douglas County. Chris is the acting District Conservationist while Sarah is on annual leave.

#### PROGRAM DIRECTOR'S REPORT

Mike reported on the Our Valley Our Future community building efforts that Patrick has been working with for a couple of years. He briefly talked about the progress with the VSP program.

A new community group called Trails, Recreation, Education Advocacy & Development, or TREAD, was recently formed. Mike is considering joining the group and asked for the Board's input. The Board felt it would be good to attend and bring conservation and agricultural ideas to the group.

#### DISTRICT ADMINISTRATOR'S REPORT

Peggy passed out copies of the Rates & Charges revenue report for the Board to review. The report shows the amount of money received, the money spent, and the time staff have put in to date.

The new AmeriCorps intern, Justine Bula, will be arriving in Wenatchee within the week. She begins work September 1.

Peggy and Valerie will be working on policy statement revisions and organization for the next couple of months. The revisions will be brought to the Board for review when they are completed.

## OLD BUSINESS

### **Conservation Commission Projects:**

**Irrigation Efficiencies Grant Program (IEGP):** Jon Culp developed a survey for folks to fill out. He met with Mike and asked that the Board review the questions and email their responses to Peggy. Mike will get the responses to Jon next week.

Mike will be meeting with an irrigation company next week to look into whether or not they are eligible for IEGP funding. Mike will have more information at the next Board meeting.

**Cultural Resources Task Order:** Currently there is one task order for cultural resource work. A second task order is expected next week. Peggy asked the Board to approve the second task order so that work can start as soon as it is in place. Chris said there are about ten projects for this task order.

M/S/C Jim moved and Roger seconded to approve the Cultural Resources Task Order 2. (Unanimous)

### **Entiat Watershed Projects:**

**WRIA 46 Plan Outreach Document:** The draft of the Entiat Action Plan was presented to the EWPU group at the July meeting. The group gave positive feedback on the document. Jason is looking for landowner feedback before finalizing it. Jim suggested that a cover letter about salmon fishing be included with the report.

**Middle Entiat Projects:** The Middle Entiat projects are moving slowly forward. The Bonneville Power Administration (BPA) continues to hold to their decision to not participate in funding middle Entiat work. Mike reported that an agreement with the Chelan-Douglas Land Trust is in draft form. He briefly discussed the draft agreement language and the next step of legal review by the District's attorney. Once the legal review is completed, the draft will be emailed to the Board for their review.

**Upper Columbia Salmon Recovery Board (UCSRB) Contract:** Mike asked the Board if he should work with the UCSRB on stewardship funding and about long term liabilities with the landowners. The Board would like to participate in the conversations but remain firm in the policy of giving the landowners the option of agreeing to responsibility for the maintenance and liability. The District has limitations for legal and maintenance funding.

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

**Icicle Workgroup:** Mike attended the last work group meeting. He plans to meet with Mike Kaputa and have more information to share with the Board next month.

**Review Status of CPAW Planning Process:** The City of Wenatchee went through the Community Planning Assistance for Wildfire (CPAW) process last year. The process involved risk mapping for the Community Wildfire Protection Plans (CWPP) and related to potential ability to improve safety during wildfires. The District's involvement keeps us current with the information available. The District will continue working with the fire districts to provide assessments for landowners.

Mike would like to partner with other districts to develop a uniform assessment process, entering the information in a database which would allow all landowners to have a good quality assessment. As it is now, assessment forms and qualifications to conduct them are varied.

**Develop Master Agreement with USFS for Engaging in Joint Efforts:** There have been opportunities in the last couple of years to work with the Forest Service on programs like the prescribed fires and outreach. A Master participation agreement with the Forest Service would provide the option of applying for funding and working together. The Board agreed that the District should pursue a working agreement with the Forest Service.

**Drinking Water Partnership Program:** Mike said that the drinking water project is moving forward.

**NACD Urban Agriculture Conservation Project:** Sandy researched the Urban Agriculture program and found some good opportunities for projects. She is attending a training in Ellensburg and will bring information to the next meeting.

**Resource Conservation & Development Council (RC&D):** Patrick asked the Board if the District should pursue a contract proposal with RC&D to provide a project manager to coordinate forestry projects. The position would require about 10 to 20 hours of work a week. The Board said to pursue it, identify the scope of work and analyze how many hours of work it will involve. Mike said Patrick is doing a great job.

**Grant Application Submittals:**

**Multiple Applications for Approval:** There are many applications staff would like to apply for as they become available. The Board was asked to approve of the following applications: Department of Ecology (DOE) Husseman and Centennial grants, the Greater Wenatchee Community Foundation grant, and the Bureau of Land Management (BLM) grant.

M/S/C Jim moved and Junell seconded to approve the grant applications for the DOE Husseman and Centennial programs, the Community Foundation and the BLM. (Unanimous)

**Staffing Changes:** Peggy asked the Board to approve changing Mike's title of 'Interim Program Director' to 'Program Director.'

M/S/C Jim moved and Junell seconded to approve changing Mike Cushman's title to Program Director. (Unanimous)

Peggy said that Mike is doing an excellent job.

Sandy is working on additional new programs and projects. Peggy asked, due to the extra responsibilities, that she be promoted to Resource Specialist II, Step 2, with a salary of \$24.83 per hour.

M/S/C Jim moved and Junell seconded to approve promoting Sandy Letzing to Resource Specialist II, Step 2, with a salary increase to \$24.83 per hour. (Unanimous)

## NEW BUSINESS

**Updated Job Descriptions:** Peggy updated the job descriptions to reflect the current staff responsibilities. She invited the Board to review them but they felt it is the District Administrator's responsibility to update the job descriptions. The Board should be involved if the pay rates are changing.

**Project Coordinator II Position:** The position has been advertised and closes on Friday, August 18, at 4:00 p.m. Mike and Peggy will conduct the interviews next week. Peggy asked for permission to fill the position and after a Board member reviews the candidate. Roger was appointed. She also asked for Board approval to hire for a second position. The work load and the funding are available.

M/S/C Jim moved and Junell seconded to approve hiring for both the Project Coordinator II and the Resource Specialist II positions. (Unanimous)

**Franklin Conservation District Interlocal Agreement:** The Board was asked to approve an interlocal agreement funded by Franklin CD to host an AmeriCorps position to teach the Wheat Week education program.

M/S/C Jim moved and Roger seconded to approve the interlocal agreement with Franklin CD for the Wheat Week education program. (Unanimous)

**Interdistrict Agreement for Professional Engineering Services:** The Interdistrict Agreement between Kittitas County, Cascadia, Foster Creek, Okanogan and South Douglas conservation districts ended in June. The new agreement continues the same engineering services between the districts for the next biennium. Peggy asked the Board to approve the new agreement.

M/S/C Jim moved and Junell seconded to approve the Interdistrict Agreement for Professional Engineering Services. (Unanimous)

**Next Meeting:** The next meeting will be a Regular District Meeting in the Upstairs Conference Room on Thursday, September 21, 2017, at 3:30 p.m.

## EXECUTIVE SESSION

At 5:04 p.m., the Board entered Executive Session for ten minutes to discuss an employee evaluation.

The Board resumed Regular Session at 5:14 p.m.

M/S/C Jim moved and Junell seconded to approve an employee evaluation and annual leave increase for Jason Sims. (Unanimous)

The meeting adjourned at 5:15 p.m.

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

Approved the Consent Agenda;  
Approved the Cultural Resources Task Order 2;

Approved the grant applications for the DOE Husseman and Centennial, the Community Foundation and the BLM grants;  
Approved changing Mike Cushman's title to Program Director;  
Approved promoting Sandy Letzing to Resource Specialist II, Step 2, with a salary increase to \$24.83 per hour;  
Approved hiring for both the Project Coordinator II and the Resource Specialist II positions;  
Approved the interlocal agreement with Franklin CD to teach the Wheat Week education program;  
Approved the Interdistrict Agreement for Professional Engineering Services;  
Approved an employee evaluation and annual leave increase for Jason Sims.

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

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