

**CASCADIA CONSERVATION DISTRICT
REGULAR DISTRICT MEETING
Zoom Meeting ID: 987 6961 1557
1350 McKittrick St.
Wenatchee, WA 98801
Friday January 19, 2024
1:30 p.m.**

MEMBERS PRESENT: Junell Wentz, Chair (In-Person); Amy Bridges, Auditor (Zoom); Dillon Miller, Vice-Chair (In-Person); Kurt Hosman, Member (In-Person); Pete Teigen (Zoom), Member.

OTHERS PRESENT: The following District Staff were present in-person: Ryan Williams, Val Hampton, Lucas Lachica, and Nada Wentz.

Junell Wentz, Chair, called the meeting to order at 1:33 p.m.

PUBLIC COMMENT: None

Consent Agenda: Approve the December 15, 2023 Regular District Meeting Minutes, approve December Treasurer's Report and authorize paying bills.

M/S/C Dillon Miller moved to approve the Consent Agenda. Amy Bridges Seconded. Motion passed unanimously.

CORRESPONDENCE: Cascadia CD received a public records request asking why Cascadia CD doesn't pay into Social Security. After checking with Social Security to confirm the District is in compliance, the response was given and the case is closed.

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT: Frank Curtin was not available for the meeting.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT: Mike Baden was not available for the meeting.

Staff Report – Lucas Lachica

Lucas reported that the District had a good field season. A lot of work was done in both the Entiat and Wenatchee watershed areas with no problems or accidents. The crews were kept busy the entire season. Over 5,000 native plants were planted to help restore habitats.

Going forward, field staff are focusing on preparation for the next set of projects. District staff, as well as technicians from Trout Unlimited (TU) and Upper Columbia Salmon Recovery Board (UCSRB), will be working together on about seventeen project sites in Wenatchee and Entiat areas. The hope is to include cross training between the agency technicians to better assist with the projects.

GRANT APPLICATIONS, CONTRACT REVIEW AND APPROVAL

| Contracts and Grant Applications for Consideration at the January 19, 2024 board meeting | | | | | |
|--|---|-----------------------------------|----------------------|---|---|
| Grant Applications | | | | | |
| Granting Agency | Title | Amount | | Activities | Action Needed |
| Bureau of Reclamation | Coordinated Resource Management Cooperative Agreement | ~\$800,000 | | Continue 5 years of CRM work, project development, education and outreach, and project monitoring | Approve submitting proposal to BOR |
| Grant Contracts | | | | | |
| Granting Agency | Contract Title | Duration | Amount | Activities | Action Needed |
| Community Foundation | Watchable Wildlife | December 18, 2023 - June 30, 2025 | \$14,000 | Afterschool program support | Approve Executive Director Signature of Grant Agreement |
| ILAs/MOUs/MOAs/Contracts | | | | | |
| Agreement Entity | Agreement Purpose | Duration | Financial Commitment | Activities | Action Needed |
| Mason Conservation District | Exchange of Cultural Resources | Until Canceled | None | Agreement for exchange of staff services such as cultural resources. Individual actions are covered by work orders. | Approve Cooperative Agreement |
| Pend Oreille Conservation District | Exchange of Cultural Resources | Until Canceled | None | Agreement for exchange of staff services such as cultural resources. Individual actions are covered by work orders. | Approve Cooperative Agreement |
| Landowner Agreements/Cost Share | | | | | |
| Landowner Name | Project Funding Source | Cost Share Rate | Amount | Activities | Action Needed |
| Peter Thorn and Rose Bailey | WSCC Salmon Recovery Funding | 100% | \$20,000 | 10-30 BDAs/PALS, 150 plants in riparian area. | Approve District Implemented Project Agreement |
| Landowner Cost Share/Contract Payments | | | | | |
| Landowner Name | Project Funding Source | Cost Share Rate | Amount | Activities Completed | Action Needed |
| | | | | | |

Discussions have taken place with Steve Kolk about a BOR budget increase as well as re-designating the Rolling Rivers trailer so that District rigs can haul it to sites rather than Federal rigs, including places to park the trailer when not in use. There are different sizes of watershed trailers available for educational purposes that would be easier to haul and maintain. A proposal will be presented to Steve by the end of February.

M/S/C Dillon Miller moved to approve the grants and contracts list. Kurt Hosman seconded. Motion passed unanimously.

Resolution 2024-01 Eagle Creek Culver Construction Application:

A resolution is needed along with the application for a Cluster Engineer cost estimate and apply for \$378,235 for construction costs through the Recreation and Conservation Office (RCO). Board permission authorizing Ryan and Mark to apply, sign the agreements and communicate the construction work. The day-to-day administration would be Ryan, Val and Mark.

M/S/C Amy Bridges moved to approve Resolution 2024-01, Eagle Creek Culvert Construction and authorization of Ryan, Mark for signatures, communication and administration needed. Dillon Miller seconded. Motion Passed unanimously.

Pete Teigen joined the meeting at 1:50 p.m.

OTHER BUSINESS

Executive Director’s report: Ryan Williams presented his monthly report of activities.

Out of State Travel Request: Approval is requested for Alex to attend the Salmonid Conference in California. The Department of Ecology (DOE) was asked to spend some of their funds to cover that.

M/S/C Kurt Hosman moved to approve out-of-state travel for Alex Harwell to attend the Salmonid Conference in California. Amy Bridges Seconded. Motion passed unanimously.

Vehicle Search: Ryan presented pictures of the truck and flatbed options to be used to haul the chipper, water tanks for riparian planting and prescribed burn events, and including a potential to haul chips from chipping events to riparian planting sites. He and the Board discussed the options, the cost, maintenance, liabilities, and insurance coverage as well as training in the use of changing out the truck

boxes. Ryan email a report covering all the costs for equipment, maintenance and insurance coverage for the Board's review before the next meeting.

M/S/C Dillon Miller moved to approve the purchase of a heavy-duty truck, up to \$150,000 limit, upon Board members review of cost report. Kurt Hosman Seconded. Motion passed unanimously.

Job Announcements: Two announcements have been advertised. One is for a bilingual / resource specialist, and a second for a resource specialist. Ryan hopes to have the positions filled by March.

Kirk has been moved to an education and outreach specialist II classification allowing a flexible schedule and a more salaried position.

Ryan advertised a Program Director position to current staff first, if there are no applicants, he will advertise it. He asked to have one or two Board members go over the letters and in person interviews with him. Pete is interested in sitting in on the interviews and asked for a list of qualifications needed for the position. The job description will be sent to the Board members.

Audits: The State Auditor will kick off the audit around February 20. Valerie will need one or two Board members present for the entrance and exit interviews. Ideally it would be appropriate for the Chair and the Auditor to attend, but it is not a requirement that only those positions attend. Valerie, Kathleen and Nada will be getting materials/reports ready for the audit.

Accounting Person: Ryan has contracted a person to assist with identifying ways to improve the Springbrook program for our District. The contract will be for around \$5000 and the person Ryan found knows how to use the program and how District bookkeeping works. The year 2023 is a transition year and help would be appreciated to better understand the program.

Election Day and Open House: Valerie asked that Board members up for election and appointment file their paperwork with the Commission soon. Election day will include an open house celebration at the office. Staff are working on the activities.

Website Update: Staff are working on updating our website content. They will be engaged a little more with the updates needed as programs change. Three Sherpas is helping with the website development.

Val asked the Board for their input about postings of past the Minutes. She proposed posting the past year's Minutes up to the current month. The Board agreed with that proposal. Agendas are required to be kept on the website, but all of the Minutes are not required.

Currently there are three websites, but the goal is to join them altogether as one website. The goal is to go live with the new website in mid-February. Staff will be trained on how to put together news updates for their projects.

February Meeting Date, Location and Time: The next meeting will be a Special Meeting on February 23, 2024, at 1:30 p.m. at the District office. Ryan hopes to have an Executive Session to go over Employee Reviews at this meeting.

The meeting adjourned at 2:51 PM

Summary of Official Actions:

Approved the Consent Agenda;

Grant Applications:

Bureau of Reclamation continuation of CRM cooperative agreement for five more years;

Contracts:

Community Foundation for Watchable Wildlife, afterschool program support;

ILAs / MOUs / MOAs / Contracts:

Mason CD cultural resources, exchange of staff services;

Pend Oreille CD cultural resources, exchange of staff services;

Landowner Agreements/Cost Share:

Peter Thorn and Rose Bailey WSCC Salmon Recovery Funding for BDAs, PALs and riparian planting;

Approved Resolution 2024-01, Eagle Creek Culvert Construction and authorization of Ryan, Mark for signatures, communication and administration needed;

Approved out of state travel for Alex Harwell to attend the Salmonid Conference in California;

Approved the purchase of a heavy-duty truck, up to \$150,000 limit, upon Board members review of cost report.

CHAIR_____

OFFICE ASSISTANT_____