

**CASCADIA CONSERVATION DISTRICT
REGULAR DISTRICT MEETING
Zoom Meeting ID: 987 6961 1557
1350 McKittrick St.
Wenatchee, WA 98801
Friday June 21, 2024
1:30 p.m.**

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

MEMBERS ABSENT: Amy Bridges, Auditor; and Pete Teigen, Member.

OTHERS PRESENT: Frank Curtin, NRCS (Zoom); Mike Baden, WSCC (Zoom) and the following District Staff: Ryan Williams (In-Person), Valerie Hampton (In-Person), Elizabeth Jackson (In-Person); Nada Wentz (In-Person).

Junell Wentz, Chair, called the meeting to order at 1:35 PM

Kurt arrived at 1:40 due to technical problems connecting to the meeting.

PUBLIC COMMENT: None

Consent Agenda: Approve May 17, 2024, Regular District Meeting Minutes, approve May Treasurer's Report and authorize paying bills.

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

CORRESPONDENCE: No Correspondence

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT: Frank Curtin

Frank reported on the current contracts for the Environmental Quality Incentive Program (EQIP) and Conservation Stewardship Program (CSP). He's working with Joe on Regional Conservation Partnership Program (RCPP) and in the field with Elizabeth, Marcy and Kelly for urban farm projects.

He has also been working hard at the Washington State level to adopt prescribed burn plans written and certified by NRCS with the help of Technical Service Providers (TSPs). Cascadia is interested in potentially having a District staff person become a trained TSP. Frank will send the contact information of NRCS' state engineer and state forester to Ryan for training sessions planned in December.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT: Mike Baden

Mike discussed the June 30 end of the fiscal year operating grant close-outs. The new grants begin July 1. The new implementation grant will increase by \$75,000 for a one-year period. The focus now is on writing budget request packages for the new biennium. Mike and the Board had a brief discussion regarding the one-year period for implementation and how best

to use the additional funding. They talked about the importance of developing a budget for the Conservation Technical Assistance funding. There is a need to fill a staff position to keep the work moving forward, but funding for the subsequent years is not secure. Cascadia will coordinate with the Finance Team to finalize and submit the 2023 budget request package by the end of July.

STAFF REPORT: None

GRANT APPLICATIONS, CONTRACT REVIEW AND APPROVAL

Contracts and Grant Applications for Consideration at the June 21, 2024 board meeting					
Grant Applications					
Granting Agency	Title	Amount		Activities	Action Needed
Grant Contracts					
Granting Agency	Contract Title	Duration	Amount	Activities	Action Needed
ILAs/MOUs/MOAs/Contracts					
Agreement Entity	Agreement Purpose	Duration	Financial Commitment	Activities	Action Needed
Franklin Conservation District	Wheat Week Funding	07/01/2024-06/30/2025	\$ 15,000.00	Funding for the next school year's (24-25) wheat week courses	Approve Executive Director to Sign Interlocal Agreement
Ecological Services LLC	Prescribed Fire Outreach Contract	01/01/2024-06/15/2025	\$ 121,000.00	Prescribed fire outreach activities: Learn and Burn, Pile Burning Workshops, Biochar workshop, prescribed fire community events, burn plan workshop, etc.	Approved Executive Director to Sign the Scope of Work Addendum
Salmon Safe	Salmon Safe Technical Assistance Funding	07/01/2024-12/31/2024	\$ 25,000.00	Funding from Salmon Safe as an EPA sub-award to complete salmon safe technical assistance.	Approve Executive Director to Sign the Grant Agreement
Department of Ecology	Jones Shotwell Cost Share and Support	06/01/2024 - 11/14/2025	\$ 500,000.00	Pass through funding to Trout Unlimited for the Jones Shotwell ditch conversion project	Approve Executive Director to Sign the Grant Agreement
Apple Leaf LLC	Cooperative Agreement for Salmon Safe certification review	07/01/2024-06/30/2025	\$ 6,000	Reimbursement for 3rd party certifier for Salmon Safe	Approve Executive Director to Sign Cooperative Agreement
Landowner Agreements/Cost Share					
Landowner Name	Project Funding Source	Cost Share Rate	Amount	Activities	Action Needed
Laurel's Crown LLC	WSCC Sustainable Farms and Fields	60%	\$ 6,840	Manure Spreader	Approve Cost Share Agreement
Katie Selasco	WSCC Natural Resource Investments	60%	\$3,035.41	High Tunnel, irrigation efficiencies	Approve Cost Share Agreement
Kristen Simpson	WSCC Forest Health	50%	\$ 8,851.00	3.5 acres forest thinning	Approve Cost Share Agreement
Marjorie Mazie	WSCC Forest Health	50%	\$9,925.50	6.5 acres forest thinning	Approve Cost Share Agreement
Landowner Cost Share/Contract Payments					
Landowner Name	Project Funding Source	Cost Share Rate	Amount	Activities Completed	Action Needed
Katie Selasco	WSCC Natural Resource Investments	60%	\$ 1,410.85	Hedgerow, irrigation efficiencies	Approve Cost Share Payment
ILAs/MOUs/MOAs/Contracts color codes		No color is neutral cashflow			
		Rust color is CCD paying somebody else			
		Green color is CCD receiving money			

M/S/C Dillon Miller moved to approve the Contracts, Cost Share Agreements and Cost Share Payments as presented. Kurt Hosman seconded. Motion passed unanimously.

Home Hardening Cost Share Project: In order to quickly process Home Hardening cost share projects in a timely manner, Ryan asked the Board to delegate authority to him to approve the cost share projects and payment requests. He will provide updates at each meeting.

M/S/C Dillon Miller moved to authorize Ryan to approve Home Hardening cost share project agreements and payment requests. Kurt Hosman seconded. Motion passed unanimously.

Other Business:

Dairy Management Plan Implementation Certification: Laurel's Crown LLC:

Elizabeth provided information about this dairy management plan. The landowner is moving forward with several District programs as well as some with NRCS. Elizabeth asked for the Board's approval to begin the Dairy Management Plan for Laurel's Crown LLC.

M/S/C Kurt Hosman moved to certify implementation of the Dairy Management Plan for Laurel's Crown LLC. Dillon Miller Seconded. Motion passed unanimously.

Executive Director's report:

Staffing Update: Beginning July 1, Kim Lancaster will change from an on-call staff position to a salaried position at 30+ hours per week with benefits.

Tours and elected official engagement: Ryan will be attending the tours in and with Okanogan CD on July 10. On July 11 he will be meeting with staff for Senators Cantwell and Murray as well as Representative Schrier for tour scheduling. He is working on setting up tours for State Representatives Steele and Goehner. He's also meeting with Commissioner Tiffany Gering next Monday to discuss the Hinterland Easement project as part of the application process.

Vehicle Updates: The new RAV 4 has been purchased and is in use by staff. The District logo will be installed soon. The F-250 truck is on order and expected to be available in late July or August. Ryan reported that the total for vehicle purchases came in about \$3,000 under budget.

Kurt Hosman, Member, left the meeting at 1:58 p.m. There is no longer a quorum.

Annual Financial Report: The Schedule 22 Report was completed and submitted on time. Junell reviewed the report with Valerie. They agreed that the high points were covered and suggested a more quarterly approach for future reviews.

Audit: The audit took time to complete but it is finished. There were no findings but there are a couple of errors regarding annual leave carryover for 2022 and 2023. Valerie and Ryan both had annual leave pushed forward and were not able to use it as the Board approved. Discussion with the auditors included what to do and how to avoid a similar problem in the future. The situation will result in some forfeited leave, but the errors will not be included in the audit report because they were not significant. The Board did not take any action.

EFT Payment Options with Approval: A new policy was introduced for electronic fund transfers (EFT). Ryan will now review and approve all Automated Clearing House (ACH) scheduled payments. Valerie will process and submit the payments. The policy was implemented after an error in a recent payroll report was detected. The new policy was put into place to help prevent future errors.

Positive Pay: Ryan researched some information provided by the Center for Government Innovation. One of their recommendations is Positive Pay. This is an automated cash-management service used by financial institutions to deter check fraud. The service at Numerica is an additional \$35.00 per month. A report of checks and electronic payments issued is provided to the bank, and no payments other than those that are pre-approved are allowed to clear the account. The Springbrook program can be used to generate the necessary reports. The Clover service for receiving credit card donations and other payments, such as meal fees for meetings, is still being considered as well. Ryan will provide the Board a detailed breakdown of costs and training on the use of Positive Pay for further discussion and a potential decision at the next meeting.

Separation of Duties for Financial Transactions: In the past, Valerie has issued and signed checks, with a Board Member as the second signer. In order to provide additional separation of duties, the usual process will now be as follows: Valerie will issue checks, Ryan will sign them and a Board Member will continue to provide the second signature.

EXECUTIVE SESSION

At 2:45 p.m., the Board entered Executive Session for 25 minutes to discuss RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board resumed Regular Session at 3:10 p.m. No decisions were made due to lack of a quorum.

Area Association Fall Meeting: Cascadia is hosting the annual North Central Washington Area Association of Conservation Districts meeting this fall. A Board Member is required to chair the meeting. Ryan asked that the Board Members consider their schedules and let him know who is available for this duty. The available dates are October 7 – 11. The North Central area includes Okanogan, South Douglas, Foster Creek, Columbia Basin and Adams conservation districts. Ryan will work on finding a meeting location, meals and reimbursement costs.

Resolutions for Fall Meeting: Ryan would like the Board to put forward two resolutions at the fall meeting. One calls for transparency about the Community Wildfire Defense Grant Program being operated by the US Forest Service. The other is for programs that help orchard producers keep their orchards rather than take them out. He'd like to have a program that gives incentives to landowners of farms and fields, creating sustainability. Retention of existing farms and fields naturally enhances carbon sequestration on a larger scale than the effects of removing them.

July Meeting Date, Location and Time: The next regular meeting is July 19th, 2024, at 1:30 p.m. at the Cascadia CD office, 1350 McKittrick St. Ste. B, Wenatchee, WA 98801.

The meeting adjourned at 3:11 pm.

Summary of Official Actions:

Approved the Consent Agenda;

Approved the following contracts and agreements:

ILAs / MOUs / MOAs / Contracts:

Franklin Conservation District - Wheat Week funding for the 2024-2025 school year;
Ecological Services LLC - prescribed fire outreach contract;
Salmon Safe - funding from Salmon Safe as an EPA sub-award to complete technical assistance;
Department of Ecology Jones Shotwell cost share and support;
Apple Leaf LLC cooperative agreement - Salmon Safe certification review;

Landowner Agreements/Cost Share:

Laurel's Crown LLC - WSCC sustainable Farms and Fields - manure spreader;
Katie Selasco – WSCC Natural Resource Investments - high tunnel, irrigation efficiencies;
Kristen Simpson – WSCC Forest Health - forest thinning;
Marjorie Mazie – WSCC Forest Health - forest thinning;
Tina Nicpan-Brown – WSCC Forest Health – home hardening;

Landowner Cost Share / Contract Payments:

Katie Selasco – WSCC Natural Resource Investments – Hedgerow, irrigation efficiencies;

Approved authorizing Ryan to approve Home Hardening cost share project agreements and payment requests;
Approved certifying implementation of the Dairy Management Plan for Laurel's Crown LLC.

CHAIR _____

OFFICE ASSISTANT _____