

**CASCADIA CONSERVATION DISTRICT
REGULAR DISTRICT MEETING
Zoom Meeting ID: 987 6961 1557
1350 McKittrick St.
Wenatchee, WA 98801
Friday August 16, 2024
1:30 p.m.**

MEMBERS PRESENT: Junell Wentz, Chair (In-Person); Amy Bridges, Auditor (Zoom); and Kurt Hosman, Member (Zoom).

MEMBERS ABSENT: Dillon Miller, Vice-Chair; Pete Teigen, Member.

OTHERS PRESENT: Ryan Baye, WACD (Zoom); Frank Curtin, NRCS (In-Person); and the following District Staff: Ryan Williams (In-Person), Valerie Hampton (In-Person), Laura Rivera (In-Person) and Nada Wentz (In-Person).

Junell Wentz, Chair, called the meeting to order at 1:34 PM

PUBLIC COMMENT: None

Consent Agenda: Approve July 19, 2024, Regular District Meeting Minutes, approve July Treasurer's Report and authorize paying bills.

M/S/C Kurt Hosman moved to approve the Consent Agenda. Amy Bridges seconded. Motion passed unanimously.

CORRESPONDENCE: No Correspondence

NATURAL RESOURCES CONSERVATION SERVICE (NRCS) REPORT: Frank Curtin

Sign-up deadlines for the following programs are as follows: Environmental Quality Incentive Program (EQIP) 10/22/2024; Conservation Stewardship Program (CSP) is 1/17/2025; and the Regional Conservation Partnership Program (RCPP) date has not been set yet. There are six (6) current RCPP applications approved and ready to be signed out of the fourteen (14) applications received.

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS (WACD): Ryan Baye

Ryan reported on some new services that will be available to district members. The services include Information Technology (IT) support and Human Resources (HR) support. The Board of Directors authorized up to \$10,000 for this support and hope to have the contract signed by the end of the year. Ryan Williams expressed interest in the HR agreement for access to a service that assists with more comprehensive background checks.

Ryan Baye discussed the Skagit Plant Materials Center (PMC) tour; committees, operations, ag equipment purchases for larger equipment, and pea gravel to hold plants through the summer until planting time in the fall. He also touched on Legislative policies; and upcoming legislative tours focusing on forest health.

WASHINGTON STATE CONSERVATION COMMISSION (WSCC) REPORT: Mike Baden

Not available.

STAFF REPORT: Laura Rivera

Ryan introduced Laura Rivera, the District’s new bilingual education and outreach specialist. Laura shared the work she did in her previous jobs. She has been going out with staff to meet the landowners, see the work being done, and share with staff about work that is still needed as far as outreach to the community. She is working on a new outreach strategy especially with communication for all the different programs. She will work on filling the gap for assistance with the Spanish speaking community.

GRANT APPLICATIONS, CONTRACT REVIEW AND APPROVAL

Contracts and Grant Applications for Consideration at the August 16, 2024 board meeting					
Grant Applications					
Granting Agency	Title	Amount		Activities	Action Needed
Upper Columbia Salmon Recovery Board	Cascadia CD outreach, education and project development	\$ 10,000.00		Conduct targeted outreach activities, develop conceptual projects, and conduct educational activities	Approve grant application
Grant Contracts					
Granting Agency	Contract Title	Duration	Amount	Activities	Action Needed
Recreation and Conservation Office	Family Forest Fish Passage Program Cultural Resources Survey	July 1, 2024 - June 30, 2026	\$56,414.11	Provide cultural resources surveys for the FFFPP program statewide. This is an ongoing contract that will be added to as new projects are awarded.	Approve Executive Director to sign contract
ILAs/MOUs/MOAs/Contracts					
Agreement Entity	Agreement Purpose	Duration	Financial Commitment	Activities	Action Needed
Underwood CD	Washington Center for Technical Development leadership work agreement	July 1, 2024 - June 30, 2025	\$ 7,000.00	Funding for co-chair support of the CTD. This includes representing CTD at WACD, WADE and potentially other events like NACD.	Approve Work Agreement
Landowner Agreements/Cost Share					
Landowner Name	Project Funding Source	Cost Share Rate	Amount	Activities	Action Needed
Smith, Terri & Carol	WSCC Salmon Recovery	100%	\$ 4,250.00	0.07 acres of riparian buffer and 3 BDAs on Squilchuck Creek.	Approve District Implemented Project Agreement
Grace Lutheran Church	NRCS Equity in Conservation	100%	\$ 9,100.00	Shift \$750 out of Sprinkler System (442) and into the new practice, Raised Beds (812). No increase in cost.	Approve Cost Share Agreement Amendment
Frank Carey	WSCC RCPP	80%	\$ 2,766.39	5 acres of forest health treatment	Approve Cost Share Agreement Amendment
Alex Andrushchenko	WSCC RCPP	80%	\$ 11,160.00	5 acres of forest health treatment	Approve Cost Share Agreement Amendment
Landowner Cost Share/Contract Payments					
Landowner Name	Project Funding Source	Cost Share Rate	Amount	Activities Completed	Action Needed
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 Amy Bridges moved to approve the Contracts, Cost Share Agreements and Cost Share Payments as presented. Kurt Hosman seconded. Motion passed unanimously.

Other Business:

NRCS Conservation Planner Position: NRCS wants to increase their capacity for applications. They have funding available but lack the staff to cover the workload. Frank currently has 35 applications to process, and he has requested that NRCS provide more staff

to help him. Ryan and Frank proposed a contract where NRCS would provide the funding, and the District would hire a staff member to be stationed at the Wenatchee Field Office and help Frank with the workload. The Board was asked to approve this position and move forward with a contract with NRCS.

M/S/C Kurt Hosman made a motion to approve moving forward with a contract with NRCS and hiring a Conservation Planner to assist the Wenatchee Field Office. Amy Bridges seconded. Motion passed unanimously.

Gas Purchasing Card: The fuel card currently used for gas purchases is in need of some upgrades. With two more District rigs, the monthly limit for gas purchases is not enough. The ability to use the card at non-Shell gas stations is also needed. The Board was asked to approve opening a fleet card account with WEX/Shell through the state contract, raising the purchase limit to \$3,000 a month, an interstate card for each rig that allows purchases at non-Shell stations, and could include maintenance such as oil changes. The Board was asked to approve the new fleet card account.

M/S/C Amy Bridges made a motion to approve changing to a new fleet fuel card program, increasing the monthly limit to \$3,000, adding cards for the new rigs, and including maintenance services. Kurt Hosman seconded. The motion passed unanimously.

Jerry's Auto Supply Account: Val discussed with the board the need for an account with Jerry's Auto Supply. We utilize them for purchase of field equipment, parts, and other services. They also provide a government discount for some items. Val requested that the board approve opening an account with Jerry's Auto Supply.

M/S/C Kurt Hosman made a motion to approve opening an account with Jerry's Auto Supply / NAPA. Amy Bridges seconded. The motion passed unanimously.

Finance Director Position: Ryan discussed the need to reorganize the financial staff as Nada plans to retire in February and hand off her duties to Valerie. It makes sense to hire a Financial Director, preferably with a degree in accounting, and who has knowledge of the Springbrook and Smartsheet programs. Valerie would turn her current duties and payroll over to the Financial Director. Ryan and Valerie will work on the position description and bring it to the Board for review.

Sabbatical Leave: Ryan and the Board discussed parameters for staff that ask for a sabbatical. Duration of the time away, how often the leave could be taken, benefits, health insurance coverage, and guarantee of return to work were some of the topics to consider. Ryan will work on the policy and ask the Board to review what they discussed.

ACH Transfer Limit Raised: The Board was asked for permission to raise the daily and monthly limits for Automatic Clearing House (ACH) payments submitted to the bank so that payroll and bills will be covered. We have reached the limits several times recently due to increased staffing levels.

M/S/C Amy Bridges moved to increase the limit for ACH transfers with Ryan's approval. Kurt Hosman seconded. The motion passed unanimously.

City of Wenatchee Outside Storage Plans: The City of Wenatchee has plans for construction of another shop building about the size of the middle shop located at the back of the building. Ryan and the City of Wenatchee met to discuss the need for additional storage due to the District's increased equipment. Also discussed was an increase in the monthly lease payment to cover the extra storage space.

Executive Director's Report: Ryan asked if the Board had any questions regarding the report emailed earlier this week.

Area Meeting: The Area Meeting is October 16 in Wenatchee. Ryan has the meeting room reserved and quotes for catering the lunch. The meeting opens around 9 AM and will go until 2 or 3 PM. Ryan is working on the meeting agenda and asked that one of the Board members consider presiding over the meeting.

Resolutions: Ryan will have proposed resolutions ready for Board review and approval at the next meeting. One is a joint resolution with Okanogan CD regarding forest health and Firewise work.

September Meeting Date, Location and Time: The next regular meeting is September 20th, 2024, at 1:30 pm. at the Cascadia CD office, 1350 McKittrick St. Ste. B, Wenatchee, WA 98801.

The meeting adjourned at 3:22 PM.

Summary of Official Actions:

Approved the Consent Agenda;

Approved the following contracts, agreements and cost share payments:

Grant Applications:

Upper Columbia Salmon Recovery Board – Cascadia CD outreach, education and project development;

Grant Contracts:

Recreation and Conservation Office – Family Forest Fish Passage Program Cultural Resources Survey – provide cultural resources surveys for FFFPP program statewide;

ILAs / MOUs / MOAs / Contracts:

Underwood CD – Washington Center for Technical Development leadership work agreement;

Landowner Agreements/Cost Share:

Terri & Carol Smith – WSCC Salmon Recovery – riparian buffer and BDA work on Squilchuck Creek;

Grace Lutheran Church – NRCS Equity in Conservation – shift sprinkler funds to a new practice for raised garden beds;

Frank Carey – WSCC RCPP – forest health treatment;

Alex Andrushchenko – WSCC RCPP – forest health treatment;

Approved moving forward with a contract with NRCS and hiring a Conservation Planner to assist the Wenatchee Field Office;
Approved changing to a new fleet fuel card program, increasing the monthly limit to \$3,000, adding cards for the new rigs, and including maintenance services;
Approved opening an account with Jerry's Auto Supply / NAPA;
Approved increase the limit for ACH transfers with Ryan's approval.

CHAIR _____

OFFICE ASSISTANT _____