



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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**TO:** The Record  
**SUBJECT:** June 1, 2023; Board of Supervisors Meeting  
**LOCATION:** Okanogan Conservation District Office, Okanogan, WA and  
Remotely via Microsoft Teams and Teleconference  
**FROM:** Jordana Ellis, Irrigation Planner

**PRESENT:**

Jerry Asmussen, Vice Chair  
Lorah Super, Member  
Edd Townsend, Member  
Craig Nelson, Executive Director  
Becky Drenner, Finance Director  
Jordana Ellis, Irrigation Planner

Dylan Streeter, Wildfire Resiliency & Recovery Planner  
Chevelle Yeckel, Water Quality & Riparian Planner  
Eli Loftis, Wildfire Resiliency & Air Quality Lead  
Sarah Troutman, NRCS  
Phillip Dart, Public

**Meeting Call to Order:** Jerry Asmussen called the meeting to order at 6:00 PM. Jerry completed a roll call of Supervisors, Associate Supervisors, staff, partners, and the public.

**Agenda Approval:** Jerry Asmussen stated the agenda would stand approved as amended.

**Public Comment:**

There was no public comment.

**Approval of Minutes:** Lorah Super moved to approve the May 4, 2023, board meeting minutes as presented. Edd Townsend seconded the motion and the motion passed unanimously.

**Treasurer's Report #841,** which covers the checking account activity from May 5, 2023, to June 1, 2023, was presented for the Board's approval, the following checks/payroll/direct withdrawals/electronic payments were approved for payment:

Checks – numbers 12167 – 12184 totaling \$126,170.38.

One payroll direct withdrawal – numbers ACH44508 – ACH4519 - totaling \$22,228.07.

Electronic payments – numbers EFT3221 – EFT3235 totaling \$38,268.39.

Deposits totaling \$280,850.98 were made, including a transfer of \$100,000.00 from Checking to Savings.

Lorah Super moved to approve Treasurer's Report #841 as presented. Edd Townsend seconded the motion and the motion passed unanimously.

**Supervisor Reports:**

**Jerry Asmussen** – Jerry commented that the creek is up. Jerry added that the non-lethal Wolf Mitigation Committee will be meeting with the Secretary of Agriculture to discuss local issues at hand in the next month and asked for comments to share at the upcoming meeting.

**Steve Colvin** – Steve was not present.

**Lorah Super** – Lorah reported that the Forest Service announced a public comment period for the Midnight Restoration Project. Lorah added that the Methow Watershed Council is holding an Irrigators Roundtable meeting on June 14. Lorah went on to say that she really enjoyed the Conservation Celebration.

**Edd Townsend** – Edd reported that he had spent the day chasing cows physically and virtually, as he can locate the cows anytime on his phone through the virtual fencing app. Edd added that the smoke jumpers were jumping in the field in the past month.

**Associate Supervisor Reports:**

No associate supervisors were present.

**Staff Reports:**

Craig reported that the district received the scoring details for the Community Wildfire Defense grant that staff had applied for previously this year. After reviewing the scoring details with Eli, they found that even though the district filled out questions correctly, they were not given the points for one answer, which brought the total score to an 80. Upon this discovery, Craig reached out to others and found that there were at least fourteen other counties that were not scored correctly. The district let the Forest Service Chief and others know about the issue, and Craig added that the next window to apply for the grant was pushed back.

Craig reminded all present that the WADE Conference would take place soon so the office will be closed from June 12-14. Craig added that Klyn will be leaving the district at the end of the month as he is moving down south to be closer to family. Craig informed the board that he will have an update to give on the office move after meeting with the contractor and getting cost estimates. Craig went on to ask the board if the district could request emergency watershed protection funds from NRCS due to the repairs needed at Lightning Creek. The board approved requesting emergency watershed protection funds from NRCS.

Dylan reported that he moved into the goat business with Justin and has picked up over ten goats already and will be getting even more later in the week.

Chevelle reported that her surgery went well, she is healing and is very grateful for the time to get her surgery done.

Eli reported that he has been dealing with issues up Lightning Creek and navigating fence contracts.

Becky reported that she finished the annual financial report and that each year she learns more about the process. Becky went on to say that the planners have done a tremendous amount of

work and it is paying off. Becky added that the district is on track to close out many grants. Becky thanked Emmy for all her hard work on the Conservation Celebration.

### **NRCS Report**

Sarah Troutman was present and reported that she is waiting on CRP in Douglas County, and she is working through EQIP, as a few applications have been preapproved. The Conservation Stewardship Program had a big drop in participation as lots of participants have been in for a long time and are running out of options. Sarah mentioned that the lease proposal for the office move was approved, and they are just waiting on the IT department to schedule their appointment. Sarah went on to say that their intern will be starting soon and will be there for eight weeks and she invited planners to take him out on site visits.

### **Partner Reports**

There were no partners present.

### **Review, Approve and Sign Contracts and Conservation Plans**

**Fonseca Forestry Purchased Services Contract & City of Okanogan SSOW** – Eli reported that the district will be working with the City of Okanogan and Fonseca Forestry to provide another chipping event to City of Okanogan residents on June 8 and 9. The event will be paid for by the district's Ecology PNA grant and the work that Fonseca Forestry will do will not exceed \$5,942.00. Chips will be dumped at Legion Park for public use, and if chips need to be removed from that location, the City will do that under the current MOA. Lorah Super moved to authorize Craig Nelson to sign the Fonseca Forestry Purchased Services Contract and sign the Supplemental Statement of Work with the City of Okanogan for the disposal of chips, if necessary. Edd Townsend seconded the motion and the motion passed unanimously.

**Aspect Consulting Contract** – Jordana reported that the first water bank grant contract with the Department of Ecology has been signed and is now ready for implementation. Jordana explained that to begin the implementation, the district would like to contract with Aspect Consulting to assist staff with learning and executing the process of acquiring water rights and developing the organizational structure and business standards that will rule the function of the bank. Edd Townsend moved to approve the Aspect Consulting Contract and authorize Craig Nelson to sign the contract. Lorah Super seconded the motion and the motion passed unanimously.

**WestWater Research Contract** – Jordana reported that the next step in acquiring the first water right is to get an appraisal of the water right. Jordana informed all that WestWater Research is an economic firm specializing in water market research, pricing, advisory, and trading. Jordana added that the firm is nationally recognized for their expertise in appraisals, and they have helped define pricing standards in many western states. The appraisal would provide a comprehensive market value based on a review of the right's marketability and fair market values. Jordana went on to say that the service would take approximately 10-12 weeks and has an estimated cost of \$15,000.00. Lorah Super moved to approve the WestWater Research Appraisal Contract and authorize Craig Nelson to sign the contract. Edd Townsend seconded the motion and the motion passed unanimously.

### **Old Business:**



**Water Bank Update** – Craig reported that he attended a meeting with staff from the governor’s office and Ecology. Jordana reported that the grant was successfully signed on May 16. Jordana added that the next step in the process will be having the water right appraised and if all parties agree on the valuation, the district will proceed with the purchase and sale agreement. Jordana went on to say that another step that could happen concurrently, depending on the seller’s preference, would be filing the “Change Application” with the Okanogan County Water Conservancy Board. Jordana will attend the next Okanogan County Water Conservancy Board meeting. The second grant for the acquisition of Barkley water was submitted on May 11. The grant was posted for public comment on May 24 and will be up for public comment until June 22.

**CCC Pipeline Project Update** – Jordana reported that the engineers had a site visit to the ditch and are prepared to start on the conceptual design. The conceptual design will produce the timeline and estimated budget for the project. Jordana connected with Chuck Brushwood from the Colville Tribal Fish and Wildlife Department and discovered that the tribe owns land along the project and is a shareholder on the ditch. Those factors, as well as the contribution to instream flow the project will provide, created a great interest for the tribe to become a partner in seeking funding. Jordana followed up by email with tribal staff to schedule a meeting as soon as the conceptual design has been completed. Chris Johnson, the president of the Methow Salmon Recovery Project, also expressed interest included the project in a grant they are applying for from the National Fish and Wildlife Foundation that will support improved habitat on the Chewuch River. Jordana added that sadly the CCC president, Roger Rowatt, had passed away and his role in moving the project forward will be filled by the interim President Caleb Canby.

**New Business:**

**Board Positions** – Craig reported that Ivan Oberg officially retired from the board and with the passing of Albert Roberts, there is a need for the board to select officer positions. Lorah Super moved to appoint Lorah Super to the Chair position on a trial basis, Jerry Asmussen to the Vice Chair position, Steve Colvin to the Auditor position and Edd Townsend as a signatory for NRCS Conservation Plans.

**Board Committee Appointments** – Craig reported that the district has three standing committees and each year the committee assignments are reviewed and changed, if needed. Lorah Super moved to authorize the board chair to appoint the members of the Personnel Committee, Finance Committee, and Legislative Committee. Edd Townsend seconded the motion and the motion passed unanimously. This topic will be revisited at the next board meeting when all members are present.

**City of Omak Annexation** – Craig reported that on May 15, 2023, the Omak City Council voted unanimously to annex all of the City of Omak into the Okanogan Conservation District. Craig went on to say that to continue the annexation process, the Okanogan Conservation District Board of Supervisors need to vote to approve the petition to annex the City of Omak. Upon approval, staff would submit the petition along with a \$5.00 check made payable to the Washington Secretary of State to the Washington State Conservation Commission. Lorah Super moved to approve the petition to annex the City of Omak into the Okanogan Conservation District. Edd Townsend seconded the motion and the motion passed unanimously.

**Bank Account Signatory Update** – Craig reported that there is a need to update the signature card for our checking account, as well as designate at least one new signatory. Lorah Super moved to assign and add Lorah Super, Jerry Asmussen, Edd Townsend, Steve Colvin, and Craig Nelson as signatories to the district's checking account and remove Ivan Oberg and Albert Roberts from the account. Edd Townsend seconded the motion and the motion passed unanimously.

**Natural Resource Technician/Conservation Planner Position** – Craig reported that he met with Becky and Kim to discuss the current and projected workload, and they decided that the district needs to hire an additional technical staff member. This staff member would assist with equipment management, home assessments, chipping events, planting projects, outreach activities, and pollinator habitat projects, among other various tasks. Lorah Super moved to authorize Craig Nelson to create a new technical staff position, either a Natural Resource Technician or a Conservation Planner, and begin the recruitment process. Edd Townsend seconded the motion and the motion passed unanimously.

Jerry Asmussen adjourned the meeting at 7:55 PM.

Summary of Motions

Lorah Super moved to approve the May 4, 2023 board meeting minutes as presented. Edd Townsend seconded the motion and the motion passed unanimously.

Lorah Super moved to approve Treasurer's Report #841 as presented. Edd Townsend seconded the motion and the motion passed unanimously.

Lorah Super moved to authorize Craig Nelson to sign the Fonseca Forestry Purchased Services Contract and sign the Supplemental Statement of Work with the City of Okanogan for the disposal of chips, if necessary. Edd Townsend seconded the motion and the motion passed unanimously.

Edd Townsend moved to approve the Aspect Consulting Contract and authorize Craig Nelson to sign the contract. Lorah Super seconded the motion and the motion passed unanimously.


Lorah Super moved to approve the West Water Research Appraisal Contract and authorize Craig Nelson to sign the contract. Edd Townsend seconded the motion and the motion passed unanimously.

Lorah Super moved to authorize the board chair to appoint the members of the Personnel Committee, Finance Committee, and Legislative Committee. Edd Townsend seconded the motion and the motion passed unanimously.

Lorah Super moved to approve the petition to annex the City of Omak into the Okanogan Conservation District. Edd Townsend seconded the motion and the motion passed unanimously.

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 7/6/23

Lorah Super  
Chair Date

 7/6/23

Becky Drenner  
Finance Director Date