



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

TO: The Record
SUBJECT: November 2, 2023; Board of Supervisors Meeting
LOCATION: Okanogan Conservation District Office, Okanogan, WA, and
Remotely via Microsoft Teams and Teleconference
FROM: Cassandra Lange-Predoehl, Administrative Assistant

PRESENT:

Lorah Super, Chair	Chevelle Yeckel, Water Quality & Riparian Planner
Jerry Asmussen, Vice Chair	Jordana Ellis, Irrigation Planner
Steve Colvin, Auditor	Dylan Streeter, Wildfire Resiliency & Recovery Planner
Edd Townsend, Supervisor	Eli Loftis, Wildfire & Community Resilience Lead
Phillip Dart, Supervisor	Emmy Engle, Communication & Outreach Specialist
Randy Kelley, Associate Supervisor	Taylor George, VSP Coordinator
Craig Nelson, Executive Director	Brant Rosenthal Smith, Science Data & Mon. Coordinator
Becky Drenner, Finance Director	Sarah Troutman, NRCS
Cassandra Lange-Predoehl, Admin. Assistant	Cindy Pierce, Skagit Conservation District

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

Agenda Approval: Jerry Asmussen moved to approve the agenda as amended. Steve Colvin seconded the motion and the motion passed unanimously.

Public Comment: No public comments were made.

Approval of Minutes: Phillip Dart moved to approve the October 5, 2023, board meeting minutes as presented. Jerry Asmussen seconded the motion and the motion passed unanimously.

Treasurer's Report #846, which covers the checking account activity from October 6, 2023, to November 2, 2023, inclusive was presented for the Board's approval. The following checks/payroll/direct withdrawals/electronic payments were approved for payment:

Checks – number 12286 – 12300 totaling \$18,217.61.

Two payroll direct withdrawals – numbers ACH4626 – ACH4650 totaling \$45,250.04.

Electronic payments – numbers EFT3300 – EFT3318 totaling \$34,169.22.

Deposits totaling \$76,088.35 were made.

Steve Colvin moved to approve Treasurer's Report #846 as presented. Jerry Asmussen seconded the motion and the motion passed unanimously.

Supervisor Reports:

Jerry Asmusen – Jerry reported that many ranchers are moving their cattle down from the mountains. Jerry noted that there were a few apples left to pick in the north end of the county.

Steve Colvin – Steve reported that they finished harvest. Steve added that the weather station that was being installed by the Department of Agriculture was complete up near his house.

Lorah Super – Lorah reported that planted garlic. Lorah went on to acknowledge that now that the board has filled all positions it is time to fill the Legislative, Finance, and Personnel Committees. Edd volunteered to be on the Personnel Committee with Lorah. Jerry and Steve volunteered to be on the Finance Committee. Phil volunteered to be on the Legislative Committee with Lorah.

Edd Townsend – Edd reported that rain is welcomed, and snow is not. Edd noted that winter wheat in the area looked good.

Phillip Dart – Phillip reported that the last month has been eventful as he traveled across the country.

Associate Supervisor Reports:

Randy Kelley – Randy reported that he has not done much since helping with the office move but he is always willing to help the district.

Staff Reports:

Craig reported that after conducting interviews for the Education Specialist position, they offered the job to a candidate who accepted and is expected to start in December. Craig went on to say that the WACD Area Meeting in Ritzville went well and all the resolutions that he presented passed. Craig noted that the annual meeting will occur the last week of November and there will be seven people attending from the district. Craig went on to say that NRCS and FSA would be moving back into their respective spaces in the next week. Craig went on to say that the district has a meeting set with the Department of Ecology to discuss the DDT issue and invited anyone interested to attend.

Craig went on to ask the board if they would like to send a letter of support to WACD as they send a letter to the governor's office in support of the Washington State Conservation Commission's supplemental budget request that included a ten-million-dollar allotment for implementation funding, additional funding for the RCPP program, and a request for an increase in employees at the commission. After discussion, Lorah asked how the board felt about signing the letter, and everyone felt comfortable signing the letter and no motion was needed.

Becky thanked Kim and Craig for their hard work. Becky went on to say she has been busy planning the staff retreat that will occur in late December.

Chevelle reported that she is gearing up for several projects under the riparian grant program. Chevelle noted that she is thinking about how to mold her programs to fit the needs of the community and help agriculture viability.

Emmy reported that the 2024 calendar will be done before the end of December.

Eli thanked Jeff Paulson from NRCS for his help with a recent project.

Jordana reported that the Chewuch Canal Company project was moving along, and she has started to receive title reports. Jordana went on to say the first meeting to discuss and create the ranking tool for irrigation projects went well and she will send out a revised draft to anyone interested after she receives comments back from the committee. Jordana asked the board if they felt it was reasonable to apply for the Drought Planning Resiliency grant. After discussion, Jerry said that as more details come out, they will be sure to consider applying for the grant.

NRCS Report

Sarah reported that there is a very large workload in the county with forty-eight EQUIP applications. Sarah added that NRCS and FSA will begin moving out of the shared office space and into their permanent, freshly remodeled space over the coming weeks.

Partner Reports

Cindy Pierce acknowledged how hard Chevelle had been working while planning the next WADE conference.

Review, Approve, and Sign Contracts and Conservation Plans:

WestWater Research Contract Amendment – Jordana reported that the district had contracted with WestWater Research (WWR) to provide an appraisal for the first water right up for acquisition to seed the Okanogan County Water Bank. The original contracted amount was \$15,000.00. WestWater Research returned an appraisal in the agreed-upon timeframe using the sales comparison appraisal method. Jordana went on to say that staff and the internal planning group felt that the appraisal would benefit from a review that would include lease transactions in the sales comparison approach as well as adding the land differential method. The cost of the amendment to the original contract is \$5,025.00 which would be paid for by the district's water bank grant with the Department of Ecology. Jerry Asmussen moved to approve the amendment to the WestWater Research Contract. Steve Colvin seconded the motion and the motion passed unanimously.

Loup Loup Reach Assessment Report Development Contract – Chevelle reported that under the Salmon Recovery Foundation Board agreement, the district is developing a reach assessment for lower Loup Loup Creek to characterize the past, present, and future conditions and trends of the watershed and reach-scale aquatic and riparian habitat conditions, hydrology, and geomorphology relevant to steelhead survival within Loup Loup Creek. The district selected Confluence Environmental Company to develop the Loup Loup Creek Reach Assessment Report. Confluence Environmental Company will follow the Upper Columbia Regional Technical Team's guidance to ensure the report meets the required criteria. District staff will contribute and compile historical watershed disturbances from wildfires, irrigation diversion development, roadways, and other anthropogenic disturbances. The project costs will not exceed \$40,000.00 but the final dollar amount will be negotiated as part of the final contract and scope of work with Confluence Environmental Company. Steve Colvin moved to approve the final

contract and scope of work once negotiated and authorized Craig Nelson to sign the final contract pending successful negotiations. Phillip Dart seconded the motion and the motion passed unanimously.

Old Business:

Water Bank Update – Jordana reported that there is no update on the status of the first water right after receiving the appraisal. Jordana went on to say the interlocal agreement that the district has with the county is currently being reviewed by legal counsel. The grant for the second water right is proceeding. Jordana added that she would be giving a presentation at the Twisp Grange on November 17 at 6:00 PM. Emmy added that she will be releasing a survey for attendees to fill out before the event so Jordana and Emmy can get community member’s perspectives on the water bank.

New Business:

Resolution 2023-05 Set Board Meeting Dates and Times – Craig offered that the 2024 board meeting dates and times be set for the first Thursday of each month at 6:00 PM, except for July when the board meeting will be the first Tuesday due to the holiday. Jerry Asmussen moved to approve resolution 2023-05 Setting Board Meeting Dates and Times and authorization Lorah Super to sign it. Phillip Dart seconded the motion and the motion passed unanimously.

Resolution 2023-06 Adopted Election – Becky reported that Phillip Dart’s position is up for election and there is no one up for appointment. Becky offered Tuesday, March 12, 2024, as the district election date with the time set from 2:00 PM – 6:00 PM. Becky noted that switching the hours to the afternoon may encourage voter turnout. Jerry Asmussen moved to approve Resolution 2023-06 Adopted Election and authorized Lorah to sign it. Steve Colvin seconded the motion and the motion passed unanimously. Phillip asked about the absentee ballot to which Becky responded the person just has to request the ballot and she would send it out.

Operations Manual Update – Craig reported that the district’s Operation Manual had been in place for over two years and in that time a few items have come up that staff feel need to be updated. Craig brought forth a draft copy of the Operations Manual with the updates for the board to review. The changes included adding an amendment section to Board and Staff Authorities, an update to the Credit Card Policies, a change in the Cost Share Rates section, a change in the Grievance Procedure, an update to the Donate Sick Leave section, and an update to the Exchange Time Policy. Jerry Asmussen moved to adopt the changes to the Operation Manual, effective November 2, 2023. Phillip Dart seconded the motion and the motion passed unanimously.

NACD Yearly Membership Dues – Becky reported that NACD offers several levels of membership ranging from \$1.00 to \$3,000.00+. Becky recommended the gold level of membership for \$775.00, which is typically what the district has committed in the past. Steve Colvin moved to pay the NACD gold level dues for \$775.00. Jerry Asmussen seconded the motion and the motion passed unanimously.

NACD Annual Meeting Attendance – Craig reported that the NACD Annual Meeting will be held in San Diego, California from February 10-14, 2024. The cost of registration is \$575.00

Craig would like to attend the conference. Phillip Dart moved to approve Craig Nelson's registration and travel to the 2024 NACD Annual Meeting. Steve Colvin seconded the motion and the motion passed unanimously.

2024 Draft Budget – Becky brought forth the draft 2024 budget for review. Becky said the district budget is around 5.5 million dollars. Becky added that there is enough money to purchase a chipper, hire a crew to run the chipper and hire an intern and possibly a part-time office assistant. Becky went on to say that there is a lot of growth happening and with the increase in rates and charges the district should be able to build its savings account. Lastly, Becky added that with the proposed budget there are no allocated hours for staff in the OCD budget.

WACD Annual Conference and Business Meeting Supervisor Voting Authorization – Craig explained that each conservation district is allowed to give votes at the annual meeting and each district decides who shall cast votes. Jerry Asmussen moved to authorize Lorah Super, Steve Colvin, and Randy Kelley to cast votes during the WACD Annual Meeting. Phillip Dart seconded the motion and the motion passed unanimously.

District Authorized Checking Account Signers – Becky reported that the district has a savings and checking account at North Cascades National Bank and the authorized signers need to be updated. Ivan Oberg and Albert Roberts need to be removed from the account. Lorah Super, Jerry Asmussen, Steve Colvin, Edd Townsend, Phillip Dart, and Craig Nelson need to be verified as authorized check signers. Jerry Asmussen moved to remove Ivan Oberg and Albert Roberts and verify that Lorah Super, Jerry Asmussen, Steve Colvin, Edd Townsend, Phillip Dart, and Craig Nelson are the authorized check signers. Steve Colvin seconded the motion and the motion passed unanimously.

Lorah Super adjourned the meeting at 8:15 PM.

Summary of Motions

Jerry Asmussen moved to approve the agenda as amended. Steve Colvin seconded the motion and the motion passed unanimously.

Phillip Dart moved to approve the October 5, 2023 board meeting minutes as presented. Jerry Asmussen seconded the motion and the motion passed unanimously.

Steve Colvin moved to approve Treasurer’s Report #846 as presented. Jerry Asmussen seconded the motion and the motion passed unanimously.

Jerry Asmussen moved to approve the amendment to the WestWater Research Contract. Steve Colvin seconded the motion and the motion passed unanimously.

Steve Colvin moved to approve the final contract and scope of work once negotiated and authorized Craig Nelson to sign the final contract pending successful negotiations. Phillip Dart seconded the motion and the motion passed unanimously.

Jerry Asmussen moved to approve resolution 2023-05 Setting Board Meeting Dates and Times and authorization Lorah Super to sign it. Phillip Dart seconded the motion and the motion passed unanimously.

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Jerry Asmussen moved to authorize Lorah Super, Steve Colvin, and Randy Kelley to cast votes during the WACD Annual Meeting. Phillip Dart seconded the motion and the motion passed unanimously.

Jerry Asmussen moved to remove Ivan Oberg and Albert Roberts and verify that Lorah Super, Jerry Asmussen, Steve Colvin, Edd Townsend, Phillip Dart, and Craig Nelson are the authorized check signers. Steve Colvin seconded the motion and the motion passed unanimously.

	12/5/2023		12/5/2023
Lorah Super Chair	Date	for Becky Drenner Finance Director	Date