



Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

TO: The Record
SUBJECT: November 7, 2024; Board of Supervisors Meeting
LOCATION: Okanogan Conservation District Office, Okanogan, WA and
Remotely via Microsoft Teams and Teleconference
FROM: Natalie Torres, Administrative Assistant

PRESENT:

Lorah Super, Chair
Jerry Asmussen, Vice Chair
Steve Colvin, Supervisor
Phillip Dart, Supervisor
Edd Townsend, Supervisor
Randy Kelley, Associate Supervisor
Craig Nelson, Executive Director
Becky Drenner, Finance Director
Jordana Ellis, Irrigation Planner
Natalie Torres, Admin. Assistant

Emily Bustamante, Education Specialist
Eli Loftis, Wildfire Community & Resiliency Lead
Emmy Engle, Communication & Outreach Specialist
Taylor George, VSP Coordinator
Brant Rosenthal Smith, Science Data & Mon. Coord.
Chevelle Yeckel, Water Quality & Riparian Planner
Sarah Troutman, NRCS
Terri Williams, Planner Training Coordinator
Rosalie Powell, Communication & Technician Fellow

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

Public Comment: There was no public comment.

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

Approval of Minutes: Jerry Asmussen moved to approve the October 3, 2024, board meeting minutes as amended. Edd Townsend seconded the motion, and the motion passed unanimously.

Treasurer's Report #858, which covers the checking account activity from October 4, 2024, to November 7, 2024, inclusive, was presented for the Board's approval. The following checks/payroll/direct withdrawals/electronic payments were approved for payment:

Two direct deposit payrolls, transaction numbers 404 – 417 totaling \$29,430.70 and 427 – 441 totaling \$30,088.16.

Checks – numbers 12565 – 12593 totaling \$282,689.93.

Electronic payments – totaling \$53,196.55.

Deposits totaling \$169,735.93 were made.

Steve Colvin moved to approve Treasurer's Report #858 as presented. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Phillip Dart – Phil shared that he enjoyed attending the WACD Area Meeting in Wenatchee. He mentioned that the weather is getting cold, with snow on the ground and temperatures in the 20s in the mornings. He also noted that some cows had already been removed and expressed anticipation for the remaining cattle to be moved soon.

Edd Townsend – Edd shared that the half inch of rain received last week was the first significant rainfall since Labor Day. Unfortunately, it was too late to promote any new growth in the grass. However, dryland crops benefitted from the moisture. There is a lot of grass leftover, and the team is currently gathering and moving livestock to fall pasture. Edd also mentioned that they will be combining milo and dryland corn tomorrow. The 30-acre test crops, which are new to the valley, were planted as a summer crop in June. Unfortunately, the hot weather did not help their growth, and birds had eaten some of the seeds. The challenging part now is the maturing and drying process.

Steve Colvin – Steve reported that there are no grapes to pick this year. However, next year there will be a new vineyard, and the plants have shown good growth. The starts are now about the size of a thumb and 15 feet long. He anticipates a 25-30% yield for next year. The recent rain was appreciated as it helped settle the dust.

Jerry Asmussen – Jerry reported that the moisture levels in the weaning pens are good. He also noted that orchards began pulling crops once the harvest ended. Some orchard operators are replanting the ground, while others have chosen not to do so.

Lorah Super – Lorah shared that October has been a busy month with numerous events. She attended the Upper Columbia Salmon Recovery Board 25th anniversary tour in Leavenworth and was impressed with the results. Additionally, she participated in the WACD Area Meeting in Wenatchee and the WAFAC conference in Ellensburg, where she learned about how communities are adapting to the challenges of being in fire-prone areas. Lorah mentioned that, due to her current schedule, she hasn't had the time to focus on the Forest Health Collaborative.

Regarding farming efforts, Lorah noted that the garlic has been moved to the valley floor, which she believes will help it cure better in the new soil. The apples also did exceptionally well this season. She also shared an idea from a friend about creating an insulated winter chicken coop. Finally, Lorah discussed an issue with the septic system that occurred when a waterline, running under multiple properties, leaked and caused a backup in their system for about a week.

Associate Supervisor Reports:

Randy Kelley – Randy shared that he was invited to the National Cattlemen's Environmental Stewardship Award ceremony for Region 5. He mentioned that the application process was lengthy and involved. This year, the award recognized the first winners in Washington State who ranch on Foster Creek in Douglas County.

Staff Reports:

Craig reported that OCD received the Conservation Commission's District of the Year for North Central Washington at the WACD Area Meeting in Wenatchee, which places us in the running for the state District of the Year award. He also noted that the paperwork for the Buckhorn settlement has been submitted, and a deposit is expected tomorrow. A meeting is scheduled for November 22nd, and board members are welcome to attend. This meeting will include the other award recipients, and OHA is organizing it to brainstorm ideas on how to utilize the award funds. The meeting will take place from 10 a.m. to 2 p.m. in Omak.

Craig also mentioned that OCD is beginning to develop its 5-year plan. The priority categories for this plan include: engaging in conversations with others to identify priority resource concerns, geographic priority areas, core district programs. He also expressed a need to review district governance and considering whether changes should be made to the flow of meetings, district policies, and overall, how the district is run. He suggested the possibility of scheduling specific afternoon meetings or holding work sessions prior to board meetings.

The planning process is expected to be completed by May, with a draft plan aimed for presentation at the March board meeting. Several board members commented that starting a couple hours before board meetings would be easier than separate work sessions. Craig stated he will schedule work sessions to begin with the January 2025 board meeting.

Rosalie shared that they received great feedback from their fire resiliency workshop, which was attended by 45 community members in Winthrop.

Taylor reported that her two projects since joining OCD have moved into the implementation phase. The Blue Bird planting will begin tomorrow, and the well project is also now in the implementation stage. Additionally, since Dylan's departure, Taylor has taken on several fencing projects.

Brant shared that, a week ago, he attended training in Spokane, which was useful for VSP monitoring and categorizing wetlands. He aims to share what he has learned with his coworkers. Brant also noted that the Larsen Bridge project is scheduled for completion on the 12th and is nearing the final stages. Lastly, he plans to connect with Lorah to install Springbrook onto her computer.

Jordana shared that she is working on completing Planner Three training, with Sarah Troutman serving as her mentor. She also reported that a job offer has been extended to Jack Owen for the Irrigation Technician position, and he has accepted. Additionally, Jordana mentioned that the NFWF project has been successfully closed out.

Becky reported that following the last board meeting, the exit interview to conclude the district audit was held. The audit was clean, with no suggestions, which reflects well on the entire team. The auditor thanked the district for working with them, citing how quickly the audit was performed. At the WACD Area Meeting, Becky connected with others who use the Springbrook financial software system and shared ideas for improving data entry. Becky also mentioned her intention to begin using the treasurer's report on a daily basis. She has learned a new method for

vouchering, which eliminates the need for hard copies, and is focusing on making the software work more efficiently for the team.

Eli announced that after a year of focus, the CWPP has been submitted to Okanogan County. He hopes that minimal edits will be required and that it will serve as a helpful guide in the years to come. Eli also reported that the second forest health grant was successfully closed out on Tuesday. He is now transitioning into a DIP and noted that the position announcement for Dylan's former job was posted today.

Emmy shared that the 2025 calendar is currently in the works, and a theme has been selected, *People in Conservation Caring for our Natural Resources*. She encouraged everyone to feel free to vote on the photos for the calendar.

Terri shared that she is overseeing the development of the 5-year plan and that the team is in the process of recreating the priority categories. She encouraged everyone to share any ideas they may have and to pass along any relevant information from landowners. Terri also mentioned that monthly training classes are ongoing, with the most recent class having 20 attendees. Additionally, she is collaborating with Jan Thomas to host trainings for planners. The learning platforms, which Terri has developed, are now available to planners across the entire state.

NRCS Report

Sarah Troutman – Sarah shared that things remain as busy as ever. She is currently working on EQIP, having received 180 applications, many of which are from Okanogan County. In addition, she is processing CSP applications. Next week, there will be an all-employee meeting in Yakima, with some staff traveling to Walla Walla for field compliance reviews related to CREP. It's a stressful time for the team, but progress is being made. Sarah also mentioned that a job posting in Waterville received 20 applications, and a selection has been made. Cascadia CD is looking for a partner position to be housed with NRCS in Wenatchee, which has attracted over 40 applicants. The forester position in Okanogan has also been posted. With many projects in progress, the goal is to bring in new team members to provide additional support.

Partner Reports

There were no partners present.

Review, Approve and Sign Contracts and Conservation Plans: Service Contract

Amendment Aspect Consulting – Jordana shared that the Okanogan Conservation District (OCD) sought to acquire a portion of the Barkley Irrigation Company's (BIC) water right for inclusion in the Okanogan County Water Bank (OCWB). This acquisition was funded through the current Water Bank Pilot Grant administered by the Department of Ecology (DOE), which was amended, approved by the OCD Board on September 5th, and fully executed on September 9th, 2024. To support the goal of acquiring water rights and developing the water bank, the OCD had contracted with Aspect Consulting (now Geosyntec Consultants, doing business as Aspect Consulting). Jordana explained that OCD staff requested an amendment to the current contract with Aspect to include the tasks necessary for completing the BIC water right acquisition. The amendments would cover two key tasks: "acquisition preparation" and "acquisition," with an additional cost of \$41,167. Jerry Asmussen moved to approve the Aspect Consulting contract

amendment and authorize Lorah Super or Craig Nelson to sign the contract. Edd Townsend seconded the motion, and the motion passed unanimously

Service Contract West Water Research – Jordana shared that the Okanogan Conservation District (OCD) sought to acquire a portion of the Barkley Irrigation Company's (BIC) water right for inclusion in the Okanogan County Water Bank (OCWB). This acquisition was funded through the current Water Bank Pilot Grant administered by the Department of Ecology (DOE), which was amended, approved by the OCD Board on September 5th, and fully executed on September 9th, 2024. As a requirement of the grant, a valuation of the water right was needed to determine its fair market value. To fulfill this requirement, OCD staff recommended hiring West Water Research to perform the valuation. West Water Research is a nationally recognized economic firm specializing in water market research, pricing, advisory, and trading. The firm has expertise in appraisals and has helped define pricing standards in several western states. West Water Research had previously conducted an appraisal for OCD, completing the task to satisfaction and in good standing. The valuation report would provide a comprehensive market value using the following methods: Comparable Sales, Land Price Differential, and Cost Replacement Valuation. The cost for this service was \$14,675, and it was expected to take approximately 10 to 12 weeks to complete. Jerry Asmussen moved to approve the West Water Research contract and authorize Lorah Super or Craig Nelson to sign the finalized contract when all details are complete. Phil Dart seconded the motion, and the motion passed unanimously.

Perkins Forest Health – Eli shared information regarding a forest management project located on 4 acres in the Mt. Hull area of North Okanogan County. The forest inventory reveals an average tree density of 488 trees per acre (TPA) with an average DBH of 4.6 inches. The dominant species are ponderosa pine, with moderate components of Douglas fir and western larch. The project's objective is to reduce fire risk through thinning from below, aiming for a target tree density of 170 TPA (14'x16' spacing). Due to the uneven distribution of trees across the stand, some areas may exceed this density, while others may be below, but the overall density must remain under 222 TPA. Due to the steep terrain, most of the work will be done by hand, using methods like lop and scatter, pile and burn, chipping, and creating one wildlife habitat pile from the slash. The project will also adhere to Best Management Practices (BMPs) 384, 666, 660, and 649. Funding for this project will come from WSCC Forest Health funds. However, the landowner has expressed concerns about being able to cover their required 25% cost share. Given the significant benefits this project would bring to both the landowner's property and neighboring lands, a request for a 100% cost share, not to exceed \$6,760.12, has been made. Steve Colvin moved to approve the Perkins contract with a 100% cost share, not to exceed \$6,760.12, and authorize Lorah Super or Craig Nelson to sign once all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Woras Defensible Space Cost-Share Agreement – Eli shared that the Woras Defensible Space Project involves removing select trees around the house to improve the property's fire resiliency. Thirty mature ponderosa pine and Douglas fir trees, which are considered fire hazards, will be removed. This will significantly reduce the number of heavy fuels near the house, as well as decrease the fine fuel accumulation around the property, improving the home's defensible space. The total Best Management Practice (BMP) cost is estimated at \$35,355.90, with the district contributing up to \$26,516.93. The cooperator's 25% share is estimated at \$8,838.98. Jerry

Asmussen moved to approve the Woras Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Kelley Defensible Space Cost-Share Project – Eli shared that the Kelley Defensible Space Project involves removing select trees around the house to improve the property’s fire resiliency. Eleven mature ponderosa pine and Douglas fir trees, considered fire hazards, will be removed. This will help improve the home’s defensible space by significantly reducing heavy fuels near the house and decreasing the fine fuel accumulation around the property. These trees are also located in a small, overstocked draw leading to the house. The total Best Management Practice (BMP) cost is estimated at \$12,963.83, with the district contributing up to \$9,722.87. The cooperator’s 25% share is estimated at \$3,240.96. Jerry Asmussen moved to approve the Kelley Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Maiorano Defensible Space Cost-Share Agreement – Eli shared that the Maiorano Defensible Space Project involves removing select trees around the house to enhance the property’s fire resiliency. Ten mature native and ornamental trees, considered fire hazards, will be removed. This will improve the home’s defensible space by significantly reducing the number of heavy fuels near the house, as well as minimizing fine fuel accumulation around the property. The total Best Management Practice (BMP) cost is estimated at \$11,785.30, with the district contributing up to \$8,838.98. The cooperator’s 25% share is estimated at \$2,946.33. Jerry Asmussen moved to approve the Maiorano Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Price Defensible Space Cost-Share Project – Eli shared that the Price Defensible Space Project involves removing select trees around the house to enhance the property’s fire resiliency. Twelve mature ponderosa pine and Douglas fir trees, considered fire hazards, will be removed. This will improve the home’s defensible space by significantly reducing heavy fuels near the house and decreasing fine fuel accumulation around the property. In addition, a couple of dead trees located further from the house will also be removed. The total Best Management Practice (BMP) cost is estimated at \$14,142.36, with the district contributing up to \$10,606.77. The cooperator’s 25% share is estimated at \$3,535.59. Jerry Asmussen moved to approve the Price Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Ready Defensible Space/FH Cost-Share Project – Eli shared that the Ready Defensible Space/FH Project involves removing select trees around the house to improve the property’s fire resiliency, as well as conducting light thinning and pruning on the 2-acre property. Twenty-eight mature ponderosa pine trees, considered fire hazards, will be removed. This will significantly reduce the number of heavy fuels near the house and decrease fine fuel accumulation around the property, enhancing the home’s defensible space. The thinning and pruning will also help lower the fire risk across the rest of the property. The total Best Management Practice (BMP) cost is

estimated at \$35,678.12, with the district contributing up to \$26,758.60. The cooperator's 25% share is estimated at \$8,919.54. Jerry Asmussen moved to approve the Ready Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Larson Defensible Space Cost-Share Project – Eli shared that the Larson Defensible Space Project involves removing select trees around the house to enhance the property's fire resiliency. Eight mature ponderosa pine and Douglas fir trees, considered fire hazards, will be removed. This will improve the home's defensible space by significantly reducing the amount of heavy fuels near the house and decreasing fine fuel accumulation around the property. The total Best Management Practice (BMP) cost is estimated at \$9,428.24, with the district contributing up to \$7,071.18. The cooperator's 25% share is estimated at \$2,357.06. Jerry Asmussen moved to approve the Larson Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Bevis Defensible Space Cost-Share Project – Eli shared that 39B Rising Eagle Road, located along HWY 20 in the Methow Valley, was partly burned in the Rising Eagle Fire. The home and outbuilding are situated at the top of a rolling slope, which is dense with bitterbrush and other vegetation that survived the fire. The property owner, Ken Bevis, is seeking assistance to create additional defensible space around his home by clearing more brush and creating gaps in the fuel layer. The property is at high risk for negative impacts from fast-moving grass fires. The total estimated cost for the project is \$3,200, with the district contributing a 75% cost-share, not to exceed \$2,400. The project would be funded through the WSCC's forest health grant. Jerry Asmussen moved to approve the Bevis Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Freel Defensible Space Project – Eli shared that the Freel cabin is located along the Conconully Reservoir on West Fork Rd in Conconully. The 2021 Muckamuck Fire burned within 500 yards of the cabin, which is densely surrounded by other cabins and vegetation. The cabin's owner, Barry Freel, is requesting assistance to remove a large ponderosa pine that is creating a heavy layer of ground fuel with its shed needles. The tree is in a prime location to facilitate a running crown fire and is extremely difficult to fell without professional skill due to its proximity to multiple structures and electrical infrastructure. The total project cost is estimated at \$945.28, with the district contributing a 75% cost-share, not to exceed \$708.96. Permission from the Bureau of Reclamation will be required for the project to proceed, as the cabin is located on a 99-year leased lot. Jerry Asmussen moved to approve the Freel Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Government Social Media Conference - GSMCON25 Travel Authorization Request – Emmy shared that the Government Social Media Conference (GSMCON) brings together partners from across the country and focuses on high-quality training, hands-on skills, and networking opportunities tailored specifically for communication professionals. The conference

was recommended by staff at King Conservation District and WSCC, who attended in previous years and found the training highly relevant to their work, making it a valuable investment for their training budget. The conference presentations cover topics specific to government use and offer skills and time-saving tools for managing social media, ensuring website ADA accessibility, photo/video multimedia management, presentation skills, event organization, and more. This year marks the 10-year anniversary of GSMCON, and the event will take place from May 20-22, 2025, in Orlando, FL. The conference is considered an all-in-one training opportunity that would meet several communication team training needs. It would provide valuable tools and systems to bring back for other staff and district outreach efforts, as well as support effective planning and upcoming ADA accessibility requirements. GSMCON25 aligns with the staff training plans, and the remaining training budget in the Forest Health grant (along with additional outreach funding in other grants) would cover the cost for three staff members to attend. Steve Colvin moved to approve the training and authorize registration, airfare, lodging, per diem, and other eligible incidental expenses for Emmy Engle, Rosalie Powell, and Eli Loftis to attend GSMCON25 in May 2025 in Orlando, FL. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Larsen Contract Amendment – Time Extension – Brant shared that the Larsen Road Culvert Removal/Bridge Installation Project (2024-02 W) has experienced a few unexpected delays. The most significant of these was the delayed delivery of the bridge from Portland, which pushed the project start date back by nearly a month. Additionally, adjustments were required as the bridge was not fully built to the engineer's design specifications. Our funding source, the Habitat Conservation Plan (HCP) Tributary Fund, allows for continued funding until November 30th. However, we are currently requesting an extension to provide more flexibility in completing the as-built designs and the final report. This extension would allow the contractor to continue work and provide additional time for the project manager to submit the final report. We are awaiting authorization from the HCP Tributary Fund to extend the work deadline to December 31st. Two amendments need to be drafted: 1) to allow contracted work to continue until November 15th, and 2) to extend work until November 30th if the HCP Tributary Fund grants a December 31st deadline. Jerry Asmussen moved to authorize Lorah Super or Craig Nelson to approve and sign both Larsen contract amendments, if applicable, once they are finalized. Edd Townsend seconded the motion, and the motion passed unanimously.

Amendment to Perrault Cost Share Contract – Taylor shared that the project was approved by the board on June 6th, 2024, with a total budget of \$40,785.00. The original budget included expenses for staff time, cultural resources, travel, and other goods and services, with \$26,000 allocated for the actual cost share and implementation of drilling a new well and decommissioning the old one. Since the board's approval in June, the project has encountered some roadblocks, leading to a shift to a new contractor. The new contractor's estimated costs exceeded the previously approved cost share amount of \$26,000. As a result, the board approved a budget amendment on September 5th, 2024, which was submitted and approved, increasing the total cost share amount to \$43,059.18. Implementation of the project began yesterday but was halted when the well driller hit bedrock at a depth of 15 feet. This unforeseen complication could not have been anticipated. After several discussions, the best course of action is to proceed with drilling through the bedrock at the current location, as relocating the well 300-500 yards south would not guarantee avoiding bedrock at similar depths. The additional projected costs for the

project are estimated to be up to \$38,000. Steve Colvin moved to authorize direct Craig Nelson to revise and sign the Perrault Well Relocation Cost Share Contract when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Old Business:

Public Comment – There was no public comment.

Water Bank Update – Craig informed the board that the planning team is still working through the business and guidance document. Regarding the County Commissioner's progress on the Pine Creek grant, the application has been submitted and is currently with Ecology. It is expected that the application will soon be posted for public comment. On Monday, Yakima County Water Resources System's application for a grant to develop a water bank, acquire a 98-acre-foot water right, and build a website was posted for public comment. The comment period is open until December 4th, and interested parties can visit the Department of Ecology's water bank page to review the summary and provide feedback. Craig also provided an update on the Barkley acquisition, which is progressing as discussed in her previous presentation of Decision Packets. The next step is to hold a kickoff meeting with the sellers, their legal counsel, and West Water Research, the appraisal company. The acquisition of the first water right is moving forward slowly. OCD staff have drafted a justification letter to support the proposed purchase price. When staff inquired with Ecology about the approval process and timeline for the justification letter, they were informed there is no estimated timeline for their decision. Additionally, Jordana reached out to a title company recommended by Aspect for assistance with the closing process. However, the company does not operate in Okanogan County and will not be able to assist. OCD staff are still searching for a suitable title company to help with the purchase and sale process once the transaction reaches that stage.

New Business:

Public Comment – There was no public comment.

Resolution 2024-04 Adopted Election – Becky shared that next year, Steve Colvin is up for election, and Lorah Super is up for appointment. The election will be held in March 2025, in alignment with the WSCC election schedule and consistent with past elections. The recommended date for the district's election is Tuesday, March 11, 2025, and it has been noted on staff calendars. To encourage voter turnout, the proposed polling hours are from 2:00 PM to 6:00 PM. Jerry Asmussen moved to approve March 11, 2025, as the date for the district election, set the polling hours from 2:00 PM to 6:00 PM, and authorize Lorah to sign Resolution 2024-04. Edd Townsend seconded the motion, and the motion passed unanimously.

WACD Annual Meeting Voting Approval Letter – Craig shared that the Washington Association of Conservation Districts (WACD) allows up to five voters from each conservation district to participate in their Annual Meeting. Typically, these voters are the five elected supervisors of the board. However, WACD permits the board to approve Associate Supervisors to vote on behalf of a regular voting supervisor by submitting a letter ahead of the meeting. If the board approves and submits a letter designating the proposed voting representatives, Lorah, Steve, Phil, and Randy would be authorized to vote at the 2024 Annual Meeting on all WACD

business items. The only exception is the election of the Commission representative, which is conducted by the Washington State Conservation Commission and is reserved solely for the elected and appointed supervisors of each district. Steve Colvin moved to approve and authorize Craig Nelson to submit the letter to WACD for 2024 Annual Meeting Voting. Jerry Asmussen seconded the motion, and the motion passed unanimously.

NACD Yearly Membership Dues – Craig shared that NACD offers different levels of membership, ranging from \$1.00 to over \$3,001. The gold level, priced at \$775.00, is considered a full membership. Jerry Asmussen moved to choose the gold level membership and authorize payment for the NACD yearly membership dues. Steve Colvin seconded the motion, and the motion passed unanimously.

2025 Draft Budget – Becky shared that the 2025 draft budget will be presented at the upcoming board meeting for review, questions, and input. It will be brought back for approval at the December board meeting.

Credit Card Limit Increase – Craig shared that district employees have been using credit cards issued by the bank for several years to make purchases related to their work, rather than using desk accounts or reimbursing personal expenses. This system has generally worked well. Current district policies set a credit card limit of \$3,000 per cardholder, with the exception of the Executive Director, who has a limit of \$10,000. The policy also requires prior arrangement with the Executive Director and/or Board of Supervisors for any increases above these limits. However, Craig noted that over the past year, the credit limit has been exceeded a few times, and on occasion, multiple cards were used to split expenses for conference registrations and travel to stay within the limit. To address this, Craig proposed that the board approve a change to the policy to increase the credit card limit to \$10,000 for the Executive Director, Finance Director, and Grants and Contracts Director. Jerry Asmussen moved to update the district credit card policy to reflect that all card holder credit limits shall be \$3,000, with the exception of the Executive Director, Finance Director, and Grants and Contracts Director whose individual credit limits shall be \$10,000. Steve Colvin seconded the motion, and the motion passed.

Lorah Super adjourned the meeting at 7:58 PM.

Summary of Motions

Jerry Asmussen moved to approve the October 3, 2024, board meeting minutes as amended. Edd Townsend seconded the motion, and the motion passed unanimously.

Steve Colvin moved to approve Treasurer's Report #858 as presented. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Aspect Consulting contract amendment and authorize Lorah Super or Craig Nelson to sign the contract. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the West Water Research contract and authorize Lorah Super or Craig Nelson to sign the finalized contract when all details are complete. Phil Dart seconded the motion, and the motion passed unanimously.

Steve Colvin moved to approve the Perkins contract with a 100% cost share, not to exceed \$6,760.12, and authorize Lorah Super or Craig Nelson to sign once all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Woras Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Kelley Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Maiorano Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Price Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Ready Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Larson Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Bevis Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve the Freel Defensible Space cost-share agreement and authorize Lorah Super or Craig Nelson to sign the finalized agreement when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Steve Colvin moved to approve the training and authorize registration, airfare, lodging, per diem, and other eligible incidental expenses for Emmy Engle, Rosalie Powell, and Eli Loftis to attend GSMCON25 in May 2025 in Orlando, FL. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to authorize Lorah Super or Craig Nelson to approve and sign both Larsen contract amendments, if applicable, once they are finalized. Edd Townsend seconded the motion, and the motion passed unanimously.


Steve Colvin moved to authorize direct Craig Nelson to revise and sign the Perrault Well Relocation Cost Share Contract when all details are complete. Edd Townsend seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to approve March 11, 2025, as the date for the district election, set the polling hours from 2:00 PM to 6:00 PM, and authorize Lorah to sign Resolution 2024-04. Edd Townsend seconded the motion, and the motion passed unanimously.


Steve Colvin moved to approve and authorize Craig Nelson to submit the letter to WACD for 2024 Annual Meeting Voting. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to choose a level of membership and authorize payment for the NACD yearly membership dues. Steve Colvin seconded the motion, and the motion passed unanimously.

Jerry Asmussen moved to update the district credit card policy to reflect that all card holder credit limits shall be \$3,000, with the exception of the Executive Director, Finance Director, and Grants and Contracts Director whose individual credit limits shall be \$10,000. Steve Colvin seconded the motion, and the motion passed.

 12.5.2024
Lorah Super
Chair

Date

 12.4.24
Natalie Torres
Administrative Assistant

Date