

**Foster Creek Conservation District Board
Board of Supervisor's Meeting – July 6, 2022**

6pm – 8.00 pm

Location: Mansfield Town Hall, 26 Main Street, Mansfield, WA

Please contact FCCD on Ph: 509-699-8344; 509-888-6373; or email: info@fostercreekcd.org to obtain a remote access link or for additional information.

AGENDA

1. Call to Order – 6.00 pm

- Reading and approval of June 08, 2022, Board meeting minutes

2. Public comment

3. Reports

- Review Staff Reports
- NRCS
- WSCC

4. Ongoing / Unfinished Business

- Financial report - Approval of June Financial Report
 - District management and financial updates / issues
 - Expense approvals

5. New Business

- Approval of Employee Summer Schedule
- Approval of Implementation Budget
- Update on new applications, scheduled interviews
- VSP Solar Development Comments
- Ecology Grants received
- Office Updates

6. Other Business - Executive Session/Other Business

7. Upcoming Meetings, Dates, Deadlines and Reminders

- **July 1** - FY23 Begins
- **July 4** - Independence Day, FCCD Office Closed
- **July 20-21** - Commission Regular Meeting, Ellensburg
- **August 25-28**- NCW Fair

8. Meetings to be attended by more than two Board members:

None known

9. Next FCCD Regular Board Meetings:

- **August – NO MEETING**
- Wednesday September 14, 2022 - Regular Board meeting - Mansfield Town Hall, Mansfield; 6.00-8.00 pm

10. Adjourn

Foster Creek Conservation District Board Meeting

Wednesday June 08, 2022
6.00 pm – Mansfield Town Hall, Mansfield, WA 98830

DRAFT - MEETING MINUTES

In Attendance: John McLean (Board Chair), Lee Hemmer (Vice-chair), Douglas Poole (Auditor), Wade Troutman (Board), Kelsey Tanneberg (Board), Mike Baden (WSCC), Amanda Ward (District Manager), Becca Hebron (FCCD staff), Angie Orpet (FCCD staff).

Call to Order – 6.05 pm

Meeting called to order by FCCD Board Chair John McLean.

Motion to approve, as presented, Board Meeting Minutes of May 11, 2022 by: Wade Troutman, seconded by Douglas Poole; passed 5/0.

Reports

Staff Reports – Staff reports reviewed.

NRCS – Amanda advised the Board that the NRCS report was attached to the packet.

WSCC – Mike reminded everyone that we’re coming up to the end of this financial year, therefore there will be close-outs and new addenda FY22-23 coming up. \$10 million available for riparian/salmon projects – a Commission webinar will be held on Friday morning (06/10). There is also an additional \$200,000 available for engineering with the opportunity to apply for more, if needed. The VSP bump in Capital funds is out for comment and should be approved at the next Commission meeting in July. Wade and Kelsey have been officially confirmed as ongoing Board members.

Ongoing / Unfinished Business

The May financial report was reviewed.

Motion to accept and approve the May 2022 Financial Report, summarized below, by: Wade Troutman, seconded Lee Hemmer, passed 5/0.

- Summary of budget activity – from Financial Report April 2022

A	Checking account - Starting balance	As of 05/01/2022	31,646.60
B	Checking Account - Ending balance	As of 05/31/2022	8,438.86
C	Savings account balance	As of 05/31/2022	118,204.61
D	Total deposits	As of 05/31/2022	135,129.20
	Total expenditures:		
E	April 2022 Payroll (EP22-52 – 57)	Paid 05/02/2022	19,324.87
F	April 2022 Payroll taxes (EP22-58)	Paid 05/02/2022	6,107.50
G	May 2022 Payroll (EP22-66 – 71)	Paid 05/31/2022	20,239.97
H	May - Checks written (#'s: 8213 - 8232)		53,741.54
I	May - Electronic Payments (EP22-59 - 64 & EP22-73)		2,572.44
J	Pending voucher reimbursements	Estimated (06/06/2022)	133,016.24
	District Reconciliation Report – May 2022 - Reconciled and balanced.		

Amanda Phillips came into the meeting at 6.17 pm.

Amanda presented a Centennial Farm application from Jorgensen Farms to the Board for approval. Occupancy dating from May 1904.

Motion to accept and approve the Centennial Farm application from Jorgensen Farms by Wade Troutman, seconded by Lee Hemmer, passed 5/0.

Two purchase request for Board approval:

- Angie – \$2,600.00 : 2 new computers and three new monitors, to be paid for out of WSCC IMP, Amendment 2, Outcome 6.
- Becca - \$1,581.45 : Camp Sagebrush t-shirts, to be paid for by FEMA FAC (camp supplies).

Motion to approve expenses of \$2,600 (computers/monitors) and \$1,581.45 (Camp t-shirt), as detailed above, by Douglas Poole, seconded by Kelsey Tanneberg, passed 5/0.

Amanda informed the Board she had found someone to fill the part-time financial position. As the new hire is related to the Board Chair, John left the meeting for this discussion. John McLean left the meeting at 6.34 pm. The Board agreed the new hire has the relevant qualifications and approved the starting rate. This position will be considered temporary until a new District Manager is on board and confirms they would like to continue with this arrangement. In the meantime, the primary contact for Ruth Walker will be Douglas Poole.

Motion to approve new hire, Ruth Walker, as the part-time Fiscal Specialist by Douglas Poole, seconded by Kelsey Tanneberg, passed 4/0.

John rejoined the meeting at 6.52 pm

Angie confirmed she has obtained a new position with the Xerces Society and expressed her thanks to the Board for being such amazing mentors. She will leave FCCD at the end of June. Wade commented Angie's enthusiasm will be missed. Angie left the meeting at 7.00 pm.

Amanda brought up the added responsibilities already taken on and the expected increase in workloads for staff, given that she and Angie were leaving. Becca left the meeting at 7.05 pm. Amanda recommended to the Board that, moving forward, Becca be considered to be at the Specialist level and be given an increase accordingly, as she had already increased her workload and responsibilities, many without being asked. The Board agreed but suggested a higher rate was more appropriate and decided both Becca and Ryan should be on the same hourly rate as they would both be shouldering additional responsibilities in the future.

Motion to approve raising Becca Hebron to Natural Resources Specialist level and increasing both Becca and Ryan's hourly rates by Lee Hemmer, seconded by Wade Troutman, passed 5/0.

Becca was called back to the meeting at 7.20 pm

Amanda asked the Board to approve the next capital advance application, to be made early July to cover the next round of WSRRI fencing cost-share projects. Mike Baden mentioned there might be a possibility that the advance could be for up to 75% of the total funds, if needed. Amanda believes the District has enough in reserve to cover any shortfalls. The first fencing cost-share (\$145,200) will be completed and paid by the end of June. The balance of cost-share to be covered in the new fiscal year is \$371,700. Amanda is working closely with WSCC and Ryan to ensure everything is juggled successfully.

Motion to approve applying for a second Capital Advance from the WSCC, as discussed, to assist WSRRI cost-share payments coming up in the next fiscal year by: Douglas Poole, seconded by Lee Hemmer; passed 5/0.

Amanda discussed the transition meeting held with staff, Mike and Wade on May 25th. John stated the Board will do what they can to help staff until a new DM is found. Staff meetings will now be held every two weeks and Wade suggested that Board members take turns attending to provide interim support to staff. Becca will forward a meeting calendar to the Board. The first meeting will be June 15 (Lee), the next June 27 (Douglas). Amanda suggested, as there will likely be some need for her to provide some interim assistance, she transitions to part-time, and keeps signing authority and email, etc. Douglas suggested the Board review the situation at the September meeting, as Amanda will not be able to continue working for FCCD on top of a new full-time position for too long.

Motion to approve Amanda moving temporarily to part-time hourly for up to 20 hours a week, to be reviewed in September 2022, by Douglas Poole, seconded Lee Hemmer, passed 5/0.

The Board agreed they would all be available for staff to contact as necessary. The quickest option will be to text Douglas Wade and Kelsey.

Amanda stated that the signatories for the bank accounts will need to be updated to include Ruth. Amanda will stay listed at least for the next couple of months. Douglas said he could be available to sign any big checks, as necessary. Liz was apparently still listed in the bank's records, so she would also need to be removed. The Board agreed and stated they should all be listed as signatories at the bank.

Motion to approve Ruth Walker being added as an authorized signature at the North Cascades Bank and Liz Jackson (nee Hanwacker) being removed, by Douglas Poole, seconded Lee Hemmer, passed 5/0.

Amanda left the meeting at 7.50 pm.

The board discussed Amanda's vacation and exchange pay spread out in 2-3 months due to cash flow and end of the year fiscal closeouts.

Motion to approve a one-time policy exception to pay Amanda in a series of payments (2-3 months) for her vacation time by: Douglas Poole, seconded by Lee Hemmer, passed 5/0.

Amanda was called back into the meeting at 8.15 pm.

Mike Baden left the meeting at 8.15 pm.

New Business:

The Board discussed their upcoming schedules and decided to reschedule their next meeting, bringing it forward to Wednesday July 6.

Meeting Adjourned – 8.23 pm

Upcoming Meetings, Dates, Deadlines and Reminders

- **June 10 – Amanda's last full-time day**
- **June 13-15 - WADE Conference, Sleeping Lady Resort, Leavenworth**

- **June 30** - Last Day of FY22
- **July 1** - FY23 Begins
- **July 4 - Independence Day**
- **July 20-21** - Commission Regular Meeting, Ellensburg

7. Meetings to be attended by more than two Board members:

None known

8. Next FCCD Regular Board Meetings:

- Wednesday July 6, 2022 - Regular Board meeting - Mansfield Town Hall, Mansfield; 6.00-8.00 pm
- **August – NO MEETING**
- Wednesday September 14, 2022 – Regular Board meeting – Mansfield Town Hall, Mansfield; 6.00-8.00 pm.



United States Department of Agriculture
Natural Resources Conservation Service
1251 S. 2nd Ave, Suite 101
Okanogan, WA 98840
(509) 422-2750 ext. 3 Fax (855) 847-6387

Date: June 30, 2022

To: Cascadia, Foster Creek, Okanogan, & South Douglas Conservation Districts

From: Sarah Troutman, District Conservationist

Subject: Monthly Activities Report

Program Activities:

- **EQIP 2022:** Still processing a few of the larger EQIP applications for this fiscal year. So far we have not received additional funding we had hoped for.
- **CSP Classic:** We have 10 applications (1 Chelan, 5 Douglas, 4 Okanogan) to assess and rank by July 7th.
- **CRP:** Staff, FCCD, and Randy Kelley have all been working on CRP status reviews for those contracts that expire at the end of 2023. This workload is pretty well wrapped up.
 - We are still waiting for some of the ~386 accepted offers for general CRP in Douglas County, as well as CRP-Grasslands. Work on the ~40,000 acres of new offers has begun. FSA is sending them to us as they come in and we expect this work to keep us **fully** occupied throughout the summer.
- **RCP:** Cascadia CD has been working on rankings for their first sign-up period in Chelan County!

COVID-19 Status of Operations -

- THE DOORS ARE UNLOCKED and masks are not required! Staff are allowed to telework 1-2 days per week, depending on their position, but otherwise we are back in the office and open to the public. We get weekly updates on Community transmission levels that vary by county and could warrant us going backwards if the need arises.

District Activities -

- Please talk to your RC or me if you are interested in any task orders!

Personnel -

- A selection for the Resource Conservationist in Okanogan has been made and is pending approval but a Final Job Offer still is not extended.
- The Resource Conservationist position in Waterville is expected to be re-advertised next week (the 5th)
- Isaac Bickford will be leaving the agency as his family takes on a new adventure. Isaac's last day is July 1st. He will be greatly missed!

Sarah Troutman
District Conservationist

Cc: Austin Shero, Christopher Wright, Amanda Phillips, Mike Baden



To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month of: June 2022
Date: Meeting on July 6, 2022
Submitted by: Nate Schmidt, Natural Resources Technician

Figure 1: Majestic DEER

PURPOSE

A progress update for:

1. FEMA – FAC
2. WSU Wildlife Study
3. NRCS TP3 CRP

SUMMARY OF TASKS

	PROJECT	TASK	UPDATE
1	FEMA – Fire-Adapted Communities	CAMP SAGEBRUSH	<ul style="list-style-type: none"> • Prep and help with outreach and coordination for Camp Sagebrush • Help lead the camp and facilitate activities all week
2	WSU Wildlife	Survey/Monitoring	<ul style="list-style-type: none"> • Wrap up the design, coordinate and deploy study plots for 13 different locations on the plateau. 5 unburned till fields, 3 unburned direct seed fields, and 5 Pearl hill burned sites in pasture/sagebrush. • Each study plot (300m x 300m square grid) receiving 4 wildlife camera installs, 4 50m vegetation transects recording species diversity and density, 2 avian point counts, and documentation of wildlife signs (burrows, scat, tracks, etc.) at each of 4 sites within plot. Collect grouse pellets found on plot to be sent to WSU for lab analysis. • Check cameras for all the sites midway through the 35-40 day study period. Replace batteries and SD cards as needed. • Continue to contact producers to receive access and permission and to garner interest • Build a GIS map and excel spreadsheet with relevant data to conduct the study • Begin outreach and prep work for round two of the study (July-Aug) • Coordinate with DNR to obtain Land use license to access DNR ground for round 2. • Archive all pictures obtained from 52 cameras.

			<ul style="list-style-type: none"> • Coordinate site visit with CDLT on Spiva Butte for Rd 2 study plot install. • Archive and organize all notes and data into piles of paperwork to hand back to WSU • Conduct 2 Avian point counts per study plot. 26 study plots equalling 52 point counts • Take down all cameras, upload SDs to our drive and reset for Round 2 deployment • Contact lessees for Rd 2 sites and coordinate times with landowners • Map out and plan for Rd 2 installs
3	NRCS (22)	TP3 CRP	<ul style="list-style-type: none"> • Conduct CRP Surveys for 3 landowners covering 8 fields • Archive and catalog data and pictures obtained from each field



Submitted By: Rebecca Schexnayder

Subject: VSP Updates

Date: 07/06/2022



A PROGRESS UPDATE FOR: FCCD Board Meeting, July 6, 2022

- i. Douglas County VSP
- ii. Other activities

SUMMARY OF TASKS

	PROJECT	TASK	UPDATE
1	VSP	VSP Admin Education & Outreach	<ul style="list-style-type: none"> • VSP budget tracking and updates • Communications with partner agencies and TSPs • VSP Supplemental Budget Policy Review & Communications to Work Group • VSP Adaptive Mngt Policy review • VSP Field Tour Planning (7/28/22) • VSP Work Group Meeting Planning and Agenda Prep • VSP Work Group Committee Meeting (6/28/22) • Quarterly Report prep and communications • Outreach event planning & prep • VSP vouchering
2	Other activities	FEMA FAC	<ul style="list-style-type: none"> • Camp Sagebrush Event attendance & support
3	Other Activities	CTD Scholarship	<ul style="list-style-type: none"> • NAWM Online Trainings

UPCOMING MEETINGS, WORKSHOPS, and ACTIVITIES:

- VSP Quarterly Report & data summarization (due 7/10/22)
- VSP Budget reorganization
- Adaptive Management-VSP Work Plan review
- Joint SAC/TP VSP Meeting (7/14/22)
- 7/28/22 Douglas County VSP Field Tour with VSP TP advisory staff



To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month of: June 2022
Date: Meeting on July 6th, 2022
Submitted by: Ryan Lefler, Natural Resource Specialist

• **PURPOSE**

A progress update for:

1. Washington Shrubsteppe Restoration and Resilience Initiative (WSRRI)
2. Federal Emergency Management Agency (FEMA) Fire Adapted Communities (FAC)
3. Washington State Department of Ecology (WSDOE) Water Quality Monitoring
4. Bureau of Land Management (BLM)/Washington State Department of Agriculture (WSDA) Weed Control Program
5. United States Fish and Wildlife Service (USFWS) Partners for Fish and Wildlife Smith Draw Project
6. Voluntary Stewardship Program (VSP)

• **SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	WSRRI	Fencing Project Completion Virtual Fence Program Field Day	<ul style="list-style-type: none"> • Worked with landowner and contractor to facilitate implementation of the first fence replacement project. 5.5 miles of burned fence were replaced with a wildlife friendly fence. FCCD provided \$145,200.00 in cost share for this project. • Worked with Conservation Northwest to coordinate a field tour of an existing Virtual Fence Project for interested producers.
2	FEMA FAC	Wildfire Summer Camp	<ul style="list-style-type: none"> • Attended and helped facilitate Camp Sagebrush, a wildfire themed summer camp at Camp Delaney in Dry Falls State Park.
3	WSDOE Water Quality Monitoring	Grant Recipient Training	<ul style="list-style-type: none"> • Attended 1 WSDOE grant recipient training and 1 WSDOE cultural resource review training.
4	BLM/WSDA Weed Control	Attempted Spring treatment Project closeout	<ul style="list-style-type: none"> • Prepared for spring treatment of previously identified yellow star-thistle. Upon reaching out to the landowner, it was discovered that the land had been sold and the area with yellow star-thistle had been tilled by the new lessee. FCCD contacted the new lessee to inform him of the infestation, and to offer technical assistance. • Closed out this grant project.

5	USFWS Smith Draw	Project Expansion	<ul style="list-style-type: none"> • Worked with USFWS to expand the scope of the current project to include permitting and logistical consultation with WDFW on a neighbouring BDA project in Smith Draw.
6	VSP	Crop Tour	<ul style="list-style-type: none"> • Attended and helped organize a crop tour featuring topics in herbicide resistance management and alternative cropping systems.

Staff Member Comments

It was good to see some tangible benefits from the WSRRI program. This is the first and largest of 5 fence replacement projects going in through this program. If no further issues present themselves, FCCD should be able to roll right into the next project in July and complete every subsequent one during this growing season.

Camp Sagebrush was a tremendous success with many parents and kids asking for it to become an annual overnight camp. At this point, we have no dedicated funding source for this program, but are exploring options related to a regional partnership.

BLM Weed Control has been a successful project. WSDA has no current funds identified to renew this grant, but FCCD will apply again if it is offered.

USFWS is quite happy with our work on Smith Draw. They asked FCCD to assist on an adjacent project on WDFW land by completing permits and helping with logistics. We have experience in both and are happy to see work being done on this stretch of West Foster Creek.



To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month of: June 2022
Date: Board Meeting on July 6th
Submitted by: Becca Hebron, Natural Resource Specialist

1. PURPOSE

A progress update for:

1. FEMA
2. VSP
3. IMP
4. ECY 181
5. NRCS CRP

2. SUMMARY OF TASKS

PROJECT		TASK	UPDATE
1	FEMA	FAC, Re-Seeding, Curriculum Development and Summer Camp	<ul style="list-style-type: none"> • Camp Sagebrush! COMPLETED!!!! 26 kids total, with 15 different volunteers. Every kid wants to have camp again and they want an overnight.
2	VSP		<ul style="list-style-type: none"> • Meeting minutes for RS
3	IMP		<ul style="list-style-type: none"> • Looking into candidates for the position • Vouchering and prep for end of the fiscal year
4	ECY 181	Education & Outreach	<ul style="list-style-type: none"> • Planning for summer outreach • Match conversation and compilation
5	NRCS	TP3-CRP REVIEW	<ul style="list-style-type: none"> • Finished TP3 contracts, 34/50 were completed.

Staff Member	(Multiple Items)	
	BH	
Sum of Quantity	Column Labels	
Row Labels	2022	
VSP	12739.42	Acres Surveyed
FEMA-FAC	41	People
people	41	
June		
Camp Sagebrush	41	
Coordination	15	
Outreach	26	
NRI	10	
people	10	
June		
Cultural Resources Training	10	