

**Foster Creek Conservation District Board  
Board of Supervisor's Meeting – October 12, 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](mailto: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 September 06, 2022, Board meeting minutes

**2. Public comment**

**3. Reports**

- Review Staff Reports
- NRCS
- WSCC (*nothing to report this month*)

**4. Ongoing / Unfinished Business**

- Financial report - Approval of September Financial Reports
- District management and financial updates / issues
- Grant application overview, update on received and active grants

**5. New Business**

- End of Amanda's Part-Time Employment Term
- Cancellation and credit increase request for company credit cards
- Signature Authorization
- Surplus
- Easement Inquiries
- Resolutions

**6. Other Business - Executive Session/Other Business**

**7. Upcoming Meetings, Dates, Deadlines and Reminders**

- **Oct. 14<sup>th</sup>** – Staff Meeting: Grant and Project Planning Meeting
- **Oct. 19<sup>th</sup>** – WACD area meeting 9am-3pm, Board to Board meeting to follow
- **Oct. 22<sup>nd</sup>** – Make a Difference Day in Foster Creek! 10am- 2pm
- **Oct. 27<sup>th</sup>** – VSP DoCo Project Tour with technical panel 9am-4pm
- **Oct. 31<sup>st</sup>** – Staff Meeting

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

- WACD North Central Area meeting October 19<sup>th</sup> from 9:00-3:00 pm

**9. Next FCCD Regular Board Meetings:**

- Wed. November 9<sup>th</sup> 1pm – Mansfield Town Hall
- Wed. December 14<sup>th</sup> 1pm- Mansfield Town Hall

**10. Adjourn**



## Foster Creek Conservation District Board Meeting

Wednesday, September 14, 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), Becca Hebron (FCCD staff), Ruth Walker (FCCD Financial Specialist), Maggie Whitehall (FCCD Staff), Mike Baden (WSSC NC Regional Manager), Joe Sprauer (SDCD Supervisor)

#### **Call to Order – 6.07 pm**

Meeting called to order by FCCD Board Chair John McLean.

**Motion to approve, as presented, Board Meeting Minutes of July 6th, 2022, by: Lee Hemmer, seconded by Douglas Poole; passed 3/0.**

#### **Public Comment**

Joe Sprauer presented the letter sent from FCCD board of supervisors to SDCD board of supervisors and asked for clarification on items mentioned within the letter and expressed concerns on behalf of the SDCD supervisors. The board discussed these matters with Joe and suggested a board-to-board meeting should be held between FCCD board and SDCD board members on October 16<sup>th</sup>, after the WACD meeting.

*Joe Sprauer left the meeting at 6:45*

#### **Reports**

**Staff Reports** – Staff reports reviewed.

**NRCS** – NRCS updates were included within the packet.

**WSSC** – Mike Baden gave a verbal report, mentioning important trainings for upcoming CD elections, important dates for events to come, and gave kudos to FCCD staff for achievements and progress made during the interim with the district manager vacancy.

#### **Ongoing / Unfinished Business**

The June financial report was reviewed.

**Motion to accept and approve the July and August 2022 Financial Report, summarized below, by: Douglas Poole, seconded by Lee Hemmer, passed 3/0.**

#### **Summary of budget activity – from Financial Report July 2022**

Vouchers Warrant	Total
July 2022 Payroll (EP22-79 AND 82-88)	31,081.50
July 2022 Checks Written (#'s: 8233-8252)	116,443.31
July Electronic Payments (EP22-99 & 94-101)	4,859.73
Total	<b>152,384.54</b>

**Summary of budget activity – from Financial Report August 2022**

Vouchers Warrant	Total
August 2022 Payroll (EP22-103-108 AND 110)	20,116.56
August 2022 Checks Written (#'s: 8271-8278)	6,758.16
August Electronic Payments (EP22-102 & 94-101)	4,859.73
Total	<b>29,068.99</b>

Four expense approvals were presented for Board approval:

- Ruth – \$9,161.00: year subscription for Enduris Washington, Active 9/01/22-8/31/23
- Becca - \$2,181.30: Camp Sagebrush bus rental for three consecutive days
- Ryan- \$3,400.00: Materials for Revegetation Project for Ecology Grant 181, Task 3

**Motion to approve expenses detailed above, by Lee Hemmer, seconded by Douglas Poole, passed 3/0.**

**New Business**

- Becca presented an update on Vacant District Manager position and applications.
- New employee Maggie Whitehall introduced herself to the Board.
- Becca presented an update on grants recently received, recently applied for, and to be applied for, to the board.
- Becca presented a new lease agreement from the County for the Foster Creek Office on the 3<sup>rd</sup> floor of the Douglas County Courthouse. No changes were noted throughout the lease agreement.

**Motion to approve and sign the new FCCD Office Lease Agreement by Lee Hemmer, seconded by Douglas Poole passed 3/0.**

**Executive Session**

- Becca Hebron called for a 15-minute executive session to discuss the salary of a FCCD employee Rebecca Schexnayder at 7:05 pm. Executive session ended at 7:20 pm.

*Ruth Walker left the meeting at 7:05 pm*

*Mike Baden left the meeting at 7:05 pm*

**Public meeting resumed at 7:21 pm**

**Motion to approve new salary and title change to *Natural Resource Specialist 3* discussed during executive meeting for Rebecca Schexnayder by Lee Hemmer, seconded by Douglas Poole passed 3/0.**

**Meeting Adjourned – 7:30 pm**



**To:** Foster Creek Conservation District Board Members  
**Subject:** Monthly Staff Report: September 2022  
**Date:** October 12, 2022  
**Submitted by:** Maggie McGillivray, Natural Resource Technician

**1. PURPOSE**

A progress update for:

1. Nonpoint Source Water Quality Grant
2. Pygmy Rabbit Capture
3. Make a Difference Day
4. Education & Outreach

**2. SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	Ecology Water Quality Grant	Writing and revising the Water Quality Task within the new grant proposal	<ul style="list-style-type: none"> <li>• Budget revisions</li> <li>• Zoom calls with Ecology and Palouse CD for SOP recommendations</li> </ul>
	WDFW Pygmy Rabbit	Capture/Release	<ul style="list-style-type: none"> <li>• Capture, bio sample, and inoculate kits within acclimation pens</li> </ul>
2	Make a Difference Day	Site prep	<ul style="list-style-type: none"> <li>• Brush cutting areas along FC for planting</li> </ul>
3	Education & Outreach	Kids in the Creek	<ul style="list-style-type: none"> <li>• Taught aquatic macroinvertebrate identification to high school students on the Entiat River</li> </ul>
		Social media, news culling, and creating flyers for outreach opportunities	Scheduling, writing, publishing social posts showcasing conservation and projects through FCCD, creating flyers for events and distributing

**3. UP-COMING MEETINGS, WORKSHOPS, & ACTIVITIES:**

October 22, 2022: Make a Difference Day native planting on Foster Creek



Figure 1 Coyote on the wildlife camera

**To:** Foster Creek Conservation District Board Members

**Subject:** Staff Report for the month of: September 2022

**Date:** Meeting on October 12, 2022

**Submitted by:** Nate Schmidt, Natural Resources

**PURPOSE**

A progress update for:

1. FEMA – FAC
2. WSU Wildlife Study
3. NRCS TP1 CRP Review
4. VSP
5. FEMA ReSeed-Ph1\_PP
6. TNC
7. ECY 181 T3
8. WSCC-IMP DM

**SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	FEMA – Fire-Adapted Communities	Coordination and planning	<ul style="list-style-type: none"> <li>• WAFAC check-in meetings and emails</li> <li>• Podio workspace updates and networking</li> <li>• Begin planning and organizing a virtual meeting through WAFAC to discuss wildfire impacts in rural shrub steppe</li> <li>• Finalize planning and conduct WAFAC Virtual Discussion amongst ~20 shrub steppe professionals</li> <li>• FEMA status and FAC program staff discussions</li> <li>• Finalize FEMA 6-month plan request for extension</li> </ul>
2	WSU Wildlife	Survey/Monitoring	<ul style="list-style-type: none"> <li>• Finalize this year’s portion of the study</li> <li>• Collect and review all data</li> <li>• Take down and consolidate all equipment</li> <li>• Organize all photos into folders and complete data transfer to WSU storage device</li> <li>• Pass off all equipment and data sheets</li> <li>• Email and phone coordination with WSU staff</li> </ul>
3	NRCS TP1 CRP	CRP Certifications	<ul style="list-style-type: none"> <li>• Edit CRP paperwork for a couple of fields</li> </ul>

4	VSP	Education/Outreach	<ul style="list-style-type: none"> <li>• Pygmy Rabbit round up</li> <li>• MSGCP Review and discussion</li> <li>• Staff meetings to figure out new coordinator</li> <li>• VSP Review, WSU habitat restoration priorities</li> </ul>
5	FEMA Re-seed Ph1_PP	Coordination and grant review	<ul style="list-style-type: none"> <li>• Meeting with agency contact</li> <li>• Re-draft the 6-month plan for FEMA Reseed with more detailed maps and plans</li> </ul>
6	TNC	Grant review and planning	<ul style="list-style-type: none"> <li>• Review grant terms and plan for execution</li> </ul>
7	ECY 181 T3	Restoration Site prep	<ul style="list-style-type: none"> <li>• Brushcut planting areas around BDAs</li> </ul>
8	WSCC-IMP DM	Admin	<ul style="list-style-type: none"> <li>• Create LinkedIn profile for FCCD, update letterhead, grant spreadsheet review, application review and prep</li> </ul>



**To:** Foster Creek Conservation District Board Members  
**Subject:** Staff Report for the months of: September 2022  
**Date:** Meeting on October 12th, 2022  
**Submitted by:** Ryan Lefler, Natural Resource Specialist

• **PURPOSE**

A progress update for:

1. Washington Shrubsteppe Restoration and Resilience Initiative (WSRRI)
2. Washington State Department of Ecology (WSDOE) Water Quality Monitoring
3. WSDOE Streamflow Restoration
4. Conservation Northwest (CNW)/WSRRI Virtual Fence Program
5. Federal Emergency Management Agency (FEMA) Grass Valley Re-Seeding

• **SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	WSRRI	Fence Replacement Project Completed Fence Retrofit Projects Cleared for Funding Cultural Resource Review	<ul style="list-style-type: none"> <li>• Completed replacement of 4 miles of burned fence with wildlife friendly fencing. Reimbursement of landowner pending.</li> <li>• Obtained WSCC clearance of 4 fence retrofit and removal projects.</li> <li>• Completed cultural resource review of 1 fence replacement project and 1 fence retrofit project.</li> </ul>
2	WSDOE Water Quality Monitoring	Grant Application Contract negotiation Project Site Prep	<ul style="list-style-type: none"> <li>• Developed an application for a Water Quality Improvement Program grant for \$260,000.00 to continue stream restoration, water quality monitoring, and education and outreach.</li> <li>• Worked with WSDOE to negotiate contracts for 2022 agreements worth a combined \$500,000.00</li> <li>• Prepared project sites for planting to be done at an October volunteer event.</li> </ul>
3	WSDOE Streamflow Restoration	Notice of Award	<ul style="list-style-type: none"> <li>• Received official Notice of Award for WSDOE grant 00166 for \$181,000 to implement a project in the anadromous zone of Foster Creek and develop a streamflow monitoring program. Contract negotiation will begin with an initial meeting with the project manager.</li> </ul>
4	CNW/WSRRI Virtual Fence Program	Tower Deployment	<ul style="list-style-type: none"> <li>• Worked with Vence, Conservation Northwest, and 3 landowners to set up 6 virtual fence towers to control collars across north central Douglas County.</li> </ul>

5	FEMA Re-Seeding	Request For Information (RFI) Response	<ul style="list-style-type: none"><li>• Worked with the Washington Military Department project manager to compile information to respond to FEMA RFI and facilitate environmental review.</li></ul>
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**Upcoming Events**





**To:** Foster Creek Conservation District Board Members  
**Subject:** Staff Report for the month of: September 2022  
**Date:** Board Meeting on October 12th  
**Submitted by:** Becca Hebron, Natural Resource Specialist

**MEET COULEE!**

**1. PURPOSE**

A progress update for:

- 1. FEMA
- 2. VSP
- 3. IMP
- 4. ECY 181

**2. SUMMARY OF TASKS**

PROJECT		TASK	UPDATE
1	FEMA	FAC, Re-Seeding, Curriculum Development and Summer Camp	<ul style="list-style-type: none"> <li>• Ongoing communication for moving FEMA Re-seeding grant forward with Military Department. Six-month plan of action and other planning and implementing with RL and NS</li> <li>• Ongoing work towards extension of the FEMA FAC funds to help fund Camp Sagebrush one more year and to move and redesign Foster Creek Website</li> <li>• 6-month plan of action</li> </ul>
2	VSP		<ul style="list-style-type: none"> <li>• Other communication and planning for VSP implementation with RS</li> <li>• Planning for VSP Fund implementation to bring forth at work group meeting</li> </ul>
3	WSCC	NRI, DM, TA, E&O	<ul style="list-style-type: none"> <li>• Vouchering</li> <li>• Training MM</li> <li>• Grant organization and planning</li> <li>• Organization of the office and materials</li> <li>• NRI processing for DC</li> <li>• Mapping and planning future grant implementation and budget balancing</li> <li>• Elections and Resolutions Training</li> </ul>
4	ECY 181	Education & Outreach, Administrator	<ul style="list-style-type: none"> <li>• Kids in the Creek</li> <li>• Training with MM for future outreach projects</li> </ul>

**Staff Comments**



Submitted by: Rebecca Schexnayder

Subject: VSP Updates

Date: 10/07/2022

**A PROGRESS UPDATE FOR FCCD Board Meeting, Oct. 12, 2022**

i. Douglas County VSP

**SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	VSP	VSP Admin Education & Outreach Adaptive Mngt	<ul style="list-style-type: none"><li>• VSP budget tracking and updates</li><li>• VSP budget reorganization</li><li>• VSP quarterly report prep and submission (10/10/22)</li><li>• Communications with partner agencies and TSPs</li><li>• VSP vouchering</li><li>• VSP website Updates</li><li>• Nov. WG Meeting agenda planning &amp; Prep</li><li>• Oct (10/27) Field Tour planning &amp; Prep</li><li>• Work Group Communications</li><li>• Transition notes &amp; records for VSP</li></ul>



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

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Date: September 29, 2022

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

From: Sarah Troutman, District Conservationist

Subject: Monthly Activities Report

**Program Activities:**

- **EQIP & CSP CLASSIC 2023:** Washington state has announced a program deadline of **October 13, 2022** for our 2023 program funding. In general, we have received relatively few applications across the team.
- **RCPP:** Chelan County signup coming soon!
- **CRP:** DONE FOR FY 2022! Time to re-focus to 2023. We expect another very large workload in the new fiscal year, with possibility of an early SAFE signup.

**Status of Operations -**

- The Waterville field office has begun undergoing construction updates. There is likely to be some disruption to daily activities during this period. A final construction timeline is not yet known. Upgrades include service windows for both FSA/NRCS as the doors into the public hallway will be locked. New carpet and paint is expected throughout the building as well as a new exterior window in the NRCS space.

**District Activities -**

- Please talk to your RC (coming soon to Chelan & Douglas Counties) or me if you are interested in any task orders!

**Personnel -**

- The Resource Conservationist position in Waterville was selected and we are still awaiting a final job offer for this position which we hope to have onboard by the end of October.
- The Resource Conservationist position in Wenatchee was selected but a tentative job offer has not yet been extended. Stay tuned.
- I will be attending Leadership meetings in Olympia the first week of October.

Sarah Troutman  
District Conservationist

Cc: Austin Shero, Celeste Acord, Amanda Phillips, Mike Baden

*As of the date of this email all of the North Central team Service Centers are currently OPEN to visitors!! However, we strongly encourage you to please contact us to make an appointment. Please visit [farmers.gov/coronavirus](https://farmers.gov/coronavirus) for the latest information on Service Center status.*