

**Foster Creek Conservation District Board
Board Meeting – June 14, 2023**

6-8.00 pm

Location: Pioneer Hall, 26 Main St. Mansfield, WA 98830

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 May 17, 2022, Board meeting minutes

2. Public comment

3. Reports

- Review Staff Reports
- NRCS
- WSCC

4. Ongoing / Unfinished Business

- Approval of May Financial Consent Agenda
- Financial updates – End of Fiscal Year Update
- District and Program Updates
- NRCS Proposal Review

5. New Business

- Overview of current grant applications
- Master Contract Review and Signature
- New Fiscal Budget Addendum Review and Approval
- New Interdistrict Engineering Agreement

6. Other Business – Executive Session/Other Business

7. Upcoming Meetings, Dates, Deadlines and Reminders

- **June 30th End of Fiscal Year 22-23**
- **July 11th-13th Camp Sagebrush at Sun Lakes Dry Falls**
- **July 19th Commissioner Field Day with CCD**
- **July 25th- August 6th Becca on Vacation**

8. Next FCCD Regular Board Meetings:

- **Wed. July 14th – 6-8 pm Mansfield Town Hall**
- **August- No meeting**
- **September 13 – 6-8 pm Mansfield Town Hall**

9. Adjourn



Foster Creek Conservation District Board Meeting

Wednesday, May 17, 2023

6-8 pm

Golden Grains 34 Main Street Mansfield, WA 98830

DRAFT- MEETING MINUTES

In Attendance: John McLean (Board Chair), Lee Hemmer (Vice-Chair), Wade Troutman (Board Member), Krystal Sadler (FCCD Staff), Becca Hebron (FCCD staff), Lexi Gardner (NRCS)

Call to Order – 6.04 pm

Meeting called to order by Board Chair John McLean.

Motion to approve, as presented, Board Meeting Minutes of March 8, 2022, by: Lee Hemmer, seconded by Wade Troutman, passed 3/0.

Public Comment

No public comment given

Reports

Staff Reports – Staff reports were reviewed, Becca Hebron, District Manager, gave updates from the office regarding staff workloads and current project successes and trials.

NRCS – NRCS updates were presented by Lexi Gardner, two critical Pheasant Forever staff are leaving the local office this month adding more pressure to current predicted workloads. FCCD and NRCS will work together in the next couple of weeks to pull together a cost share to help with cover cropping, habitat corridors, and crop rotations. No known number for acreage CRP or number of contracts that will be up for review this summer. FCCD should still work on submitting contract bids to take on CRP contracts without knowing this information.

WSCC – No updates given on behalf of the WSCC. Becca noted that members of the board still need to do the open meeting and public records training. She also updated the board on currently known details about the next fiscal year.

Ongoing / Unfinished Business

Krystal Sadler, Financial Manager, presented the financial consent agenda, as well as the form delineating the information the board requested to see at every meeting. Krystal also provided information and update on the State Auditor Budget Report. She plans to submit it by Friday May 19, 2023.

Motion to accept and approve the January 2023 Financial Consent Agenda, summarized below, by: Wade Troutman seconded Lee Hemmer, passed 3/0.

Summary of budget activity – from Financial Report March 2023

Vouchers Warrant	Total
April 2023 Payroll	\$27,732.88
April 2023 Cleared Checks	\$47,104.98
April 2023 Deposits	\$21,767.22
Register Balance Total	\$87,582.75

Becca Hebron gave an overall update on current focus programs, which over the month of April were FEMA, WSCC Grants, Ecology, and VSP.

- FEMA agreed to extend both active grants for two years and plan to have an in-person visit to see the unique programs FCCD created with the funds. The new FEMA grant angled towards Pearl Hill burn scars should begin agreement stages.
- Work to close out WSCC grants has begun, conversation and planning for fund delineation over the next couple of months for WSCC grants was also discussed. Two more contracts are being brought forward to WSRRI to help utilize remaining funds.
- Ecology's grant program manager came to tour Foster Creek work sites and provided great feedback about what she saw. They want to highlight these unique projects on their blog series to showcase our work with agriculture and water quality. Planning for the next committee meeting is also in the works and earmarked for late June.
- VSP symposium that took place in Ellensburg 5/11/2023 went well. Becca provided updates to the tech panel about current work within the county and progress towards adaptive management for the work plan. The two-year report is due in August.
- VSP position was also discussed. Becca brought forth points from the VSP work group meeting regarding adapting the current job description for the VSP position by way of *increase of benefits to be fully provided for the position, an increase of wages advertised from \$23-\$26 to a higher range and changing education requirements from bachelor's to associates or comparable work experience*. The board discussed all of these options and felt more could be done to change the current job description to more accurately reflect tasks and skills sets we are seeking for this position that may draw more attention to the position. However, it was decided that the current requirement for a bachelor's degree and leaving the position rate and benefits as they stand would remain in effect for the time being. The board noted hiring has been slow everywhere and the need to be patient to find the right person for the job needs to be at the forefront despite pressures to act otherwise. Currently, all requirements are being met and the program continues to move forward at a good pace with the current staff in the office and priority to hire will remain.

New Business

Becca presented two new fencing contracts to fill in under the current WSRRI contract through WSCC to help install wildlife friendly fencing for Lilly Property Management and Nordby Ranch.

Motion to approve the new cost share agreements for the WSCC WSRRI wildlife friendly fencing program by Wade Troutman, seconded by Lee Hemmer, passed 3/0.

Becca Hebron presented updated staff agreements for Ryan Lefler and Nate Schmidt, who recently went through their review process. The board reviewed the documents, no motion necessary as each employee's pay salary step process was already discussed and approved in previous meetings.

Lexi left the meeting at 7:27

7:28 Becca was asked to leave the meeting for the board and Krystal to discuss things prior to Becca's review.

7:35 Becca reentered the meeting and Krystal left the meeting.

The board reviewed Becca on her first 6-months of being District Manager. The board commended Becca on her energy and work thus far and are happy to move her out of her probationary status for District Manager. The board agreed to move Becca to the next designated step in her pay salary schedule. No motion necessary, as the pay salary schedule was decided upon in November 2022.

Meeting Adjourned – 8:10 pm



Date: May 31, 2023

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

From: Sarah Troutman, Conservationist

Subject: Monthly Activities Report

Program Activities:

- **EQIP 2023** -As funds shift nationally and within the state we are receiving new preapprovals in our area. This is fairly normal, and we are excited to get some more dollars to our team. Thanks to my staff for being willing to step up and contract them under short notice!

County:	Chelan	Douglas	Okanogan
# of Ranked Applications	5/10	5/19	13/22
Dryland Agriculture	0	3/14	0
Forestry	2/3	0	5/8
Irrigation	1/4	0/2	3/8
Small Farms	2/3	0/1	1/1
WaterSmart - Whitestone	0	0	3/4
Range/Grazing	0	2/2	1/1

- **IRA** - We funded our only CSP application for a small farm and have also received a single forestry preapproval, both in Chelan County, that came in after the regular signup.
- **CSP CLASSIC 2023:** - We have no high priority eligible applications to rank for this program. The state wants us to really make an effort to increase participation in this program in FY2024.
- **RCPP:** We are moving forward with 6 contracts to develop in the near future for this first round of signups. The contracting method is very different through this program, and we are learning as we go.
- **CRP:** We expect another very large workload in the new fiscal year. General CRP has a signup deadline April 7th. FSA has received 67 SAFE signups and will now focus on the general signup. We do not know when FSA's national office will return the accepted offers for signup 60. NRCS is expected to return signed plans to FSA by August 11th.
- **IRA:** We will be submitting project proposals for our area with the support of our Conservation Districts. Deadline for new proposals is June 30th. If selected for funding, this will guarantee money to our area, rather than having to compete across the state.
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/washington/inflation-reduction-act-washington>



Status of Operations -

- Okanogan office is up next!! The lease award is supposed to be announced June 1st. Construction and remodeling is not expected until the Fall.

District Activities -

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

Personnel -

- Malachi Duncan is our intern for the summer and will start in Okanogan on June 5th.
- A nationwide soil conservationist announcement was advertised, with vacancies in both Okanogan and Waterville. A soil conservation technician was also advertised for Waterville. We have not received the certificates for any of these positions yet. !

Sarah Troutman
District Conservationist

Cc: Austin Shero, Celeste Acord, Lexi Gardner, Frank Curtin, Hannah Tomlinson, 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 for the latest information on Service Center status.



To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month of: May 2023
Date: Board Meeting on June 14, 2023
Submitted by: Becca Hebron, District Manager

PURPOSE

A progress update for:

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

1. SUMMARY OF TASKS

PROJECT		TASK	UPDATE
1	FEMA	FAC, Re-Seeding, Curriculum Development and Summer Camp	<ul style="list-style-type: none"> • Policy Planning and Building, job descriptions for hired personnel for camp operation. • Hiring has officially opened for Camp Counselors • Nurse was officially retained for the camp
2	VSP		<ul style="list-style-type: none"> • End of year spending and reporting. • Conversations with partners to gather data • VSP Monitoring meeting in Ellensburg. • Adaptive management towards the work plan • Interviews for VSP Coordinator • Breakout reporting for 2-year report
3	WSCC	NRI, DM, TA, E&O	<ul style="list-style-type: none"> • Vouchering • Job Advertisement work VSP • Quarterly Planning, staff planning, payroll • Meeting with NRCS, SDCD for cover cropping • Training new staff
5	ECY 0058	Watershed Planning	<ul style="list-style-type: none"> • Colville Confederated Tribes Salmon Festival • Water resource inventory delineation for Foster Watershed
6	ECY 0059	Direct Seed	<ul style="list-style-type: none"> • Outreach help for Michelle • QAPP updates for soil sampling

Staff Comments

Manager Update: I'm going to quit saying the month flew by, as every month seems to follow suite, so

it's no longer news. The office has been diving into Field and Grant season with a flurry. Staff members have found grants that excite them while also building up current programs here at FCCD, so it's been fun to watch them get into the weeds and plan what they hope to help put out into the world! There have been a lot of conversations with NRCS and SDCD to discuss possible partner projects.

FEMA: we're still working on getting amendments updated with new agreements in place.

Ecology: We had representatives from Ecology come out and do a field tour of the projects along Foster Creek. We will be highlighted within their blog series for special projects.



To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month(s) of: May 2023
Date: Meeting on June 14th, 2023
Submitted by: Ryan Lefler, Grants and Contracts Manager

• **PURPOSE**

A progress update for:

1. Washington State Department of Ecology (WSDOE) Watershed Planning
2. WSDOE Stream Restoration
3. Voluntary Stewardship Program (VSP)
4. Washington Shrub-steppe Restoration and Resilience Initiative (WSRRI) Re-Seeding Project
5. The Nature Conservancy (TNC) Weed Control
6. BLM Weed Control

• **SUMMARY OF TASKS**

	PROJECT	TASK	UPDATE
1	WSDOE Watershed Planning	Colville Tribe First Salmon Ceremony	<ul style="list-style-type: none"> • Attend Confederated Colville Tribes First Salmon Ceremony at Chief Joseph Dam
2	WSDOE Stream Restoration	Washington Conservation Corps (WCC) Crew Project Manager Field Tour	<ul style="list-style-type: none"> • Worked with a WCC Crew to conduct maintenance to the Chalk Hills/Mary Jane Hill Project • Hosted a 2-day field tour with WSDOE Project Manager
3	VSP	Weed Control TA Biological Control Distribution	<ul style="list-style-type: none"> • Assisted 1 producer with weed control questions • Distributed 1,100 Russian knapweed gall wasps • Distributed 1,000 Diffuse knapweed biological control insects
4	WSRRI Re-Seeding	Chemical Treatment	<ul style="list-style-type: none"> • Worked with WDFW to coordinate chemical treatment of 18 acres of Russian knapweed and Dalmatian toadflax
5	TNC	Noxious Weed Mapping	<ul style="list-style-type: none"> • Coordinated other staff who mapped noxious weeds over 114 acres of the Moses Coulee Preserve

6	BLM	Noxious Weed Mapping	<ul style="list-style-type: none">• Coordinated other staff who mapped noxious weeds over 371 acres within the Mohr Fire burn scar
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To: Foster Creek Conservation District Board Members
Subject: Staff Report for the month of May 2023
Date: Meeting on June 14, 2023
Submitted by: Michelle Lockhart, Natural Resource Technician

PURPOSE

A progress update for:

1. VSP
2. ECY 59
3. FEMA FAC
4. TNC

SUMMARY OF TASKS

	PROJECT	TASK	UPDATE
1	VSP	Outdoor Learning Grant Support	<ul style="list-style-type: none"> • Brainstorming ideas for Outdoor Learning Grant (OLG) Application • Writing OLG Letters of Support for partners to sign • Printing VSP Spring Newsletter and uploading to website
2	ECY 59	Mansfield Play Days Outreach Materials	<ul style="list-style-type: none"> • Designing 'Building Habitat Brochure' to be passed out at Play Days • Designing small flyers to go along with Play Days Seed Ball activity • Planning Seed Ball activity
3	FEMA FAC	Food Handler's Permit Counselor Flyer Watchable Wildlife Grant	<ul style="list-style-type: none"> • Completed Food Handler's Test for Camp Sagebrush • Planning for Camp Sagebrush • Designed flyer for camp counselor hiring • Helped write Watchable Wildlife Grant Application and Support Letter template
4	TNC	Invasive Weed Mapping	<ul style="list-style-type: none"> • Mapping in Field ArcGIS invasive weeds for a contract with TNC

UP-COMING MEETINGS, WORKSHOPS, & ACTIVITIES:

- WADE Conference (June)
- CPR Training (July 7)
- Camp Sagebrush (July 11-13)



To: Foster Creek Conservation District Board Members
Subject: Monthly Staff Report: May 2023
Date: June 14th, 2023
Submitted by: Maggie McGillivray, Natural Resource Technician

1. PURPOSE

A progress update for:

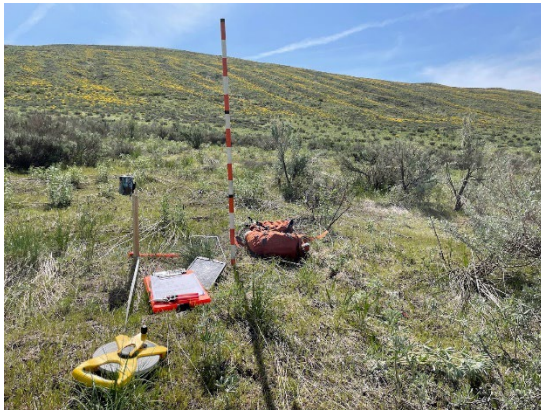
1. ECY 058/059
2. VSP
3. FEMA FAC
4. Ecology 181

2. SUMMARY OF TASKS

	PROJECT	TASK	UPDATE
1	ECY 058/059	Water Quality Monitoring	<ul style="list-style-type: none"> • Tibit temperature monitoring downloads, Ecology site tour, CCT Salmon Ceremony
2	VSP	Education & Outreach Administration	<ul style="list-style-type: none"> • Social Media Outreach, Instagram account creation, post curation, Well monitoring
3	FEMA FAC	Camp Sagebrush	<ul style="list-style-type: none"> • Curriculum development, finalizing camp itinerary, communication/coordination with partners, drafting parent packet, tour and run-through of Camp Delany
4	TNC	Noxious Weed Survey	

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

- WADE conference
- Mansfield Play Days
- Camp Sagebrush



To: Foster Creek Conservation District Board Members

Subject: Staff Report for the month of: May, 2023

Date: Meeting on June 14, 2023

Submitted by: Nate Schmidt, Natural Resources Specialist

Figure 1 Central Ferry Canyon Study Plot Setup

PURPOSE

A progress update for:

1. FEMA – FAC
2. VSP
3. ECY 058
4. ECY 181
5. WSU WILDLIFE STUDY
6. ECY 059
7. BLM
8. TNC
9. WSSRI

SUMMARY OF TASKS

	PROJECT	TASK	UPDATE
1	FEMA – Fire-Adapted Communities	Coordination and Planning	<ul style="list-style-type: none"> • WAFAC coordination, emails, and planning, meeting • Update Budget/tasks/expenses tracking spreadsheet • Camp Sagebrush continue build out agenda and begin coordination with partners • Meetings and coordination with FEMA on Grant Extensions and Deliverables
2	VSP	E&O Monitoring	Map Products for Aspect Weed Monitoring, mapping Foster Creek Site Tour Site Monitoring
3	ECY 058 T 5	Project scouting	Foster Creek Site Maintenance and Tour
4	ECY 181	T5 - Site Maintenance and Monitoring T7 - E&O	<ul style="list-style-type: none"> • Coordination with partners and landowners • Branch pick up and delivery • WCC Crew help with site maintenance • Outreach and events planning

5	WSU WILDLIFE	Plot setup and coordination	<ul style="list-style-type: none"> • Coordination with partners and landowners • Setup of Study Plots • 8 Bird Surveys • Camera Checks
6	ECY 059	E&O	<ul style="list-style-type: none"> • Foster Creek Site Tour
7	BLM WSDA 22-24	TA	<ul style="list-style-type: none"> • Weed survey/mapping
8	TNC 22-24	TA	<ul style="list-style-type: none"> • Weed Survey/Mapping • Troubleshoot IT issues
9	WSSRI TA Fence	TA	<ul style="list-style-type: none"> • Inspection of Nordby Fence