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TO: The Record
SUBJECT: March 7, 2013 Board of Supervisors Meeting
LOCATION: USDA Service Center, Okanogan, WA
FROM: Kim Simpson, District Treasurer

PRESENT:

Ivan Oberg, Chair	Kirsten Cook, Conservation Educator
Albert Roberts, District Auditor	Leslie Michel, Conservation Planner
Lorah Super, Member	Gerri Oberg, Associate Supervisor
Craig Nelson, District Manager	Will Keller, NRCS
Kim Simpson, District Treasurer	Bill Eller, WA State Conservation Commission
Bob Clark, Technical Coordinator	Steve Colvin, landowner
Terri Williams, Conservation Planner	

Regular Meeting Call to Order: Ivan Oberg called the meeting to order at 4:00 PM.

Agenda: The agenda was presented. Craig Nelson asked to add WADE Training registration to “New Business.” Albert Roberts moved to approve the agenda as modified. Lorah Super seconded the motion, and the motion passed unanimously.

Approval of Minutes: Ivan Oberg asked for comments on the **February 7, 2013 minutes**. Albert Roberts asked to have the minutes changed to reflect that Senator Smith attends the Colville Farmer’s Market as a vendor and is not the manager. Lorah Super moved to approve the minutes as amended. Albert Roberts seconded the motion and the motion passed unanimously.

Treasurer's Report #718, which covers the checking account activity for February 8, 2013 to March 7, 2013, inclusive was presented for the Board's approval. The following vouchers/checks are approved for payment:

Payroll direct withdrawals; on 2-19-13 totaling \$7,964.36, Payroll direct withdrawals; on 3-4-13 totaling \$7,942.33, Voucher (check) numbers; 9706 - 9712 totaling \$8,851.72, Direct withdrawals on 2-15-13 totaling \$12.60, on 2-20-13 totaling \$160.00, on 2-20-13 totaling \$2,669.62, on 2-20-13 totaling \$164.56, on 2-21-13 totaling \$2,735.06, on 2-25-13 totaling \$13.96, on 2-25-13 totaling \$16.29, on 2-25-13 totaling \$5.49, on 2-25-13 totaling \$394.59, on 2/28/13 totaling \$1.40, on 2-28-13 totaling \$7.31 on 2-28-13 totaling \$141.61, on 3-1-13 totaling \$200.00, and on 3-1-13 totaling \$12.60 and on 3-5-13 totaling \$350.00 and on 3-5-13 totaling

\$164.56 and a transfer of \$105.00 to the savings account. The deposits totaled \$17,622.43 and expenditures totaled \$31,808.06. Albert Roberts moved to approve Treasurer's Report #718 as presented. Lorah Super seconded the motion, and the motion passed unanimously.

Supervisor Reports:

Lorah Super – Reported that she has been discussing the potential for developing a private bio-refinery in the Methow. Participants include local landowners/businesses, Ecology, Washington Department of Commerce, and others. Lorah has learned that there is a new attempt to start a forestry collaborative that is trying to connect salmon recovery with upland forest land recovery. The group includes Upper Columbia Salmon Recovery Board, Nature Conservancy, and others. A wild game feed will be April 6, 2013 at the Winthrop Barn.

Albert Roberts – Slow Food Okanogan is hosting a fundraiser and memberships drive on April 4, 2013 from 6:00 to 8:00 PM at the Salmon Creek Coffee in Okanogan. The Colville Tribes Range Department has funding and is looking for someone to do range transects for them. Albert asked them to contact us for potential assistance.

Ivan Oberg – Reported he will be meeting next Thursday with Andy Perleberg and Curtis Beus to set up the exact location of the June 22, 2013 Washington State University Forest Landowners field day.

District Manager and Staff Reports:

Craig Nelson reported that the three grant applications the district submitted to Department of Ecology were not considered for funding. He checked into the possible reasons the projects did not get funded so that staff will know what to change as they begin work for the next grant application cycle. Craig spoke with Doug Allen, Natural Resources Conservation Service (NRCS), Central Area Conservationist, regarding Technical Service Provider (TSP) work in the Douglas County. There should be considerable GIS work that the conservation district can help with in preparation for field work.

District staff is also seeking other unique funding projects. Kirsten Cook found a possible funding source through the Washington Department of Natural Resources to conduct community risk assessments. Craig has been in contact with the Upper Columbia Salmon Recovery Board (UCSRB) regarding projects on the habitat work schedule.

Craig reported that it is important to continue adding projects to the Conservation Practice Data System for Category 3 funds. He suggested contacting NRCS staff regarding projects that they are unable to fund to see if the district can assist these landowners.

Craig reminded the board that Legislative Days will be held March 28, 2013. Albert Roberts has a variety of appointments set up with Legislature and other agency heads. Craig has instructed staff to seek letters of support from cooperators for conservation districts and the beneficial work they perform.

Kirsten Cook showed the board the Plant Sale poster that is going up around the county this year. The IRIS success summit is set for Okanogan at the Okanogan Middle School Gym on November 20, 2013. Nancy Warner from IRIS is seeking matching dollars to funds provided by the City of Okanogan to put the event on.

Bob Clark reported he is getting information from contractors interested in bidding on screen installations through the MRSC small works roster. The estimates for these installations are being bogged down with the need for cultural resources. Bob also reported that he met with Keith Kistler, of the Colville Tribes and Sheila Crowder, a local landowner, about applying CREP to approximately 50 acres in the Omak, Riverside, and Janis Bridge areas. Combined, all of these projects would multiply the number of acres in CREP in Okanogan County by four or five times.

Terri Williams reported that we have received approval for the scope of work change for the Bureau of Reclamation Whitestone project. Most of the work is done and everyone seems pleased with the project. She also announced that there are plans for a retirement party for Jerry Barnes of the Whitestone Reclamation District.

Leslie Michel reported that her training on soils in the past couple of weeks has been excellent. She stated that Ed Townsend is very interested in working with us on implementing a no-till regimen on his place. She said that the training she attended today in Wenatchee was very interesting regarding forestland soils.

Contracts & Conservation Plans

No contracts or conservation plans to review.

Natural Resources Conservation Services:

Will Keller, NRCS Range Conservationist, reported that due to budget shortfalls NRCS has decided not to fill the Central Area Conservationist position at this time. Doug Allen, the acting Central Area Conservationist has accepted the East Area Conservationist position, in Spokane, but under a new management structure will still oversee the North Central and Big Bend Teams.

Will reported NRCS will be looking to enter into contracts with Districts and others to complete work related to Conservation Reserve Program (CRP), fire rehabilitation, and other work. He also noted that the Farm Service Agency may have a heavy workload that conservation district might assist with.

Stan Janowicz, NRCS Forester, reported that the most recent snow survey results show we are right about average for this year. The end of March survey may not be done, due to the Federal budget sequestration.

Agency Reports:

Bill Eller, Washington State Conservation Commission (WSCC), reported the next Conservation Commission meeting is March 20 & 21 in Port Ludlow. He stated that the other items he wanted to discuss are already on the agenda.

Public Comments

Steve Colvin said that he used to farm in Lincoln and Spokane Counties. He is now the owner of Esther Bricques Winery and Vineyard, half way between Tonasket and Oroville. He is also involved in hay production there. He teaches high school right now, to fund his farming. He said the things we are discussing are nothing new to him, since he started farming in 1977 and farmed for 17 years and has worked with conservation districts before. He was contacted by Albert Roberts about being a Board member and felt he may be interested, so he talked with district staff and is here tonight to learn about what we are working on. He would be willing to be a resource for others who may be interested in producing grapes.

Old Business

Office Space – Craig Nelson reported that he and Ivan Oberg spoke with Roylene Rides-at-the-Door, NRCS Washington State Conservationist regarding our office space and she encourages us to negotiate a lease on our own. Albert moved to direct Craig to contact the landowner of the current USDA Ag Service Center and negotiate a price for this space and report back at the next board meeting. Lorah Super seconded the motion, the motion passed unanimously. Lorah volunteered to be the contact person.

Long Range Plan – Bill Eller reported that a new format for the Annual Plan will be coming out in the next few days. After discussion, the board directed staff to make changes on the long Range Plan and send it out for public review and comment and bring it back to the April Board meeting.

Task List – No changes. Staff explained our old process of using the Annual Plan of Work as our monthly check-in for tasks. After some discussion the board directed staff to implement this program

Other – There was no other Old Business

New Business

Internal Audit/Schedule 22 and Financial Annual Report – After discussing the report Albert Roberts moved to accept the 2012 Annual Financial Report and the findings of the Schedule 22 audit. Lorah Super seconded the motion and the motion passed unanimously.

Resolution 2013-02 Petty Cash – Kim Simpson explained the problem with the old Petty Cash resolution and the issues that the new resolution addresses. Lorah Super moved to approve resolution 2013-02 Petty Cash with the word dispersed changed to disbursed. Albert Roberts seconded the motion, and the motion passed unanimously.

Vacant Board Supervisor Position – The district has an elected supervisor vacancy and to stay in the good graces of the Conservation Commission and maintain a fully functioning conservation district, needs to fill the position as soon as possible.

WA State Conservation Commission Draft Cost Share Policy – The WSCC has received feedback on changes needed on the cost share policy from conservation districts and has developed a draft policy, which will allow districts freedom to set cost share amounts and decide who would be eligible. Craig recommended writing a letter of comments on the draft policy and submit it to the commission.

WA State Conservation Commission Good Governance Check List – The new Good Governance policy was discussed and explained. Bill Eller informed that the regional managers will work with districts between now and May to address any yellow or red flags that might appear on the check list.

Mileage Funds – Kim Simpson stated that she has identified \$1,633.00 from mileage reimbursements for fiscal year 2012 that should be transferred into the vehicle purchase fund. Albert Roberts made a motion to transfer funds from the checking account to the savings account, making sure the funds were tagged for vehicle use. Lorah Super seconded the motion and the motion passed unanimously.

WADE Training Registration – Craig reported that the Washington Association of District Employees annual training will be held June 17 – 19, 2013 at the Sleeping Lady in Leavenworth. A schedule of the sessions was shared and supervisors were encouraged to attend. Craig informed the board that all six employees should attend this training. Albert Roberts moved to approve registration for all six staff and any supervisors who wish to attend the WADE training. Lorah Super seconded the motion and motion passed unanimously.

Ivan Oberg **adjourned** the meeting at 6:52 PM.

Summary of Motions

Albert Roberts moved to approve the agenda as modified. Lorah Super seconded the motion, and the motion passed unanimously.

Lorah Super moved to approve the minutes as amended. Albert Roberts seconded the motion and the motion passed unanimously.

Albert Roberts moved to approve Treasurer's Report #718 as presented. Lorah Super seconded the motion, and the motion passed unanimously.

Albert moved to direct Craig to contact the landowner of the current USDA Ag Service Center and negotiate a price for this space and report back at the next board meeting. Lorah Super seconded the motion, the motion passed unanimously.

Summary of Motions – continued

Albert Roberts moved to accept the 2012 Annual Financial Report and the findings of the Schedule 22 audit. Lorah Super seconded the motion and the motion passed unanimously.

Lorah Super moved to approve resolution 2013-02 Petty Cash with the word dispersed changed to disbursed. Albert Roberts seconded the motion, and the motion passed unanimously.

Albert Roberts made a motion to transfer mileage funds from the checking account to the savings account, making sure the funds were tagged for vehicle use. Lorah Super seconded the motion and the motion passed unanimously.

Albert Roberts moved to approve registration for all six staff and any supervisors who wish to attend the WADE training. Lorah Super seconded the motion and motion passed unanimously.

Ivan Oberg, Chair

Date

Kim Simpson, District Treasurer

Date