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TO: The Record
SUBJECT: May 3, 2012 Board of Supervisors Meeting
LOCATION: USDA Service Center, Okanogan, WA
FROM: Laura Clark, Administrative Program Coordinator

PRESENT:

Ivan Oberg, Chair	Jerry Asmussen, Vice Chair
Albert Roberts, District Auditor	Lorah Super, Member
Wes Hover, Member	Gerri Oberg, Assoc. Supervisor
Craig Nelson, District Manager	Bob Clark, Technical Program Coordinator
Laura Clark, Admin. Program Coord.	Kim Simpson, District Treasurer
Terri Williams, Conservation Planner	Kirsten Cook, Conservation Educator
Randy Kelley, NRCS	Harold Crose, NRCS
Bill Eller, WSCC	

Regular Meeting Call To Order: Ivan Oberg called the meeting to order at 6:00 PM.

Agenda: The agenda was presented. Add: New Business – Additional Implementation grant funds. Jerry Asmussen made a motion to approve the agenda as changed. Lorah Super seconded the motion and the motion was passed.

Approval of Minutes: Ivan Oberg asked for comments on the **April 5, 2012 minutes**. Albert Roberts made a motion to approve the April 5, 2012 minutes as written. Jerry Asmussen seconded the motion and the motion was passed.

Treasurer's Report #708, which covers the checking account activity for April 6, 2012 to May 3, 2012, inclusive was presented for the Board's approval. The following vouchers/checks are approved for payment:

Payroll direct withdrawals; on 4-18-12 totaling \$8,416.85,
Payroll direct withdrawals; on 5-3-12 totaling \$8,416.87,
Voucher (check) numbers; 9557 to 9570 totaling \$13,930.31,
Direct withdrawals on 4-6-12 totaling \$160.00, on 4-9-12 totaling \$200.00, on 4-10-12 totaling \$2,570.00, on 4-13-12 totaling \$2,771.88, on 4-17-12 totaling \$1,164.02, on 4-17-12 totaling \$12.60, on 4-19-12 totaling \$189.56, on 4-20-12 totaling \$160.00, on 4-24-12 totaling \$2,570.06, on 4-25-12 totaling \$245.56, on 4-25-12 totaling \$100.56, on 4-25-12 totaling \$138.60, on 4-25-12 totaling \$34.19, on 4-30-12 totaling \$684.35, on 4-30-12 totaling \$437.68, on 4-30-12 totaling

\$238.26, on 5-2-12 totaling \$12.60, and on 5-3-12 totaling \$189.56, and on 4-13-12 a transfer of \$1,500.00 to the savings account. The deposits totaled \$93,105.16 and expenditures totaled \$42,643.51. Albert Roberts made a motion to approve Treasurer's Report #708 as written. Lorah Super seconded the motion and the motion was passed.

Supervisor Reports: Albert Roberts advised the **Ag Forestry** graduation is tomorrow. The WA Association of Conservation Districts' (WACD) **Wolf Task Force** has finished their draft recommendation and is sending it onto the WACD Officers and Directors for review and to be finalized. Albert attended the presentation by the Montana **wolf management** group. The group does range riding to monitor the livestock and also immediately pull anything that is dead on the range. This has all but eliminated the wolf and grizzly bear attacks on livestock. There is still some issue with grizzly bears attacking live calves. A rancher's association from Alberta, Canada has range riders who ride five to six days per week. This has shown a 50% reduction in problems on the range. Albert is trying to see if he can get these presenters to come to the WACD Annual Meeting to give this presentation as he feels it would be very valuable for all livestock owners.

Jerry Asmussen indicated that he will be done turning **cows** out tomorrow and is working on his **irrigation** system.

Wes Hover has been helping coordinate several groups to get his **field work** done. He also assisted in installing some signs along the river to warn rafters of **log jams**.

Lorah Super assisted with the **Schedule 22** process and stated she learned a lot about the functions of the District. She attended a Small Farmers Journal horse drawn equipment auction and found that **manure spreaders** were bringing a high price there. Lorah and her husband have been helping other **teamsters** with various operational issues they have. She completed the **Commission's online survey** and suggested that everyone be sure to do the same.

Associate Supervisor Reports: There were no associate supervisor reports.

District Manager's Report: Craig Nelson spoke with Chris Marcolin from WA Department of Natural Resources, who indicated they have now received some additional funding they need to spend. Craig suggested to spend some of it on **transect monitoring**, which has not been performed for eight years. This monitoring should be done on a five year cycle, so doing it now and then again in two years would put it back on schedule. Albert Roberts made a motion to partner with DNR to do their transect monitoring, if it looks feasible to do so. Lorah Super seconded the motion and the motion was passed. We received a letter from an elderly lady who has an issue with **elm trees** on adjacent property belonging to the railroad. It was advised to have her contact someone who will be doing a chainsaw safety class this year and perhaps they can take those down as part of the class work. Craig will be late to the June Board meeting as he will be traveling up for the meeting during the week-long conservation planner class. An individual requested a **personal reference letter** from Craig. The Board does not feel a personal reference letter is a conflict of interest as long as it is not on the District letterhead.

Kirsten Cook advised the Board that the **WA State Envirothon** event planning is coming along well. She has now secured a guest speaker, but is a bit short on volunteers. The Envirothon will be held on May 30-31, 2012 at Lake Wenatchee YMCA Camp.

Bob Clark advised that the **Plant Materials Center Board** has completed their strategic plan and it is being sent to the WACD Officers and Directors.

Contracts & Conservation Plans

Lorah Super made a motion to approve the **Basic Allocation** contract for up to \$12,500. Albert Roberts seconded the motion and the motion was passed.

Wes Hover made a motion to approve the **WA State Conservation Commission Master Application** for fiscal year 2013. Albert Roberts seconded the motion and the motion was passed.

The Commission's **authorized signatures form** was sent around to get all the appropriate signatures for grants processes.

Agency Reports:

Natural Resources Conservation Service: Randy Kelley indicated that they are wrapping up the **Conservation Stewardship Program** applications. There were 15 applications within Okanogan and Douglas counties for approximately 54,000 acres. There are approximately 40 **Environmental Quality Incentive Program** applications. The **sage grouse initiative** has funding of \$537,000. In all, there are approximately 400 contracts that will probably all get funded and have to be processed in the next three months. There are 50,000 acres in the **Conservation Reserve Program** in Douglas County. The NRCS is changing their **payment processing**, but it should result in the same response time.

Harold Crose advised that when they hire for the new **District Conservationist** they will be asking each conservation district that will be affected to assist with hiring recommendations. Effective October 1, 2012 the NRCS is no longer going to be allowing sub-leasing of building space. The District will either have to **lease** their own space or enter into a cooperative agreement based on work exchange. The **technical service provider** program has \$1 million this year.

Washington State Conservation Commission: Bill Eller discussed the money being returned to the District based on the estimated budget cut being higher than the **actual budget** cut. Our District's \$8,500 can be used for purchasing equipment, attending conferences, or other typical grant related items, but must be spent by June 30, 2012. The **Category 3 projects** listed in the potential project computer system received \$5 million in funding from the state budget. After funding all of the projects already listed, there is additional funding remaining. New projects can

be added to the system and may be funded also. There is a webinar on May 23, 2012 to discuss the **Rates and Charges** bill that was passed. The FY 2014 and FY 2015 **budget requests** are due back to the Commission by June 5, 2012.

Old Business

Albert Roberts made a motion to approve the **Schedule 22** internal audit. Jerry Asmussen seconded the motion and the motion was passed.

Albert Roberts made a motion to approve the **Annual Financial Report**. Jerry Asmussen seconded the motion and the motion was passed.

Craig Nelson presented the **FY 2014 and FY 2015 budget requests**. Category 1 funds will be used to gather natural resource inventories, mutually assisting NRCS in this process. This will include filling data gaps during FY15 and doing some additional GIS work. Category 2 funds will be used for: 1) #48-Forest – wildfire and biomass work for \$45,000, 2) Range – weeds and range health for \$60,000, and 3) Other Water Quality degradation – roads to surface water for \$20,000. Both FY14 and FY15 budgets are the same, with the exception of the already noted difference. Jerry Asmussen made a motion to approve the FY14 and FY15 budget requests. Wes Hover seconded the motion and the motion was passed.

Task List

- #6 – **MOAs review** – all have been updated, but not yet implemented
- #17 – **Prescribed Fire support letter** – this letter is for the continued funding
- #19 – **Building Sub-lease** – options were discussed

Public Comments: No public comments were given.

New Business

Perhaps Stan Janowicz has a suggestion for the **Tree Farmer of the Year** award.

Staff Structure – The District needs more technical staff and less administrative staff due to workload needs and budget issues. There was a concern voiced over meeting our grant deliverables under current staffing. This topic was tabled until after the executive session.

Albert Roberts made a motion to approve the new position description, **Technical Coordinator**. Lorah Super seconded the motion and the motion was passed.

Bill Eller advised that the Commission looks at **administrative efficiencies**, but they do not have specific guidelines at this time. They will probably address that issue later. Someone asked if Laura Clark's workload could be absorbed. Craig Nelson responded that it would be a bit difficult, but it could be done.

The group took a **break** from 8:20 PM to 8:30 PM.

The Board went into **executive session** at 8:30 PM for 20 minutes.

The Board came out of executive session at 8:50 PM.

The Board went into executive session at 8:50 PM for 10 minutes.

The Board came out of executive session at 9:00 PM.

The Board went into executive session at 9:00 PM for 15 minutes.

The Board came out of executive session at 9:15 PM.

The Board went into executive session at 9:15 PM for 10 minutes.

The Board came out of executive session at 9:25 PM.

Jerry Asmussen made a motion to change the District's **staff structure** to: District Manager, Treasurer, Technical Coordinator, two Conservation Planners, and a Conservation Educator. Albert Roberts seconded the motion and the motion was passed.

Lorah Super made a motion to put **Bob Clark** into the Technical Coordinator position. Wes Hover seconded the motion and the motion was passed.

Lorah Super made a motion to advertise the **vacant conservation planner position**, with advertising done throughout the county, at Work Source, and on our website. Wes Hover seconded the motion and the motion was passed.

Jerry Asmussen made a motion to eliminate the **Administrative Program Coordinator** position effective May 31, 2012. Albert Roberts seconded the motion and the motion was passed.

Jerry Asmussen made a motion to amend the motion to eliminate the Administrative Program Coordinator position, amending it from the effective date of May 31, 2012 to an **effective date of June 15, 2012**. Albert Roberts seconded the motion and the motion was passed.

There were several suggestions on needs that could be addressed with the additional \$8,500 in our budget that must be spent by June 30, 2012. The Board asked the staff to bring a prioritized list of **purchase requests** to the June Board meeting.

Albert Roberts announced he is running for **County Commissioner**.

Ivan Oberg **adjourned** the meeting at 9:45 PM.

Summary of Motions

Jerry Asmussen made a motion to approve the agenda as changed. Lorah Super seconded the motion and the motion was passed.

Albert Roberts made a motion to approve the April 5, 2012 minutes as written. Jerry Asmussen seconded the motion and the motion was passed.

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Lorah Super made a motion to advertise the vacant conservation planner position, with advertising done throughout the county, on our website, and on Linked-In. Wes Hover seconded the motion and the motion was passed.

Summary of Motions (continued)

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Ivan Oberg, Chair Date

Laura Clark, Admin. Program Coor. Date