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**TO:** The Record  
**SUBJECT:** May 1, 2014 Board of Supervisors Meeting  
**LOCATION:** Okanogan Conservation District office, Okanogan, WA  
**FROM:** Kim Simpson, District Treasurer

**PRESENT:**

Ivan Oberg, Chair	Kirsten Cook, Conservation Educator
Jerry Asmussen, Vice-Chair	Bob Clark, Technical Coordinator
Albert Roberts, Auditor	Leslie Michel, Conservation Planner
Lorah Super, Member	Gerri Oberg, Associate Supervisor
Craig Nelson, District Manager	Will Keller, NRCS
Kim Simpson, District Treasurer	

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

**Agenda:** Ivan Oberg asked for changes to the agenda. District staff asked to have the Department of Ecology Aquatic Weed Grant, Bluebird Grains Natural Resources Conservation Service conservation plan, Icicle Grant cover letter, and a letter of support for the Cascade Harvest Coalition grant added to the agenda under Review, Approve, and Sign Contracts and Conservation Plans. Jerry Asmussen moved to approve the agenda as revised. Albert Roberts seconded the motion and motion passed unanimously.

**Approval of Minutes:** Albert Roberts moved to approve the April 2014 minutes as written. Jerry Asmussen seconded the motion and the motion passed unanimously.

**Treasurer's Report #732**, which covers the checking account activity for April 4, 2014 to May 2, 2014, inclusive was presented for the Board's approval. The following vouchers/checks are approved for payment: Payroll direct withdrawals on 4-18-14 totaling \$7,957.17, payroll direct withdrawals on 5-2-14 totaling \$7,957.17, voucher (check) numbers; 9964 - 9977 totaling \$12,206.86, direct withdrawals on 4-4-14 totaling \$164.56, on 4-4-14 totaling \$600.00, on 4-8-14 totaling \$2,932.46, on 4-14-14 totaling \$3,356.34, on 4-17-14 totaling \$80.78, on 4-17-14 totaling \$12.61, on 4-21-14 totaling \$164.56, on 4-21-14 totaling 600.00, on 4-22-14 totaling 2,932.48, on 4-25-14 totaling \$896.39, on 4-25-14 totaling \$164.22, on 4-25-14 totaling \$80.46, on 4-25-14 totaling \$100.56, on 4-25-14 totaling \$276.85 on 4-25-14 totaling \$8.00 on 4-25-14

totaling \$200.00 and on 4-29-14 totaling \$1,019.08 on 4-29-14 totaling \$310.85 on 4-29-14 totaling \$2,259.12 on 4-29-14 totaling \$740.45 on 4-3-14 totaling \$39.09 on 4-1-14 totaling \$12.61 and transfers to savings of \$3,340.00. The deposits totaled \$34,947.58, and expenditures totaled \$48,412.67. Albert Roberts moved to approve Treasurer's Report #732 as presented. Jerry Asmussen seconded the motion, and the motion passed unanimously.

**Supervisor Reports:**

**Albert Roberts** – Albert reported that this is the time of year that everything needs to be done at once. It is a good, but busy time of the year.

**Jerry Asmussen** – Jerry reported that his cows have been turned out and tomorrow morning he will be working on a 1,800 foot long main-line irrigation pipeline. He stated that the fields are much drier than normal for this time of year. Jerry reported he saw the flyer out for the Riparian Service Team training coming in May.

**Ivan Oberg** – Ivan reported that on May 19, 2014 there will be another forest thinning training at the Morris property near Havillah.

**Associate Supervisor Reports:**

There were no Associate Supervisors present at the meeting.

**District Manager and Staff Reports:**

Craig Nelson reported that he attended the Washington State Conservation Commission (WSCC) Budget Development meeting in Ellensburg, along with Lorah Super, who was able to attend one day of the two day session. This meeting was to get input from Conservation Districts on how the budget process should work and how to distribute funds to the Districts. Craig stated that the WSCC will meet in two weeks to approve a process of fund appropriation. He reported that the operating budget will be largely the same as last year, but that districts may ask for an increase if they can justify it. The WSCC will use the District's list of projects to determine how much to request from the legislature for the capital budget. The amount awarded will then be distributed equally. The projects need to be ranked and the Districts have until July 10, 2014 to submit a budget, which will be reviewed at the WSCC July meeting and approved at their August meeting.

Craig also reported that the office building has had air quality issues for nearly a month and that it took a while for others to take the problem seriously. The Natural Resources Conservation Services (NRCS) and Farm Service Agency will receive trailer offices next week, but so far the District's office has not been affected.

Craig brought up issues with the application for exemption from increases of taxable valuation on improvements that benefit fish and wildlife habitat, water quality and quantity. He referenced the District's Resolution 2007-04 that lists practices that are exempt from tax increases. He stated that to be eligible, the project must have an approved conservation plan on file with the District and an application must be submitted once a year. Craig stated that one problem is that



some of the conservation plans belong to NRCS and so would not be on file with the District. Craig and Bob Clark will work on a procedure and policy to help resolve the issues.

Kirsten Cook reported that she didn't write a staff report because April has been so busy with Earth Day and other educational events. The District hosted the Regional Envirothon this week at Fillaree Farms. The Ecology of the Okanogan class, from Okanogan High School, took the overall trophy for North Central Washington. The teachers and students all had a great time. She stated that there will be a big Firewise event on May 3, 2014 for the National Fire Preparedness day program in the Chiliwist.

Leslie Michel reported that she has also been too busy to write a staff report, because she was working on pulling together a solid Conservation Innovation Grant application to NRCS. She has been struggling to pull all of the letters of support together. She also reported that she received the go ahead from Washington Department of Ecology to begin work on the Bonaparte project at Jerry Asmussen's place.

Bob Clark reported that screens are being installed at several locations along the Okanogan River. He will be conducting another bid process soon and has expressed his concern that they solicit bids from 12 contractors and only one is showing up. The good news is they are getting a good rate and the contractor is doing a good job.

#### **Contracts & Conservation Plans**

Aquatic Weed Plan grant – Craig Nelson discussed the details of the grant, which will survey 15 of the highest priority lakes and with a total \$30,000 in grant funds. Lorah Super moved to approve the Aquatic Weed Plan grant and authorize Ivan to sign and execute the agreement. Albert Roberts seconded the motion and motion passed unanimously.

Bluebird Grains Conservation Plan – Will Keller explained the scope of three conservation plans, the resource concerns, and proposed actions. Then, Will looked at the plan and realized that we have previously (2011) approved the plans and Ivan has signed them.

Icicle Grant – Kirsten Cook explained that the grant source requires a cover letter to submit the full proposal for the Ecology of the Okanogan program. Kirsten read the proposed letter to the Board. Lorah Super moved to approve the Icicle grant cover letter and authorize Ivan and all necessary other signatures. Albert Roberts seconded the motion and the motion passed unanimously.

Kirsten explained that Cascade Harvest Coalition has asked us to support them on a Farm Link project, which would pay for up to \$2,000 of Kirsten's time for assistance on a workshop, with match from the District's implementation grant. Albert Roberts moved to authorize Kirsten to sign the letter of support for the Cascade Harvest Coalition. Jerry Asmussen seconded the motion and motion passed unanimously.

**Natural Resources Conservation Service (NRCS):** Sarah Troutman-Zahn was unable to attend the meeting, so Will Keller presented the NRCS report. Will reported that several Farm Bill programs are approaching deadlines for sign up and/or ranking. He reported the results of the Local Work Group meeting held in April in Chelan. There are two staff openings in the area, one Soil Conservationist each, in Waterville and Okanogan. Will is also the newest member of the Okanogan County Citizens Advisory Committee for the Upper Columbia Salmon Recovery Board.

**Agency Reports:**

There were no agencies present at the meeting.

**Public Report:**

Lorah Super gave her supervisor report here since she arrived during the staff report. She is preparing for and looking forward to the Ride to Rendezvous again this year, though it will be different, since it is the first time she had to have someone else get her horse ready. She reported that most of the Ceanothus around the county all appears to be dead. It is suspected that the low/late snow pack this year probably affected this species.

She reported that she has been talking with representatives of the Libby Creek drainage about a possible Coordinated Resource Management, as they have had numerous land management issues collectively and with the US Forest Service

**Old Business**

**Office Space** – Craig Nelson reported that staff continue to work on locating office space for the District. Staff looked at several options including the Public Health Department, the old Anchor Printing and the Scheel Realty buildings. Craig reported that at this time his plan is to seek an agreement with Okanogan County to move into a portion of the Okanogan County Public Health office and reside there for the next 18 months or so, while continuing to work with the City of Okanogan about the possible acquisition of property from them and construction of a district specific office. The Board gave no correction on Craig's proposed actions. They did indicate that they would like updates and to see cost figures as soon as they are available.

**Fish Screen Projects in the Methow with Department of Fish and Wildlife (WDFW)** – Bob Clark reported that WDFW applied for No Net Impact funds from Grant County PUD and was successful. Their general scope of work included Okanogan Conservation District staff wages to assist WDFW with evaluating irrigation pump screens in the Methow River. Funding may come available as early as this coming summer, so staff could be out working on this project before the current irrigation season is over. Ivan Oberg and the other board members reiterated that staff are to only be there to determine eligibility for potential future cost-share, not to determine any regulatory actions.

**May & June Monthly Plan** – Kirsten asked that the Oroville May Day Celebration and the Methow Valley Farmers Market be removed from the plan, since she will not be able to attend.



She also asked to add the Ecology of Okanogan presentation to the City of Okanogan on May 20, 2014.

**Other** – There was no other old business.

### **New Business**

**Indirect Rate Policy and Proposal** – Kim Simpson presented an Indirect Cost Policy and explained that the policy was needed for the Conservation Innovation Grant application. Jerry Asmussen made a motion to approve the Okanogan Conservation District Indirect Cost Policy after it was numbered. Lorah Super seconded the motion and the motion passed unanimously

**Authorize District Staff to Drive District Vehicles Home** – Craig Nelson explained that a need may arise to allow employees to drive the District vehicles home. He recounted how we have had problems in the past with vehicle vandalism and also mentioned the fact that there may not be enough parking spaces for all of the vehicles when we move to a new location. He would like to draft a policy that would authorize the manager to give approval on a short term and authorize the supervisors to give approval on a long term basis.

**State Audit** – Kim Simpson and Albert Roberts reported that the District just finished an Audit with the Washington State Auditor's Office for fiscal year 2012. The District passed with flying colors as usual and Albert reported that the State Auditor was impressed with the organization of the records. There were only a few minor issues, mostly related to the deposit of plant sale funds. We will be looking into making a few minor changes to improve reporting of deposits to ensure compliance with best practices for financial management.

**Annual Plan** – Craig Nelson distributed the Draft Annual Plan for review. He cited the changes he made, which included changing staff time from days to hours. He made sure all of the current grants and projects were included and all he needed to do was work with Kim Simpson to finalize a budget. Albert Roberts moved to approve the annual plan, once the budget was added, and send it on the Washington State Conservation Commission. Jerry Asmussen seconded the motion and the motion passed unanimously.

Ivan Oberg **adjourned** the meeting at 7:50 PM.

### **Summary of Motions**

Jerry Asmussen moved to approve the agenda as revised. Albert Roberts seconded the motion and motion passed unanimously.

Albert Roberts moved to approve the April 2014 minutes as written. Jerry Asmussen seconded the motion and the motion passed unanimously.


Albert Roberts moved to approve Treasurer's Report #732 as presented. Jerry Asmussen seconded the motion, and the motion passed unanimously.

Lorah Super moved to approve the Aquatic Weed Plan grant and authorize Ivan to sign and execute the agreement. Albert Roberts seconded the motion and motion passed unanimously.

Lorah Super moved to approve the Icicle grant cover letter and authorize Ivan and all necessary other signatures. Albert Roberts seconded the motion and the motion passed unanimously.

Albert Roberts moved to authorize Kirsten to sign the letter of support for the Cascade Harvest Coalition. Jerry Asmussen seconded the motion and motion passed unanimously.  
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Ivan Oberg, Chair                      6/5/14  
Date

  
Kim Simpson, District Treasurer                      6/5/14  
Date