

**LINCOLN COUNTY CONSERVATION DISTRICT  
BOARD MEETING  
NRCS / FSA MEETING ROOM-DAVENPORT WA  
Wednesday, November 13, 2019**

**MEETING CALLED TO ORDER:**

Meeting called to order at 8:40 AM by Chairman, Jeff Schibel. Those attending the meeting were as follows: Jim Baye, Josh Sherwood and Braidy Haden - LCCD Supervisors; Mike Baden, Conservation Commission; Elsa Bowen, Val Vissia, Connor Nikkola, and Dean White - LCCD staff.

**A. MINUTES: Additions / Corrections:**

Jeff noted that on page 1 of the draft October 9 board minutes, the organization represented by guest Michelle Kiesz needed to be changed to the East Basin Irrigators Association (EBIA).

- **1. Jim moved to approve the October 9 minutes as amended. Josh seconded. Motion passed.**

**B. TREASURER'S REPORT / TRANSACTIONS REPORT:**

- **2. Jim moved to pay and approve vouchers #10946 to #10976, along with 12 EFT's, totaling \$60,356.15. Josh seconded. Discussion was held. Jim asked why the vouchers did not start with check #10945, as the ending voucher for the October minutes was #10944. Elsa noted that check 10945 was being returned for an overpayment, but that is still should have been listed in the Transaction Report. Elsa will review this omission further. Motion passed.**
- **3. Jim moved to approve the Treasurer's Report Fund Totals as presented. Braidy seconded. Discussion was held. Motion passed.**
- **4. Jim moved to submit voucher #4 for the VSP 3 grant in the amount of \$12,721.27 to the Conservation Commission. Josh seconded. Motion passed.**
- **5. Jim moved to submit voucher #5 for the 20-39-IM grant in the amount of \$10,776.04 to the Conservation Commission. Braidy seconded. Motion passed.**
- **6. Jim moved to submit voucher #4 for the 20-39-NR grant in the amount of \$0.00 to the Conservation Commission. Josh seconded. Motion passed.**

- **7. Jim moved to submit voucher #3 for the 20-39-CR grant in the amount of \$0.00 to the Conservation Commission. Braidy seconded. Motion passed.**
- **8. Jim moved to submit voucher #39 for the RCPP (WRIA 34) grant in the amount of \$69.44 to Palouse CD. Josh seconded. Motion passed.**
- **9. Jim moved to submit voucher #4 for the Mielke WRP grant in the amount of \$13,808.43 to DOE. Braidy seconded. Motion passed.**
- **10. Jim moved to submit voucher #10 for the Well Monitoring grant in the amount of \$15,605.60 to DOE. Josh seconded. Motion passed.**
- **11. Jim moved to submit voucher #5 for the Direct Seed (2) grant in the amount of \$24,554.91 to DOE. Braidy seconded. Motion passed.**
- **12. Jim moved to submit voucher #9 for the CWMA grant in the amount of \$11,342.61 to NFWF. Josh seconded. Motion passed.**
- **13. Jim moved to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of October 10, 2019. The total amount owed was \$213.84. Braidy seconded. Discussion was held. Elsa noted that she had looked more into obtaining Wex Fleet gas cards for the District, but due to additional fees with every purchase of gas, she was no longer in favor of pursuing Wex Fleet gas cards to replace the current Cenex gas cards, and board members agreed by general consensus. Motion passed.**
- **14. Jim moved that the Lincoln County Conservation District Visa statement for September 25, 2019 – October 24, 2019 be approved. The total amount owed was \$1,856.43. Braidy seconded. Discussion was held. Motion passed.**

Copies of the Cost Share Action spreadsheet were reviewed for approval.

**15. Jim moved to approve the application and payment requests for the Direct Seed grant from DOE. Josh seconded. Discussion was held. Motion passed, with Braidy abstaining.**

**16. Jim moved to approve the application and payment requests for the CWMA grant and the LCCD cost share grants. Braidy seconded. Motion passed.**

After review, the Board initialed each page of the available bank statements for the checking and money market accounts.

The Board reviewed the report of the current annual leave/sick leave balances for District employees.

- **17. Jim moved to approve the Treasurer's report and the Grant's report as presented. Josh seconded. Motion passed.**

## **C. AGENDA**

### **NACD Conservation Investment**

The annual conservation investment in NACD (National Association of Conservation Districts) was due. The District has invested in NACD at the Gold Level for \$775 in recent years.

**18. Jim moved to approve reinvestment in NACD at the Gold Level rate of \$775 for one year. Josh seconded. Motion passed.**

### **New District Employee**

Connor Nikkola was recently hired by the District as a Natural Resources Planner. He introduced himself to the board members. Connor graduated from Reardan in 2015, and then attended Colorado State University in Fort Collins and received a degree in Conservation Biology. Connor worked this summer as a Wildland Firefighter for DNR in Eastern Washington and decided that he wanted to get back to working more in his degree field of conservation biology in Eastern Washington where he grew up.

Elsa noted that Connor has flown drones before and was preparing the recently purchased District drones to be ready for flight. As with the rest of District staff, Connor will be preparing to take the FAA test and obtain a license to fly drones next spring. Connor has also been working with new GIS data layers for use in VSP maps and has already completed one Cultural Resources Review EZ-1 form as required by District grant project.

### **RCPP Support Letter**

Jed Crowther attended the Board meeting last month and asked for a cooperative partner letter from the District to support a grant application from the East Columbia Basin Conservation Irrigation District to obtain funding for constructions of irrigation pipelines from the East Low canal with RCPP (Resource Conservation Partnership Program) grant funding from NRCS. Elsa reported that Jed had recently met with Roylene Rides at the Door, NRCS State Conservationist, and was informed that the proposed RCPP grant from ECBID to build pipelines to pump water east from the East Low Canal to replace declining deep well irrigation water supplies would not be an eligible grant project because the pipeline project is not a currently functioning project. With the proposed ECBID grant application not eligible for RCPP grant funding, a cooperative partner letter from Lincoln County CD is no longer needed.

### **Elections Resolution**

The elected position held by Jim Baye is up for re-election next spring. Elsa noted that the District has historically held elections for board members in February, and proposed that elections be held on Wednesday, February 12, 2020. The Board agreed by general consensus with the proposed elections date of February 12, 2020. Elsa reminded the Board that important changes to elections procedure will be up for discussion and approval at the upcoming annual WACD convention. Some of the

proposed changes include not requiring candidates to gather signatures on a signature page anymore, along with holding elections for all CD's across the state on the same week in early spring.

Val noted that as elections officer, she needed an agreement from the Board on its intent to adopt an elections resolution at the next board meeting on Wednesday, December 11, to set the date, time and place for the spring 2020 elections. By general consensus, the Board agreed to adopt an elections resolution at the next board meeting on December 11. Candidate signature pages with signatures from voters registered to vote in the county in which the elections are held are still due from candidates by Tuesday, January 14, 2020.

### **Fall Recognition Dinner**

Elsa proposed that aluminum Yeti cups with a gold or black finish and with the LCCD logo and recipient name be purchased and presented to the honored board members who had recently retired at a proposed Fall Recognition dinner. Board members suggested that cups also be purchased for the wives of the honored board members. Elsa will look into the cost and get back with more information on the Yeti cups at the December board meeting.

The question still remained as to date when the recognition dinner should be held, for lunch or for dinner, and if Keith, Alan and Mike, the recently retired board members to honor, would be agreeable to attending recognition dinner. Jeff and Jim volunteered to speak with the retired board members and work to persuade them to attend the proposed recognition dinner.

### **Adams CD Technical Assistance Contract**

Elsa announced that a technical assistance contract with Adams CD to provide assistance with the development and installation of a living snowfence in Adams County had been drafted and needed approval from the Board. Funds from the 20-27-NR grant from Adams CD would make up to \$5,000 in funding available to Lincoln County CD to provide technical assistance for the project. Connor has already designed the windbreak, which will include 24 Rocky Mountain juniper and Austrian pine trees.

***19. Jim moved to approve the contract with Adams CD to provide technical assistance for a living snowfence project in Adams County, with \$5,000 in funding to pay for Lincoln County staff time and expenses. Braidy seconded. Motion passed.***

### **DNR North 25 Grant Update**

Val announced that she had been working with Guy Gifford with DNR to establish a new Firewise Community at Columbia Springs Estates just east of Grand Coulee in Lincoln County with funding from the DNR North 25 grant. Columbia Springs Estates is close to being approved as a new Firewise Community. The DNR North 25 grant has funding to establish 3 new Firewise Communities. The next location to be pursued for establishment of a Firewise Community is the Hawk Creek Ranch Estates north of Davenport.

### **VSP Grant Update**

Connor has been working with newly received GIS layers for VSP from Anchor Qea. Val has been working on updates for VSP on the District newsletter and on the District Facebook page. Val announced that she would like to get new photos of board members to include in the District newsletter and Facebook page.

The next Lincoln County VSP meeting will be held at the Lincoln County Public Works meeting on Tuesday, January 21, from 2:30 to 3:30 PM. Val distributed draft copies of a revised ½ page VSP flyer that is intended to be mailed to county landowners with land that contains one or more of the 5 critical areas identified on critical area maps generated for VSP in Lincoln County. Jim commented that he was not comfortable with the flyer noting that landowners may have critical areas on their land, as this may make some landowners feel guilty of doing something wrong just because they have land identified with one or more of the 5 critical areas on it as defined by VSP. Braidy suggested that the flyer mention that cost share may be available for landowners to address critical areas on their land. It was also suggested that VSP information would be better disseminated and viewed on Instagram in addition to Facebook.

### **Well Monitoring Grant Update**

Elsa reported that Dean is continuing to measure well levels on about 80 well up through the end of November, and that Connor has accompanied him recently to see how well levels are taken on different wells with different measuring instruments. Well measurements will not be taken in December, January and February due to wintertime conditions but may resume by March and for sure by April. Measurements will end by May 1 in order to give GeoEngineers enough time to compile and submit the final well monitoring grant report to Ecology by the end of the grant on June 30, 2020.

### **Sustainable Water Coalition Grant Application Update**

The next Columbia Basin Sustainable Water Coalition meeting that covers the 4 former GWMA counties (Adams, Franklin, Grant, Lincoln counties) will be held at the Moses Lake Fire Department meeting room on Tuesday, December 10. The coalition has agreed to apply for funding from 2 grants available from the Bureau of Reclamation. The first grant applied for is the Water SMART grant that offers up to \$100,000 to establish the Quad County Coalition as an organizational group with a defined mission, bylaws and elected officer positions. The grant application for Water SMART has already been submitted because it is due to BOR today. Grant County CD was originally selected to be the lead agency to submit and administer the grant, but due to issues with its DUNS number, Grant County CD was not eligible, and so Lincoln County CD became the lead agency to for the Water SMART grant application. A motion from the Board was needed to approve the submission of the grant application.

The second grant is the Applied Science grant. WSU is serving as the lead agency to apply for this grant to obtain funding to conduct well level monitoring across the entire four county area, similar to the well level monitoring that Lincoln County CD is already conducting in Lincoln County.

**20. Jim moved to approve the Water SMART application to BOR submitted by Lincoln County CD on behalf of the Quad County Sustainable Water Coalition. Josh seconded. Motion passed.**

#### **Lake Roosevelt Forum**

The Lake Roosevelt Forum will be held at the Davenport Hotel in Spokane on Tuesday and Wednesday, November 19 and 20. Elsa noted that she would like to send Connor to the Forum and that Jeff also wanted to attend.

**21. Jim moved to approve travel and registration for up to 4 board members and staff members to attend the Lake Roosevelt Forum in Spokane on November 19 and 20. Josh seconded. Motion passed.**

#### **Pacific Northwest Direct Seed Association Annual Conference**

Elsa announced that the annual Direct Seed Association Conference will be held from on January 7 and 8 in the Kennewick at the Three Rivers Convention Center. In addition, a Direct Seed 101 session will be held on January 6, and an Advanced Soil Health course will be held on January 9. Elsa asked who would like to attend the conference and on what days so that she could reserve rooms at the adjacent Springhill Suites Hotel. Jeff, Jim, Braidy, and Connor said they would like to attend the conference.

**22. Jim moved to approve travel and registration for up to 6 Board members and District staff to attend the 2020 Annual Direct Seed Conference in the Tri-Cities. Braidy seconded. Motion passed.**

#### **January Board Meeting Date**

Josh noted that he would be gone January 8 through January 15 and would not be able to attend the regular board meeting date of January 8. It was also noted that the VSP meeting would be held on January 21 but in the afternoon starting at 2:30 PM. Elsa proposed that the January board meeting date be moved back to Thursday, January 23. The Board agreed by general consensus.

#### **WACD Annual Conference and Dues Revision Proposal**

The 2019 WACD Annual Conference will be held on December 2 – 4 at the Tacoma Convention Center. The Conservation Commission will hold its regular meeting on December 5. Jeff, Jim and Elsa have already signed up to attend the conference. Elsa has made reservations at the adjacent Marriott Hotel.

Copies of the proposed changes in WACD dues for all CD's across the state were distributed. The proposed dues for Lincoln County would be reduced from the \$4,560.00 dues for 2019. Elsa asked if board members were in favor to the proposed WACD dues changes. The Board agreed by general consensus that it was not opposed to the proposed WACD dues changes.

The 2020 NE Area meeting will be hosted by Pend Oreille CD. No comments were brought forth concerning the recent 2019 NE Area meeting that was hosted by Spokane CD.

### **Conservation Commission Survey on Proposed Elections Changes**

Handouts on a survey of proposed changes to CD Board Member elections from the Conservation Commission were distributed. The Conservation Commission requested that each conservation district return one overall survey response from each CD be returned to the Conservation Commission by November 25. The Board went through each survey question and selected the preferred answer by consensus. Elsa recorded the responses of the Board and will forward them to the Conservation Commission.

### **Bookkeeper/Financial Administrator Position**

The Bookkeeper/Financial Administrator position has been advertised in local papers, including the Lincoln Advertiser, and will remain open through Friday, November 22.-

### **Review of Drainage Ditch Practice Outside Lincoln County**

Elsa handed out copies of photo pages from a HEL field review conducted by a Davenport NRCS Soil Conservationist on cropland in Spokane County. The photos show two locations where vertical trenches about 3 feet wide and up to 4 feet deep have recently been dug into the drainage bottoms of two wheat fields to conduct excess water away from the bottom of the field. The soil conservationist conducting the review expressed concerns that this practice does not meet NRCS standards with its non-protected, vertical silt loam walls and future issues with soil erosion and potential water quality impacts downstream. A grassed waterway was suggested as a more suitable alternative to the vertical trenches, which also present an uncrossable barrier to most farm vehicle traffic across these trenches. The word heard so far about these vertical trenches is that they are common practice in the wetter Spokane and Whitman counties, and that WA – NRCS would be okaying the vertical trenches shown in the photo pages.

It was the general consensus of the Board that vertical trenching such as that shown in the photos from Spokane County would not be considered an approved practice in Lincoln County by Lincoln County Conservation District, and that District staff working on similar drainage issues in field bottoms in the county would continue to consult with WDFW and Ecology to ensure that all applicable permits would be obtained prior to any excavation work.

### **WACD Photo Contest Entries**

Dean displayed the 7 photos of insect and animal closeups, a snow drift and a Davenport sunset that he entered in the Lincoln County Fair and Wheatland Community Fair, along with the annual WACD Photo Contest on the conference room erasable ink board. The seventh photo of a small unknown native pollinator on native American plum blossoms that wasn't entered in the fairs but was entered in the WACD photo contest was selected as one of the top 3 photos entered in the 2019 photo contest.

The prize from WACD for being selected as one of the top 3 photos in the contest is a full \$475 scholarship for a District staff or board member to attend all 3 days of the June 2020 WADE training at the Sleeping Lady in Leavenworth with all expenses at WADE training paid. With this year's one of top 3 photos, and with last year's winning contest photo of a rusty patch bumblebee on showy milkweed, Dean has won the District the equivalent of \$950 for staff or board members to attend the annual WADE

training in Leavenworth. The Panasonic Lumix camera that the District bought and which was used to take these photos and many others only cost about \$850, including the accessories.

**Local Working Group Meeting in Ellensburg**

Jeff announced that a face to face NRCS STAC meeting with Local Working Group Chairman invited is scheduled for Tuesday, November 19, at the Cattlemen's Association office in Ellensburg. However, Jeff will be attending the Lake Roosevelt Forum in Spokane on November 19 and 20. Jeff asked if anybody else would be interested in attending the Ellensburg meeting in his place.

**County Commissioner's Report**

There was no County Commissioner's report.

**NRCS Report**

There was no NRCS report.

**FSA Report**

There was no FSA report.

**Public Comment**

There was no Public Comment.


**Executive Session**

The Board went into executive session under option 1(g) of RCW 42.30.110 at 11:00 AM to review and discuss personnel issues for about 15 minutes. The Board extended the Executive Session for an additional 20 minutes. The Board came back out of executive session at 11:35 AM. The following motion was made as a result of the Executive Session:

***23. Josh moved to approve the granting of 3 and ½ days of administrative leave to District employees between the Thanksgiving and New Year's Day holidays, at the discretion of the Manager. Braidy seconded. Motion passed.***

The meeting was adjourned by Chairman Jeff Schibel at 11:40 AM. The next board meeting is scheduled for Wednesday, December 11, in the conference room here in the USDA Service Center in Davenport.

Respectfully submitted,

  
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Josh Sherwood, Secretary

  
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Dean White, Minute Taker



## **SUMMARY:**

All 23 motions were reviewed:

- 1. M/S/P to approve the October 9 minutes as amended.
- 2. M/S/P to pay and approve vouchers #10946 to #10976, along with 12 EFT's, totaling \$60,356.15.
- 3. M/S/P to approve the Treasurer's Report Fund Totals as presented.
- 4. M/S/P to submit voucher #4 for the VSP 3 grant in the amount of \$12,721.27 to the Conservation Commission.
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- 12. M/S/P to submit voucher #9 for the CWMA grant in the amount of \$11,342.61 to NFWF.
- 13. M/S/P to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of October 10, 2019. The total amount owed was \$213.84.
- 14. M/S/P that the Lincoln County Conservation District Visa statement for September 25, 2019 – October 24, 2019 be approved. The total amount owed was \$1,856.43.
- 15. M/S/P to approve the application and payment requests for the Direct Seed grant from DOE.

- 16. M/S/P to approve the application and payment requests for the CWMA grant and the LCCD cost share grants.
- 17. M/S/P to approve the Treasurer's report and the Grant's report as presented.
- 18. M/S/P to approve reinvestment in NACD at the Gold Level rate of \$775 for one year.
- 19. M/S/P to approve the contract with Adams CD to provide technical assistance for a living snowfence project in Adams County, with \$5,000 in funding to pay for Lincoln County staff time and expenses.
- 20. M/S/P to approve the Water SMART application to BOR submitted by Lincoln County CD on behalf of the Quad County Sustainable Water Coalition.
- 21. M/S/P to approve travel and registration for up to 4 board members and staff members to attend the Lake Roosevelt Forum in Spokane on November 19 and 20.
- 22. M/S/P to approve travel and registration for up to 6 Board members and District staff to attend the 2020 Annual Direct Seed Conference in the Tri-Cities.
- 23. M/S/P to approve the granting of 3 and ½ days of administrative leave to District employees between the Thanksgiving and New Year's Day holidays, at the discretion of the Manager.