LINCOLN COUNTY CONSERVATION DISTRICT
BOARD MEETING
NRCS / FSA MEETING ROOM-DAVENPORT WA
Wednesday, July 11, 2018

MEETING CALLED TO ORDER:

Meeting called to order at 8:30 AM by Chairman, Mike Carstensen. Those attending the meeting were as follows: Eddie Johnson, Jeff Schibel and Jim Baye - LCCD Supervisors; Mike Baden, Conservation Commission; Mark Stedman, Lincoln County Commissioner; Sara Cossio, FSA; Elsa Bowen, Kathy McQuade, Val Vissia, Kristen Balko, and Dean White - LCCD staff.

A. MINUTES: Additions / Corrections:

- ***1. Jim moved to approve the June 13 minutes as presented. Jeff seconded. Motion passed.***

B. TREASURER'S REPORT / TRANSACTIONS REPORT:

- ***2. Eddie moved to pay and approve vouchers #10493 to #10514, along with 7 EFT's, totaling $33,498.21. Jim seconded. Motion passed.***

- ***3. Eddie moved to submit voucher #13 for the 18-39-IM grant in the amount of $20,000 to the Conservation Commission. Jeff seconded. Motion passed.***

- ***4. Eddie moved to submit voucher #4 for the NFWF Weed Management CWMA grant in the amount of $7,159.50 to NFWF. Jeff seconded. Motion passed.***

- ***5. Eddie moved to submit voucher #11 for the VSP 2 grant in the amount of $1,054.50 to the Conservation Commission. Jeff seconded. Motion passed.***

- ***6. Eddie moved to submit voucher #1 for the Cluster Engineering grant in the amount of $4,189.97 to Stevens County CD. Jeff seconded. Motion passed.***

- ***7. Eddie moved that the Lincoln County Conservation District Visa statement for May 24, 2018 – June 25, 2018 be approved. The total amount owed was $2,741.69. Jeff seconded. Discussion was held. Motion passed.***

- ***8. Eddie moved to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of June 10, 2018. The total amount owed was $77.92. Jeff seconded. Motion passed.***

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

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

Elsa noted that there was still one outstanding account/unpaid balance that according to the Policy Manual section on delinquent accounts, can and will be charged 1.5% interest per month until paid.

Elsa reported that the District had received notice that the annual dues to WACD for $5,040 plus $10 for each of the 4 associate board members is due this fall.
9. Eddie moved that the $5,040 for the annual WACD dues plus $40 for the associate board members be paid at the end of September. Jeff seconded. Motion passed.

Elsa also noted that the annual request for $150 for the Washington Conservation Society had been received. The District has a standing MOU with the Washington Conservation Society for services received.
10. Jim moved that the $150 request from the Washington Conservation Society be paid. Jeff seconded. Motion passed.

- ***11. Eddie moved to approve the Treasurer's report and the Grant's report as presented. Jeff seconded. Motion passed.***

C. AGENDA

Grants Update

Elsa reported that the District still has not received the final approval on the direct seed grant from Ecology. The Financial Grants Manager for the grant has moved on to another position and this had led to the delays with the new direct seed grant and the Mielke WRP grant approval.

Dean gave a brief report on some initial results from measurements done in the field for the Lincoln County well level grant. Elsa noted that with key staff leaving EAEST, the contract with EAEST for providing hydrogeological support to the grant had been cancelled. Requests for Proposals for a replacement for hydrogeological support to the well level grant have been advertised, but only one bid was received from Kevin Lindsey, now with GeoEngineers, for $10,250.
12. Jim moved approve a new contract with GeoEngineers to provide hydrogeological support to the well level grant for $10,250. Jeff seconded. Motion passed.

Commissioner Stedman noted that Commissioner Hutsell has spoken with Tom Tebb, Director of the Office of Columbia River, about the possibility of obtaining another $300,000 for continued well level monitoring in the county. Elsa noted that

she had spoken with Kevin and was notified that GeoEngineers would be able to provide assistance to produce geological cross sections of wells in the county using the available GWMA data. The general consensus of the board was to pursue an application to OCR for another $300,000 for continued well level measuring, and to ask for assistance from the County Commissioners to complete the application.

Second Half of Columbia Basin Irrigation Project Update

Jeff reported that construction of the East High Canal as part of the long proposed second half of the CBIP project was now back on the table again. Representative Mary Dye recently met with one of the Trump administration members about revisiting the implementation of the second half of the CBIP project and was able to help get $2 million in the President's budget to review the proposed project. Bureau of Reclamation Commissioner Brenda Burman toured the first half of the CBIP project several weeks ago. The biggest issues for implementing the second half of the project include the acquisition of the water right for the project from Lake Roosevelt, fish passage issues, and working with the local tribes. Commissioner Stedman noted that to provide the additional water for the second half of the project, all that would be needed is 2 feet of water from Lake Roosevelt at full pool level, and that 98% of the stream flow in the Columbia River flows all the way down the river to the Pacific Ocean. A pipeline project for the second half of the CBIP project would take about 5 to 7 years to complete.

The Board agreed by general consensus that a letter of support from the Lincoln County Conservation District supporting the implementation of the second half of the CBIP project and developed by District staff, with Board approval, be sent to local, state and federal officials, including, but not limited to the following people: Vicky Sharlau, Columbia Basin Development; Tom Tebb, Office of Columbia River; Brenda Burman, Bureau of Reclamation; and the Lincoln County Commissioners.

Lincoln County Public Water System Meeting

Jeff commented that at a recent meeting at Lincoln County Public Works for discussing public water system issues in the county, some incorrect information was presented about the amount of water used by the 25 or so irrigation circles growing potatoes around the Odessa area. Instead of the typical quarter section circle pumping 900 GPM and 1.3 million gallons of water per day, the typical circle pumps closer to 700 GPM and 1 million gallons of water per day. The concern brought up by the Odessa City superintendent was that the maximum amount of water that Odessa would pump in the summer at about 1 million gallons of water per day was about equal to the amount of water used by one of the irrigated circles growing potatoes around the Odessa area, and that City of Odessa should be pumping more water in order to help keep the city sewage facility working properly.

Records Retention Grant

Kristen reported that she had been investigating the possibility of obtaining a grant to scan and convert paper documents and photos kept in storage as required by state law into electronic archive documents that would take up much less space in the storage unit. Some of the documents and photos taking up the limited space in the storage unit date back to the 1950's. An application for a grant to archive the

documents would be made to the Office of the Secretary of State for $5,000 to hire a temporary employee for 10 weeks for a proposed completion date in May 2019.
13. Jim moved to approve the development of a grant application for $5,000 to the Office of the Secretary of State to hire a temporary employee for up to 10 weeks to archive the required District documents into electronic format that are currently taking up space in the storage unit. Jeff seconded. Motion passed.

Interlocal Agreements with Palouse CD

Two interlocal agreements with Palouse CD for cooperating on the RCPP (Regional Conservation Partnership Program) grant program were pending for signature. The interlocal agreements cover separate funding sources from NRCS and from the Conservation Commission. District staff continue to seek applicants from the RCPP grant eligible area in WRIA 34 (Palouse Basin), in the southeast corner of the county, but so far no contracts have been written, as the three applications received so far were not able to proceed to a contract for various reasons.

Cost Share Projects

The following cost share projects needed approval:
Hal Johnson with Johnbold Farms finished his riparian exclusion fencing project and requested $3,168 in cost share funding from District cost share funding. John Jameson, Spokane County, submitted a CWMA grant application for $321.60 to control oxeye daisy, skeleton weed and knapweed. Norman Ott submitted a CWMA grant application for $2,000 to spray toadflax, knapweed, skeleton weed and white top.
14. Jeff moved to approve $3,168 in cost share funding from District cost share funds to Johnbold Farms for completion of the riparian exclusion fencing project. Jim seconded. Motion passed.
15. Jeff moved to approve the application from John Jameson for $321.60 to the CWMA grant for weed control. Jim seconded. Motion passed.
16. Jim moved to approve the application from Norman Ott for $2,000 to the CWMA grant for weed control. Eddie seconded. Motion passed.

Commissioner Report

Commissioner Stedman reported that 60 miles of chip seal projects and 3 truckloads of paving oil per day are being implemented in the county. Work is continuing on the Porcupine Bay Road and Old Coulee Road projects, but the Old Coulee Road project will most likely not be finished in time for wheat harvest.

The County Commissioners have petitioned to PERC (Public Employees Relations Commission) for a decision on the dispute between the county and the Teamsters on contract bargaining in public meetings. The county is working with the Department of Health on a pilot project on how to recruit new city superintendents and city crew members to replace the aging city crew members in towns across the county.

Mike asked if online sales taxes were being received by the county. Commissioner Stedman noted that online sales taxes may be the source of recent revenue increases for the county, and that the online customer's zip code is being used to determine which county will receive the online sales tax for each transaction.

LocalTel and St. John Telephone are now offering phone and Internet service in the county. The county is now fully staffed with Sheriff Deputies and prison staff for the first time in many years.

VSP Meeting

The next Lincoln County VSP meeting will be held on Monday, July 16, from 12:30 to 1:30 PM at Lincoln County Public Works. The meeting will address outreach efforts and how to move forward with VSP in the county. Copies of the agenda and Appendix F, Lincoln County Voluntary Stewardship Program Outreach Plan were distributed.

Wheat Week

Wheat Week lessons were provided to 133 fifth grade students in schools across Lincoln County this year. Wheat Week is administrated by Franklin County CD.

Policy Manual Updates for Mini Direct Seed Drill

Copies of the revised Equipment Rental Information Sheet and Equipment Use Agreement and Invoice were distributed. The drill has not yet been moved to Davenport and so a photo of the actual drill is still not available for the rental info sheet. The drill is 6 feet wide and is designed to be pulled by an ATV or side by side utility vehicle. Since the drill and the trailer is insured through the District by Enduris, renters will not have to obtain towing insurance.

17. Jeff moved to approve the revised Equipment Rental Information Sheet and Equipment Use Agreement and Invoice and add them to the District Policy Manual. Jim seconded. Motion passed.

Supervisor Roles and Responsibility Sheets

Copies of revised of Supervisor Roles and Responsibility policy for inclusion in the Policy Manual were distributed. Kristen revised the sheets with input from Mike Baden on examples of what some other conservation districts across the state have used. The revisions primarily addressed supervisor attendance at meetings by physical attendance and the option for remote attendance. Some concerns were raised about how many meetings a board member could attend by remote attendance (phone). The general consensus of the Board was that board members should attend the board meetings in person if at all possible, and that it was important that a quorum of board members attend each meeting in person. By general consensus, the Board agreed to approve the revised Supervisor Roles and Responsibility policy as a working draft, with District staff to work on additional revisions and with final approval by the Board at the October board meeting.

Public Record Policy and Procedure

Copies of the proposed Public Record Policy and Procedure section from the Policy Manual were distributed.

18. Jim move to adopt the Public Record Policy and Procedure as presented into the Policy Manual. Jeff seconded. Motion passed.

With the change in Policy Manual, Elsa handed out a signature sheet for board members to sign.

WADE Training

Kristen attended the records policy training but could not attend all of the training sessions she wanted to attend. Renee Hadley, Walla Walla County CD, has been elected as President of WADE. Mike Baden noted that there were relatively few CD Board members or District Managers that attended WADE training this year, perhaps due to bad timing for farming and for state fiscal year end deadlines. Elsa suggested that WADE training be moved up into May to avoid conflicts with the state fiscal year end conflicts at the end of June.

WSU Extension Field Days

All District staff attended the Wilke Farm Field Day in Davenport except for Dean, who was out doing well level measurements. The Weed Seeker technology was demonstrated. Using a Weed Seeker is most feasible when spraying expensive herbicides, but excessive dust in the field can interfere with the sensors. Hessian fly issues were also discussed. Jeff attended the Lind Field days and noted that the Hessian fly infestations were also discussed there and that the Hessian fly can become a serious problem in spring wheat.

WACD Update

Eddie distributed copies of the June 26, 2018 Conservation Commission meeting highlights along with a letter from Tom Miller, WACD President on long term sustainable funding initiatives for conservation districts. Eddie also distributed copies of the June 27 Farm Bill update from the National Governors Association.

2018 NE Area Meeting

The 2018 NE Area Meeting will be hosted by Pend Oreille County in Usk on October 17. The District will need to RVSP with who will be attending before the next board meeting in October.

19. Eddie moved to approve travel for board members and District staff to attend the 2018 NE Area Meeting in Pend Oreille and to approve the Manager to take care of travel arrangements. Jeff seconded. Motion passed.

District Apparel

20. Jim moved to approve up to $1,000 for District staff to research and purchase additional District apparel. Jeff seconded. Motion passed.

The specific types of apparel to purchase, such as hats, jackets, shirts, etc… were not discussed.

Annual Report of Accomplishments

Val emailed the draft Annual Report of Accomplishments to board members but had not received any comments back. By general consensus, the Board approved the Annual Report of Accomplishments as presented to forward to the Conservation Commission.

Theft Attempt on Tahoe

An attempted theft was attempted on the Tahoe about 2 weeks ago. The recorded alarm was displayed on the dash, and it required the key to start the Tahoe in order to clear the message. Nothing was stolen and no other damage was done to the Tahoe.

It appears that somebody was lifting the door and/or tailgate handles in an attempt to get into the Tahoe.

Conservation Commission Report

Mike Baden reported that Conservation Commission grant addendums are due at the end of July. The Conservation Commission has been working on the proposed Conservation Commission budget since the budget development meeting back in April in Ellensburg. A total of 16 budget packages above and beyond the basic maintenance package are being finalized, including Firewise and fire recovery packages. The Conservation Commission will approve that packages at the meeting next Thursday. The highest priority is additional basic funding for conservation districts that is above the standard basic funding. The 2007 legislative requirement to switch over to fuel efficient/hybrid/alternative fuel vehicles has largely been forgotten up to now but has now been brought back to the attention of the Conservation Commission. All Firewise money has been appropriated to DNR, but conservation districts may apply to DNR for Firewise funding.

FSA Report

Sara Cossio reported that FSA had a security review yesterday. Some of the new requirements or suggestions for the office include keeping the side doors locked at all times, possibly requiring visitors to sign in up front, possibly installing a bell on the front doors, installing "protected by video camera" signs, opening mail with gloves to avoid possible anthrax powder threats, and installing locking nuts on government vehicle license plates to prevent the theft of government license plates.

The crop reporting deadline is July 15 and the deadline to sign up for ARC/PLC is August 1. Interviews for a new program technician will be held soon. Riley has been hired as a temporary employee.

NRCS Report

There was no report from NRCS.

District Business for Summer, Early Fall

21. Eddie moved to authorize the Board officers and the Manager to conduct District business as needed until the next board meeting in October. Jeff seconded. Motion passed.

Kristen is up for the 6 month review on August 20th.

The meeting was adjourned at 11:05 AM. The next board meeting will be held on Wednesday, October 10 at 8:30 AM in the conference room in Davenport.

Respectfully submitted,

Jim Baye

Jim Baye, Secretary

Dean White

Dean White, Minute Taker

SUMMARY:
All 21 motions were reviewed:

- 1. M/S/P to approve the June 13 minutes as presented.
- 2. M/S/P to pay and approve vouchers #10493 to #10514, along with 7 EFT's, totaling $33,498.21.
- 3. M/S/P to submit voucher #13 for the 18-39-IM grant in the amount of $20,000 to the Conservation Commission.
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- 5. M/S/P to submit voucher #11 for the VSP 2 grant in the amount of $1,054.50 to the Conservation Commission.
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- 9. M/S/P that the $5,040 for the annual WACD dues plus $40 for the associate board members be paid at the end of September.
- 10. M/S/P that the $150 request from the Washington Conservation Society be paid.
- 11. M/S/P to approve the Treasurer's report and the Grant's report as presented.
- 12. M/S/P to approve a new contract with GeoEngineers to provide hydrogeological support to the well level grant for $10,250.
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