LINCOLN COUNTY CONSERVATION DISTRICT
BOARD MEETING
NRCS / FSA MEETING ROOM-DAVENPORT WA
Wednesday, October 11, 2017

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, Jim Baye and Jeff Schibel - LCCD Supervisors; Mike Baden, Conservation Commission; Ann Swannack, NRCS; Elsa Bowen, Val Vissia, Lea Shields, and Dean White - LCCD staff.

A. MINUTES: Additions / Corrections:

- ***1. Jim moved to approve the July 12 minutes as presented. Jeff seconded. Motion passed.***

B. TREASURER'S REPORT / TRANSACTIONS REPORT:

- ***2. Eddie moved to pay and approve vouchers #10193 to #10264, along with 20 EFT's, totaling $232,042.28. Jeff seconded. Discussion was held. Motion passed.***

- ***3. Eddie moved to submit vouchers 2 & 3 for the 18-39-IM grant in the amounts of $16,056.59 and $10,822.32, respectively, to the Conservation Commission. Jeff seconded. Motion passed.***

- ***4. Eddie moved to submit vouchers 12 & 13 for the LC Sage Grouse Mitigation & Education grant in the amounts of $60,463.17 and $1,322.88, respectively, to BLM. Jeff seconded. Motion passed.***

- ***5. Eddie moved to submit voucher #2 for the NFWF Weed Management CWMA grant in the amount of $2,123.63 to NFWF. Jeff seconded. Motion passed.***

- ***6. Eddie moved to submit voucher #1 for the Well Monitoring grant in the amount of $43.90 to DOE. Jeff seconded. Motion passed.***

- ***7. Eddie moved to submit voucher #1 for the VSP 2 grant in the amount of $1,142.64 to the Conservation Commission. Jeff seconded. Motion passed.***

- ***8. Eddie moved that the Lincoln County Conservation District Visa statement for June 24, 2017 – July 25, 2017 be approved. The total amount of charges was $192.50, but due to $300 in cash back rewards, no payment was owed. Jeff seconded. Discussion was held. Motion passed.***

- ***9. Eddie moved that the Lincoln County Conservation District Visa statement for July 26, 2017 – August 24, 2017 be approved. The total amount of charges was $116.60, but due to the $300 in cash back rewards from the previous statement, the amount owed was $9.10. Jim seconded. Discussion was held. Motion passed.***

- ***10. Eddie moved that the Lincoln County Conservation District Visa statement for August 25, 2017 – September 25, 2017 be approved. The total amount owed was $609.26. Jim seconded. Discussion was held. Motion passed.***

- ***11. Eddie moved to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of July 10, 2017. The total amount owed was $201.46. Jim seconded. Motion passed.***

- ***12. Eddie moved to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of August 10, 2017. The total amount owed was $214.54. Jim seconded. Motion passed.***

- ***13. Eddie moved to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of September 10, 2017. The total amount owed was $62.12. Jim 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 reported that the NACD investment was due and asked if the Board wanted to renew the investment for 2018. Last year Lincoln County CD contributed $125.00
14. Eddie moved to approve $125 for the NACD investment. Jeff seconded. Motion passed.

15. Eddie moved to approve room and travel expenses for 5 board members and 1 staff member to attend the 2017 WACD Convention in the Tri-Cities. Jeff seconded. Motion passed.

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

C. AGENDA

Audit

Elsa reported that the 60 hour audit was currently ongoing. All of the requested documents were boxed up and taken to Spokane where the audit review is being conducted remotely by the auditor. Some of the major topics being reviewed include the financial condition of the District, payroll, and conflict of interest issues. The auditor has spoken with Mike as Chairman about the audit. If board members have any items of concern that they would like to see addressed, Mike requested that they let him know. One question that board members brought up is how many years that paper records need to be retained by the District, as Elsa noted that space for paper documents out in storage is starting to get limited. Is the retention period for hard copies 7 years? The auditor will schedule an exit interview in about 2 weeks from now, either in person or by teleconference. Two board members are needed for the exit interview.

BLM Roadside Fuel Breaks

Elsa reported that BLM had made available another $130,000 in funding to the District for the roadside fuel break grant this summer and that a motion was needed to approve.

17. Eddie moved to approve the addition of $130,000 in funding from BLM for the roadside fuel break grant. Jim seconded. Motion passed.

Elections

Elsa noted that Eddie is up for election and that Jeff is up for reappointment. Lea noted that it is typical for the Board to adopt an elections resolution at the November board meeting (November 8) for elections to be held in January or February, if needed. Eddie requested that any elections be held in February, as the road conditions have usually improved by then. Eddie and Jeff will need to collect signatures ahead of elections. Advertising of the notice of resolution for elections will be starting soon in advance of the November board meeting

WACD Convention and WACD Report

Elsa announced that she had already reserved rooms at the Hilton Garden Inn for the annual WACD Convention on November 27- 29 at the Three River's Convention Center, as requested by the instructions she received from WACD. It was the general consensus and request of the board members present that the reservations at the Hilton Garden be cancelled and that reservations be made at the Springhill Suites hotel for the WACD Convention. Board member and staff members planning to attend the WACD Convention need to complete and return their registration packets by November 10. All board members present today and Elsa are planning on attending the convention.

Copies of the September 19 memorandum from the WACD Board of Directors were distributed. Patricia Hickey has been selected as the new Executive Director for WACD and will start work on November 1. Patricia has experience working with conservation districts in California and turning budget deficits into positive operating budgets. She also has Master's Degrees in Community Planning, Environmental

Science and Management, and Business Administration. Patricia is planning on attending conservation district board meetings across the state in the near future.

Also included in the memorandum was a summary of the WACD Finance Committee/PMC Administrative Committee meeting on August 29. Eddie noted that one item of concern is that the PMC Manager has earned about $32,000 worth of cumulative overtime and unused annual leave over the past 5 years and has not yet been compensated for this time. Eddie noted that the PMC Manager has been instrumental in working to save PMC plants from damage in at least 2 out of the last 5 years. Eddie proposed that WACD pay the PMC Manager for his overtime and annual leave and move forward. Another item of discussion was COLA (Cost of Living Adjustments) for PMC employees. Long time WACD lobbyist Jim Jesernig has resigned and no replacement for him has yet been found. One of Jim's last recommendations to WACD was to not seek a conservation assessment from the legislature at this time.

Davenport Community Garden

Val reported that the last sections of the wooden slatted fence at the Davenport Community Garden had been installed and painted. With the completion of the fence, the last major construction project for the community garden has been completed. The only minor items yet to do this year include shutting off and draining the fountain and clearing and composting the remaining vegetation from the garden boxes.

Fire Adaptive Communities Grant

The current Fire Adaptive Communities grant started on August 1 and will run to December 30. With this current grant, District staff have been working with the Lincoln County Sheriff's Office to purchase 2,000 blue road signs with white reflective numbers to hand out free to county residents primarily in the county with road addresses, advertise the availability of the free signs, and start the process of placing road numbers on the signs and handing them out to residents stopping by the office to pick their sign(s) up. The next FAC grant will be available next January. A motion was needed to approve the current grant.

18. Jeff moved to approve the FAC grant, August 1 – December 30, from the Washington Resource Conservation & Development Council. Jim seconded. Motion passed.

RCPP Grant

There were 2 applications for the Resource Conservation Partnership Program grant from cooperators in WRIA 34 in southeast Lincoln County. However, one cooperator would not respond at all to requests for follow up on his application, and the other cooperator needs to reconstitute the land he farms at FSA before moving ahead with his RCCP application. At this point in time, there are no current applications for the RCPP grant from cooperators in Lincoln County.

CWMA Weed Grant

Elsa handed out copies of the map for projects completed so far for the CSCWMA (Channeled Scabland Cooperative Weed Management Area) grant that covers portions of Lincoln, Spokane, Whitman, and Adams counties. Two of the three completed projects were finished by the following cooperators in Lincoln County:

Nonnemacher Farms and Davenport Building Supply. A motion was needed to reimburse these cooperators for their cost share.

19. Jim moved to approve payment for Nonnemacher Farms and Davenport Building Supply from the CWMA weed grant. Jeff seconded. Motion passed.

Questions about the biocontrol spray for cheatgrass were brought up by board members. A dealer for the Pseudomonas biocontrol spray may be located in the Tri-Cities area. The spray costs about $10 – $12 per acre, needs to be applied during the rainy season in late fall or early spring, and needs up to 5 years to control cheatgrass, with beneficial grasses planted in the sprayed areas to compete with the cheatgrass.

Lincoln County Well Monitoring Grant

Elsa reported that the RFP was completed and that contracts had been signed for the grant between Lincoln County CD and Ecology, and between Lincoln County CD and EA Engineering, Science, and Technology, Inc., PBC as the hydrogeological contractor. The QAPP (Quality Assurance Project Plan) has also been completed and has recently been sent to John Covert with Ecology for signature. The collection of existing well level data in Lincoln County has been completed and work has begun on selecting wells within the county for new well level measurements. Public meetings on the well level monitoring grant may be held as early as in November. The starting date of the grant was June 15, 2017 and the completion date is June 30, 2019.

VSP

Copies of Amendment #2 for the Lincoln County Voluntary Stewardship Program were distributed. Lincoln County has signed the VSP extension with the Conservation Commission, which allowed for the amendment to be signed between Lincoln County; CD and Anchor QEA to finish the development of the VSP plan for Lincoln County. Of the $240,000 available to Lincoln County from the Conservation Commission for continued work on VSP, $54,440 has been allocated to Anchor QEA, $5,000 to Lincoln County, and the rest to Lincoln County CD for coordinating and advertising the public meetings to review and approve the VSP plan for Lincoln County. The first public meeting this fall to plan for future public meetings to collect comment for the draft VSP plan will be held on Tuesday, October 24, from 2 to 4 PM at Lincoln County Public Works. Motions were needed to approve amendments of the contract between Lincoln County and Lincoln County CD and between Lincoln County CD and Anchor QEA.

20. Jeff moved to approve the contract amendment between Lincoln County and Lincoln County CD for development of the VSP plan for Lincoln County. Jim seconded. Motion passed.

21. Jim moved to approve the contract amendment between Lincoln County CD and Anchor QEA for development of the VSP plan for Lincoln County. Jeff seconded. Motion passed.

2017 NE Area Meeting

The 2017 NE Area Meeting will be hosted by Lincoln County CD at Memorial Hall in Davenport on Thursday, October 19, from 9 AM to 3:30 PM. Chairman Mike Carstensen will not be able to attend. Vice Chairman Alan Stromberger will preside over the meeting. Not very many RSVP's have been received yet from other NE area districts or from NRCS staff. The requested deadline for RSVP's is October 12.

Longhorn Barbecue has been selected as the lunch caterer. Longhorn will set up the lunch, which will be self-serve.

Copies of the meeting agenda were distributed. Hal Johnson has agreed to be the guest speaker for the meeting. Elsa asked if the board members had any resolutions to bring forward at the NE Area Meeting. No specific resolutions were brought forward, but Eddie mentioned several concerns. WACD may propose taking up to 20% of the profits from the PMC, which if approved may seriously affect PMC operations and efforts to make improvements to buildings and equipment needed to help run the PMC. Eddie proposed that WACD pay the overtime and annual leave due to the PMC manager and move forward. The general consensus of the board was that the District wait until the WACD Convention and bring up this proposed resolution if desired on the floor at the WACD Convention.

Paid Sick Leave Law

Elsa handed out copies of the impacts of Initiative 1433, the Paid Sick Leave Law that was approved by voters in the fall of 2016. The approval of this law does not affect the District because the District has already provides paid sick leave to its employees.

NRCS Report

Ann reported that NRCS now has furniture cubicles installed in the Davenport office that match the District cubicles that were installed back in January. Dick Erickson, Resource Conservationist, has moved into the corner office. NRCS has some surplus file cabinets and chairs to move out of the office as soon as possible.

Scott Stevens, Soil Conservation Technician, has started work in the Davenport office. Scott was able to be hired because he received an offer last December before the current hiring freeze with NRCS went into effect. Scott has biology and wetlands experience. Ritzville still has Resource Conservationist and Soil Conservation Technician positions to be filled. Sara Coccio has been hired as the new CED for FSA in Davenport. Aaron Landreth has resigned from FSA to return to farming full time. The State and East Area NRCS offices will be relocating from Boone & Washington in Spokane out to the Spokane Valley in about 1.5 years, and it is expected that some of the affected NRCS employees close to retirement will retire at this time.

The West Palouse Team has obligated 21 new CSP contracts under the new CSP application evaluation system. WPT staff is working on renewals for 2013 CSP contracts and will also be working to certify payments for 228 active CSP contracts.

Four planners from the WPT will be doing HEL reviews in Spokane and Franklin counties. Lance Burton from the Spokane Valley office and Glenn Riehle from the Pasco office will be working on 18 HEL reviews in Lincoln County.

Ann distributed copies of the 2018 EQIP signup announcement. Several new practices are available in EQIP to help protect water quality and in turn help farmers to subsequently apply for CSP: On Farm Secondary Containment Facility and Agrichemical Handling Facility. November 17 is the first deadline to sign up for 2018 EQIP contracts under the Local Working Group, State Initiatives and RCPP funding pools. The second signup deadline for EQIP will be March 16.

Farm records need to be up to date in order for producers to apply for EQIP or CSP contracts. Ann handed out copies of the announcement for the revised Conservation Client Gateway that will now allow both individuals and entities access

to their contracts, payment information, and plans with NRCS. Producers must have an Eauthorization login and password and then work with the local WPT representative, Christina Seigerman, in order to login into Client Gateway. Currently there are no Lincoln County producers signed up to access Client Gateway. FSA has Farm Plus, its own separate electronic gateway for producers to access their information with FSA.

Ann noted that at this time, there are no task orders planned between NRCS and Lincoln County CD. The next face to face STAC (State Technical Advisory Committee) will be held on November 7 at the state NRCS office.

FSA Report

There was no FSA report.

Conservation Commission Report

Mike Baden reported that the Conservation Commission is working with NRCS to change the contribution percentage on NRCS task orders from 60%/40% to 75%/25% NRCS/Conservation Commission contributions.

The Conservation Commission has developed a supplemental budget request that includes Firewise funding, along with an RCPP supplemental budget request. RCPP projects are heavily dependent on state match, which is an issue right now due to the Hirst decision holding up the approval of a new Capital budget, from which RCPP match funding is provided. Right now only about 10% of the $9,000,000 needed to fully match RCPP projects is available from the state.

The new CPDS system has still not been fully updated at this time. Due to health issues, Lynn Brown will not seek to be reappointed to the Conservation Commission board.

County Commissioner Report

There was no County Commissioner report.

Executive Session

The Board went into executive session under option 1(g) of RCW 42.30.110 at 10:45 AM to review and discuss personnel issues for about 15 minutes. The Board came back out of executive session at 11:00 AM. No motions were developed as a result of the Executive Session. Mike and Eddie thanked the staff for all of their hard work over the summer. Jim commented that the Davenport Community Garden looks very nice.

Miscellaneous Items

Dean handed out copies of a webinar he viewed from the No-Till Farmer website titled "What are we learning from soil biological testing?" This webinar noted that the Solvita soil respiration test should be taken at the same approximate maximum respiration time every year, such as late spring/early summer, depending upon soil moisture conditions in a given area, and suggested that some of the more important soil health parameters to monitor include organic matter, aggregate stability, soil respiration/carbon mineralization, nitrogen mineralization, and soil bulk density and porosity.

Dean also distributed copies of the map and spreadsheets of 2016 – 2017 crop year precipitation totals. In summary, all 22 precip station locations had 3" to as much

as 8" more precip for the 2016 – 2017 crop year compared to the cumulative average crop year precip totals on record with the District.

The meeting was adjourned at 11:15 AM. The next board meeting will be held on Wednesday, November 8 at 8:30 AM in the conference room in Davenport.

Respectfully submitted,

Jim Baye, Secretary

Dean White, Minute Taker

SUMMARY:
All 21 motions were reviewed:

- 1. M/S/P to approve the July 12 minutes as presented.
- 2. M/S/P to pay and approve vouchers #10193 to #10264, along with 20 EFT's, totaling $232,042.28.
- 3. M/S/P to submit vouchers 2 & 3 for the 18-39-IM grant in the amounts of $16,056.59 and $10,822.32, respectively, to the Conservation Commission.
- 4. M/S/P to submit vouchers 12 & 13 for the LC Sage Grouse Mitigation & Education grant in the amounts of $60,463.17 and $1,322.88, respectively, to BLM.
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- 6. M/S/P to submit voucher #1 for the Well Monitoring grant in the amount of $43.90 to DOE.
- 7. M/S/P to submit voucher #1 for the VSP 2 grant in the amount of $1,142.64 to the Conservation Commission.
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- 13. M/S/P to approve the Lincoln County Conservation District Cenex credit card statement with a closing date of September 10, 2017. The total amount owed was $62.12.

- 14. M/S/P to approve $125 for the NACD investment.

- 15. M/S/P to approve room and travel expenses for 5 board members and 1 staff member to attend the 2017 WACD Convention in the Tri-Cities.

16. M/S/P to approve the Treasurer's report and the Grant's report as presented.

- 17. M/S/P to approve the addition of $130,000 in funding from BLM for the roadside fuel break grant.

- 18. M/S/P to approve the FAC grant, August 1 – December 30, from the Washington Resource Conservation & Development Council.

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- 21. M/S/P to approve the contract amendment between Lincoln County CD and Anchor QEA for development of the VSP plan for Lincoln County.