

# Washington Resource Conservation & Development Council

## Board Meeting Minutes

February 27, 2019 | 9:30-11:40 a.m.

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**Attendees:** Frank Hendrix, North Yakima Conservation District; Tom Coleman, Rabbitbrush Ranch, Ken Tolonen, WSU Master Gardeners

**Staff:** Ryan Anderson, Brian Miller, Deysi Gonzalez, TJ Mattingly, Corrine Hoffman (Chumstick Coalition)

### 1. Introductions

Frank called the meeting to order and introductions were made.

### 2. Agenda

The agenda was reviewed by the board. Frank asked for any changes on agenda or additions. Per Ryan requested to add item 9: Grant applications. And Corrine asked to add item 10: Chumstick new agreements. **Frank made a motion to approve the agenda as presented with the additions. Tom seconded the motion. The agenda was approved.**

### 3. Minutes

The minutes from the November 13, 2018 meeting were reviewed. **Frank made a motion to approve the minutes and Tom seconded the motion. The minutes were approved.**

### 4. Budget Reports

The WA RC&D financial reports for 2018 and YTD as of January 2019 were presented to the Board. Ryan mentioned that due to government shutdown the funding was on hold and slowed from the USFS. Per government now open, funding started coming on the way. Tom commented that yes a decrease shown on the YTD report and to keep accurate the % of unrestricted. Frank asked about the % of indirect and Ryan answered estimated about 5% indirect per bylaws 10-12% with 10% direct billing. **Tom made a motion to adopt the 2018 balance sheet and the Profit and Loss Statement and January 2019 Profit & Loss. Ken seconded the motion; motion carried.**

### 5. Election of Officers

Frank tabled election for the next meeting per bylaws. **Tom made a motion to table the elections. Ken seconded the motion, and motion passed with the approval of all present.**

### 6. Policy Updates

- Ryan presented the proposed changes on the procurement policy. The changes made on the competitive bid process stating the guidelines to follow on the bids above \$10,000 and \$250K. **Frank made a motion to approve changes. Tom seconded the motion**
- Ryan presented the proposed updates on the personnel policy by removing Columbus Day, and replacing with the day after Thanksgiving. Tom requested to place the Paid Family & Leave statement per the law. And move changes for the next meeting.
- Ryan presented the privacy policy related to website and electronic data which will track visits and will be drafted on the next meeting.
- Ryan presented the Conflict of Interests policy updated and ready to be sign. Ryan will send a copy to each board member to sign

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Frank made motion updates and changes on the policies for next meeting for final approval.

***Tom moved motion and Ken seconded the motion.***

### 7. Chumstick Wildfire Stewardship Coalition

Corrine discussed the agreements between RC&D and DNR for the Cross Boundary project. The project will increase capacity and process for fuel reduction with the collaboration of Cascadia Conservation District and 7 land owners Ryan mentioned that Corrine has been fully in charge of the how project and deliverables. Frank congratulated Corrine for the work performed and for continued work. Tom asked about the local contractor's performance and Corrine explained the work they would perform. ***Tom moved to approve the agreement. Frank motion to sign and execute agreement Ken seconded the motion***

### 8. Strategic Planning

Ryan stated to start planning for the 5 year strategic plan enfacing the prescribe fire and water conservation and energy programs. Planning on working more with San Juan Islands. Ryan mentioned that one staff member will be moving to the Umatilla District and will reembrace more the planning in that area. Also will start with recruitment of partners and execute a planning process and hire an outside facilitator

Ryan also mentioned funding available with RD-REAP with emphasize in renewable energy. And Ryan will be looking into more information about it. Frank requested to work more on the strategic planning.

### 9. Grant Applications

- a) Ryan stated that a grant proposal was submitted to RD focusing on water restoration on river for \$150K and consulting expertise will be hired as part of the budget
- b) Ryan also stated a submission of a small grant request for WDFW to install a 3 mile long, 300 ft wide 'green strip' in the Black Rock Valley in eastern Yakima County/Benton County. The funding would buy materials for volunteers to plant a mix of rangeland plants that are more fire resilient than cheat-grass.

### 10. Corrine Hoffman work plan

Corrine explained what COCO has been performing and amount of small grant received and grant request to be submitted. The steering committee will be focusing on more mentoring, capacity building, developing marketing plan and donations, more outreach. Ryan requested to invite the members as part of the strategic planning. Frank commented that there a lot to market and start focusing on it.

The next board meeting was agreed to be held on March 27. Details will be sent out as the date approaches.

The meeting was adjourned at 11:40 a.m.