

MASON CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes
November 18, 2021

The meeting of the Mason Conservation District Board of Supervisors was called to order by Jason Ragan, Chair, at 4:03 pm.

Board Members present (via Zoom): Jason Ragan, Michael O'Day, Myron Ougendal, Andrea Miller

Board Member absent: Larry Boltz

Staff present: Evan Bauder, Keith Underwood, and Rhonda Nydegger.

Members of the public present (via Zoom): Josh Giuntoli, WSCC and Alena Reynolds, DOE

Special Meeting Minutes – October 28, 2021: The minutes were reviewed and approved as presented.
(M – O'Day, S – Ougendal, Passed – Unanimously)

Financial Report – October: Financial report for October was tabled for clarification.

PROGRAM & STAFF UPDATES

WSCC Update –

Josh updated regarding staffing at the Commission. They are down one finance person. The Executive Director search may be coming to the end with more information available December 2nd. The changes regarding elections won't take effect in 2022 so all things will be run the same as prior years. He reminded Myron that his term is up in 2022 and Jason that his appointment is up in 2022.

NRCS Update –

NRCS was absent.

DOE Update –

Alena gave a brief update on Oakland Bay. She will now be the point person for the MCD BOS meetings as Anne has moved to a new position.

Staff Update –

Keith updated the board on a grant that the District was awarded from DOE regarding river sediment movement modeling. He also reported on progress he has made with the transition of Steve's work.

Rhonda updated the board on the progress of the SAO audit.

OLD BUSINESS –

Staffing and Operations Update –

Evan reported on engineering work being put into the hands of contract engineers as the District currently does not have an Engineer on staff.

MASON CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes
November 18, 2021

Evan also reported on progress in the recruitment for the Shoreline and Lead Entity Coordinator position that is open with Steve leaving. First screening will be either Friday (Nov. 19) or Monday (Nov.22).

Operations around COVID – most are working in the office either on a full-time basis or at least 3 days a week basis. There are some who are working mostly remote still. Masks and social distancing are still required when outside of the enclosed workspaces. Any get togethers that are able to be held outside are being held outside so that masks do not need to be worn.

No update regarding vaccination status of current or potential new hires at this point.

SAO Audit Update –

Rhonda already updated the board regarding the audit during the staff report.

Long Range Plan Updates –

So far 116 people have completed the survey. Evan will circle back with the board on how many are on the email list. Michael asked to please be added to the email list. Due to timing, the board decided on having a second board meeting in December on the 28th in order to finalize the 5 year plan and potentially approve the 2022 budget.

NEW BUSINESS

2022 Annual Budget –

Currently the budget is in Evan’s and certain other staff members’ hands to assign expected time to be spent on each grant in 2022, information that rolls up into the salary and benefits expenses. Discussion regarding working through the budget in the December meetings with the worst case scenario being January approval of the budget. During the discussion decision made to move the regular December 16th meeting to December 17th at 1:00pm and the second special meeting scheduled for December 28th at 4:00pm.

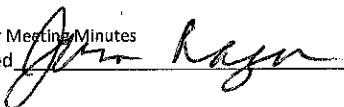
Building Lease Renewal –

The lease with the Port of Shelton is set to expire. Normal escalator is 3%. Last year John had successfully negotiated a 2.5% escalator. We were able to have that same escalator for 2022. The current workspace is adequate for the District’s needs. Staff will continue to search for other options for the future but recommends renewing the one year lease. Motion made to approve the renewal and authorize the Chair to sign.

(M – O’Day, S – Ougendal, Passed – Unanimously)

Resolution 2021-5 MRSC Roster –

State law allows government entities to utilize the Municipal Research Services Center (MRSC) Small Works Roster process for Public Works contracts. This approach can streamline district procurement for smaller construction contracts. We have drafted a compliant resolution authorizing the district to



MASON CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes
November 18, 2021

utilize this method. Evan discussed being able to utilize other resources from MRSC in terms of COVID responses as well as personnel issues. A new resolution is required each year. This resolution (attached) was directly templated from the 2021 resolution. Motion made to approve Resolution 2021-5 for the MRSC roster.

(M – O’Day, S – Ougendal, Passed – Unanimously)

RCO Project #16-1489 Amendment 4 –

RCO 16-1489 supports riparian restoration work in the Skokomish watershed. This amendment is simply to add in federal reporting components that are necessary to allow RCO to pay indirect costs. This was previously missing. Motion made to authorize the Chair to sign RCO 16-1489 Amendment 4 as presented.

(M – Ougendal, S – O’Day, Passed – Unanimously)

RCO Project #21-1223 Amendment 2 –

After the close of the 19-21 biennium, there was \$39,344 remaining in the WRIA 14 Lead Entity grant. Any remaining funds are added to the new grant in the next biennium. This amendment will add it to the 2021-2023 Lead Entity grant. Motion made to authorize the Chair to sign RCO 21-1223 Amendment 2.

(M – Miller, S – O’Day, Passed – Unanimously)

SCC Natural Resource Investments Addendum –

Natural Resource Investments (NRI) is a program administered by the Washington State Conservation Commission (SCC). In the past districts were required to submit cost share applications to SCC to access these funds. This funding was managed almost the same as how SCC Shellfish funding is managed currently. Several changes were made to the program guidelines this biennium. Primarily the following two changes were made: (a) “District Implemented Projects” became allowed within the program. This is an alternative to traditional “cost share” projects. This approach allows the District to completely own the project including hiring the contractors and leading project implementation. This allows more flexibility for projects that work with multiple landowners, projects that require more District oversight or leadership, etc. and (b) In the past Districts throughout the state competed for this funding. This biennium the program funding was split evenly across all Districts. Each District was tasked with proposing an addendum that identifies how they would like to invest their funding.

The NRI addendum (attached) is how staff proposes to invest MCD’s NRI allocation. Motion made to approve the Natural Resource Investments addendum as presented.

(M – O’Day, S – Miller, Passed – Unanimously)

Cost Share Application NS-SH-2 –

Evan presented Cost Share Application NS-SH-2 for the board’s consideration. Motion made to approve Cost Share Application NS-SH-2 to be forwarded to WSCC for consideration for funding through the Shellfish program.

MASON CONSERVATION DISTRICT

Board of Supervisors Meeting Minutes

November 18, 2021

(M – O’Day, S – Miller, Passed – Unanimously)

With no further business for the good of the order the meeting adjourned at 5:21 pm.

James Raza

12-21-21