

**Asotin County Conservation District**  
**Thursday – February 11, 2021**  
**Board Meeting**  
**Minutes taken and prepared by: Jennifer Zipse**

**12:04 pm:** Chairman Levi Luhn called the Board meeting to order via phone.

Supervisors present via phone: **Levi Luhn, Jerry Hendrickson, Kelsey Crawford, Rod Hostetler, Jason Schlee**

ACCD Staff present via phone/Go To Meeting: **Megan Stewart, Brad Riehle, Jennifer Zipse, Amanda Schmidt, Zach Van Orsdel, Colleen Ozard, Lacy Ausman Ditto**

Others present via phone/GoToMeeting: **Ryan Baye (WACD)**

**Minutes**

Review minutes from January 14<sup>th</sup> Board Meeting. Kelsey Crawford moved and Rod Hostetler seconded a motion to approve minutes from January 14, 2021 Board Meeting. **Motion Carried 1**

**Financial Reports:**

Board reviewed check register. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve checks January #15905 to #15963 and #2016 to #2020 and 9 EFT payments. Totaling \$85,553.09. **Motion Carried 2**

Board reviewed Accounts Payable, Treasurers Report, Transaction Journal, Compensated Absences, and Outstanding Voucher Status, Budget and Outstanding Cost-Shares.

**CALENDARS and EVENTS:**

Employee Schedule was reviewed

**Correspondence:**

A quick overview of the District Digest

- COVID Update: Moving into Phase 2 would allow for in-person meetings
- CAPP standards will be reviewed with Shana
- Megan will draft a letter to the three District 9 representatives pertaining to Legislative Session
- A simple media release will be put out to notify the public how they can obtain election ballots for ACCD's Board of Supervisors Election

Employee update reports were emailed out to supervisors prior to the meeting for review

**WACD REPORT**

South East Area Director Vacancy

WACD is seeking membership for 2 committees: Elections and Diversity Equity Inclusion (DEI)

Legislative Week has been pushed back

**NRCS Report**

No report provided

**New Business:**

Scheibe Farms

- The CCRP conservation plan and matching cost-share applications were reviewed.
  - o Jerry Hendrickson moved and Rod Hostetler seconded a motion to approve Scheibe Farms CCRP Enrollement plan. **Motion Carried 3.**
  - o Jerry Hendrickson moved and Jason Schlee seconded a motion to approve the Scheibe Farms CCRP cost-share 2021-04. **Motion Carried 4.**
- 2017-02 Revision: Scheibe Farms
  - o Rod Hostetler moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' 2017-02 cost-share revision. **Motion Carried 5.**

- 2020-22 Revision: Scheibe Farms
  - o Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Scheibe Farms' 2020-22 cost-share revision. **Motion Carried 6.**

Kevin Botts

- NRI – Manure Management Application
  - o Rod Hostetler moved and Jason Schlee seconded a motion to approve Kevin Botts' NRI Manure Management application. **Motion Carried 7.**

Appleford Farms

- CREP CN 11029 Inspection Report and Maintenance Plan
  - o Kelsey Crawford moved and Jason Schlee seconded a motion to approve the Appleford Farms CREP CN 11029 Inspection Report and Maintenance Plan. **Motion Carried 8.**

Thiessen Ranch

- CREP CN 11033 Inspection Report and Maintenance Plan
  - o Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the Thiessen Ranch CREP CN 11033 Inspection Report and Maintenance Report. Rod Hostetler abstained. **Motion Carried 9.**

Couse Creek PA 78 Design Project – Landowner Agreement

- Agreement for R.Scheibe to select a consultant to design the project and work with ACCD to ensure compliance
  - o Rod Hostetler moved and Jerry Hendrickson seconded a motion to approve the Couse Creek PA 78 Design Project Landowner Agreement. **Motion Carried 10.**

Office Space RFP

- Board reviewed the the Office Space RFP and discussed the office space needs.
  - o Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve the ACCD office space RFP. **Motion Carried 11.**

District Operations Manual – Asset Management Policy

- Include an option for “trade-in” of an asset when it is slated for disposal
  - o Jerry Hendrickson moved and Jason Schlee seconded a motion to approve adding a trade-in option for the asset management policy to be included in the the District Operations Manual. **Motion Carried 12.**

Cougar Creek Design Contract – GeoEngineers

- Board reviewed the contract with GeoEngineers
  - o Kelsey Crawford moved and Rod Hostetler seconded a motion to approve the contract with GeoEngineers for the Cougar Creek Design. **Motion Carried 13.**

BPA 2021/2022 Anadromous Fish Habitat Project Review

- Review process has begun for BPA funded projects. Northwest Power and Conservation Council will complete the review process which will take more than a year before a recommendation for funding will be made to BPA

George Creek Watershed Restoration Strategy

- Develop a more detailed plan that will building off the Conceptual Restoration Plan and align the development with the CRM pilot process

Weed Board Partnership Update

- Streamline financials through ACCD to improve efficiencies and reduce the administration time for Weed Board business through the County process. This will include applying for grants on behalf of the Weed Board and running them through ACCD. Board was supportive. Megan will work with Weed Board to develop additional budget framework for weed board expenses and projects.

**Public Comment:** None

**3:02 Executive Session:** Approx. 45 minutes with a 15 minute break prior to starting

- Review the performance of public employees – RCW 42.30.110(1)(g)

**Board Reconvened at 4:01 p.m.**

There being no further business, the meeting was adjourned at **4:02 p.m.** by Chairman Levi Luhn.

**Review of Motions:**

1. **Motion 1:** Kelsey Crawford moved and Rod Hostetler seconded a motion to approve minutes from January 14, 2021 Board Meeting. Motion Carried 1
2. **Motion 2:** Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve checks January #15905 to #15963 and #2016 to #2020 and 9 EFT payments. Totaling \$85,553.09. Motion Carried 2
3. **Motion 3:** Jerry Hendrickson moved and Rod Hostetler seconded a motion to approve Scheibe Farms CCRP Enrollement plan. Motion Carried 3.
4. **Motion 4:** Jerry Hendrickson moved and Jason Schlee seconded a motion to approve the Scheibe Farms CCRP cost-share 2021-04. Motion Carried 4.
5. **Motion 5:** Rod Hostetler moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' 2017-02 cost-share revision. Motion Carried 5.
6. **Motion 6:** Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Scheibe Farms' 2020-22 cost-share revision. Motion Carried 6.
7. **Motion 7:** Rod Hostetler moved and Jason Schlee seconded a motion to approve Kevin Botts' NRI Manure Management application. Motion Carried 7.
8. **Motion 8:** Kelsey Crawford moved and Jason Schlee seconded a motion to approve the Appleford Farms CREP CN 11029 Inspection Report and Maintenance Plan. Motion Carried 8.
9. **Motion 9:** Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the Thiessen Ranch CREP CN 11033 Inspection Report and Maintenance Report. Rod Hostetler abstained. Motion Carried 9.
10. **Motion 10:** Rod Hostetler moved and Jerry Hendrickson seconded a motion to approve the Couse Creek PA 78 Design Project Landowner Agreement. Motion Carried 10.
11. **Motion 11:** Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve the ACCD office space RFP. Motion Carried 11.
12. **Motion 12:** Jerry Hendrickson moved and Jason Schlee seconded a motion to approve adding a trade-in option for the asset management policy to be included in the the District Operations Manual. Motion Carried 12.
13. **Motion 13:** Kelsey Crawford moved and Rod Hostetler seconded a motion to approve the contract with GeoEngineers for the Cougar Creek Design. Motion Carried 13.

**NEXT BOARD MEETING**  
**Thursday – March 11, 2021**  
**\*\*7:00 p.m.\*\***

  
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CHAIRMAN SIGN

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DATE

  
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SUPERVISOR SIGN

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DATE