

Asotin County Conservation District
Thursday – September 10, 2020
Board Meeting
Minutes taken and prepared by: Jennifer Zipse

7:02 pm: Chairman Levi Luhn called the Board meeting to order.

Supervisors present: **Jerry Hendrickson, Jason Schlee**

Associate Supervisors present: **Casey Scott**

ACCD Staff present: **Megan Stewart, Brad Riehle, Jennifer Zipse, Amanda Schmidt, Zach Van Orsdel, Colleen Ozard** Present via telephone: **Lacy Ausman-Ditto**

Minutes

- ✓ Review and approve minutes from August 6th Board Meeting ~ *Jason Schlee moved and Jerry Hendrickson seconded a motion to approve minutes from August 6, 2020 Board Meeting. Motion Carried 1*

Financial Reports:

- ✓ Board reviewed and approved check register ~ *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve checks August 2020 ~ #15594 to #15657 and #1988 to 1992 and 5 EFT pymts (2-941 pymts, 2-DCP, 1-AFLAC) Totaling \$90,223.87. 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
- ✓ Employee update reports were emailed out to supervisors prior to the meeting.

Old Business

- Cottonwood Fish Passage Update & Change Order
 - Culvert is in and complete
 - Roadway paving will take place in late September
 - **Change Orders:**
 - ½ acre of native grass seeding is needed in disturbed construction site
 - Recommend site to be hydroseeded in two applications (next week and late October) – was originally planned as broadcast seeding by ACCD staff
 - A parking area expansion was created with extra materials – area was graveled and rocks were placed to prevent vehicle access to other areas
 - W. Bezona offered his property for construction staging; fence removal was needed to do so and we need to replace the fence that was removed and we would like to add some additional gates and uprights.
 - The quantities for Crushed Surfacing Base Course was planned for 71 cy of material and the final was 221. The footprint for this part of the project was less than anticipated so there was a miscalculation in the original plans. There was an additional 150 cy of material needed.
 - The four change order line items total \$32,627.26. There are sufficient funds left in the grant budgets to allow for the change orders.
 - *Jason Schlee moved and Jerry Hendrickson seconded a motion to approve the Cottonwood Fish Passage Change Orders totaling \$32,627.26. Motion Carried 3*
- Couse & Tenmile PALS Updates
 - Crew finished installations on September 10th, staff will be out to monitor and make minor adjustments between now and the end of September (fish work window)

- The project was a success! A presentation and structure map will be provided at the next meeting for both project sites.
- During the Labor Day weekend a bear damaged the seats on the ATV & UTV
- Archeologist – Cultural Resource Discussion
 - Explore options to have on staff full time; terms can be flexible
 - Wage range \$22-36 per hour
 - Would exclusively be on staff for ACCD, but could be contracted out
 - Cultural Resource surveys needed for projects have a high cost
 - Megan will give the Board the expected workload and associated data
- CRM with WDFW
 - Schedule an in-person meeting soon with WDFW, 1-2 ACCD Board members, Asotin Co. Commissioner and NRCS

New Business:

- WDFW – Commission (Voting) Membership Request Survey
 - WDFW recently communicated to the WSCC the interest of being added to the Commission as a full voting member
 - WSCC has directed its staff to submit the question to conservation districts for feedback
 - ACCD will complete the survey at the October meeting
- Federal Tax Withholdings
 - Deferment option for employers to participate
 - Deferring Certain Payroll Tax Obligations. The Secretary of the Treasury is hereby directed to use his authority pursuant to 26 U.S.C. 7508A to defer the withholding, deposit, and payment of the tax imposed by 26 U.S.C. 3101(a), and so much of the tax imposed by 26 U.S.C. 3201 as is attributable to the rate in effect under 26 U.S.C. 3101(a), on wages or compensation, as applicable, paid during the period of September 1, 2020, through December 31, 2020.
 - Employer (ACCD) decision: not to participate in payroll tax deferment option.
- FLEX/Cafeteria Plan – Midyear Election Changes
 - Due to COVID-19, the IRS has relaxed the rules to allow mid-year election changes to FLEX/cafeteria Plans. If ACCD elects to allow changes, it must be approved by the board.
 - [Jerry Hendrickson moved and Jason Schlee seconded a motion to allow midyear election changes in 2020 for FLEX/Cafeteria Plans for ACCD Staff. Motion Carried 4.](#) Staff will have until the end of September to make plan changes.
- Cougar Creek Fish Passage
 - Design project is on the funding list for the Snake River Lead Entity and will be approved at the September SRFB meeting. The RFP for the design will be going out shortly.
 - Construction project ranked #7 of 88 for the Barrier Board; likely to be approved for funding for the next biennium.
 - SRFB application will be submitted for matching funds needed for the Construction phase.
- 4-O Project Planning
 - Extensive streambank erosion
 - Project was identified in the Grande Ronde Geomorphic Assessment
 - Add wood structures and protected fish habitat – consider project concept options
 - Possible SRFB application – will review options at upcoming board meeting
- DOE Grant Application
 - Application period to close in October
 - Proposed projects
 - Streambank stabilization for 4-O (design and construction)
 - New buffers
 - Enhance existing buffers
 - Tidbit stream temperature monitoring
 - Outreach

Commercial Cost-Share:

Applications:

- ✓ Gary & Barbara Carney – Water Development *Jerry Hendrickson LRL*
 - Jason Schlee moved and ~~Kelsey Crawford~~ *Jerry Hendrickson* seconded a motion to approve Gary & Barbara Carney's Water Development - CS #2020-24. **Motion Carried 5.**

8:19 p.m. Executive Session RCW 42.30.110 (1)(g) To review performance of a public employee – Approx. 45 minutes, phone line remained activated for Board Members.

Reconvened at 8:59

There being no further business, the meeting was adjourned at **9:00 p.m.** by Chairman Levi Luhn.

Review of Motions:

1. **Motion 1:** Jason Schlee moved and Jerry Hendrickson seconded a motion to approve minutes from August 6, 2020 Board Meeting. Motion Carried 1
2. **Motion 2:** Jerry Hendrickson moved and Jason Schlee seconded a motion to approve checks August 2020 ~ #15594 to #15657 and #1988 to 1992 and 5 EFT pymts (2-941 pymts, 2-DCP, 1-AFLAC) Totaling \$90,223.87. Motion Carried 2
3. **Motion 3:** Jason Schlee moved and Jerry Hendrickson seconded a motion to approve the Cottonwood Fish Passage Change Orders totaling \$32,627.26. Motion Carried 3
4. **Motion 4:** Jerry Hendrickson moved and Jason Schlee seconded a motion to allow midyear election changes in 2020 for FLEX/Cafeteria Plans for ACCD Staff. Motion Carried 4 *LRL*
5. **Motion 5:** Jason Schlee moved and ~~Kelsey Crawford~~ *Jerry Hendrickson* seconded a motion to approve Gary & Barbara Carney's Water Development - CS #2020-24. Motion Carried 5

NEXT BOARD MEETING
Thursday – October 8, 2020
****7:00 p.m.****



CHAIRMAN SIGN

10/08/2020

DATE



SUPERVISOR SIGN

10/8/2020

DATE