

**Asotin County Conservation District**

**Thursday – January 11, 2018**

**Board Meeting**

**Taken by: Colleen Ozard**

**Prepared by: Colleen Ozard**

Chairman Keith Ausman called the Board Meeting, held at the District Office, to order at 6:38 p.m.

Supervisors present: Jerry Hendrickson, Rod Hostetler, Levi Luhn, Jason Schlee

ACCD Staff: Megan Stewart, Colleen Ozard, Jennifer Zipse, Brad Riehle, Steven Woodley, Amanda Schmidt

Guests: Jim Schroeder (NRCS)

**Minutes:**

Review and approve minutes of December 7, 2017 Board Meeting – *Levi Luhn moved and Jason Schlee seconded a motion to approve minutes from December 7, 2017 Board Meeting. Motion Carried. 1*

**Financial Reports:**

Board reviewed the check register. – *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve checks #13829 to #13874 and #1828 to #1829 Totaling \$70,110.94 for 2017 and #13874 to #13900 and #1830 to #1833 and 4 EFT pymts (941 4Q-2017/December, 2017/4Q – L&I Tax, UI Tax, Id St Tax). Totaling \$59,739.81. Motion Carried. 2*

Board reviewed Accounts Payable, Transaction Journal, Compensated Absences, and Grant Voucher Status. Megan gave overview on outstanding Cost Shares and update on budget.

**Calendars and Events:**

Employee schedules and calendar reviewed.

Upcoming Holidays: Martin Luther King Jr Holiday – Monday January 15, 2018

Upcoming Events: n/a

**Correspondence:**

Board reviewed WSCC Quick Notes.

Blue Mountain RC&D Service Agreement for 2018. *Rod Hostetler moved and Jason Schlee seconded a motion to approve payment of \$100.00 to Blue Mountain RC&D for Service Agreement 2018. Motion Carried. 3*

**Old Business:**

Adoption of Resolution 2018-01 Setting the Date for Election 2018 for Thursday - March 8, 2018 10:00am to 2:00pm held at the Moose Lodge 714 6<sup>th</sup> St Clarkston, WA. *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Adoption of Resolution Adoption of Resolution 2018-01 Setting the Date for Election 2018 for Thursday - March 8, 2018 10:00am to 2:00pm held at the Moose Lodge 714 6<sup>th</sup> St Clarkston, WA. Motion Carried. 4*

Geomorphic Assessment Contract Amendment Request options discussed. *Jason Schlee moved and Levi Luhn seconded a motion to extend the contract through 4/30/18 and increase budget by \$38,893.12 with the following conditions:*

- 1) The budget increase will be billed (consistent with each specific line item budget) for each task as completed.*
- 2) Expenses will be submitted for completed tasks only. There will be no reimbursement of expenses until the task deliverable(s) is completed and any associated products are provided.*

*Motion Carried. 5*

**New Business:**

➤ **Cost-Share Applications:**

**Commercial:**

Hendrickson Ranch - CREP (Match) ~ *Levi Luhn moved and Jason Schlee seconded a motion to approve Hendrickson Ranch – CREP (Match). as presented. Motion Carried. 6 Jerry Hendrickson abstained.*

**Revisions: n/a**

Larry Matson – CCRP (Match) 2017-35 ~ *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Larry Matson – CCRP (Match) 2017-35 Revision as presented. Motion Carried. 7*

Couse Creek Ranch – CREP Match 2017-33 ~ *Levi Luhn moved and Jason Schlee seconded a motion to approve Couse Creek Ranch – CREP Match 207-33 Revision as presented. Motion Carried. 8*

ACCD Board Meeting Minutes

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- **Non-Commercial:** n/a
- **County Road Work Requests:** n/a
- **Conservation Plans:** n/a
- **Cost Share Rates** – Megan reviewed proposals of verbiage changes and additions. Research needed for Minimum Wage Costs increase impact.
- **Cost Share Software** – Board requested Megan to continue exploring options (Costs to develop, ranking capabilities, use as contact software, etc.)
- **Coordinators Reports:**
  - Megan reported: Rattlesnake Assessment in finalization phase, waiting for final edits. District Operations Manual Sections are in review with MRCS and Enduris, Accident Prevention also pending L & I Consultant meeting in February.
  - Steven reported: No VSP meeting for January – Working with AQEA on updating the VSP Work Plan for Workgroup meeting in February. Plan is to submit at the end of March.
  - Brad reported: Working with Sage Environmental Research on Rattlesnake report, Thiessen Construction, and Rod Hostetler Manure Management.
- **Technicians Report:**
  - Jennifer reported: Scan/organize old Cost-Shares for baseline conditions of practices for VSP and feed history of Assessment.
  - Amanda reported: Working on Charley Creek IMW Riparian Planting report final summary
- **NRCS Report:**
  - Jim reported: ECP fence – fire emergency deadline has passed, CRP Certification is due end of February

**Executive Session:** 8:40p.m. for approx. 45 minutes

**RCW 42.30.110 (1) (g)** To review the performance of a public employee.

**Board reconvened to open session at 9:34 p.m.**

### **Review of Motions:**

1. *Levi Luhn moved and Jason Schlee seconded a motion to approve minutes from December 7, 2017 Board Meeting. **Motion Carried. 1***
2. *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve checks #13829 to #13874 and #1828 to #1829 Totaling \$70,110.94 for 2017 and #13874 to #13900 and #1830 to #1833 and 4 EFT pymts (941 4Q-2017/December, 2017/4Q – L&I Tax, UI Tax, Id St Tax). Totaling \$59,739.81. **Motion Carried. 2***
3. *Rod Hostetler moved and Jason Schlee seconded a motion to approve payment of \$100.00 to Blue Mountain RC&D for Service Agreement 2018. **Motion Carried. 3***
4. *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Adoption of Resolution Adoption of Resolution 2018-01 Setting the Date for Election 2018 for Thursday - March 8, 2018 10:00am to 2:00pm held at the Moose Lodge 714 6<sup>th</sup> St Clarkston, WA. **Motion Carried. 4***
5. *Jason Schlee moved and Levi Luhn seconded a motion to extend the contract through 4/30/18 and increase budget by \$38,893.12 with the following conditions:*
  - 1) *The budget increase will be billed (consistent with each specific line item budget) for each task as completed.*
  - 2) *Expenses will be submitted for completed tasks only. There will be no reimbursement of expenses until the task deliverable(s) is completed and any associated products are provided. **Motion Carried. 5***
6. *Levi Luhn moved and Jason Schlee seconded a motion to approve Hendrickson Ranch – CREP (Match), as presented. **Motion Carried. 6** Jerry Hendrickson abstained.*
7. *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Larry Matson – CCRP (Match) 2017-35 Revision as presented. **Motion Carried. 7***
8. *Levi Luhn moved and Jason Schlee seconded a motion to approve Couse Creek Ranch – CREP Match 207-33 Revision as presented. **Motion Carried. 8***

There being no further business, the meeting was adjourned at 9:35 p.m. by Chairman Keith Ausman.

**NEXT BOARD MEETING:**  
**Thursday – February 8, 2018**  
**6:30 p.m.**

Keith Ausman  
CHAIRMAN SIGN

2/8/2018  
DATE

Gary Henderson  
SUPERVISOR SIGN

2/8/18  
DATE