

Asotin County Conservation District
Thursday – January 14, 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 on phone/GoToMeeting: **Levi Luhn, Jerry Hendrickson, Kelsey Crawford, Jason Schlee**

ACCD Staff present on phone/GoToMeeting: **Megan Stewart, Brad Riehle, Jennifer Zipse, Amanda Schmidt, Zach Van Orsdel, Colleen Ozard, Lacy Ausman-Ditto**

Others present via phone/GoToMeeting: **Shana Joy (WSCC)**

Minutes

- ✓ Review and approve minutes from December 10th and December 21st Board Meetings ~ **Jerry Hendrickson moved and Jason Schlee seconded a motion to approve minutes from December 10, 2020 and December 21, 2020 Board Meetings. Motion Carried 1**

Financial Reports:

- ✓ Board reviewed and approved check register ~ **Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve checks December 2020 ~ #15850 to #15904 and #2010 to #2015 and 5 EFT pymts (-2-941 pymts, 2-DCP, 1-AFLAC Totaling \$78,118.03. Motion Carried 2**
- ✓ Board reviewed Accounts Payable, Treasurers Report, Transaction Journal, Compensated Absences, and Outstanding Voucher Status, Budget and Outstanding Cost-Shares.
 - Low on Livestock T.A. funds
 - Received amendment funds for Lead Entity

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 for reading

NRCS Report

- Hope to hear back on lease bids by the end of the month
- 2021 CSP sign ups are anticipated to be in early spring

Old Business

- NRI Funding Application Process
 - Districts may get lump sum of money to distribute to projects that meet requirements instead of money specifically going to top two manure management projects
- ELR – IMW Monitoring Contract Amendment
 - IMW projects started in 2007 to study N. and S. Forks of Asotin Creek and Charley Creek
 - Planting was done on Charley Creek
 - Pit tag arrays were damaged but are now fixed and functional
 - With the contract amendment a large final report of overall project shall be produced
 - Additional PALS to be installed in 2021
 - **Jason Schlee moved and Kelsey Crawford seconded a motion to approve the ELR – IMW Monitoring Contract Amendment. Motion Carried 3.**

New Business:

- **Commercial Cost-Share:**
Applications:
 - Scheibe Farms application 1
 - **Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' cost-share application 1 (#2021-01). Motion Carried 4.**

- Scheibe Farms application 2
 - Kelsey Crawford moved and Jason Schlee seconded a motion to approve Scheibe Farms' cost-share application 2 (#2021-02). **Motion Carried 5.**

Revisions:

- ✓ Scheibe Farms – 2017-02
 - Jerry Hendrickson moved and Jason Schlee seconded a motion to postpone making a decision on Scheibe Farms' (2017-02) pending clarification on NRCS' cost-share amount. **Motion Carried 6.**
- ✓ Scheibe Farms – 2020-22
 - Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' 2020-22 cost-share revision. **Motion Carried 7.**

Extensions:

- ✓ Scheibe Farms – 2020-21
 - Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' 2020-21 cost-share be extended to March 4, 2021. **Motion Carried 8.**
- ✓ Scheibe Farms – 2012-29, 2015-18, 2019-15
 - Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' 2012-29, 2015-18, 2019-15 final cost-share extension for the sediment basins to October 15, 2021. **Motion Carried 9.**
- ✓ Nathan Scheibe – 2019-18
 - Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Nathan Scheibe's 2019-18 cost-share extension for a sediment basin to October 15, 2021. **Motion Carried 10.**

Non-Commercial:

- ✓ Michael Odom
 - Kelsey Crawford moved and Jason Schlee seconded a motion to approve Michael Odom's cost-share (#2020-32). **Motion Carried 11.**

➤ Conservation Plans

Revisions:

- ✓ Scheibe Farms – CCRP CN 11045
 - Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Scheibe Farms' CCRP CN 11045 conservation plan revision and authorized Megan Stewart to sign on behalf of the District. **Motion Carried 12.**
- ✓ Dodd Farms – CCRP CN 11046
 - Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Dodd Farms' CCRP CN 11046 conservation plan revision and authorized Megan Stewart to sign on behalf of the District. **Motion Carried 13.**

➤ CREP Inspection Report & Maintenance Plans:

- ✓ Appleford Farms CREP CN 11029 – Postponed until next meeting for review and motion
- ✓ Thiessen Ranch CREP CN 11033 – Postponed until next meeting for review and motion

- ✓ 2021 Election Resolution
 - Reviewed resolution language
 - Mail in only election due to COVID restrictions
 - March 18, 2021 is the election deadline
 - Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the 2021 election resolution. **Motion Carried 14.**
- ✓ Annual Meeting
 - There will be no in-person annual meeting
 - A written update/report will be sent out in March
- ✓ Equipment Purchase
 - Lap top and docking station is needed due to Surface failure
 - Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve the purchase of a new laptop and docking station. **Motion Carried 15.**
- ✓ BPA Project Review

- Last review was in 2013
- Megan will be submitting a proposal, putting on a possible tour, and then projects will go to a council for review
- Funding remains in place until the review council makes suggestions (if any) on projects and assessments that have been completed
- ✓ Applicant Resolution/Authorization – 2021 SRFB Application Form
 - A requirement to apply for RCO grants
 - Cougar Creek fish barrier removal
 - 4-O project
 - Authorizes specific ACCD staff to sign and do admin. work
 - Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve submitting the applicant resolution/authorization – 2021 SRFB application form. **Motion Carried 16.**
- ✓ PA 06 Design Contract – Alta Science and Engineering
 - Alta was awarded the bid for the design of the project
 - Jason Schlee moved and Kelsey Crawford seconded a motion to approve the contract with Alta Science and Engineering for the PA 06 Design and authorize Megan Stewart to sign on behalf of the District. **Motion Carried 17.**
- ✓ Outreach Products Contract – Advantage Advertising
 - Produce up to a 4 minute video on the PALS instreams
 - 1 flyer and 1 brochure to be designed
 - NTE \$4,850
 - Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the contract with Advantage Advertising and authorize Megan Stewart to sign on behalf of the District. **Motion Carried 18.**

2:10 Executive Session: Approx. 30 minutes

RCW 42.30.110(1)(g) –To review the performance of a public employee
 – A separate phone line was activated for Board Members. Due to technical difficulties, executive session began at 2:25 pm. Executive session was extended for an additional 15 minutes.

Board Reconvened at 3:14 p.m.

Public Comment: None

There being no further business, the meeting was adjourned at **3:14 p.m.** by Chairman Levi Luhn.

Review of Motions:

1. Jerry Hendrickson moved and Jason Schlee seconded a motion to approve minutes from December 10, 2020 and December 21, 2020 Board Meetings. **Motion Carried 1**
2. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve checks December 2020 ~ #15850 to #15904 and #2010 to #2015 and 5 EFT pymts (-2-941 pymts, 2-DCP, 1-AFLAC Totaling \$78,118.03. **Motion Carried 2**
3. Jason Schlee moved and Kelsey Crawford seconded a motion to approve the ELR – IMW Monitoring Contract Amendment. **Motion Carried 3.**
4. Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' cost-share application 1 (#2021-01). **Motion Carried 4.**
5. Kelsey Crawford moved and Jason Schlee seconded a motion to approve Scheibe Farms' cost-share application 2 (#2021-02). **Motion Carried 5.**
6. Jerry Hendrickson moved and Jason Schlee seconded a motion to postpone making a decision on Scheibe Farms' (2017-02) pending clarification on NRCS' cost-share amount. **Motion Carried 6.**
7. Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' 2020-22 cost-share revision. **Motion Carried 7.**
8. Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' 2020-21 cost-share be extended to March 4, 2021. **Motion Carried 8.**

9. Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms' 2012-29, 2015-18, 2019-15 final cost-share extension for the sediment basins to October 15, 2021. **Motion Carried 9.**
10. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Nathan Scheibe's 2019-18 cost-share extension for a sediment basin to October 15, 2021. **Motion Carried 10.**
11. Kelsey Crawford moved and Jason Schlee seconded a motion to approve Michael Odom's cost-share (#2020-32). **Motion Carried 11.**
12. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Scheibe Farms' CCRP CN 11045 conservation plan revision and authorized Megan Stewart to sign on behalf of the District. **Motion Carried 12.**
13. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve Dodd Farms' CCRP CN 11046 conservation plan revision and authorized Megan Stewart to sign on behalf of the District. **Motion Carried 13.**
14. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the 2021 election resolution. **Motion Carried 14.**
15. Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve the purchase of a new laptop and docking station. **Motion Carried 15.**
16. Kelsey Crawford moved and Jerry Hendrickson seconded a motion to approve submitting the applicant resolution/authorization – 2021 SRFB application form. **Motion Carried 16.**
17. Jason Schlee moved and Kelsey Crawford seconded a motion to approve the contract with Alta Science and Engineering for the PA 06 Design and authorize Megan Stewart to sign on behalf of the District. **Motion Carried 17.**
18. Jerry Hendrickson moved and Kelsey Crawford seconded a motion to approve the contract with Advantage Advertising and authorize Megan Stewart to sign on behalf of the District. **Motion Carried 18.**

NEXT BOARD MEETING
Thursday – February 11, 2021
****12:00 p.m.****

CHAIRMAN SIGN

DATE

SUPERVISOR SIGN

DATE