

**Asotin County Conservation District**  
**Thursday – May 10, 2018**  
**Board Meeting**  
**Taken by: Colleen Ozard**  
**Prepared by: Colleen Ozard**

Acting Chairman Levi Luhn called the Board Meeting, held at the District Office, to order at 7:42 p.m.  
Supervisors present: Rod Hostetler, Jason Schlee

ACCD Staff: Megan Stewart, Colleen Ozard, Jennifer Zipse, Brad Riehle, Steven Woodley, Amanda Schmidt  
Guests: Jim Schroeder and Courtney Smith (NRCS)

Megan reviewed notes from public comments on Long Range Planning. Will be discussed more at the May 14<sup>th</sup> Long Range Planning meeting.

**Minutes:**

Review and approve minutes of April 5, 2018 Board Meeting ~ *Rod Hostetler moved and Jason Schlee seconded a motion to approve minutes from April 5, 2018 Board Meeting. **Motion Carried. 1***

**Financial Reports:**

Board reviewed and approved check register ~ *Rod Hostetler moved and Jason Schlee seconded a motion to approve checks #14024 to #14090 and #1846 to #1849 and 4 EFT pymts (2018/1Q-941March, 2018/1Q Lnl / UI / Id St WH)) Totaling \$56,853.98. **Motion Carried. 2***

Board reviewed Accounts Payable, Treasurers Report, Transaction Journal, Compensated Absences, and Grant Voucher Status.

Megan gave update on Budget and Outstanding Cost-Share Projects. Projects currently in NRI are shifting to "Toxic" funding. Programs currently slated for NRI will need to have some funds "turned back". Megan is requesting board to approve turning back \$5400.00 of TA funds for Hostetler and \$20000.00 of Cost Share and \$6500.00 of TA funds for Sangster be turned back. *Jason Schlee moved and Rod Hostetler seconded a motion to approve turn back of funds as presented. **Motion Carried. 3***

Diane Magden 2015-6 project will be cancelled and Diane Magden will be encouraged to update and resubmit as new project. *Jason Schlee moved and Rod Hostetler seconded a motion to approve cancellation of Diane Magden 2015-6 project. **Motion Carried. 4***

**Calendars and Events:**

- ✓ Employee schedules and calendar reviewed.
- ✓ Long Range Planning - Special Work Session has been scheduled for Monday, May 14, 2018
- ✓ WSCC Meeting – May 15 (Tour & Dinner) & May 17 (Meeting)
- ✓ VSP Technical Review #2 – May 25, 2018
- ✓ Upcoming Holidays – Memorial Day – Monday, May 28, 2018 – **Office Closed**

**Correspondence:**

Review of WSCC - Quick Notes.

**Old Business:**

Overview of newly acquired WA State Vehicle Motor Pool assignment. We have received the pickup and have had it in the field a few times already. Steve Woodley will be assigned the task of record keeping on all vehicles, UTV, ATV and trailers for all scheduled maintenance items.

**New Business:**

➤ **Cost-Share Applications:**

**Commercial:**

Hostetler JV – Water Development – *Board Tabled this item. Need discussions with funding sources and full board in order to set precedence for similar requests for future. **No Motion***

Scheibe Farms – Water Development - *Jason Schlee moved and Rod Hostetler seconded a motion to approve Scheibe Farms Water Development as presented. **Motion Carried. 5***

Scheibe Farms – Wind Break – *Rod Hostetler moved and Jason Schlee seconded a motion to approve Scheibe Farms Wind Break as presented. **Motion Carried. 6***



J & J Therrell Family – Riparian Fence - Jason Schlee moved and Rod Hostetler seconded a motion to approve J & J Therrell Family Riparian Fence as presented. **Motion Carried. 7**

**Revisions:**

K & C Blue Mt. Land LLC – Water Development 2013-8 Revision #1 – Rod Hostetler moved and Jason Schlee seconded a motion to approve K & C Blue Mt. Land LLC Water Development 2013-8 revision #1 as presented. **Motion Carried. 8**

K & C Blue Mt. Land LLC – Water Development 2017-09 Revision #1 – Jason Schlee moved and Rod Hostetler seconded a motion to approve K & C Blue Mt. Land LLC Water Development 2017-09 revision #1 as presented. **Motion Carried. 9**

Scheibe Farms – Water Development 2017-32 Revision #1 - Jason Schlee moved and Rod Hostetler seconded a motion to approve Scheibe Farms Water Development 2017-32 revision #1 as presented. **Motion Carried. 10**

**Non-Commercial:** n/a

➤ **County Road Work Requests:** n/a

➤ **Conservation Plans:**

J & J Therrell Family – CREP CN 11034 Revision - Jason Schlee moved and Rod Hostetler seconded a motion to approve J & J Therrell Family CREP revision as presented. **Motion Carried. 11**

➤ **All District Meeting:** Jerry and Brad attended All District Meeting – April 24-25. Brad discussed updates on policy initiatives

➤ **WDFW Interlocal Agreement (Pit Tags Arrays):** Jason Schlee moved and Rod Hostetler seconded a motion to sign the WDFW Interlocal Agreement (Pit Tags Arrays) **Motion Carried 12**

➤ **CREP PIP Loan Funding:** Megan reviewed news regarding insufficient funds for immediate use of PIP Loan funding. Board requested Megan to write letter to Mark Clark at the Commission re: Lack of PIP Loan funds. Rod Hostetler moved and Jason Schlee seconded a motion for Megan to send letter to Mark Clark at the Commission re: Lack of PIP Loan funds. **Motion Carried 13**

➤ **Coordinators Reports:**

**Megan reported:** ELR has meet their assessment requirements to date and has requested line item funds designated in the amendment for Anchor that were not needed be adjusted to ELR for the additional work they completed. Megan discussed this request with Anchor staff and they agreed that the portion discussed should be reallocated to ELR since ELR staff did work that made it more efficient for Anchor staff to do their portion. Jason Schlee moved and Rod Hostetler seconded a motion line item funds that were under billed and originally slated for Anchor should be reallocated to ELR line items in the budget amendment (No additional cost – only reallocation). **Motion Carried 14**

**FYI:** The board previously approved additional funds of \$10,000.00 for conceptual restoration on reaches. After reviewing the scope of work to finish the conceptual restoration plan for all reaches in or partially in Asotin County, Megan received approval from Keith Ausman, Chairman to exceed the \$10,000.00. Actual costs were \$10,921.14. Board the additional costs were appropriate to get the work fully completed.

Megan requested authorization for RFP on Cottonwood project design on culvert to go out to bid. Megan Stewart, John Foltz, Dustin Johnson, Bruce Heiner will hopefully be the review panel with a target date of July's meeting for review of proposals. Jason Schlee moved and Rod Hostetler seconded a motion for Megan to send out Request for Proposals. **Motion Carried 14**

Working on First Aid/CPR Training. BPA will fund – looking to schedule for later in summer. Staff will attend, Board invited to attend – (offering to partners and surrounding districts at their expense) should be approx. \$40.00 per person with class size approx. 20.

Drone pilot basic training is available and would be personalized to the District's needs – flat fee of \$500.00 includes 107certification preparation.

**Brad reported:** Working on water development projects and CREP. Met with Reid regarding Cost Share Application and Contacts wizards and database – it is close to launching.



Steven reported: Gave VSP presentation in Olympia – received good feedback, upcoming conference call with Anchor QEA to review and compile edits/comments from the State Technical Panel.

➤ **Technicians Report:**

Jennifer reported: Working on old outstanding Cost Shares with Landowners and new Cost Shares. Also working on Cultural Resources.

Amanda reported: Working on spring maintenance request for CREP. Also working on maintenance plans for new and re-enrolled contracts now in maintenance.

➤ **NRCS Report:**

Jim reported: Should have EQIP results next week on pre-approved. More signups than in years past. Jim attended the “All Employees Meeting” last week, NRCS has fewer staff with no increase in sight.

**PUBLIC COMMENT:** n/a

**Executive Session:** 10:12p.m. for approx. 40 minutes

**RCW 42.30.110 (1) (g)** To Review the Performance of a District Employee  
To Evaluate the Qualifications of a Candidate for Employment

**Board reconvened to open session at 10:12 p.m.**

*Rod Hostetler moved and Jason Schlee seconded a motion for Brad Riehle and Steve Woodley to receive matching retirement up to 4%. **Motion Carried 15***

*Jason Schlee moved and Rod Hostetler seconded a motion for Nelle Murray's employment status to change from temporary to regular. **Motion Carried 16***

**Review of Motions:**

1. *Rod Hostetler moved and Jason Schlee seconded a motion to approve minutes from April 5, 2018 Board Meeting. **Motion Carried. 1***
2. *Rod Hostetler moved and Jason Schlee seconded a motion to approve checks #14024 to #14090 and #1846 to #1849 and 4 EFT pymts (2018/1Q-941March, 2018/1Q Lnl / UI / Id St WH)) Totaling \$56,853.98. **Motion Carried. 2***
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5. *Jason Schlee moved and Rod Hostetler seconded a motion to approve Scheibe Farms Water Development as presented. **Motion Carried. 5***
6. *Rod Hostetler moved and Jason Schlee seconded a motion to approve Scheibe Farms Wind Break as presented. **Motion Carried. 6***
7. *Jason Schlee moved and Rod Hostetler seconded a motion to approve J & J Therrell Family Riparian Fence as presented. **Motion Carried. 7***
8. *Rod Hostetler moved and Jason Schlee seconded a motion to approve K & C Blue Mt. Land LLC Water Development 2013-8 revision #1 as presented. **Motion Carried. 8***
9. *Jason Schlee moved and Rod Hostetler seconded a motion to approve K & C Blue Mt. Land LLC Water Development 2017-09 revision #1 as presented. **Motion Carried. 9***
10. *Jason Schlee moved and Rod Hostetler seconded a motion to approve Scheibe Farms Water Development 2017-32 revision #1 as presented. **Motion Carried. 10***
11. *Jason Schlee moved and Rod Hostetler seconded a motion to approve J & J Therrell Family CREP revision as presented. **Motion Carried. 11***
12. *Jason Schlee moved and Rod Hostetler seconded a motion to sign the WDFW Interlocal Agreement (Pit Tags Arrays) **Motion Carried 12***
13. *Rod Hostetler moved and Jason Schlee seconded a motion for Megan to send letter to Mark Clark at the Commission re: Lack of PIP Loan funds. **Motion Carried 13***
14. *Jason Schlee moved and Rod Hostetler seconded a motion line item funds that were under billed and originally slated for Anchor should be reallocated to ELR line items in the budget amendment (No additional cost – only reallocation). **Motion Carried 14***

15. Rod Hostetler moved and Jason Schlee seconded a motion for Brad Riehle and Steve Woodley to receive matching retirement up to 4%. **Motion Carried 15**
16. Jason Schlee moved and Rod Hostetler seconded a motion for Nelle Murray's employment status to change from temporary to regular. **Motion Carried 16**

There being no further business, the meeting was adjourned at 10:50 p.m. by Acting Chairman Rod Hostetler.

**NEXT BOARD MEETING:**  
**Thursday – June 7, 2018**  
**7:30 p.m.**

Herth Ausman  
CHAIRMAN SIGN

6-7-2018  
DATE

Jerry Henderson  
SUPERVISOR SIGN

6/7/18  
DATE