

**Asotin County Conservation District**  
**Thursday – August 9, 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 6:15 p.m.  
Supervisors present: Jerry Hendrickson, Levi Luhn, Rod Hostetler, Jason Schlee

ACCD Staff: Megan Stewart

Executive Session – 6:15 p.m. for approx. 60 minutes

**RCW 42.30.110 (1) (g) To Review the Performance of a District Employee**

Board reconvened to open session at 7:35 p.m.

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

Guests: Jim Schroeder (NRCS)

**Minutes:**

Review and approve minutes of June 7, 2018 Board Meeting and July 12, 2018 Special Board Meeting via teleconference ~ *Levi Luhn moved and Jason Schlee seconded a motion to approve minutes from June 7, 2018 Board Meeting and July 12 Special Board Meeting via teleconference. **Motion Carried. 1***

**Financial Reports:**

Board reviewed and approved check register ~ *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve 2018/June checks #14134 to #14192 and #1854 to #1858 and 3 EFT pymts (2018/2Q-941 May, 2 DCP Contributions 2018/06) Totaling \$127,124.00 and 2018/July checks #14187 to #14257 and #1859 to #1862 and 6 eft pymts (2018/2Q 941 Jun & 2-DCP Contribution pymts & Lnl/UI Tax & Idaho State WH Tax – Totaling \$228,928.45. **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. Also requested for Board to approve payments of WACD dues in the amount of \$4,080.00. *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve payment of \$4,080.00 for WACD annual dues. **Motion Carried. 3***

**Calendars and Events:**

- ✓ Employee schedules and calendar reviewed.
- ✓ Upcoming Holidays – Labor Day – Monday, September 03, 2018 – **Office Closed**

**Correspondence:**

Review of WSCC - Quick Notes.

**Old Business:** n/a

**New Business:** n/a

➤ **Cost-Share Applications:**

**Commercial:** n/a

**Revisions:** n/a

**Non-Commercial:**

➤ **County Road Work Requests:** n/a

➤ **Conservation Plans:**

**CCRP:**

Scheibe Farms - *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms CCRP Conservation Plan re-enrollment as presented. **Motion Carried 4***

### **CREP New Enrollments:**

Jameton, Rachel - Asotin Creek – Levi Luhn moved and Jason Schlee seconded a motion to approve Rachel Jameton Conservation Plan new enrollment and State CREP Agreements as presented. **Motion Carried 5**

### **CREP Re-enrollments:**

Bezona, Wayne – Cottonwood Creek

Bezona, Wayne – Grande Ronde – Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Wayne Bezona's CREP re-enrollments and State CREP Agreements as presented. **Motion Carried 6**

Hendrickson, Jerry & Jean – Pintler Creek - Levi Luhn moved and Jason Schlee seconded a motion to approve Jerry and Jean Hendrickson CREP re-enrollment and State CREP Agreements as presented. **Motion Carried 7**

**Jerry Hendrickson abstained**

Scheibe Farms – Mill Creek - Jason Schlee moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' larger plan with the smaller plan as an alternative and State CREP Agreements as presented. **Motion Carried 8** **Levi Luhn abstained** \*At this time the District is not committing to provide funds for Cost Share on this project.

Scheibe Farms – Montgomery Gulch - Jerry Hendrickson moved and Rod Hostetler seconded a motion to approve Scheibe Farms contract for CREP re-enrollment and State CREP Agreements as presented. **Motion Carried 9**

- **ELR Monitoring Contract:** Jerry Hendrickson moved and Jason Schlee seconded a motion approve ELR Contract in the amount of \$85,000.00 for IMW Monitoring. **Motion Carried 10**
- **LiDAR -Grande Ronde Tributaries:** Rod Hostetler moved and Jerry Hendrickson seconded a motion to authorize Megan to send Request for Proposal for LiDAR acquisition for the Grande Ronde River and its tributaries. **Motion Carried 11**
- **WSCC Addendums:** Jerry Hendrickson moved and Jason Schlee seconded a motion approve WSCC Addendum for the Implementation grant and Basic Allocation request in the amount of \$12,500.00. **Motion Carried 12**
- **WSCC Annual Report:** Megan reviewed annual report and requested Board input on final pictures to use.
- **Board Meeting Policy – Phone Participation:** In light of current events happening in other districts, Board gave Megan requested to draft a policy of ACCD Policy on 'phone in' participation of Board Meeting events.
- **Coordinators Reports:**
  - Megan reported:** Updated Board with Press release on Rattlesnake...administrative order was signed by both parties, landowner hired contractor to begin work, L/O agreements need to be in place for work to be completed.
  - Brad reported:** Helping Amanda with CREP re-enrollments, 2-3 field trips to see cover crops, new wizard program up and running in test mode – looks to be working well.
  - Steven reported:** Gearing up for VSP implementation. Working with Megan and Brad on LiDAR RFP. Worked with Jennifer on maintenance on fire rings at Headgate, Heller Bar, and Grande Ronde recreation areas.
- **Technicians Report:**
  - Jennifer reported:** Steve and Jenn previewed campsites and performed maintenance to remove weeds and spread gravel, upload/update contact info for L/O into Wizard.
  - Amanda reported:** Processing Conservation plans and working on CREP re-enrollments.
- NRCS Report:**
  - Jim reported:** EQIP is done for the year – turned out pretty good. Jim gave highlights of Ventenata Tour with special emphasis on new chemical Esplanade.

**PUBLIC COMMENT:** n/a



**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 9:57 p.m.**

*Rod Hostetler moved and Jason Schlee seconded a motion to provide merit increases for Megan, Colleen, Steven, Brad, Amanda and Jennifer effective current pay period beginning August 1, 2018 at \$0.50 per hour. **Motion Carried 13***

*Jerry Hendrickson moved and Jason Schlee seconded a motion to approve wage range recommendations for each position. **Motion Carried 14***

Keith will schedule a time to meet with individual employees to review evaluations.

There being no further business, the meeting was adjourned at 10:04p.m. by Chairman Keith Ausman.

**Review of Motions:**

1. *Levi Luhn moved and Jason Schlee seconded a motion to approve minutes from June 7, 2018 Board Meeting and July 12 Special Board Meeting via teleconference. **Motion Carried. 1***
2. *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve 2018/June checks #14134 to #14192 and #1854 to #1858 and 3 EFT pymts (2018/2Q-941 May, 2 DCP Contributions 2018/06) Totaling \$127,124.00 and 2018/July checks #14187 to #14257 and #1859 to #1862 and 6 eft pymts (2018/2Q 941 Jun & 2-DCP Contribution pymts & Lnl/UI Tax & Idaho State WH Tax – Totaling \$228,928.45. **Motion Carried. 2***
3. *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve payment of \$4,080.00 for WACD annual dues. **Motion Carried. 3***
4. *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve Scheibe Farms CCRP Conservation Plan re-enrollment as presented. **Motion Carried 4***
5. *Levi Luhn moved and Jason Schlee seconded a motion to approve Rachel Jameton Conservation Plan new enrollment and State CREP Agreements as presented. **Motion Carried 5***
6. *Jerry Hendrickson moved and Levi Luhn seconded a motion to approve Wayne Bezona's CREP re-enrollments and State CREP Agreements as presented. **Motion Carried 6***
7. *Levi Luhn moved and Jason Schlee seconded a motion to approve Jerry and Jean Hendrickson CREP re-enrollment and State CREP Agreements as presented. **Motion Carried 7***
8. *Jason Schlee moved and Jerry Hendrickson seconded a motion to approve Scheibe Farms' larger plan with the smaller plan as an alternative and State CREP Agreements as presented. **Motion Carried 8** Levi Luhn abstained \*At this time the District is not committing to provide funds for Cost Share on this project.*
9. *Jerry Hendrickson moved and Rod Hostetler seconded a motion to approve Scheibe Farms contract for CREP re-enrollment and State CREP Agreements as presented. **Motion Carried 9***
10. *Jerry Hendrickson moved and Jason Schlee seconded a motion approve ELR Contract in the amount of \$85,000.00 for IMW Monitoring. **Motion Carried 10***
11. *Rod Hostetler moved and Jerry Hendrickson seconded a motion to authorize Megan to send Request for Proposal for LiDAR acquisition for the Grande Ronde River and its tributaries. **Motion Carried 11***
12. *Jerry Hendrickson moved and Jason Schlee seconded a motion approve WSCC Addendum for the Implementation grant and Basic Allocation request in the amount of \$12,500.00. **Motion Carried 12***
13. *Rod Hostetler moved and Jason Schlee seconded a motion to provide merit increases for Megan, Colleen, Steven, Brad, Amanda and Jennifer effective current pay period beginning August 1, 2018 at \$0.50 per hour. **Motion Carried 13***
14. *Jerry Hendrickson moved and Jason Schlee seconded a motion to approve wage range recommendations for each position. **Motion Carried 14***

**NEXT BOARD MEETING**

**Thursday – September 6, 2018**

**7:30 p.m.**

Kethi Afsar  
CHAIRMAN SIGN

9/6/2018  
DATE

Darryl Henderson  
SUPERVISOR SIGN

9/6/18  
DATE