



Asotin County CONSERVATION DISTRICT

Thursday – February 9, 2023

Board Meeting

Minutes taken and prepared by: Jennifer Zipse

12:01 p.m.: Chairman, Levi Luhn called the Board meeting to order.

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

ACCD Staff present: Megan Stewart, Jennifer Zipse, Amanda Schmidt, Tim Fitzgibbons

Public present: Mitch Ruchert (NRCS)

Public/Staff present on phone: Brad Riehle (ACCD), Kodie Wight (ACCD), Shana Joy (WSSC)

PUBLIC COMMENT

None

BID OPENING

Asotin Creek PA-06 Project – Four project bids were opened and read aloud:

Exo Contracting: \$120,524.76

East Slope Earthworks: \$269,102.52

Wakefield Excavation: \$313,736.76

Kenny Thornton: \$236,989.80

Jerry Hendrickson moved, and Jason Schlee seconded that the board motions to direct staff to review all four bids with the project engineer and report back to the board at the March meeting. **Motion Carried 1.**

NRCS REPORT

Mitch reported that EQIP applications have been ranked and assessed, but there might be a delay in announcements due to software issues. Angela and Mitch are currently working on CSP applications. Clarification was received for the Riparian Buffer Program; perennial and intermittent streams are eligible for the program. A four-tier system is in place with specific practices that must be implemented. There is a minimum of a 35 ft. buffer width but not to exceed 200 ft.

EXECUTIVE SESSION

RCW 42.30.110(1)(g) – The board entered executive session at 12:54 pm for approximately 20 minutes to review the performance of public employee. Executive session ended at 1:12 pm.

MINUTES

Minutes from the January 5, 2023, board meetings were reviewed by the Board of Supervisors. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve the minutes from the January 5, 2023, board meeting. **Motion Carried 2.**

FINANCIAL REPORTS

The Board Supervisors reviewed the checks from January #17412 to #17477 and #2149 to #2153 and 10 EFT payments. Totaling \$180,661.10. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the checks from January #17412 to #17477 and #2149 to #2153 and 10 EFT payments. Totaling \$180,661.10. **Motion Carried 3.**

Board Supervisors reviewed the Transaction Journal, Treasurer's Report, Accounts Payable, Compensated Absences, Outstanding Voucher Status, and District Budget.

ACCD Reports

- Outstanding Cost-Share was reviewed by the Board of Supervisors. Two more projects on the list have been completed and paid. Fire recovery projects have received "start work letters".
- Project Status Report was reviewed by the Board of Supervisors.
- Employee update reports were reviewed by the Board of Supervisors.
- Employee schedule was reviewed by the Board of Supervisors.

CORRESPONDENCE

WSCC – District Digest was reviewed by the Board of Supervisors and Shana Joy. Legislative session is currently underway; WACD is working hard on a few new proposed bills. CAPP was approved for 2023.

NEW BUSINESS

Sangster Ranch – 2023-01 Cost-share Application – Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve Sangster Ranch's 2023-01 cost-share application. **Motion Carried 4.**

Dustin Browne – 2023-02 Cost-share Application – Jason Schlee moved to approve, and Jerry Hendrickson seconded the motion to approve Dustin Browne's 2023-02, cost-share application. **Motion Carried 5.**

Matt & Deb Sabo – 2023-03 Cost-share project was reviewed by the Board.

Matt Seibly – 2023-04 Cost-share project was reviewed by the Board.

**Levi Luhn handed the Chair to Rod Hostetler

Landowner Agreement PA-68.1: Richard Luhn – Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve Richard Luhn's landowner agreement for PA-68.1. **Motion Carried 6.** Levi Luhn abstained.

**Rod Hostetler handed the Chair back to Levi Luhn

Landowner Agreement RMEF: Nick Egland – Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve Nick Egland's landowner agreement for RMEF. **Motion Carried 7.**

Construction Contract Cougar Creek: MA DeAtley Construction INC. – Funds for the construction are now available for expenditure. The project will start in July 2023. Kelsey Crawford moved to approve, and Rod Hostetler seconded the motion to approve the construction contract for Cougar Creek with MA DeAtley Construction INC. **Motion Carried 8.**

VSP Agreement Amendment #5 – Additional funds added for cost-share projects. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the VSP Agreement Amendment #5. **Motion Carried 9.**

****Levi Luhn handed the Chair to Rod Hostetler**

RCO SRFB Applicant Resolution – Four new applications for projects seeking grant funding. Jason Schlee moved to approve, and Kelsey Crawford seconded the motion to approve the RCO SRFB applicant resolution. **Motion Carried 10.** Levi Luhn abstained.

****Rod Hostetler handed the Chair back to Levi Luhn**

Long Range Planning – ACCD will be encouraging landowners to engage in the outcomes for long range planning at the annual meeting. Board would like to see the planning done prior to the end of 2023.

EXECUTIVE SESSION

RCW 42.30.110(1)(g) – The board entered executive session at 2:10 pm for approximately 2 hours to review the performance of public employees. Executive session ended at 4:06 pm.

Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the wage and benefit adjustment recommendations. **Motion Carried 11.**

PUBLIC COMMENT

None

ADJOURN

The meeting was adjourned at 4:08 p.m. by Chairman, Levi Luhn.


Review of Motions

1. Jerry Hendrickson moved, and Jason Schlee seconded that the board motions to direct staff to review all four bids with the project engineer and report back to the board at the March meeting. **Motion Carried 1.**
2. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve the minutes from the January 5, 2023, board meeting. **Motion Carried 2.**
3. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the checks from January #17412 to #17477 and #2149 to #2153 and 10 EFT payments. Totaling \$180,661.10. **Motion Carried 3.**
4. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve Sangster Ranch's 2023-01 cost-share application. **Motion Carried 4.**
5. Jason Schlee moved to approve, and Jerry Hendrickson seconded the motion to approve Dustin Browne's 2023-02, cost-share application. **Motion Carried 5.**
6. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve Richard Luhn's landowner agreement for PA-68.1. **Motion Carried 6.** Levi Luhn abstained.
7. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve Nick Eglund's landowner agreement for RMEF. **Motion Carried 7.**

8. Kelsey Crawford moved to approve, and Rod Hostetler seconded the motion to approve the construction contract for Cougar Creek with MA DeAtley Construction INC. **Motion Carried 8.**
9. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the VSP Agreement Amendment #5. **Motion Carried 9.**
10. Jason Schlee moved to approve, and Kelsey Crawford seconded the motion to approve the RCO SRFB applicant resolution. **Motion Carried 10.** Levi Luhn abstained.
11. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the wage and benefit adjustment recommendations. **Motion Carried 11.**

NEXT REGULAR BOARD MEETING

**Thursday – March 9, 2023
6:00 p.m.**



CHAIRMAN SIGNATURE

03/09/23
DATE



SUPERVISOR SIGNATURE

3/9/23
DATE