



# Asotin County CONSERVATION DISTRICT

Thursday, May 11, 2023

Board Meeting

Minutes taken and prepared by: Jennifer Zipse

**6:00 p.m.:** Chairman, Levi Luhn called the Board meeting to order.

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

ACCD Staff present: Megan Stewart, Brad Riehle, Jennifer Zipse, Kodie Wight, Lacy Ausman-Ditto, Amanda Schmidt, Tony Monzingo

Public present: Shana Joy (WSSC), Ryan Baye (WACD), Warren Hills

## PUBLIC COMMENT

None

## EXECUTIVE SESSION

RCW 42.30.110(1)(g) – The board entered executive session at 6:01 pm for approximately 60 minutes to review the performance of public employees. The Executive session ended at 6:50 pm.

## PUBLIC COMMENT

None

## MINUTES

Minutes from April 6, 2023, board meetings, board meetings were reviewed by the Board of Supervisors. Rod Hostetler moved to approve, and Jason Schlee seconded the motion to approve the minutes from the April 6, 2023, board meeting. **Motion Carried.**

## FINANCIAL REPORTS

Checks: April #17625 to #17699 and #2164 to #2169 and 9 EFT payments, totaling \$247,238.45 were reviewed. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve checks for April totaling \$247,238.45. **Motion Carried.**

Final Treasurer's Reports for 2022: All board of supervisors reviewed the final reports. Jason Schlee moved to approve, and Kelsey Crawford seconded the motion to approve the final Treasurer's Reports for 2022. **Motion Carried.**

Board Supervisors reviewed the Transaction Journal, Treasurer's Report, Accounts Payable, Compensated Absences, Outstanding Voucher Status, and District Budget. District Budget was reviewed by Megan Stewart: the trommel screener was purchased and is getting ready for shipment to ACCD.

## ACCD Reports

– Outstanding Cost-Share was reviewed by the Board of Supervisors.

- All projects on the list are wrapping up except for difficulty of well drilling before the end of June.

*The Board took a break from 7:00 – 7:17pm*

- The 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**

WSSC – District Digest was reviewed by the Board of Supervisors, Shana Joy, and Ryan Baye.

- The Governor is set to sign the new budget: WSSC will receive and disperse \$25 million for new riparian projects, \$1 million for implementation grants, \$10 million for Firewise projects, RPPP will continue for another year, and additional funds for forest health.
- WSSC will be hiring a consultant to help with the selection process for a new executive director.
- \$97 million was approved for the operating budget for the next biennium 2023-2025.
- \$30 million will be allocated for the Sustainable Farms & Fields grant.
- VSP monitoring will receive \$1.4 million
- Conservation district elections continue to be an issue brought up to legislators; a study will be conducted to determine the costs associated with elections for each District if they were to be on the general election ballot.

State Legislative Session Review – Ryan Baye and Shana Joy gave the review during the District Digest agenda item.

### **NRCS REPORT**

Clarkston field office is hiring a soil conservationist.

### **NEW BUSINESS**

Sangster & Sons: 2023-11, Pasture/Hayland Planting Cost-Share Application

The board reviewed the cost-share application. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve Sangster & Sons: 2023-11 cost-share application. **Motion Carried.**

Gerald & Betty Halsey JV: 2022-58, Revision 1, Cost-Share Application

The board reviewed the revised cost-share application. Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve Gerald & Betty Halsey JV: 2022-58, Revision 1, cost-share application. **Motion Carried.**

Early Detection Rapid Response

The board reviewed two landowner agreements for the treatment of Japanese Knotweed that will be treated in mid-May. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve Doug Davis' and City of Asotin's landowner agreements for treatment of Japanese Knotweed. **Motion Carried.**

Mediterranean Sage Ground Application Contractor

The board reviewed the three quotes from contractors to do a ground application on Mediterranean Sage in June. Rod Hostetler moved to approve, and Jerry Hendrickson seconded the motion to approve selecting Alpha Service LLC to do a ground application on Mediterranean Sage. **Motion Carried.**

## FY2024 Annual Plan

The board reviewed the final FY2024 Annual Plan for ACCD. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the FY2024 Annual Plan for submission. **Motion Carried.**

## Exceed Per Diem Forms – WADE Lodging

The WADE conference is in June in Leavenworth, WA. The actual hotel rates in Leavenworth exceed the government hotel per diem rates. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve the “exceed per diem” forms for lodging at WADE. **Motion Carried.** Jerry Hendrickson abstained.

## Office Lease and UTM Expenses

Review of the lease and associated building costs from the previous 12 months will start on July 1<sup>st</sup> of every year. There will be a monthly increase in the lease amount and janitorial services will increase to two times per month at a lower rate with the new service provider. Upon further review of the lease with the Board, they would like some additional verbiage changed. Megan will go over lease changes with the landlord.

## NRI Priority for Biennium 2023-2025

Staff and the Board should start brainstorming of how ACCD can best utilize the next round of NRI funds. The funds can only be used on capital projects. The Board wants to consider utilizing it for manure management projects now that the District has equipment to spread the collected manure.

## FY2024 Cost-Share Rates

The Board needs to review each one of the current BMP rates and decide whether the rate needs to be changed or not, as well as possibly adding new BMPs to the District list.

## **PUBLIC COMMENT**

Ryan Baye (WACD) – There is still an open position for the SE Area Director. Megan would like to see more discussion on allowing District staff to be able to fill WACD director positions.

Brad Riehle – Our Asotin WCC Crew will take on three new hires in June! One more position on the crew is still available.

*The Board took a ten-minute break from 8:35 to 8:45pm before entering executive session.*

**EXECUTIVE SESSION** RCW 42.30.110(1)(g) – To review the performance of public employees. The board entered executive session at 8:45 pm for approximately 45 minutes to review the performance of public employees. The executive session ended at 9:29 pm.

No action was taken.

## **ADJOURN**

The meeting was adjourned at 9:30 pm by Chairman, Levi Luhn.

## *Review of Motions*

1. Rod Hostetler moved to approve, and Jason Schlee seconded the motion to approve the minutes from the April 6, 2023, board meeting. **Motion Carried.**
2. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve checks for April totaling \$247,238.45. **Motion Carried.**

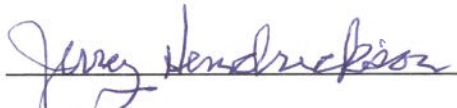
3. Jason Schlee moved to approve, and Kelsey Crawford seconded the motion to approve the final Treasurer's Reports for 2022. Motion Carried.
4. Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve Gerald & Betty Halsey JV: 2022-58, Revision 1, cost-share application. Motion Carried.
5. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve Doug Davis' and City of Asotin's landowner agreements for treatment of Japanese Knotweed. Motion Carried.
6. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the FY2024 Annual Plan for submission. Motion Carried.
7. Kelsey Crawford moved to approve, and Jason Schlee seconded the motion to approve the "exceed per diem" forms for lodging at WADE. Motion Carried. Jerry Hendrickson abstained.

**NEXT REGULAR BOARD MEETING**

**Thursday, June 8, 2023  
6:00 p.m.**

  
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CHAIRMAN SIGNATURE

6/8/23  
DATE

  
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SUPERVISOR SIGNATURE

6/8/23  
DATE