



Thursday, July 6, 2023

Board Meeting

Minutes taken and prepared by: Jennifer Zipse

6:01 p.m.: Vice-Chairman, Rod Hostetler called the Board meeting to order.

Supervisors present: Jerry Hendrickson, Jesse Greene, Rod Hostetler

ACCD Staff present: Megan Stewart, Brad Riehle, Jennifer Zipse, Lacy Ausman-Ditto

Public present: Shana Joy (WSCC)

Public Present via Phone: Mitch Ruchert (NRCS)

PUBLIC COMMENT

None

EXECUTIVE SESSION

RCW 42.30.110(1)(g) – The board entered executive session at 6:01 pm for approximately 20 minutes to review the performance of public employees. The Executive session ended at 6:21 pm.

MINUTES

Minutes from the June 8, 2023, board meeting was reviewed by the Board of Supervisors.

Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the minutes from the June 8, 2023, board meeting. **Motion Carried.**

FINANCIAL REPORTS

Checks: June #17791 to #17901 and #2174 to #2178 and 6 EFT payments. Totaling \$460,347.69 were reviewed. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve checks and EFT payments for June totaling \$460,347.69. **Motion Carried.**

Board Supervisors reviewed the Transaction Journal, Treasurer's Report, Accounts Payable, Compensated Absences, Outstanding Voucher Status, and District Budget. Megan gave an overview of the district budget: the grants are being closed out as the fiscal year ended June 30th. Some funds are being turned back. WSCC will be reappropriating Salmon Recovery Funding for the District to reapply for a project that was partially completed.

ACCD REPORTS

- Outstanding Cost-Share was reviewed by the Board of Supervisors.
 - The final 4 projects on the list for FY22-23 will roll over to FY23-24
- The Project Status Report was reviewed by the Board of Supervisors.
 - PA-06 will be pushed to 2024 for construction due to issues with permitting and ability to secure materials from USFS and private contractors.
- Employee update reports were reviewed by the Board of Supervisors.

- Employee schedule was reviewed by the Board of Supervisors.
 - Cougar Creek Fish Passage Barrier construction will start in August.

CORRESPONDENCE

WSCC – District Digest was reviewed by the Board of Supervisors and Shana Joy.

- NRI funds are now available for CDs to apply for. Ron Shultz, WSCC policy director passed away.

NRCS REPORT

Mitch Ruchert – His current workload consists of completing CRP status checks. A third sign-up for CSP is open but will close on July 23rd.

OLD BUSINESS

Cost-Share Rates Update

New and updated cost-share rates were put together. Several BMPs will have increases in costs and cap amounts. The livestock/equipment crossing is removed from the BMP list and will be utilized for special projects. All new forestry BMPs have been added; all will cap at 10 acres. A new BMP for non-commercial manure compost bins has been added as well. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the updated cost-share rates list as presented. **Motion Carried.**

NEW BUSINESS

WH Weatherly Ranches

The extension request for cost-share 2022-23 was reviewed. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve WH Weatherly Ranches' extension request for cost-share 2022-23. **Motion Carried.**

Dustin Browne

The extension request for cost-share 2023-02 was reviewed. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Dustin Browne's extension request for cost-share 2023-02. **Motion Carried.**

Valerie Ramsden: CREP CN 11105 Inspection Report & Maintenance Plan

The inspection report and maintenance plan were reviewed. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Valerie Ramsden's CREP CN 11105 Inspection Report & Maintenance Plan. **Motion Carried.**

Valerie Ramsden: CREP CN 291 Inspection Report & Maintenance Plan

The inspection report and maintenance plan were reviewed. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Valerie Ramsden's CREP CN 291 Inspection Report & Maintenance Plan. **Motion Carried.**

Bob & Ruby Rylaarsdam: CREP CN 11022 Inspection Report & Maintenance Plan

The inspection report and maintenance plan were reviewed. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Bob & Ruby Rylaarsdam's CREP CN 11022 Inspection Report & Maintenance Plan. **Motion Carried.**

2023 WACD Annual Dues

Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve \$3,888.89 for the 2023 WACD Annual Dues. **Motion Carried.**

WSCC Authorized Signature Update

The board of supervisors and staff signed the form as needed.

FY2024-2025 NRI Addendum

ACCD will be submitting the NRI addendum for \$81,222 to go towards manure management practices for commercial and non-commercial projects. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the FY2024-2025 NRI Addendum. **Motion Carried.**

Asotin County VSP Agreement Amendment #8

The legislature approved \$240,000 for each county in VSP for the next two years. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the Asotin County VSP Agreement Amendment #8. **Motion Carried.**

SE Area Professional Engineering Services Interlocal Agreement

The agreement will allow ACCD to use the SE Area engineer on projects. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the SE Area Professional Engineering Services Interlocal Agreement. **Motion Carried.**

Tenmile PA 64 Design Consultant Agreement – GeoEngineers

ACCD consulted with GeoEngineers on changes to the agreement such as removing permitting as a line item to decrease the total by \$9,796. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve tasks 1, 2, and 3 for phase 1 with the potential to amend in the future in the Tenmile PA-64 Design Consultant Agreement with GeoEngineers. **Motion Carried.**

WB 3-5 Design Consultant Agreement - GeoEngineers

The agreement is for \$41,252 for phase 1 of the agreement which will include a habitat assessment for the project areas 3-5 and then identify the recommended approach. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the WB 3-5 Consultant Agreement Phase 1 with GeoEngineers for \$41,252. **Motion Carried.**

Monitoring Specialist Job Description

Position would assist with the VSP monitoring. All the board of supervisors will review the job description prior to the August Board meeting.

Coleman Oil Fuel Account

ACCD purchased two used vehicles, Saturn Vue and Dodge Ram 1500. Setting up an account with Coleman Oil is the best option for staff to be able to fuel the vehicles. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve setting up an account with Coleman Oil. **Motion Carried.**

Credit/ Debit Card Options

ACCD is currently reimbursing staff for district associated purchases which is creating a burden. The Board gave direction to Megan to be able to explore credit/debit card options and report back at the next meeting.

ACCD Office Space Sublease Option

FSA (Clarkston's field office) approached ACCD about sharing a location. Both ACCD and FSA will explore potential options to subleasing the 1397 Port Drive location.

PUBLIC COMMENT

None

EXECUTIVE SESSION

None

ADJOURN

The meeting was adjourned at 8:14 pm by Vice-Chairman, Rod Hostetler.

Review of Motions

1. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the minutes from the June 8, 2023, board meeting. **Motion Carried.**
2. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve checks and EFT payments for June totaling \$460,347.69. **Motion Carried.**
3. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the updated cost-share rates list as presented. **Motion Carried.**
4. Jesse Greene seconded the motion to approve WH Weatherly Ranches' extension request for cost-share 2022-23. **Motion Carried.**
5. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Dustin Browne's extension request for cost-share 2023-02. **Motion Carried.**
6. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Valerie Ramsden's CREP CN 11105 Inspection Report & Maintenance Plan. **Motion Carried.**
7. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Valerie Ramsden's CREP CN 291 Inspection Report & Maintenance Plan. **Motion Carried.**
8. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Bob & Ruby Rylaarsdam's CREP CN 11022 Inspection Report & Maintenance Plan. **Motion Carried.**
9. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve \$3,888.89 for the 2023 WACD Annual Dues. **Motion Carried.**
10. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the FY2024-2025 NRI Addendum. **Motion Carried.**
11. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the Asotin County VSP Agreement Amendment #8. **Motion Carried.**
12. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the SE Area Professional Engineering Services Interlocal Agreement. **Motion Carried.**
13. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve tasks 1, 2, and 3 for phase 1 with the potential to amend in the future in the Tenmile PA-64 Design Consultant Agreement with GeoEngineers. **Motion Carried.**
14. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve the WB 3-5 Consultant Agreement Phase 1 with GeoEngineers for \$41,252. **Motion Carried.**
15. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve setting up an account with Coleman Oil. **Motion Carried.**

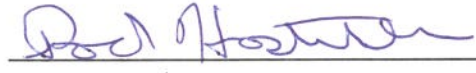
NEXT REGULAR BOARD MEETING

**Thursday, August 10, 2023
6:00 p.m.**



CHAIRMAN SIGNATURE

08/10/2023
DATE



SUPERVISOR SIGNATURE

8-10-23
DATE