



Asotin County CONSERVATION DISTRICT

Thursday, January 9, 2025
Monthly Board Meeting
Minutes taken by: Jennifer Zipse

12:00 p.m.: Chairman, Levi Luhn called the Board meeting to order.

Supervisors present: Jerry Hendrickson, Jesse Greene, Rod Hostetler, Levi Luhn, Jason Schlee
ACCD Staff present: Jennifer Zipse, Megan Stewart, Brad Riehle, Kodie Wight, Lacy Ausman-Ditto

PUBLIC COMMENT

None

PARTNER AGENCY REPORTS

None

MINUTES

Minutes from December 12, 2024, board meeting were reviewed by the Board of Supervisors. *Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve the minutes from the December 12, 2024, board meeting. **Motion Carried.***

FINANCIAL REPORTS

Checks: December #18789 to #18835 and #2273 to #2275 and 6 EFT payments, totaling \$94,731.52. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the checks from December #18789 to #18835 and #2273 to #2275 and 6 EFT payments, totaling \$94,731.52. **Motion Carried.***

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.
 - Outstanding weed management program report was reviewed
- The Project Status Report was reviewed by the Board of Supervisors.
 - Asotin Creek PA 3.2 RFB is out
 - the pre-bid meeting was held with good attendance
 - new quotes are needed for the bridge – should be ready for approval at February board meeting
 - the opening of the bids will be during the February board meeting
- 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.
 - The legislative session is set to begin Monday January 13th.
 - Currently there are no major bills proposed that will affect conservation districts

OLD BUSINESS

None

NEW BUSINESS

R. Scheibe – 2025-01 Forest Health Project

*Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve R. Scheibe’s 2025-01 Forest Health Project, cost-share application. **Motion Carried.***

Election Resolution

*Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve Election Resolution 2025-01. **Motion Carried.***

Tranquil Lane Hazard Tree Removal

There are 214 hazard trees identified to be removed to protect structures (15 landowners). The estimate for the project costs should not exceed \$130,000. Getting a finalized quote from a contractor. The project will be implemented using DIP (district implemented project) with forestry funds. Clearwater Power will be involved in the project to remove their own hazardous trees. Removing hazardous trees assists in achieving the goal of wildfire resiliency for the Tranquil Lane Project.

The Board supports this project and securing funds through WSCC.

District Operations Manual – Personnel Policy

The Board reviewed the DOM – personnel policy; they would like to change the term “professional staff” in the manual. Megan reviewed benefit change recommendations that were identified in the policy update.

*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the District Operations Manual – Personnel Policy. **Motion Carried.***

PUBLIC COMMENT

None

EXECUTIVE SESSION

RCW 42.30.110(1)(g) –The board of supervisors called an executive session at 1:07 pm for approximately 2.5 hours to review the performance of a public employee and to evaluate the qualifications of an applicant for public employment. The executive session ended at 3:33 pm.

*Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve the wage and benefit change recommendations. **Motion Carried.***

*Jesse Greene moved to approve, and Jason Schlee seconded the motion to change Sarah Figg’s employment status from introductory to regular. **Motion Carried.***

ADJOURN

The meeting was adjourned at 3:35 pm by Chairman, Levi Luhn.

Review of Motions

1. *Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve the minutes from the December 12, 2024, board meeting. **Motion Carried.***
2. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the checks from December #18789 to #18835 and #2273 to #2275 and 6 EFT payments, totaling \$94,731.52. **Motion Carried.***
3. *Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve R. Scheibe's 2025-01 Forest Health Project, cost-share application. **Motion Carried.***
4. *Jerry Hendrickson moved to approve, and Rod Hostetler seconded the motion to approve Election Resolution 2025-01. **Motion Carried.***
5. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the District Operations Manual – Personnel Policy. **Motion Carried.***
6. *Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve the wage and benefit change recommendations. **Motion Carried.***
7. *Jesse Greene moved to approve, and Jason Schlee seconded the motion to change Sarah Figg's employment status from introductory to regular. **Motion Carried.***


NEXT REGULAR BOARD MEETING

**Thursday, February 6, 2025
12:00 p.m.**



CHAIRMAN SIGNATURE

2/6/25
DATE



SUPERVISOR SIGNATURE

2-6-25
DATE