



Thursday, September 11, 2025
Monthly Board Meeting
Minutes taken by: Jennifer Zipse

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

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

PUBLIC COMMENT

None

EXECUTIVE SESSION

RCW 42.30.110(1)(g) –The board of supervisors called an executive session at 6:00 pm for approximately 70 minutes to review the performance of a public employee. The executive session ended at 7:10 pm.

*Rod Hostetler moved to approve, Jason Schlee and seconded the motion to approve the wage and benefit change recommendations and change Amanda Schmidt's and Carson Sanders' employment status from introductory to regular. **Motion Carried***

PARTNER AGENCY REPORTS

None

MINUTES

The minutes from August 7, 2025, the board meeting were reviewed by the Board of Supervisors. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the minutes from August 7, 2025, board meeting. **Motion Carried.***

FINANCIAL REPORTS

Checks: August #19221 to #19271 and #2318 to #2324 and 6 EFT payments. Totalizing \$164,440.03
*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the checks from August #19221 to #19271 and #2318 to #2324 and 6 EFT payments. Totalizing \$164,440.03. **Motion Carried.***

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

- Increase in funding for PA 11.2
- ACCD received a large amount of riparian funds – the grant application was fully funded

ACCD REPORTS

- Outstanding Cost-Share was reviewed by the Board of Supervisors.
 - The current list is small; new projects to be added when funding is finalized
- 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

- WSCC – District Digest was reviewed by the Board of Supervisors.
 - SE Area selected a new regional manager – Tami Stubbs

OLD BUSINESS

Cell Phone

Brad has researched phone service options through other cellular carriers. T-Mobile and Verizon options were comparable. Verizon's monthly quote is \$494.34 plus tax and fees.

*Rod Hostetler moved, and Jerry Hendrickson seconded the motion to select Verizon as the cell phone service provider for ACCD. **Motion Carried.***

Kevin Botts – Conservation Plan Amendment – CREP Contract 11107B

After reviewing options and contract details, Kevin is declining the amended contract; ACCD will not sign the Conservation Plan Amendment.

NEW BUSINESS

Outstanding CREP Plan Amendments

Tentatively schedule special meeting for September 23rd at 6pm since we do not have all the conservation plan amendments. Contract holders have until September 15th to sign the amendments. We anticipate 5 plans will need to be approved by ACCD before September 30th.

Ron Scheibe – Riparian Maintenance Agreement DIP 25-17

*Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Ron Scheibe's Riparian Maintenance Agreement DIP 25-17. **Motion Carried.***

Ron Scheibe – PA 78 Landowner Agreement – Amendment

Pipeline to move the existing water development was in the original plan but not included in the phase two budget therefore increasing the agreement amount.

*Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Ron Scheibe's PA 78 landowner agreement amendment. **Motion Carried.***

Aaron Penvose – Forestry DIP 25-16

The project will help improve ingress/egress evacuation routes on two roadways.

*Rod Hostetler moved to approve, and Jerry Hendrickson seconded the motion to approve Aaron Penvose's forestry DIP 25-16. **Motion Carried.***

*Levi Luhn handed the Chair to Rod Hostetler (Levi was not in attendance for the remainder of the meeting)

NRI Addendum

Total grant award totaling \$107,770.00 – TA and 2 projects have been identified. Remaining projects will be identified after Competitive Capital VSP round 2 awards have been made.

*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the NRI Addendum. **Motion Carried.***

RGP Addendum

\$722,900 for upcoming projects

*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the RGP Addendum. **Motion Carried.***

Credit Card Limits

The US Bank credit cards have a rebate program that the District benefits from. Limiting the number of checks written monthly will reduce costs. The District can pay more vendors who do not charge credit card fees. The current credit limit will not allow for larger purchases and regular monthly charges.

Recommendation is to increase the District Manager credit limit to \$20,000.

*Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to increase Megan's credit card limit to \$20,000. **Motion Carried.***

Capital Equipment Purchase – Welder

A welder is needed for upcoming projects, as well as future repairs for ACCD owned equipment.

*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve purchasing a welder, not to exceed \$1,000. **Motion Carried.***

PUBLIC COMMENT

On behalf of Kevin Botts – He has an aging pipeline that needs to be replaced and re-routed. Megan will research funding options that may be available.

EXECUTIVE SESSION

None

ADJOURN

The meeting was adjourned at 8:24 pm by Vice-chairman, Rod Hostetler.

Review of Motions

1. *Rod Hostetler moved to approve, Jason Schlee and seconded the motion to approve the wage and benefit change recommendations and change Amanda Schmidt's and Carson Sanders' employment status from introductory to regular. **Motion Carried***
2. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the minutes from August 7, 2025, board meeting. **Motion Carried.***
3. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the checks from August #19221 to #19271 and #2318 to #2324 and 6 EFT payments. Totalizing \$164,440.03. **Motion Carried.***
4. *Rod Hostetler moved, and Jerry Hendrickson seconded the motion to select Verizon as the cell phone service provider for ACCD. **Motion Carried.***

5. *Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Ron Scheibe's Riparian Maintenance Agreement DIP 25-17. **Motion Carried.***
6. *Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Ron Scheibe's PA 78 landowner agreement amendment. **Motion Carried.***
7. *Rod Hostetler moved to approve, and Jerry Hendrickson seconded the motion to approve Aaron Penvose's forestry DIP 25-16. **Motion Carried.***
8. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the NRI Addendum. **Motion Carried.***
9. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve the RGP Addendum. **Motion Carried.***
10. *Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to increase Megan's credit card limit to \$20,000. **Motion Carried.***
11. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve purchasing a welder, not to exceed \$1,000. **Motion Carried.***

NEXT REGULAR BOARD MEETING

**Thursday, October 9, 2025
6:00 p.m.**



CHAIRMAN SIGNATURE

10/09/25
DATE



SUPERVISOR SIGNATURE

10-9-25
DATE