



Asotin County

CONSERVATION DISTRICT

Thursday, October 9, 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

Public present: Tami Stubbs (WSCC SE Regional Manager)

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 30 minutes to review the performance of a public employee. The executive session ended at 6:30 pm.

PARTNER AGENCY REPORTS

None

MINUTES

The minutes from September 11, 2025, and September 18, 2025, the board meetings were reviewed by the Board of Supervisors.

*Rod Hostetler moved to approve, and Jerry Hendrickson seconded the motion to approve the minutes from September 11, 2025, and September 18, 2025, the board meetings. **Motion Carried.***

FINANCIAL REPORTS

Checks: September #19272 to #19323 and #2325 to #2329 and 6 EFT payments. Totalizing \$515,232.09
*Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the checks from September #19272 to #19323 and #2325 to #2329 and 6 EFT payments. Totalizing \$515,232.09
Motion Carried.*

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

- Weed partnership funds are being exhausted in December
- 2022 DOE grant is closing out in December
- RMEF grant is closing out with spraying to be completed in October

ACCD REPORTS

- Outstanding Cost-Share was reviewed by the Board of Supervisors.
 - The current list is small; new projects to be added soon
- 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.
 - SE Area Meeting is October 29th, Columbia CD is hosting

CORRESPONDENCE

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

OLD BUSINESS

NEW BUSINESS

Kathy Nelson – Windbreak/Wildlife Habitat Planting DIP 25-13

*Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Kathy Nelson's Windbreak/Wildlife Habitat Planting DIP 25-13 project. **Motion Carried.***

Dallyn Lord – Streambank Stabilization DIP 25-14

*Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Dallyn Lord's Streambank Stabilization DIP 25-14 project. **Motion Carried.***

Garin McCarthy – 2025-16 Cost Share Agreement

*Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Garin McCarthy's 2025-16 cost share agreement. **Motion Carried.***

Patrick Murphy – Forestry DIP 25-15

*Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Patrick Murphy's forestry DIP 25-15. **Motion Carried.***

Asotin Creek PA 11.2 – Implementation Strategy

SRFB, BPA, and VSP (on private land only) will fund the project. Phase 1 of the project will begin in Summer of 2026. ACCD is exploring the possibility of having the Crew complete phase 1 of the construction while having an engineer on site.

Letters to FSA and NRCS

On behalf of ACCD, Megan drafted letters to Jon Wyss and Roylene Comes At Night concerning CRP conservation plan District approval requirements. ACCD is requesting adequate time to review, comment, and approve plans.

WACD Resolution – CREP

Request WACD to work with WSCC to create a task force that includes conservation districts to review the current WA state CREP agreement and propose program changes if necessary.

*Jason Schlee moved to approve, and Jerry Hendrickson seconded the motion to approve the submission of the WACD Resolution concerning CREP. **Motion Carried.***

BHS Letter

Letter to all funding partners requests that the BHS program be terminated in December 2025. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve sending the BHS termination letter. **Motion Carried.***

District Health Insurance

By choosing a different company, there would be a significant decrease to the overall cost of health insurance. Health Care Authority must be given 60-day notice of termination. *Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve sending the Health Care Authority termination letter. **Motion Carried.***

NACD Dues

2026 Annual NACD Membership dues – Gold membership of \$775
*Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve the 2026 Annual NACD Membership dues for the Gold package in the amount of \$775. **Motion Carried.***

Surplus Sale and E-Cycle (Electronics)

There are now multiple cell phones (due to switching cellular providers) and old laptops/surfaces that need to go through the District's surplus process.

Vehicles

There have been several mechanical issues with the Saturn. It is not allowed to be taken far out of town. A possible trade-in for another vehicle. Another small SUV and half-ton pickup need to be added to the District fleet.

STAR Tool Navigator Signup

A free and voluntary conservation assessment tool. Producers would answer production-specific questions resulting in a 1-5 STAR score and producers are automatically provided a customized Conservation Innovation Plan with connections to technical and financial resources. More information will be provided at the November board meeting.

Fence Damage – Security Cameras

A car heavily damaged the fence Sunday night (October 5th); it is currently patched until it can receive a permanent fix. There has also been a rise in homeless issues surrounding the property, security camera may be necessary.

PUBLIC COMMENT

None

EXECUTIVE SESSION

None

ADJOURN

The meeting was adjourned at 8:35 pm by Chairman, Levi Luhn.

Review of Motions

1. Rod Hostetler moved to approve, and Jerry Hendrickson seconded the motion to approve the minutes from September 11, 2025, and September 18, 2025, the board meetings. **Motion Carried.**
2. Jerry Hendrickson moved to approve, and Jason Schlee seconded the motion to approve the checks from September #19272 to #19323 and #2325 to #2329 and 6 EFT payments. Totalizing \$515,232.09. **Motion Carried.**
3. Jesse Greene moved to approve, and Jerry Hendrickson seconded the motion to approve Kathy Nelson's Windbreak/Wildlife Habitat Planting DIP 25-13 project. **Motion Carried.**
4. Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Dallyn Lord's Streambank Stabilization DIP 25-14 project. **Motion Carried.**
5. Jason Schlee moved to approve, and Jesse Greene seconded the motion to approve Garin McCarthy's 2025-16 cost share agreement. **Motion Carried.**
6. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve Patrick Murphy's forestry DIP 25-15. **Motion Carried.**
7. Jason Schlee moved to approve, and Jerry Hendrickson seconded the motion to approve the submission of the WACD Resolution concerning CREP. **Motion Carried.**
8. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve sending the BHS termination letter. **Motion Carried.**
9. Jerry Hendrickson moved to approve, and Jesse Greene seconded the motion to approve sending the Health Care Authority termination letter. **Motion Carried.**
10. Jesse Greene moved to approve, and Jason Schlee seconded the motion to approve the 2026 Annual NACD Membership dues for the Gold package in the amount of \$775. **Motion Carried.**

NEXT REGULAR BOARD MEETING

Thursday, November 6, 2025
12:00 p.m.



CHAIRMAN SIGNATURE

11/6/2025
DATE



SUPERVISOR SIGNATURE

11-6-25
DATE