



Asotin County

CONSERVATION DISTRICT

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

12:03 p.m.: Chairman, Levi Luhn called the Board meeting to order.

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

ACCD Staff present: Jennifer Zipse, Megan Stewart, Brad Riehle, Keaton Martin, Colleen Ozard, Nate Gerstenschlager

Public present: Tami Stubbs (WSCC SE Regional Manager), Chance Appleford (NRCS)

PUBLIC COMMENT

None

EXECUTIVE SESSION

RCW 42.30.110(1)(g) –The board of supervisors called an executive session at 12:08 pm for approximately 30 minutes to review the performance of a public employee. The executive session ended at 12:34 pm.

PARTNER AGENCY REPORTS

None

MINUTES

The minutes from November 6, 2025, the board meeting was reviewed by the Board of Supervisors.

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the minutes from November 6, 2025, the board meeting. **Motion Carried.***

FINANCIAL REPORTS

Checks: Checks November #19375 to #19436 and #2338 to #2343 and 7 EFT payments. Totaling \$117,163.02.

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the checks from November #19375 to #19436 and #2338 to #2343 and 7 EFT payments. Totaling \$117,163.02. **Motion Carried.***

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

- Final testing was completed for the BHS program
- Asotin Creek PA 3.2 is now complete

ACCD REPORTS

- Outstanding Cost-Share was reviewed by the Board of Supervisors.
- 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.
 - o Office is closed December 24th & 25th

CORRESPONDENCE

- WSCC – District Digest was reviewed by the Board of Supervisors.

OLD BUSINESS

STAR Tool Navigator Signup

- o Saving Tomorrow's Agriculture Resources
- o Free soil sample test for first 100 enrollees
- o CDs are listed as technical support for the program
- o Could assist in helping landowners receive benefits in the future
 - The Board supports ACCD's enrollment into STAR

NEW BUSINESS

Gerald & Betty Halsey JV

WB Rattlesnake Water Developments project was discussed

Scheibe Farms

- PA 78 Landowner Agreement Amendment #3
*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve Scheibe Farms' landowner agreement amendment #3. **Motion Carried.***
- Riparian Inspection & Maintenance Report CREP Contract 11017 & 11018
*Rod Hostetler moved, and Jason Schlee seconded the motion to approve Scheibe Farms' Riparian Inspection & Maintenance Report CREP Contract 11017 & 11018. **Motion Carried.***
- Riparian Inspection & Maintenance Report CCRP Contract 11062 (266)
- Riparian Inspection & Maintenance Report CCRP Contract Crisman 11016
- Riparian Inspection & Maintenance Report CCRP Contract Sandal 11006
- Riparian Inspection & Maintenance Report CCRP Contract Bailey Draw Project
The Board supports the Scheibe Farms' CCRP contracts; 11062, 11016, 11006, & Bailey Draw

Office Landscaping Conceptual Design Memo

The landscaping will improve dust and erosion control, as well as showcase native plant species and pollinator plots. The design will allow for the addition of rock, shrubs, grasses, and a mix other small plant species. Rainwater collection will help provide the water for short-term drip irrigation.

Consultant Agreement with Joy Bookkeeping LLC

Joy Bookkeeping LLC will provide research, information gathering, and synthesis, and advising about district operations topics upon request and agreed upon timeline.

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the consultant agreement with Joy Bookkeeping LLC. **Motion Carried.***

Election Resolution

ACCD's 2026 election will be held on March 12th.

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the Election Resolution R2025-06. **Motion Carried.***

District Operations Manual – Health Insurance Benefits Section Changes

Updated language to reflect the change in health insurance companies and the stipend opportunity.

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to accept District Operations Manual – Health Insurance Benefits section changes. **Motion Carried.***

2026 in Lieu of Medical Insurance Monthly Stipend Amount

*Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve 2026 in lieu of medical insurance monthly stipend amount of \$600. **Motion Carried.***

PUBLIC COMMENT

None

EXECUTIVE SESSION

RCW 42.30.110(1)(g) –The board of supervisors called an executive session at 2:19 pm for approximately 20 minutes to review the performance of a public employee. The executive session ended at 2:48 pm

ADJOURN

The meeting was adjourned at 2:48 pm by Chairman, Levi Luhn.

Review of Motions

1. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the minutes from November 6, 2025, the board meeting. **Motion Carried.***
2. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the checks from November #19375 to #19436 and #2338 to #2343 and 7 EFT payments. Totaling \$117,163.02. **Motion Carried.***
3. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve Scheibe Farms' landowner agreement amendment #3. **Motion Carried.***
4. *Rod Hostetler moved, and Jason Schlee seconded the motion to approve Scheibe Farms' Riparian Inspection & Maintenance Report CREP Contract 11017 & 11018. **Motion Carried.***
5. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the consultant agreement with Joy Bookkeeping LLC. **Motion Carried.***
6. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve the Election Resolution R2025-06. **Motion Carried.***
7. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to accept District Operations Manual – Health Insurance Benefits section changes. **Motion Carried.***
8. *Jerry Hendrickson moved, and Jason Schlee seconded the motion to approve 2026 in lieu of medical insurance monthly stipend amount of \$600. **Motion Carried.***

NEXT REGULAR BOARD MEETING

Thursday, January 8, 2026

12:00 p.m.



CHAIRMAN SIGNATURE

1-8-26

DATE



SUPERVISOR SIGNATURE

1/8/2026

DATE