



Asotin County

CONSERVATION DISTRICT

Thursday, June 11, 2026
Monthly Board Meeting
Minutes taken by: Jennifer Zipse

6:08 p.m.: Chairman, Levi Luhn called the Board meeting to order.

Supervisors present: Levi Luhn, Jesse Greene, Rich Witters

ACCD Staff present: Jennifer Zipse, Megan Stewart

Supervisors present via phone: Rod Hostetler

ACCD Staff present via phone: Brad Riehle, Kodie Wight

PUBLIC COMMENT

Recognition of Jennifer Zipse, 10-year anniversary of employment at ACCD! Jennifer was awarded an honorary plaque.

PARTNER AGENCY REPORTS

None

MINUTES

The minutes from May 7, 2026, and May 28, 2026, board meetings were reviewed by the Board of Supervisors.

*Jesse Greene moved, and Rich Witters seconded the motion to approve the minutes from May 7, 2026, and May 28, 2026, board meetings. **Motion Carried.***

FINANCIAL REPORTS

Checks: Checks May #19651 to #19691 and #2376 to #2379 and 8 EFT payments. Totaling \$127,568.89.

*Rich Witters moved, and Jesse Greene seconded the motion to approve the checks from May #19651 to #19691 and #2376 to #2379 and 8 EFT payments. Totaling \$127,568.89. **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.
- 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.
 - Annual Financial report was submitted

OLD BUSINESS

NEW BUSINESS

Scheibe Farms

Riparian Inspection and Maintenance Report, Gilmore Gulch – reviewed by supervisors

****Chair was handed to Jesse****

Luhn Cattle

Riparian Inspection and Maintenance Report, Gilmore Gulch – reviewed by supervisors, the report will need to be revised

****Chair was handed back to Levi****

Sangster Land & Cattle LLC – 2026-08 Cost-Share Application

*Jesse Greene moved, and Rich Witters seconded the motion to approve Sangster Land & Cattle LLC's 2026-08 cost-share application. **Motion Carried.***

Claassen Brothers – 2026-09 Cost-Share Application

*Jesse Greene moved, and Rich Witters seconded the motion to approve Claassen Brothers' 2026-09 cost-share application. **Motion Carried.***

Alpha Services LLC – Mediterranean Sage Treatment Contract

*Rich Witters moved, and Jesse Greene seconded the motion to approve Alpha Services LLC's Mediterranean Sage Treatment Contract. **Motion Carried.***

Asotin Creek PA 11.2 – Ash Kickers Transporting additional material Hauling Quote

*Rich Witters moved, and Jesse Greene seconded the motion to approve Ash Kickers Transporting additional material Hauling Quote. **Motion Carried.***

Asotin Creek PA 11.2 – Kagey Forestry Large Woody Material Contract – Fuel Price Change Order

*Rich Witters moved, and Jesse Greene seconded the motion to approve Kagey Forestry Large Woody Material Contract, fuel price change order. **Motion Carried.***

****Chair was handed to Jesse****

Tenmile Creek PA-64 – Kagey Forestry Large Woody Material Contract – Change Order

*Rich Witters moved, and Rod Hostetler seconded the motion to approve Kagey Forestry Large Woody Material Contract, change order for fuel price and entrance adjustment. **Motion Carried.** *Levi abstained*

****Chair was handed back to Levi****

Instream Implementation 2026

Asotin Creek PA 3.2 needs repairs caused by high flows. Once work on PA 3.2 is completed, repairs on PA-06 instream structures will begin. SRFB will cover the repair costs; the Crew will be doing the work.

PA-06 Repair Work Engineering Agreement

*Jesse Greene moved, and Rich Witters seconded the motion to approve the PA-06 Repair Work Engineering Agreement. **Motion carried.***

Hydro seeder

Discussion was had on building a hydro seeder out of a water shuttle to use on upcoming projects. The estimated cost list was reviewed.

*Jesse Greene moved, and Rich Witters seconded the motion to approve building a hydro seeder. **Motion carried.*** A rate will be established to include it on the equipment use fee schedule after the hydro seeder is completed.

Bank Authorized Signature Cards – Board of Supervisors signed paperwork

UTM with 2183 LLC

There have been increases for the utilities and cleaning services. The cleaning service will be removed since ACCD will be hiring a maintenance technician.

*Rich Witters moved, and Jesse Greene seconded the motion to approve the UTM with 2183 LLC with the removal of the cleaning service. **Motion carried.***

New Employee Position – Part-time, irregular – District Maintenance Technician

Job description was reviewed. Starting at the \$22-24/hour range and perform weekly cleanings.

*Rich Witters moved, and Jesse Greene seconded the motion to approve the District Maintenance Technician position for Megan to hire. **Motion Carried.***

Implementation Addendum FY27

*Jesse Greene moved, and Rich Witters seconded the motion to approve the Implementation Addendum FY27. **Motion carried.***

VSP 10 Year Report Status

The James Thompson, SCC Director concurred with Asotin County's report.

PUBLIC COMMENT

ADJOURN

The meeting was adjourned at 7:17 pm by Chairman, Levi Luhn.

Review of Motions

1. *Jesse Greene moved, and Rich Witters seconded the motion to approve the minutes from May 7, 2026, and May 28, 2026, board meetings. **Motion Carried.***
2. *Rich Witters moved, and Jesse Greene seconded the motion to approve the checks from May #19651 to #19691 and #2376 to #2379 and 8 EFT payments. Totaling \$127,568.89. **Motion Carried.***
3. *Jesse Greene moved, and Rich Witters seconded the motion to approve Sangster Land & Cattle LLC's 2026-08 cost-share application. **Motion Carried.***
4. *Jesse Greene moved, and Rich Witters seconded the motion to approve Claassen Brothers' 2026-09 cost-share application. **Motion Carried.***
5. *Rich Witters moved, and Jesse Greene seconded the motion to approve Alpha Services LLC's Mediterranean Sage Treatment Contract. **Motion Carried.***

6. Rich Witters moved, and Jesse Greene seconded the motion to approve Ash Kickers Transporting additional material Hauling Quote. **Motion Carried.**
7. Rich Witters moved, and Jesse Greene seconded the motion to approve Kagey Forestry Large Woody Material Contract, fuel price change order. **Motion Carried.**
8. Rich Witters moved, and Rod Hostetler seconded the motion to approve Kagey Forestry Large Woody Material Contract, change order for fuel price and entrance adjustment. **Motion Carried.**
*Levi abstained
9. Jesse Greene moved, and Rich Witters seconded the motion to approve the PA-06 Repair Work Engineering Agreement. **Motion carried.**
10. Jesse Greene moved, and Rich Witters seconded the motion to approve building a hydro seeder. **Motion carried.**
11. Rich Witters moved, and Jesse Greene seconded the motion to approve the UTM with 2183 LLC with the removal of the cleaning service. **Motion carried.**
12. Rich Witters moved, and Jesse Greene seconded the motion to approve the District Maintenance Technician position for Megan to hire. **Motion Carried.**
13. Jesse Greene moved, and Rich Witters seconded the motion to approve the Implementation Addendum FY27. **Motion carried.**

NEXT REGULAR BOARD MEETING

Thursday, July 9, 2026
6:00 p.m.



CHAIRMAN SIGNATURE



DATE



SUPERVISOR SIGNATURE



DATE