



Asotin County

CONSERVATION DISTRICT



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Thursday, September 10, 2026
Monthly Board Meeting
Minutes taken by: Jennifer Zipse

4:03 p.m.: Chairman, Levi Luhn called the Board meeting to order.

Supervisors present: Levi Luhn, Rich Witters, Jason Schlee, Rod Hostetler, Jesse Greene

ACCD Staff present: Jennifer Zipse, Megan Stewart, Brad Riehle

Public present on GoTo Meeting: Tami Stubbs (SCC)

PUBLIC COMMENT

None

EXECUTIVE SESSION RCW 42.30.110(1)(g) – The board of supervisors called an executive session at 4:03pm until 5:45 pm to evaluate the qualifications of an applicant for public employment. The executive session ended at 5:47 pm.

The board directed Megan to make the employment offer.

PUBLIC COMMENT

A local contractor raised a concern to the chairman about the projects that the crew has been working on rather than putting it out to bid. Megan requested we have a larger discussion about the crew since we have been approached by landowners about doing work for them outside of district implemented projects.

PARTNER AGENCY REPORTS

None

MINUTES

The minutes from August 6, 2026, board meeting were reviewed by the Board of Supervisors.

*Rod Hostetler moved, and Rich Witters seconded the motion to approve the minutes from the August 6, 2026, board meeting. **Motion Carried.***

FINANCIAL REPORTS

Checks: Checks August #19785 to #19826 and #2397 to #2403 and 8 EFT payments. Totaling \$369,690.00.

*Jason Schlee moved, and Jesse Greene seconded the motion to approve the checks from August #19785 to #19826 and #2397 to #2403 and 8 EFT payments. Totaling \$369,690.00. **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.
 - Staff will review possible new cost-share plans and create a plan to best utilize funding
- The Project Status Report was reviewed by the Board of Supervisors.
 - Projects are in construction phases
- 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.
 - September 18th – WACD Legislative Meeting

NEW BUSINESS

****Levi handed the Chair to Rod.**

Tenmile Creek PA 64

Exo Change Order

*Rich Witters moved, and Jason Schlee seconded the motion to approve Exo's change order request on Tenmile Creek PA 64 Phase B. **Motion carried.** Levi abstained.*

Next Steps

The work associated with the Exo contract is complete. Need to identify options to remove and/or spoil soil materials from the project. Options along with quotes from contractors for hauling will be presented at the next meeting. The trommel will be used to sort the materials (soil and rocks). Rock will be used as base for the hay lot. There will also be hydroseeding and preparation for planting which will include fabric mulch installation.

****Rod handed the Chair back to Levi.**

Shrubsteppe Habitat ILA – Franklin CD - Science Hub (August 2026 to June 2027)

This agreement will allow Keaton to further monitor shrubsteppe habitat in Asotin County.

*Rich Witters moved to approve, and Jesse Greene seconded the motion to approve the Shrubsteppe Habitat ILA – Franklin CD - Science Hub (August 2026 to June 2027). **Motion carried.***

Credit Card Authorization

Megan received pre-approval from Chairman Levi to increase credit limits by \$5,000 each on her and Brad's credit cards temporarily, to allow for larger purchases due to construction needs. All credit card limits will be reviewed in an upcoming meeting.

PUBLIC COMMENT

None

ADJOURN

The meeting was adjourned at 6:19 pm by Chairman, Levi Luhn

Review of Motions

1. Rod Hostetler moved, and Rich Witters seconded the motion to approve the minutes from the August 6, 2026, board meeting. **Motion Carried.**
2. Jason Schlee moved, and Jesse Greene seconded the motion to approve the checks from August #19785 to #19826 and #2397 to #2403 and 8 EFT payments. Totaling \$369,690.00. **Motion Carried.**
3. Rich Witters moved, and Jason Schlee seconded the motion to approve Exo's change order request on Tenmile Creek PA 64 Phase B. **Motion carried.** Levi abstained.
4. Rich Witters moved to approve, and Jesse Greene seconded the motion to approve the Shrubsteppe Habitat ILA – Franklin CD - Science Hub (August 2026 to June 2027). **Motion carried.**

NEXT REGULAR BOARD MEETING

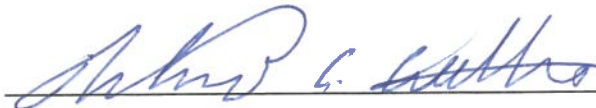
Thursday, October 8, 2026
6:00 p.m.



CHAIRMAN SIGNATURE

10-8-26

DATE



SUPERVISOR SIGNATURE

DATE