

**LINCOLN COUNTY CONSERVATION DISTRICT  
BOARD MEETING  
USDA Service Center Conference Room – Davenport, WA  
Tuesday, November 26, 2024**

**MEETING CALLED TO ORDER:**

Meeting called to order at 9:02 AM by Chairman, Jeff Schibel. Those attending the meeting in person or by phone were as follows: Jim Baye, Josh Sherwood, and Braidy Haden - LCCD Supervisors; Elsa Bowen, Delaini Disher, Elayne Hovde-Knudson, Brean Nieman, Matthew Rosman, and Dean White - LCCD staff.

**A. MINUTES: Additions / Corrections:**

- *1. Josh moved to approve the October 9, 2024 minutes as presented. Braidy seconded. There was no public comment. Motion passed.*

**B. TREASURER'S REPORT / TRANSACTIONS REPORT:**

- *2. Jim moved to pay and approve vouchers #12552 to #12593, along with 14 EFT's, totaling \$96,831.84. Josh seconded. Discussion was held. There was no further public comment. Motion passed.*
- *3. Jim moved to submit voucher #10 for the 24-39-FH grant in the amount of \$15,283.37 to the Conservation Commission. Braidy seconded. Motion passed.*
- *4. Jim moved to submit voucher #12 for the Adams CD TA grant in the amount of \$0.00 to Adams Conservation District. Josh seconded. Motion passed.*
- *5. Jim moved to submit voucher #13 for the Adams CD TA grant in the amount of \$286.30 to Adams Conservation District. Braidy seconded. Motion passed.*
- *6. Jim moved to submit voucher #8 for the 24-39-IE grant in the amount of \$628.09 to the Conservation Commission. Josh seconded. Motion passed.*
- *7. Jim moved to submit voucher #16 for the 24-39-NR grant in the amount of \$101.65 to the Conservation Commission. Braidy seconded. Motion passed.*
- *8. Jim moved to submit voucher #22 for the Cluster Engineering grant in the amount of \$1,434.27 to Stevens CD. Josh seconded. Motion passed.*
- *9. Jim moved to submit voucher #2 for the 25-39-SFF grant in the amount of \$1,666.00 to the Conservation Commission. Braidy seconded. Motion passed.*
- *10. Jim moved to submit voucher #9 for the NE Lincoln Well Monitoring grant in the amount of \$10,341.74 to DOE. Josh seconded. Motion passed.*

- **11. Jim moved to submit voucher #4 for the 25-39-IM grant in the amount of \$33,354.94. to the Conservation Commission. Braidy seconded. Motion passed.**
- **12. Jim moved to submit voucher #16 for the VSP-5 grant in the amount of \$12,918.66 to the Conservation Commission. Josh seconded. Motion passed.**
- **13. Jim moved to submit voucher #10 for the Direct Seed 3 grant in the amount of \$6,764.38 to DOE. Josh seconded. Motion passed.**
- **14. Jim moved that the Lincoln County Conservation District VISA statement for September 25, 2024 through October 23, 2024 be approved. The total amount owed was \$2,539.50. Josh seconded. Discussion was held. Elsa noted that the Adobe, Wix and many other charges on the VISA statement came from preparations and needed supplies for the State Land Judging Contest. There was no further public comment. Motion passed.**
- **15. Jim moved to approve the Lincoln County Conservation District Co-Energy / Pacific Pride gas card statement with a closing date of October 31, 2024. The total amount owed was \$225.08. Braidy seconded. Motion passed.**
- **16. Jim moved to approve the Lincoln County Conservation District Co-Energy / Pacific Pride gas card statement with a closing date of November 15, 2024. The total amount owed was \$166.28. Braidy seconded. Motion passed.**
- **17. Jim moved to approve the Lincoln County Conservation District Co-Energy / Pacific Pride gas card statement with a closing date of October 15, 2024. The total amount owed was \$25.92. Braidy seconded. Motion passed.**

After reviewing the statements, the Board members initialed each page of the bank statements for the checking and money market accounts.

The Board reviewed the report of the current annual leave/sick leave balances for District employees.

Elsa reported that the NE Lincoln County Well Level grant had been granted a 1-year extension from Ecology to continue up through December 31, 2025. The other grants listed on the Grants Fund spreadsheet are on track to be spent by their expiration date, which for most of these grants is June 30, 2025.

Hard copies of the 11 x 17" Lincoln County CD Budget spreadsheet for the amended 2024 Budget and the proposed 2025 Budget were distributed. Discussion was held. Elsa noted that she had combined all of the Implementation grants into one row and all of the Irrigation Efficiency grants into another row with total fund values listed for each row. Elsa also noted that she and Brean had adjusted the 2024 amended Budget values to be as close as possible to the expected final values for 2024.

Elsa reported that the \$10,000 for the FLAG Municipalities MOU for 2025 comes from donations from cities within the 4 county FLAG (Franklin, Lincoln, Adams, and Grant counties) area and that the \$75,000 for Drought Planning had just been received from Ecology.

Elsa also noted that Elayne was seeking to have a side by side ATV available to work on projects in the field and be able transport the cooperators over the project area to work on the details of the project. Elayne had recently attended NRCS ATV training and received her certification, but she would still not be allowed to transport cooperators in the field while driving an NRCS ATV. Elsa proposed that the end of year Implementation grant funding in June 2025 be used to help purchase a side by side for District staff to use in the field.

- **18. Braidy moved to approve the amendments to the 2024 Budget as presented. Josh seconded. There was no public comment. Motion passed.**
- **19. Braidy moved to approve the 2025 Budget as presented. Josh seconded. There was no public comment. Motion passed.**
  
- **20. Jim moved to approve the Treasurer's report and Grant's report as presented. Braidy seconded. There was no public comment. Motion passed.**

## **C. AGENDA**

### **December Board Meeting**

Several Board members noted that they had other meetings that conflicted with the rescheduled December board meeting on December 18. No other day in December would work well for a majority of board members. Elsa proposed that the December 18 board meeting could be cancelled since the Budget will be reviewed and approved today and employee reviews will also be done today instead of in the December meeting as has usually been done in past years.

**21. Braidy moved to cancel the December 18 board meeting and schedule the next board meeting for Wednesday, January 8, 2025. Josh seconded. There was no public comment. Motion passed.**

### **Columbia Basin Development League Support**

Elsa announced that the District had received the annual request for support from the Columbia Basin Development League. Lincoln County CD has supported the CBDL at the \$175 Friend level in the past.

**22. Jim moved to approve renewing the \$175 Friend level support to the Columbia Basin Development League for 2025. Braidy seconded. There was no public comment. Motion passed.**

### **State Land Judging Contest**

Hard copies of the news article and the photos for the State Land Judging Contest hosted by the District on October 30 on cropland farmed by Jim and Diane Baye west of Reardan were distributed. The photos included the winning FFA chapter team, Colfax 1, and the top 10 placing contestants. Preston Olson from the Garfield-Palouse 1 team was the highest scoring contestant. Also included were the final lists from the

Washington State FFA Association of the top 10 scoring contestants, the top 8 scoring teams, and list of FFA chapters from Eastern and central Washington high schools that attended the contest.

In spite of the cold, frosty and foggy start to the contest, the sun came out for the majority of the contest, along with the wind, but there was no rain or snow to interfere with the efforts by the estimated 120 contestants to judge the 3 regular pits and 1 homesite pit for soil characteristics, soil use interpretations, and farming and homesite suitability ratings. The contest ran well and on schedule, and District staff heard numerous favorable and appreciative comments from the Ag Instructors, State FFA Association staff, and the contestants. The newspaper article and photos were sent to the local newspapers for publication, but no articles or photos have been seen in the local newspapers more than 3 weeks after the contest was held.

Lincoln County CD wishes to express a big thank you to Jim and Diane for agreeing to host the contest on their cropland and for getting the 4 soil pits dug, to the NRCS soil scientists from Pasco and Coeur d'Alene who judged the soil pits for the contest and provided the answers for the questions on the contest forms for the 4 soil pits, to the NRCS staff from Davenport and Ritzville and along with Stevens CD staff who served as pit monitors, group leaders, and contest form runners, and to Washington State FFA staff who presented the awards, who all together helped the contest to run smoothly and successfully. Lincoln County CD will most likely not be asked to host the state land judging contest for another 5 years.

Dean also presented a soil pit photo page and Channeled Scabland flood erratic gravel presentation to Jim as a memento of the state land judging contest held on his cropland. Jim and the soil pit excavator noticed the reddish white, out of place and unexpected erratic gravel about 2 feet below the surface on the soil pit ramp of the Broadax similar soil pit in the edge of the loess hill cropland that is about 30 feet above the gravel lane and the edge of the adjacent scablands along the headwaters of Crab Creek in Lincoln County. The soil scientists who judged the soil pit for the contest also noticed the erratic gravel and all agreed that it did not come from local basalt bedrock but is instead composed of weathered quartz and/or feldspar, and must have been washed in and deposited on the pre-existing loess hills by one of the channeled scabland floods thousands of years ago.

### **Staff Training**

Elsa reported that District staff had attended several training sessions recently. Matthew attended Fire Mitigation Training hosted by DNR in Renton and had to deal with the effects of the bomb cyclone storm that hit the west side of the state during the training.

Elayne, Brean and Delaini attended the FLOURISH (Farmers Leading Our United Revolution in Soil Health) training in Colfax and heard numerous presentations including worm casting propagation for crop fertilization and strategies for successful cover crop implementation along with cost share reimbursements. Palouse CD is the grant administrator for the FLOURISH project. Delaini and Brean have been assisting the FLOURISH project by downloading and maintaining soil moisture and temperature sensors that have been installed in Jason Bishop's cropland along the east edge of Lincoln County. Jason has 2 plots being monitored that are up to 30 acres in size and that include cover crops which are also grazed by livestock along with control plots for comparison.

Elsa and Brean attended the recent Columbia Basin Development meeting in Moses Lake. Brean, Delaini, Elayne, and Matthew also attended the recent Farm & Food Symposium hosted by Spokane CD. Matthew will be attending the annual Inland Tree Conference on January 9 – 10, 2025 at the Center Place Regional Event Center in Spokane Valley.

The Pacific Northwest Direct Seed Association Cropping Systems Conference will be held at the Three Rivers Convention Center in Kennewick on January 7-8, 2025. The Advanced Soil Health Day will be held on January 6.

### **Elections 2025 Resolution**

Hard copies of proposed Resolution # 2024-03 for the spring 2025 Elections were distributed. The elected position currently held by Braiden and the appointed position currently held by Chris will expire in May 2025. Delaini has been appointed as the Elections Supervisor. Elsa announced that a Resolution for Elections needs to be approved by the Board as soon as possible. Delaini noted that the current plan to follow the same process as last year and to hire Walt's Mailing again to process and mail the approximate 8,000 ballots out to all registered voters in Lincoln County as was done last year for around \$8,000

**23. Jim moved to approve Resolution # 2024-03 for the spring 2025 Supervisor Elections as presented. Josh seconded. There was no further public comment. Motion passed.**

### **Request for Proposals Approval**

Responses to the three Requests for Proposals discussed at the October meeting were received back by the District. Elsa noted that the grant funding for Drought Planning is from Ecology, the grant funding for the ASR Legislative Task Force is from the FLAG municipalities, and the grant funding for the Lincoln County CWPP update is from DNR.

Landau Associates was the only consultant to submit a bid to facilitate Drought Planning for the municipalities within the 4 FLAG counties (Franklin, Lincoln, Adams, and Grant) that are part of the Columbia Basin Sustainable Water Coalition (CBSWC). Landau requested \$170,000 to facilitate the Drought Planning Process. Several hardcopies of the RFP were passed around for board members to review.

**24. Jim moved to approve the RFP from Landau Associates for \$170,000 for facilitating Drought Planning for the FLAG municipalities. Braidy seconded. Discussion was held. There was no further public comment. Motion passed.**

Landau Associates was also the only consultant to submit a bid to facilitate an ASR Legislative Task Force for the CBSWC. A main goal of this effort is to make ASR projects in the state more feasible to implement while still protecting local aquifers and the environment. Municipalities within the CBSWC have dedicated a total of \$10,000 to help fund the ASR Task Force.

**25. Jim moved to approve the RFP from Landau Associates for \$10,000 for facilitating the ASR Legislative Task Force on behalf of the Columbia Basin Sustainable Water Coalition. Josh seconded. Discussion was held. There was no further public comment. Motion passed.**

Northwest Management Inc. was the only consultant to submit a bid to update the Community Wildfire Protection Plan (CWPP) for Lincoln County. Northwest Management facilitated the previous CWPP plan for the County. The updated CWPP plan will be used in accordance with the Lincoln County Hazard Mitigation Plan to aid

in planning and prioritizing wildfire risk reduction work at the county level. Elsa noted that she has been reappointed as the Chairman for the Lincoln County CWPP update process.

**26. Jim moved to approve the RFP from Northwest Management Inc. for \$49,000 for updating the CWPP plan for Lincoln County. Josh seconded. Discussion was held. There was no further public comment. Motion passed.**

#### **Cost Share Action Approval**

Hard copies of the October 9 Cost Share Action spreadsheet were distributed. Delaini noted that several more cost share payment requests were received this morning and need to be add to the cost share spreadsheet. Cost share requests were received for one fuels reduction project, two Direct Seed 3 grant seedings, one livestock watering facility project, and one grassed waterway project, for an overall total of \$51,934.34.

**27. Josh moved to approve the Cost Share Action spreadsheet as amended. Braidy seconded. There was no further public comment. Motion passed.**

#### **FEMA Tree Replanting Grant for Whitney Road Fire Area**

Elsa reported that some new grant funding had just been made available to Lincoln County from FEMA (Federal Emergency Management Agency) through DNR and forwarded to the Conservation Commission. This funding is only available for private landowners seeking to replant trees burned by the September 2020 Labor Day fires that burned large areas of land in 4 Eastern and Central Washington counties. The Whitney Road fire burned over 27,000 acres from northeastern to central Lincoln County. The grant funding requires a high number of trees to be planted per acre and must be monitored for several years. The availability of this new grant funding will need to be made known to affected landowners within the boundaries of the Whitney Rd fire in the county.

#### **WACD Annual Meeting and Update**

The WACD Annual Meeting will be held in the nearby Northern Quest Casino in Airway Heights on December 2 – 4. Elsa handed out updated meeting agendas from Ryan Baye to board members. All rooms reserved for Board and staff members at Northern Quest have been placed on Elsa's District credit card. Board members need to keep track of their mileage driving to the meeting. Ryan is borrowing the District Owl to capture and transmit audio from the main presentations to online participants on Zoom. Enough board members and staff have registered for the meeting for WACD to offer free online Zoom registration to District board members and staff members not attending the meeting in person. One breakout session recommended for attending/watching is the Pomeroy CD presentation on weather stations. Lincoln County CD submitted 1 out of the 30 resolutions to be voted on at the Annual Meeting that included a proposal for conservation districts such as Lincoln County CD be able to opt out of signing new CRP contracts, if they so choose, that are administered by FSA.

Jeff noted that a current issue shared by multiple CD's is dealing with a lot of little requirements, some not mentioned in the official manuals, for conservation districts to apply for and receive grant payments and reimbursements from the Conservation Commission.

### **Miscellaneous**

Elsa reported that a letter had been sent to Ecology to renew the Ag Burn agreement with Ecology for the District to issue burn permits to local ag producers in the county. The bidding period for surplus District computer equipment will close on December 17 and the Board will be asked to review and approve the bids at the next board meeting.

### **Conservation Commission Report**

There was no Conservation Commission Report. Elsa noted that Mike had knee surgery and was not yet cleared for driving.

### **NRCS Report**

There was no NRCS Report.

### **FSA Report**

There was no NRCS Report.

### **County Commissioners Report**

There was no County Commissioners Report.

### **Executive Session**

The Board went into executive session under option 1(g) of RCW 42.30.110 at 10:49 AM for an estimated 2 hours to conduct Employee Reviews. The Board came back out of executive session at 1:15 PM. Several motions were made as a result of the Executive Session.

**28. Jim moved to approve the staff wage increases at the Manager's discretion, effective January 1, 2025. Braidy seconded. There was no public comment. Motion passed.**

**29. Braidy moved to approve giving staff administrative leave for November 27, the day after Thanksgiving, and for 2 additional days during the Christmas work week (December 23 – 27). Jim seconded. There was no public comment. Motion passed.**

### **Request for Public Comment**

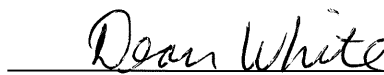
Jeff asked if there was any more public comment for the meeting. There was no public comment.

**30. Braidy moved to adjourn the meeting. Jim seconded. Motion passed. The meeting was adjourned at 1:18 PM.**

The December 18 Board meeting has been cancelled. The next scheduled Board meeting will be held on Wednesday, January 8<sup>th</sup>, 2025.

Respectfully submitted,

  
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Josh Sherwood, Secretary

  
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Dean White, Minute Taker

SUMMARY:

All 30 motions were reviewed:

- 1. M/S/P to approve the October 9, 2024 minutes as presented.
- 2. M/S/P to pay and approve vouchers #12552 to #12593, along with 14 EFT's, totaling \$96,831.84.
- 3. M/S/P to submit voucher #10 for the 24-39-FH grant in the amount of \$15,283.37 to the Conservation Commission.
- 4. M/S/P to submit voucher #12 for the Adams CD TA grant in the amount of \$0.00 to Adams Conservation District. submit voucher #13 for the Adams CD TA grant in the amount of \$286.30 to Adams Conservation District.
- 5. M/S/P to submit voucher #13 for the Adams CD TA grant in the amount of \$286.30 to Adams Conservation District.
- 6. M/S/P to submit voucher #8 for the 24-39-IE grant in the amount of \$628.09 to the Conservation Commission.
- 7. M/S/P to submit voucher #16 for the 24-39-NR grant in the amount of \$101.65 to the Conservation Commission.
- 8. M/S/P to submit voucher #22 for the Cluster Engineering grant in the amount of \$1,434.27 to Stevens CD.
- 9. M/S/P to submit voucher #2 for the 25-39-SFF grant in the amount of \$1,666.00 to the Conservation Commission.
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- 14. M/S/P that the Lincoln County Conservation District VISA statement for September 25, 2024 through October 23, 2024 be approved. The total amount owed was \$2,539.50.



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- 21. M/S/P to cancel the December 18 board meeting and schedule the next board meeting for Wednesday, January 8, 2025
- 22. M/S/P to approve renewing the \$175 Friend level support to the Columbia Basin Development League for 2025.
- 23. M/S/P to approve Resolution # 2024-03 for the spring 2025 Supervisor Elections as presented.
- 24. M/S/P to approve the RFP from Landau Associates for \$170,000 for facilitating Drought Planning for the 4 county FLAG municipalities.
- 25. M/S/P to approve the RFP from Landau Associates for \$10,000 for facilitating the ASR Legislative Task Force on behalf of the Columbia Basin Sustainable Water Coalition.
- 26. M/S/P to approve the RFP from Northwest Management Inc. for \$49,000 for updating the CWPP plan for Lincoln County.
- 27. M/S/P to approve the Cost Share Action spreadsheet as amended.
- 28. M/S/P to approve the staff wage increases at the Manager's discretion, effective January 1, 2025.
- 29. M/S/P to approve giving staff administrative leave for November 27, the day after Thanksgiving, and for 2 additional days during the Christmas work week (December 23 – 27).
- 30. M/S/P to adjourn the meeting.

