

**LINCOLN COUNTY CONSERVATION DISTRICT  
BOARD MEETING**  
**USDA Service Center Conference Room – Davenport, WA**  
**Wednesday, December 17, 2025**

**MEETING CALLED TO ORDER:**

Meeting called to order at 9:00 AM by Chairman, Jeff Schibel. Those attending the meeting in person or by phone were as follows: Jim Baye, Josh Sherwood, Braidy Haden, and Jason Echelbarger - LCCD Supervisors; Elsa Bowen, Delaini Disher, Brean Nieman, Matthew Rosman, and Dean White - LCCD staff.

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

*Jeff noted that the following additions should be added to the draft November 12 minutes in the second and third paragraphs of the WACD Update section on page 4: "...Amy McKay, WACD President was not able to attend the recent Southeast Area Meeting and the South Central Area Meeting ...", "The fire within the Underwood Conservation District in the South Central Area ended up destroying 19 houses"; "The location for the 2026 and 2027 WACD Annual Meeting will be the Skamania Lodge close to The Dalles, Oregon," and "Larry Cochran will be stepping down..."*

**1. Jason moved to approve the November 12, 2025 minutes as amended. Josh seconded. There was no public comment. Motion passed.**

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

- **2. Jim moved to pay and approve vouchers #12926 to #12952, along with 34 EFT's, totaling \$922,451.57. Jason seconded. Discussion was held. Brean noted that there are a lot of interest payment transactions listed in the Transaction Journal due to Lincoln County CD not receiving monthly statements for the Certificate of Deposit in WA Federal Bank. Interest was paid on a quarterly basis. All statements were reconciled in order to transfer CD funds to a WA Federal Bank Business Money Market Account. A total of \$200,000 in WA Federal Bank funds were used towards a \$400,000 26-39-IE (Irrigation Efficiency) project cost share payment. Motion passed.**
- **3. Jim moved to submit voucher #5 for the 26-39-FH grant in the amount of \$2,574.02 to the Conservation Commission. Jason seconded. Motion passed.**
- **4. Jim moved to submit voucher #3 for the 26-39-IE grant in the amount of \$405,242.36 to the Conservation Commission. Jason seconded. Motion passed.**
- **5. Jim moved to submit voucher #1 for the 26-39-TP1 grant in the amount of \$7,192.05 to the Conservation Commission. Jason seconded. Motion passed.**

- 6. Jim moved to submit voucher #26 for the Adams CD TA grant in the amount of \$929.11 to Adams CD. Jason seconded. Motion passed.
- 7. Jim moved to submit voucher #5 for the 26-39-NR grant in the amount of \$1,462.20 to the Conservation Commission. Jason seconded. Motion passed.
- 8. Jim moved to submit voucher #48 for the Cluster Engineering grant in the amount of \$4,858.50 to Stevens CD. Jason seconded. Motion passed.
- 9. Jim moved to submit voucher #2 for the 26-39-AMM grant in the amount of \$47,269.12 to the Conservation Commission. Jason seconded. Motion passed.
- 10. Jim moved to submit voucher #2 for the FLOURISH grant in the amount of \$6,077.70 to Palouse CD. Jason seconded. Motion passed.
- 11. Jim moved to submit voucher #5 for the 26-39-IM grant in the amount of \$5,000.00 to the Conservation Commission. Jason seconded. Motion passed.
- 12. Jim moved to submit voucher #5 for the VSP 6 grant in the amount of \$10,610.96 to the Conservation Commission. Jason seconded. Motion passed.
- 13. Jim moved to submit voucher #2 for the 26-39-PFR grant in the amount of \$1,893.50 to the Conservation Commission. Jason seconded. Motion passed.
- 14. Jim moved to submit voucher #14 for the #23-DG-11062752-163 CWPP grant in the amount of \$19,600.00 to DNR. Braidy seconded. Motion passed.
- 15. Jim moved that the Lincoln County Conservation District VISA statement for October 24, 2025 through November 24, 2025 be approved. The total amount owed was \$4,537.95. Braidy seconded. Discussion was held. Elsa noted that some of the expenses included costs incurred by the fire prevention grants worked on by Matthew and the new business cards printed and distributed to staff due to the new office phone number extensions given to District staff along with all NRCS and FSA staff during the Federal Government shutdown. 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, 2025. The total amount owed was \$130.03. Jason 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 November 30, 2025. The total amount owed was \$165.56. 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 noted that all of the remaining grant funding in the NE Lincoln County Well Level grant will be paid to GeoEngineers for their work on the final grant report and that the draft report had been submitted to Ecology for review.

- **18. Jim moved to approve the Treasurer's report and Grant's report as presented. Jason seconded. There was no public comment. Motion passed.**

## **C. AGENDA**

### **Cost Share Action**

Copies of the Cost Share Action spreadsheet for December 17, 2025 were distributed for review. There were two cost share payment requests from the 26-39-IE grant, 1 cost share payment request from the 26-39-AMM grant, and one application for the 26-39-FH grant, for a total of \$856,919.04. Elsa noted that IE (Irrigation Efficiency) grants and fire recovery grants are not subject to the \$100,000 cost share payment limitation compared to other Conservation Commission grants. The two irrigation pivot grants with new mainline installed to supply 3 irrigation pivots each have now been completed, and the liquid waste separator has been installed to finish the AMM (Animal Manure Management) grant project.

- **19. Jim moved to approve the Cost Share Action sheet for the December 17 board meeting as presented. Jason seconded. Motion passed.**

Elsa reported that Washington Grown had been scheduled to come out to the Ziegler Dairy and film cost share management projects that had been installed at the dairy, but since Washington Grown has since lost the block grant that it had been using to help finance the TV program production, it has cancelled plans to film at the dairy.

Elsa proposed that the District consider allocating some of the funding from the VSP grant and/or the special assessment funding to pay for the production costs of filming at least one TV segment a year and having it shown on Washington Grown to help publicize the conservation projects that Lincoln County CD is helping to install in the county. Board members agreed to this proposal by general consensus and also agreed that no motion for this proposal was needed at this time.

### **2026 Budget**

Hard copies of the draft 2026 Budget and 2025 amended budget were distributed for review and approval. Elsa noted that some of the changes for the 2026 Budget included a modest increase in funding from the Irrigation Efficiency grant and that funding from the NE Area Cluster Engineering grant will go up and down in different years depending on how many engineering projects are to be implemented.

Some concerns were raised over the total amount of the projected income exceeding the projected total amount of expenses. Elsa reminded Board members that the draft

2026 Budget included income from 5 grants that had been applied for by District staff but whether or not these grants will be awarded to the District in 2026 is not yet known. Elsa also noted that some adjustments to increase the amount of expenses from Professional Services (cost share) could be more realistic for actual 2026 expenses. Elsa agreed to review and revise the draft 2026 Budget as soon as possible today and narrow the margin between projected income and projected expenses as discussed. Elsa also noted that the Board also needed to approve the 2025 amended budget which has been adjusted to reflect the actual income and expenses for 2025.

***20. Jim moved to approve the 2025 amended Budget and the draft 2026 Budget as amended. Jason seconded. Motion passed.***

Braidy asked how many special accounts the District currently has and if all of these special accounts are needed. The list of special accounts for the District is found in the Treasurer's Report. Elsa noted that since the Reserve Covid-19 Fund #58 was out of date and no longer needed, the \$20,000 in this fund could be rolled over to the Reserve Contingency Fund # 31.

***21. Jim moved to approve rolling over the funds from the Reserve Covid-19 Fund #58 into the Reserve Contingency Fund # 31. Jason seconded. Motion passed.***

#### **2026 Tree Sale**

Elsa announced that the 2026 Tree Sale pick up dates had been moved back two weeks to Thursday and Friday, April 16 and 17 in order avoid issues with customers not able to pick up their orders close to Easter weekend and because Spring Break for local schools is during the second week of April and the Fairgrounds kitchen has already been reserved for other activities around the second weekend in April. The District will start taking 2026 tree sale orders starting on Monday, January 5.

#### **Sprague Lake Shoreline**

Elsa reported that there are continuing issues with rising lake water levels in spring that are leading to flooding of the Sprague Lake Resort buildings and property. The resort owner, Monika Metz, has asked the District for help with this resource issue. Elsa will be meeting with Ecology and Department of Fish and Wildlife next week to discuss this flooding issue and seek any possible resolutions. Elsa noted that increasing sedimentation in Sprague Lake may be raising the water over time in spring but that probability of ever getting a permit and funding to dredge and remove at least some of these sediments is not very likely. Jeff noted he and other Board members had participated in a previous field trip to the outlet of Sprague Creek to participate in discussions about removing excess grass and shrubs and opening up the size of the channel outlet some to reduce flooding back upstream in the town of Sprague during large spring runoff events, but there has been no agreement from Ecology and the Department of Fish and Wildlife to do some cleaning out of the channel outlet due questions of how effective this might be and also due to the effect that this might have on local water rights.

Elsa reported that the Edwall Drainage Cleanout Project and flood reduction grant application, known as the Floodplains by Design 2027-2029 Pre-Application, is being worked on and would be submitted before the January 23, 2026 deadline.

### **Terry Husseman Grant Applications**

Elsa reported that an application will be submitted for the Terry Husseman grant through Ecology for the removal of a lot of car and pickup size tires that were placed along the bank of a creek in the Porcupine Bay area by a previous landowner. The current landowner is a contractor and has agreed to remove the tires with his equipment for significantly less than the \$50,000 maximum allowed with the Husseman grant. Ecology has agreed to pay for the disposal of tires.

### **2026 Elections Resolution 2025-05**

Delaini reported that she has planned for the 2026 Board Supervisor elections to be held on the second to last Monday in March 2026 which is Monday, March 23. The Conservation Commission requires that Board Supervisor elections must be completed before March 31. The Board Supervisor position up for reelection is Jim's position and he has already given notice that he will not be seeking reelection. A new prospective Board Supervisor will be sought to become a candidate on the ballot to fill the position that will be vacated by Jim in May.

Delaini also reported that the plan is to run the elections the same way as the last year, with Walt's Mailing in Spokane hired to print out the ballots, fold them, stuff them in the addressed envelopes, and then mail the ballots out at least 2 weeks before the election day on March 23. District staff will update the ballot from last year with input from the Board and then deliver the ballot template to Walt's Mailing along with an updated registered voter list from the County Auditor. Delaini will bring a draft updated ballot for 2026 to the January Board Meeting for review. Elsa announced that the Board needed to approve a new Resolution 2025-05 today for the 2026 Elections in order for the elections process to stay on schedule.

**22. Jason moved to approve Resolution 2025-05 for holding the 2026 Board Supervisor Elections on Monday, March 23, 2026 and utilizing Walt's Mailings from Spokane to print, fold and stuff the ballots into addressed envelopes and mail them 2 weeks before elections day. Braidy seconded. Motion passed.**

### **Enduris Insurance Review**

Elsa asked Board members if they would like to have Joe Davis with Enduris Insurance to attend a board meeting in the near future and give an updated presentation on the insurance benefits and services available from Enduris. The general consensus from the Board was yes and they want Joe to give his presentation at the January board meeting.

### **WACD Update**

Jeff presented a new Board Supervisor recognition award from WACD to Jason for serving as a new Board Member for the District. Elsa presented an insulated mug from the District to Jim to recognize and thank Jim for his 14 years of service as a Lincoln County CD Board Member. Also included inside the mug was a Hot Wheels Colorado pickup with all of its hub caps.

At the recent WACD Annual Meeting, one of the bigger issues discussed was cost share percentage reimbursement and whether or not the allowable cost share reimbursement was enough to reasonably cover the ever-increasing costs for cooperators to implement conservation projects. The Conservation Easement program was also covered at the Annual Meeting. Elsa has started watching the Conservation

Easement training webinars now that a landowner north of Davenport has expressed interest in signing up for the program. The District would run the Conservation Easement program, do all of the required monitoring, and would be reimbursed up to \$5,000 per from the Conservation Commission.

It was noted at the Annual Meeting that the cost of providing insurance for up to 10 WACD employees continues to increase. An issue for discussion at the 2026 Annual Meeting is whether or not WACD should continue to look into seeking the "Missouri Model" where a new sales tax with an increase of 1/8<sup>th</sup> of 1 percent in the state sales tax could provide up to \$292 million for more sustainable funding for conservation districts across the state. The 2026 Annual Meeting will also be held over the weekend so that more younger CD Board Supervisors who are on a regular work week schedule would be able to attend and participate in the meeting.

#### **Karin Divens Award**

Elsa handed around the Karin Divens Award for Conservation Through Collaboration Award and accompanying recognition letter from the Department of Fish and Wildlife. The award was given to Elsa and to Melissa MacKelvie from WDFW for their Habitat Biology work for supporting VSP projects and shrub-steppe restoration in the county.

#### **Conservation Commission Report**

There was no Conservation Commission Report.

#### **County Commissioners Report**

There was no County Commissioners Report.

#### **NRCS Report**

There was no NRCS report.

#### **FSA Report**

There was no FSA report.

#### **Miscellaneous**

Elsa announced that Glen Riehle had been rehired as a temporary District employee to conduct 147 CRP field checks in Adams County that must be completed by June 30, 2026.

Elsa announced that Reardan FFA Debate Team would be attending the Board Meeting in March 2026 and give their presentations on wolf issues and addressing PFAS contamination issues in drinking water.

Elsa asked Board Members if they would have agreed to serve on the LCCD Board if they would have been required to complete the full F-1 Financial Disclosure form, and the answer was no. A recent survey from WACD noted that 69% of CD Board Supervisors across the state would resign their positions if they were required to fill out the full disclosure form.

Elsa asked Board Members if they would be willing to have their photos taken and displayed on the walls at the front of the office. A sample photo with the photos of the 5 Board Supervisors with Columbia Basin CD (formerly Grant County CD) on their office wall was passed around.

### **Executive Session**

The Board went into executive session under option 1(g) of RCW 42.30.110 at 11:25 AM for an estimated 1.5 hours to conduct Employee Reviews. The Board came back out of executive session at 1:07 PM. Several motions were made as a result of the Executive Session.

**23. Josh moved to approve the staff wage increases at the Manager's discretion, effective January 1, 2026. Jason seconded. There was no public comment. Motion passed.**

**24. Braidy moved to approve giving staff administrative leave for December 26 and January 2. Josh 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.

Chairman Jeff Schibel adjourned the meeting at 1:10 PM for a group photo with Board Members and District staff holding the NE Area District of Year plaque, followed by a hot lunch with chili, bread and rolls.

The next regularly scheduled Board meeting will be held on Wednesday, January 14, 2026.

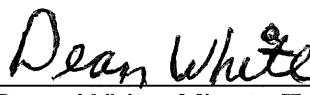
Respectfully submitted,

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Josh Sherwood, Secretary

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Dean White  
Dean White, Minute Taker

### **SUMMARY:**

All 24 motions were reviewed:

- 1. M/S/P to approve the November 12, 2025 minutes as amended.
- 2. M/S/P to pay and approve vouchers #12926 to #12952, along with 34 EFT's, totaling \$922,451.57. vouchers #12888 to #12924, along with 13 EFT's, totaling \$100,016.98.
- 3. M/S/P to submit voucher #5 for the 26-39-FH grant in the amount of \$2,574.02 to the Conservation Commission.
- 4. M/S/P to submit voucher #3 for the 26-39-IE grant in the amount of \$405,242.36 to the Conservation Commission.
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- 19. M/S/P to approve the Cost Share Action sheet for the December 17 board meeting as presented.
- 20. M/S/P to approve the 2025 amended Budget and the draft 2026 Budget as amended.

- 21. M/S/P to approve rolling over the funds from the Reserve Covid-19 Fund #58 into the Reserve Contingency Fund # 31.
- 22. M/S/P to approve Resolution 2025-05 for holding the 2026 Board Supervisor Elections on Monday, March 23, 2026 and utilizing Walt's Mailings from Spokane to print, fold and stuff the ballots into addressed envelopes and mail them 2 weeks before elections day.
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