



2057 SW Salsbury Ave. – Chehalis, WA 98532-4225 – Phone (360) 996-4560

Supervisors

<u>D. Fenn</u>	Chairman
<u>M. Courtney</u>	Vice-Chairman
<u>D. Moir</u>	Auditor
<u>C. Aldrich</u>	Member
<u>B. McDonald</u>	Member

**LEWIS CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MEETING MINUTES**

June 25, 2025

Supervisors' Present:

Dave Fenn - Present  
Marvin Courtney – Present  
Donna Moir - Present  
Chris Aldrich –Present  
Bruce McDonald- Present

Associate Supervisors :

Ryan Ells – Via Zoom

District Staff:

Nikki Atkins- Present  
Christina Kale- Present  
Kelly Verd- Present  
Arthur Smith- Present

Landowner:

Tracy Spencer - Present

**The meeting was called to order at 2:00 p.m. by Dave Fenn, Chair.**

**Minutes:** Motion to approve the 5/28/2025 minutes as presented.

**M. Courtney/C. Aldrich, M/S, Carried.**

**Public Comments:** None.

**Washington Association of Conservation Districts (WACD) Dues:** WACD expanded its legislative work through the creation of CD marketing materials designed to educate legislators on the purpose and role of CDs and the importance of Conservation Technical Assistance (CTA) funding. WACD hosted a Legislative Day to facilitate the opportunity for CDs to educate and engage their legislators. Motion to approve paying the WACD dues.

**B. McDonald/C. Aldrich, M/S, Carried.**

**Motion to approve Shane Styger's Manure Separator Cost Share.**

**C. Aldrich/M. Courtney, M/S, Carried.**

**Treasurer's Report:** Motion to approve payment for the following vouchers/warrants: Voucher (Check) numbers: 11307 through 11348 Total \$296,705.50. Payroll check numbers: For the following vouchers (Check) 11310 through 11317 Total \$34,912.05.

**D. Moir/B. McDonald, M/S, Carried.**

**Sick/Annual Leave:** Acknowledged by the board. No action taken.

**Grant Balances:** Acknowledged by the board. No action taken.

**Commercial Lease Agreement:** Subject to the terms and conditions herein agreed to between lessor and lessee, lessor hereby leases to lessee, and lessee hereby leases from lessor the use during the term of this lease of the "Leased Property" which shall be two classrooms located within the Olympic Elementary School building situated at 2057 SW Salsbury Ave, Chehalis, WA 98532. This lease shall be for the use of classroom numbers 34 and 36. Lessee shall have access for ingress and egress to and from the leased classrooms through the entry and exit points established by the lessor. Lessee shall also have access to the restrooms established by the lessor.

For the first year of this agreement, July 1, 2025, through June 30, 2026, the lessee shall pay lessor monthly rent in the amount of \$678.50. For the second year of this agreement, July 1, 2026, through June 30, 2027, lessees shall pay lessor monthly rent in the amount of \$756.25 which is a 10% increase from the previous year. For the third year of this agreement, July 1, 2027, through June 30, 2028, lessees shall pay lessor monthly rent in the amount of \$812.50 which is a 7.438% increase from the previous year. Motion to approve the Commercial Lease Agreement for office rent.

**B. McDonald/C. Aldrich, M/S, Carried.**

## **Nikki**

NF Newaukum Update: Signed contract with lowest bidder Kysar and Koistenin. Also culvert is ready for delivery and that will be coordinated with contractor.

**Anchor QEA:** Motion to approve amending Anchor QEA contract for extra funds due to expansion of project additional cultural review requirements.

**M. Courtnry/C. Aldrich, M/S, Carried.**

### **Lewis Conservation District Resolution No. 25-1 Cost Share:**

The Washington State Conservation Commission Policy, 13-05 Cost Share Assistance Policy, authorizes local conservation district board to establish annual cost share rations and landowner labor rates within policy parameters. Motion to approve the Lewis Conservation District Resolution No. 25-1 Cost Share.

**D. Fenn/D. Moir, M/S, Carried.**

**VSP Interlocal Agreement:** This agreement is made and entered into between the Lewis Conservation District and the Lewis County both political subdivisions of the State of Washington. This agreement is entered into pursuant to the interlocal cooperation act. This agreement is intended to provide joint coordination and support services to the Voluntary Stewardship Program. Motion to approve the VSP Interlocal Agreement.

**D. Moir/M. Courtney, M/S, Carried.**

## **Kelly**

Kelly would like to attend the 18<sup>th</sup> annual Washington Water Code Seminar in Tacoma, WA on November 13 & 14 in person. Motion to approve Kelly attending the 18<sup>th</sup> annual Washington Water Code Seminar this fall.

**C. Aldrich/B. McDonald, M/S, Carried**

The Weather Station is installed and running.

Kelly applied for VSP DIP for Habitat on a stream. In addition the board can think about additional requests for funding and the prioritization for those projects such as cover crops.

## **Arthur**

**Manzoor Fencing:** The landowner and his neighbor are having a disagreement about the property line, so both paid to get a survey of the property line done. The neighbor is currently building a fence, but our land co-operator would like us to still build him a fence. If livestock become a problem in the future, then the board will revisit possible fence installation.

**The Executive Session started at 3:15 p.m. requiring 15 minutes.**

**At 3:30 p.m. we were called back to the meeting. At that time the Motion was made to terminate Zach King by the end of the day and Maddie Wilcox by tomorrow morning. B. McDonald/C. Aldrich, M/S, Carried.**

**Meeting Adjourned at 3:38 p.m. by Dave Fenn, Chair.**

### **Actions of the Board ,**

**This meeting was called to order 2:00 p.m. by Dave Fenn, Chair.**

**Minutes: Motion to approve the 5/28/2025 minutes as presented.  
M. Courtney/C. Aldrich, M/S, Carried.**

**Motion to approve the Washington Association of Conservation Districts Dues.  
B. McDonald/C. Aldrich, M/S, Carried.**

**Motion to approve Shane Styger's Manure Separator Cost Share  
C. Aldrich/M. Courtney, M/S. Carried.**

**Treasurer's Report: Motion to approve payment for the following vouchers/warrants:  
Voucher (Check) numbers: 11307 through 11348 Total \$296,705.50. Payroll check numbers:  
For the following vouchers (Check) 11310 through 11317 Total \$34,912.05.  
D. Moir/B. McDonald, M/S, Carried.**

**Motion to approve the Commercial Lease Agreement for office rent.  
B. McDonald/C. Aldrich, M/S, Carried.**

**Motion to approve amending Anchor QEA contract for extra funds due to expansion of project additional cultural review requirements. M. Courtney/C. Aldrich, M/S, Carried.**

**Motion to approve the Lewis Conservation District Resolution No. 25-1 Cost Share.  
D. Fenn/D. Moir**

**Motion to approve the VSP Interlocal Agreement.  
D. Moir/M. Courtney, M/S, Carried.**

**Motion to approve Kelly attending the 18<sup>th</sup> annual Washington Water Code Seminar this fall.**

**C. Aldrich/B. McDonald, M/S, Carried.**

**Motion to terminate Zach King by the end of the day and Maddie Wilcox by tomorrow morning.**

**B. McDonald/C. Aldrich, M/S, Carried.**

**Meeting Adjourned at 3:38 p.m. by Dave Fenn, Chair.**

---

*B. McDonald* *7/23/25* *C. Kale* *7/23/2025*  
Dave Fenn, Chair, Date: Christina Kale, Rec. Sec. Date