



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**

December 19, 2024

Supervisors Present:

David Fenn – Present
Marvin Courtney – Present
Chris Aldrich – Present
Bruce McDonald- Present

Cooperating Agencies:

Josh Giuntoli (WSCC)

District Staff:

Robert Amrine- Present
Nikki Atkins- Present
Christina Kale- Present
Arthur Smith- Present
Kelly Verd- Present
Maddie Wilcox- Present

Landowner:

Tracy Spencer- Present

The meeting was called to order at 2:06 p.m. by David Fenn, Chair.

Minutes: Motion to approve the 11/27/2024 minutes as presented.

B. McDonald/M. Courtney, M/S. Carried.

David Fenn appointed Chris Aldrich auditor due to Donna Moir being absent.

Public Comments: None

Bob Larson VSP Cost Share discussion

Treasurer's Report: Motion to approve payment for the following vouchers/warrants:
Voucher (Check) numbers: 11104 through 11142 Total \$212,317.29 Payroll check numbers:
For the following vouchers (Check) 11107 (#11108 Voided) through 11115 & 11142 Total
\$40,816.71. **C. Aldrich/B. McDonald, M/S. Carried.**

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

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

Bruce McDonald asked if board members could get reimbursed mileage for coming into the office to assist with any committee responsibilities. Josh Giuntoli with the WSCC said he would investigate it.

Bob

Bob Larson VSP Cost Share Separator & Electrical work

Larson Separator Electrical: Because of an error in the bid process, we are going to recommend paying 75% of the total invoices. The original bid amount was for equipment but did not include installation cost. The final invoices include both equipment, and installation/site work/electrical and pump. Payment to be made through assignment of payment to Ag Pro & Evers Electric. Motion to approve the Bob Larson VSP Cost Share Separator & Electrical work.

B. McDonald/M. Courtney, M/S, Carried.

District Manager Position: Nikki Atkins has accepted the District Manager position. Starting January 1, 2025, to February 28, 2025, Nikki has been promoted to the district's assistant manager and at that time it is recommended that her annual salary go from \$82,584.00 to \$92,000.00. On March 1, 2025, Nikki will be promoted to Interim Manager for a three-month probationary period and at that time it is recommended that her annual salary go from \$92,000.00 to \$102,000.00 At the May of 2025 Board of Supervisors meeting Nikki

will be evaluated, and a decision will be made at that time to keep her in the district manager position or advertise and hire another. Motion to approve Nikki Atkins District Manager action plan.

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

Bruce McDonald would like a better District Manager job description.

Riparian & Habitat Project Manager: It is Bob's recommendation that Arthur Smith be promoted to Riparian & Habitat Project Manager and crew supervisor. This will go into effect January 1, 2025, and at that time it is recommended that his monthly salary go from \$4,740.00 to \$5,117.00 monthly. Motion to approve promoting Arthur Smith to Riparian & Habitat Project Manager raising his monthly salary from \$4,740.00 to \$5,117.00.

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

New Employee Project Manager/Resource Technician: Motion to hire a new employee to help with projects. We would like to add a college degree or 4 years of experience to the job advertisement.

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

Resolution No. 2024-03: The board of supervisors of Lewis Conservation District does hereby direct LCD that it is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and costly and such a list is difficult to create and/or maintain, as it would be unduly burdensome on the operation of the LCD. Motion to approve Resolution No. 2024-03

D. Fenn/B. McDonald, M/S, Carried.

Motion that all existing signers on the district checking account be current board members which will include our newest board member Bruce McDonald.

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

Bruce McDonald Abstained

Motion to remove Bruce Anderson from being able to sign checks or make any decisions for the Lewis Conservation District.

D. Fenn/M. Courtney, M/S, Carried.

Shane Styger Contract: The landowner is eligible to receive 75% up to \$200,000 cost share for this project. The engineer will supply design and specifications that must be followed. The landowner and /or contractor are responsible for all utility locates. No ground disturbing activities will be allowed until the cultural resource review has been completed. If the landowner personally completes the work, then time sheet and hours must be tracked along with all invoices. In addition, if a tractor is used keep track of those hours and the tractor's horsepower. All documentation must be submitted. If a contractor is hired, then their invoices must be submitted. Motion to approve the Shane Styger Contract.

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

NRI Funding: The district staff is looking at another location to use NRI to build a riparian exclusion fence. Additional information will be brought to January's meeting for approval or decision to return the funds.

Kelly

Approval to go out for bid for the Guenther bridge (26ft x 14ft bridge) and the Banick steel bridge (40ft. x 14ft.) Motion to allow Kelly to go out for bid for the Guenther and Banick Bridges

B. McDonald/M. Courtney, M/S, Carried.

Maddie

Social Media Policy: Lewis Conservation District operates social media accounts to promote the current programs, services, projects, events and current issues of the District, as well as share information from partner agencies that furthers the District's mission. Motion to approve the Social Media Policy.

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

Employee Report: In the packet for the board to review.

Nonpoint Newsletter: In the packet for the board to review.

NRCS Report: No Report for December.

Meeting Adjourned at 3:24 p.m. by Dave Fenn, Chair.

Actions of the Board

The meeting was called to order at 2:06 p.m. by David Fenn, Chair.

Minutes: Motion to approve the 11/27/2024 minutes as presented.

B. McDonald/M. Courtney, M/S, Carried.

Treasurer's Report: Motion to approve payment for the following vouchers/warrants:
Voucher (Check) numbers: 11104 through 11142 Total \$212,317.29 Payroll check numbers:
For the following vouchers (Check) 11107 (#11108 Voided) through 11115 & 11142 Total
\$40,816.71. **C. Aldrich/B. McDonald, M/S, Carried.**

Motion to approve the Bob Larson VSP Cost Share Separator & Electrical work. B. McDonald/M. Courtney, M/S, Carried.

Motion to approve Nikki Atkins District Manager action plan. C. Aldrich/M. Courtney, M/S, Carried.

Motion to approve promoting Arthur Smith to Riparian & Habitat Project Manager raising his monthly salary from \$4,740.00 to \$5,117.00. M. Courtney/C. Aldrich, M/S, Carried.

Motion to approve hiring a new Employee Project Manager/Resource Technician and adding a college degree or 4 years of experience to the job qualifications. M. Courtney/C. Aldrich, M/S, Carried.

Motion to approve Resolution No. 2024-03 D. Fenn/B. McDonald, M/S, Carried.

Motion to approve that all existing signers on the Lewis Conservation District's checking account be current board members which will include Bruce McDonald. C. Aldrich/M. Courtney, M/S, Carried. Bruce McDonald Abstained.

Motion to remove Bruce Anderson from being able to sign checks or make any decisions for the Lewis Conservation District. D. Fenn/M. Courtney, M/S, Carried.

Motion to approve the Shane Styger Contract. B. McDonald/C. Aldrich, M/S, Carried.

Motion to allow Kelly to go out for bid for the Guenther and Banick Bridges. B. McDonald/M. Courtney, M/S, Carried.

**Motion to approve the Social Media Policy.
C. Aldrich/B. McDonald, M/S, Carried.**

The Meeting was adjourned at 3:24 p.m. by David Fenn, Chair.