



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**

September 24, 2025

Supervisors' Present:

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

Associate Supervisors:

Ryan Ells – Present

Cooperating Agencies:

Sophia Sherman– via Zoom

District Staff:

Nikki Atkins- Present
Christina Kale- Present

Landowners:

Tracy Spencer - Present

The meeting was called to order at 2:02 p.m. by Dave Fenn, Chair.

Minutes: Motion to approve the 8/27/2025 minutes as presented.

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

Public Comments: None.

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

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

Treasurer's Report: Motion to approve payment for the following vouchers/warrants:

Voucher (Check) numbers: 11399 through 11421 Total \$375,976.73. Payroll check numbers:

For the following vouchers (Check) 11402 through 11407 Total \$27,658.31.

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

WACD is hosting the 2025 Annual Conference and Business Meeting at the Northern Quest Resort and Casino from Monday, December 1st to Wednesday, December 3rd. Nikki and Bruce are going to be attending. Nikki also requested to attend the commission meeting on Thursday.

Joanne Wearly would like the small manure spreader by the end of October. Nikki can store it temporarily at her house. Nikki will look into possibly selling it to other districts.

Sophia Sherman, Chehalis Basin Noxious Weed Coordinator from the Chehalis Confederated Tribes is asking us for a letter of support for a grant application to control the noxious weed Brazilian Elodia. Motion to approve sending Sophia Sherman from the Chehalis Confederated Tribes a letter of support.

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

Nikki would like time to go over the evaluations with the employees and bring them back to the board next month.

Nikki was going over the numbers if we sign up for PERS 2 benefits. The district (employer cost) would be 5.38% and the employee cost would be 5.58%. Different options for cost were discussed. Motion to approve Department of Retirement Systems PERS 2 retirement starting January 1, 2026.

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

M. Courtney undecided

We had to cancel the Education Grant Agreement because it wasn't planned out properly so the check we received, we will send the check back.

VSP didn't fund the Michael Cramer Manure Storage so we could use NRI cost share funding, but Nikki would like to double check and bring this back next month.

We received a donation of \$10,000.00 from Summet Holdings, Janke Trucking.

Nikki had a meeting with Kim Fam who runs the Veteran program. She received a complaint that our district treated the interns poorly. It was concluded that there was miscommunication on who the Veterans employer was which caused confusion in the office and unclear instructions on what was to be done. This should not happen again in the future.

We would like to get Springbrook started so it can be set up by January 1, 2026. The board would like us to do more research and watch the online demo. If we feel like this is something that will benefit the district and be easier to navigate then Nikki has the authorization to sign up for it. **Motion to give Nikki Atkins the authority to purchase Springbrook.**

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

Policy Manual: What is our A.I policy? Can employees use it for or during work.

The letter from the lawyer was sent to Maddie after last month's board meeting but it was not sent certified, and we have not heard anything from her. The board would like us to resend it certified.

We will be receiving an approximate \$285,000.00 invoice from Kysar and Koistinen for the NF Newaukum Lawson Reach Project. Need approval to pay upon review to pay between meetings. Motion to pay Kysar and Koistinen's invoice between meetings upon approval.

D. Fenn/C. Aldrich, M/S, Carried.

Approval of the RGP Addendum

T/A \$300,000.00

Training \$20,000.00

Maintenance \$85,000.00

The board would like us to ask the Commission if we could transfer some of the T/A into an Outreach outcome.

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

Went over the list of who will be attending the 5-year plan meeting, the area meeting and the WACD meeting.

5-year plan- Nikki Atkins, Christina Kale, Arthur Smith, Dave Fenn, Marvin Courtney, Donna Moir, Chris Aldrich, Bruce McDonald and Ryan Ells.

Area Meeting- Arthur Smith, Bruce McDonald, and Ryan Ells.

The board discussed giving Ryan the ability to vote at the area meeting. Motion to give Ryan Ells the ability to vote at the Area Meeting.

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

Meeting Adjourned at 4:36 p.m. by Dave Fenn, Chair.

Actions of the Board

This meeting was called to order at 2:02 p.m. by Dave Fenn, Chair.

Motion to approve the minutes as presented.

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

Treasurer's Report: Motion to approve payment for the following vouchers/warrants:
Voucher (Check) numbers: 11399 through 11421 Total \$375,976.73. Payroll check numbers:
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D. Moir/M. Courtney, M/S, Carried.

Motion to approve sending Sophia Sherman from the Chehalis Confederated Tribes a letter of support.

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

Motion to approve Department of Retirement Systems PERS 2 retirement starting January 1, 2026.

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

M. Courtney undecided

Motion to give Nikki Atkins the authority to purchase Springbrook.

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

Motion to pay Kysar and Koistinen's invoice between meetings upon approval.

D. Fenn/C. Aldrich, M/S, Carried.

Motion to approve the RGP Addendum

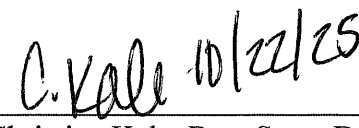
M. Courtney/C. Aldrich, M/S, Carried.

Motion to give Ryan Ells the ability to vote at the Area Meeting.

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

Meeting Adjourned at 4:36 p.m. by Dave Fenn, Chair.


Dave Fenn, Supervisor, Date:

 10-22-25
Christina Kale, Rec. Sec. Date