



Walla Walla County Conservation District  
November 2025 Board Meeting

Date: November 10, 2025

Time: 4:00 p.m.

Place: In person and Zoom at WWCC

**Presiding Officer:** Don Schwerin, Vice Chair

**Supervisors Present:** Matt Williams, Rhonda Gothberg, Jesse McCaw

**Supervisors absent:** Jim Kent, Chair

**Other Agencies:** Tami Stubbs, SCC via zoom

**Also present:** Annie Byerley, Jenny Freer

**Members of the Public:** None

***The meeting was called to order at 4:01 p.m. by Don Schwerin.***

Schwerin invited the public to comment. There were none.

**Minutes:** The Board reviewed the October 15<sup>th</sup> special board meeting minutes. **Motion by Jesse McCaw and second by Rhonda Gothberg to approve the October 15 board minutes as presented, no discussion, motion passed.**

**Financial Reports:** The board reviewed the October Financial Reports. **Motion by Matt Williams and second by Jesse McCaw to pay the bills, motion passed.**

**As of this date November 10th 2025 the Board reviewed the October financial reports with no further discussion: Checks 15266 to 15275 and 8 EFTs, revenues \$45,087.10 and expenses \$69,333.14; total of bank accounts \$416,019.78.**

**(Total Matches Springbrook)**

**New Business:**

- 1. Partner Updates: Stubbs, SCC;** Thanked everyone who joined the South East Area Meeting. WACD's annual meeting will be held in Spokane from December 1 to 3. Board supervisors can participate in voting on December 3<sup>rd</sup>. Board of supervisors can also vote online for Western Washington commissioners starting at 6pm on December 1 to 6pm on December 3<sup>rd</sup>. Governor Fergusson should respond by December on SCC's proposed budget. A discussion is being held on voting by mail and the limitations this may present for annual meeting elections. NACD technical assistance grant applications are extended to December 11. A legislator from western Washington state is pushing a bill that would put supervisors on the general ballot and to extend positions from three years to four. **Byerley** shared that WWCCD staff was allowed back in the USDA building due to special funding that granted two staff from FSA to come back to work during the government shutdown.

**2. (a) Annual Review and Approval of changes to the Internal Procedure Manual:**

**Freer** shared under the header Asset Management a written purpose of the policy be added, clear directions on the surplus of assets, and grammatical errors be corrected. Under the Cost-Share Policy heading a revision to the ranking system is needed, and the amount that supervisors and staff can receive for cost share has been increased to 3k per month. Under Internal Controls: Checks and Deposits, bank statements are electronic now, and the cost share policy needs to accurately reflect SCC's standards. Under Delegation of Authority: Daily Operations section the assistant manager as backup needs to be removed as the board of supervisors is the back up. Under District Program Policies section there is an electronic signature policy that needs to be added; form from the SCC's website.

**Motion by Rhonda Gothberg and second by Jesse McCaw to approve the changes to the internal procedure manual, as presented: motion passed.**

**(b) Annual Review and Approval of changes to the Employee Personnel Manual:**

**Freer** shared that under the heading of Types of Leave, WAC 357-31-210 has increased the max of annual leave from 240 hours to 280 hours that can be carried forward. Under Sick Leave; added MRSC qualifying sick leave reasons. Under Leave Without Pay (leave of absence) policy a clearer policy was created. Under Holidays WAC 357-31-052 adds that two unpaid holidays per calendar year shall be allowed. The Harassment section has added language from L and I about immigration statuses.

**Motion by Jesse McCaw and second by Matt Williams to approve the changes to the employee personnel manual, as presented: motion passed.**

**3. Request to approve Friends of NACD grant application:** **Byerley** shared of behalf of Crowley that an application to the Friends of NACD would have a max application of \$2,500 that would allow WWCCD to hold conservation conversations.

**Motion by Rhonda Gothberg and second by Matt Williams to approve applying for the Friends of NACD grant, as presented: motion passed.**

**4. Request to Approve the 2026 Proposed Budget:** **Freer** shared a proposed budget for 2026. This budget is based on four instream projects and our current grants broken down by year for a rough estimate. This budget does include increases to salaries and benefits.

**Motion by Jesse McCaw and second by Matt Williams to approve the proposed 2026 budget, as presented: motion passed.**

**5. Request to move the December board meeting date:** **Byerley** shared that the timing of the December board meeting is in conflict with vacation schedule. Byerley asked if Freer could lead the meeting and keep the date for December 8<sup>th</sup>. The board agree without formal motion as this does not change the date.

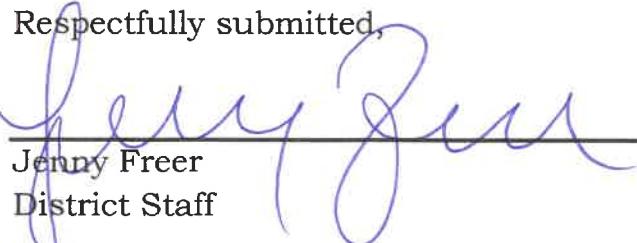
6. **Review 5-year plan-** **Byerley** shared the formatting changes that were made to the 5-year plan and asked for any other changes that may be needed. A request to approve the 5-year plan was made.  
**Motion by Jesse McCaw and second by Rhonda Gothberg to approve the 5-year plan, as presented: motion passed.**
7. **Request to revisit a previous conversation regarding the ESCAPE:** **Byerley** shared current concerns with the reliability of the 2012 Ford Escape. The board requested that WWCCD look into moving forward with purchasing a replacement.
8. **Review annual meeting agenda:** **Byerley** shared a draft agenda with the board for the January 21<sup>st</sup> annual meeting. The meeting will be held at Walla Walla Community College's Water and environmental Center at 8am.

**Program Updates:**

- A.) **District Operations:** **Byerley** shared that South Fork fire repair projects have been fully funded.
- B.) **Fall 2025 Burn Map:** **Byerley/Freer** shared a google earth map indicating locations of burns for Fall 2025 and 23,943 acres permitted at the time the map was shared.
- C.) Two volunteers were requested for the first week of January for staff reviews; Jesse McCaw and Rhonda Gothberg volunteered.
- D.) A request was made by the board to receive a copy of the vegetation analysis.

**Meeting adjourned without a formal motion at 5:54 pm.**

Respectfully submitted,

  
Jenny Freer  
District Staff

  
Jim Klyt  
Board member

**Next meeting: Monday, December 8, 2025 at 4:00 p.m.**

**Motions:**

To approve the October 15 <sup>th</sup> meeting minutes as written	Motion: McCaw Second: Gothberg Motion passed
To review the October Financial Reports and approve paying the bills, as presented	Motion: Williams Second: McCaw Motion passed
To approve changes to the internal procedure manual as presented	Motion: Gothberg Second: McCaw Motion passed
To approve changes to the employee personnel manual, as presented	Motion: McCaw Second: Williams Motion passed
To approve applying for the Friends of the NACD grant, as presented	Motion: Gothberg Second: Williams Motion passed
To approve the 2026 Proposed Budget, as presented	Motion: McCaw Second: Williams Motion passed
To approve the 5-year plan, as presented	Motion: McCaw Second: Gothberg Motion passed