



Walla Walla County Conservation District  
October 2024 Board Meeting

Date: Oct. 15, 2024

Time: 5:00 p.m.

Place: In person and via Microsoft Teams

**Presiding Officer:** Jeff Schulke, Chair

**Supervisors Present:** Jim Kent, Don Schwerin

**Supervisors absent:** Jesse McCaw

**Other Agencies:** Lindsey Williams, Agriculture and Natural Resources Center of Excellence (for all technical and CC programs across WA state) housed at WWCC; Trevor Shea, NRCS

**Also present:** Renee Hadley, Jenny Freer, Grant Traynor

**Members of the Public:** None

*The meeting was called to order at 5:00 p.m. by Jeff Schulke.*

Schulke invited the public to comment. No public comments were made.

**Minutes:** The Board reviewed the September 9th board meeting minutes. **Motion by Jim Kent and second by Don Schwerin to approve the September 9<sup>th</sup> board minutes as presented, no discussion, motion passed.**

**Financial Reports:** The board reviewed the September Financial Reports. **Motion by Jim Kent and second by Don Schwerin to pay the bills, motion passed.**

**As of this date October 15th 2024 the Board reviewed the September financial reports with no further discussion: Checks 15028 to 15044, revenues \$155,092.98 and expenses \$526,676.35; total of bank accounts \$148,480.55.**

**(Total Matches Springbrook)**

**New Business:**

- 1. Partner Reports: Hadley** gave an update on behalf of FSA explaining that the FARM Bill expired as of Sept 30, 2024. On behalf of the WACD, the Southeast area meeting is this Thursday, October 17 where the District Manager, a Board Member, and staff will be attending. WACD annual meeting is December 2<sup>nd</sup> through the 4<sup>th</sup> in Spokane. WSU Extension is having a workshop with the Walla Walla County Weed and Control Board on Jan 22 & 23 of 2025. Paul Castoldi is the new noxious weed board coordinator. The SCC has had a lot of turnover but has assigned a deputy director to assist with responsibilities. **Shea** introduced himself and described his role within NRCS and his history within the forestry department. **Williams** shared that WWCC is still looking for a Dean of Workforce and Plant/Soil Science instructor.

2. **NRCS Office Lease Quarterly Update:** Hadley shared of behalf of Joanna that the office lease review for NRCS is up-to-date. This review displays staff time, and technical services such as cultural resource reviews that are provided in lieu of a cash rent payment. Our technical services are limited by the NRCS requests. Our in-kind contribution to our lease agreement with NRCS has a year-to-date amount of \$15,742.36.
3. **Resolution to set the Annual Meeting and Election Date/Location:** Hadley shared that after consulting with partners, a proposed date of January 21<sup>st</sup>, with the location being at the Walla Walla Community College Water and Environmental Center, would best fit the timing of others to garner the most participation.  
**Motion by Don Schwerin and second by Jim Kent to approved the date of January 21, 2025 at the Water Center as presented: motion passed.**
4. **Request to Review and Amend the Personnel Manual:** Hadley/Freer shared four policy changes to WWCCD's personnel manual. One change is regarding cell phones as a new addition to the Office Equipment portion of the manual. This is a brand-new policy to ensure WWCCD offered cell phones are being used properly and appropriately. Hadley/Freer also shared amendments to the Military Leave policy, the Pay Date Policy, and the Harassment Policy. The military policy was updated to include 21 paid leave days in addition to sick and vacation leave per RCW changes. The pay date policy was updated in accordance with the June approval of moving the pay date to the 5<sup>th</sup> of every month beginning January 2025. The harassment policy was updated to include staff, vendors, and contractors.  
**Motion by Jim Kent and second by Don Schwerin to approve policy manual changes as presented: motion passed.**
5. **Request to Surplus Equipment:** Hadley requested to surplus three old laptops, one iPad, and one GPS unit. All items no longer work to operational standards and hold no value.  
**Motion by Don Schwerin and second by Jim Kent to approve the surplus of broken equipment as presented: motion passed.**
6. **Review and Approve Projects:**
  - a. **SCC Riparian Grant Program for Konag Maintenance:** Hadley on behalf of Joanna shared that this location is along the Touchet River and extra maintenance funds are required to control the false indigo.  
**Motion by Don Schwerin and second by Jim Kent to approve the maintenance funds from the Riparian Grant Program as presented: motion passed.**
  - b. **VSP Riparian/Water Quality Study:** Traynor is requesting to apply for VSP Capital funds to conduct a soil/water quality series of sampling for select riparian/stream projects in partnership with the soil lab. Six months of labor would equate to 10k.  
**Motion by Don Schwerin and second by Jim Kent to approve applying for VSP supplemental funds for riparian water quality sampling efforts with the local soil lab as presented: motion passed.**

- c. VSP Pasture Plot/Mule Deer:** Traynor shared that WWCCD was offered land to run five test plots with native grasses and other plants for upland habitat such as mule deer.

**Motion by Jim Kent and second by Don Schwerin to approve applying for supplemental funds through VSP for small habitat study as presented: motion passed.**

- 7. Annual Review of Inventory: Small and Attractive Assets:** Hadley presented the complete copy of the district's small asset list to the board. This is part of the yearly CAPP review and State Auditor Office suggestions.
- 8. Discussion and Approval of Equipment Needs:** Hadley shared that it has been brought to the districts attention that our office copier is past its anticipated life span. While our current copier is in working order, we are trying to get ahead of a possible disaster. Hadley shared a copier option that listed prices for a lease agreement or an out-right purchase. The request is to get approval so that when funds become available, the district may make the purchase as required.  
**Motion by Don Schwerin and second by Jim Kent to approve the purchase of a new copier up to \$10,000 plus tax/shipping/fees as timing and budget allows as presented: motion passed.**
- 9. Annual Review of MOU/Interlocal Agreement Lists:** Hadley shared the current agreement lists. There are 48 active agreements plus several sub-agreements.
- 10. Annual Review and Approval of Retirement Contribution: 2% non or 3% Matching:** Hadley shared that every year the board needs to decide if the district is continuing with the current status quo or if the district should change the retirement contributions. The options are a 2% non-matching contribution or the current 3% matching.  
**Motion by Jim Kent and second by Don Schwerin to continue matching 3% for FY25 as presented: motion passed**

**Program Updates:**

- A.) Summer activities Showcase: Coppei 7, Mill Creek FBD, Coppei Bridge, and Dry Creek Instream Restoration:** Hadley shared updates on the four large projects that were completed during the months of July through September.
- B.) Voluntary Stewardship Program:** Traynor shared the wetland photo-point monitoring efforts. A comparison of what has been labeled as a wetland to what the land actually looks like was also shared.
- C.) District Operations:** Hadley reviewed district operations including CREP audit updates, outreach efforts, and upcoming partner meetings.

**Joint Agency Meetings:** Save the dates for October 17 for the WACD Southeast area meeting in Pullman. December 2-4<sup>th</sup> is the WACD annual meeting in Spokane.

**Meeting adjourned without a formal motion at 7:05 pm.**



Respectfully submitted,

Jenny Freer  
District Staff

Board member

**Next 'SPECIAL' meeting: Thursday, Nov. 14, 2024 at 4:00 p.m.**

Motions:

To approve the September 9<sup>th</sup> board meeting minutes as written,

Motion: Kent  
Second: Schwerin  
Motion passed

To review the September Financial Reports and approve paying the bills, as presented

Motion: Kent  
Second: Schwerin  
Motion passed

To approve the Annual Meeting date and the election site as presented

Motion: Schwerin  
Second: Kent  
Motion passed

To approve manual policy changes, as presented

Motion: Kent  
Second: Schwerin  
Motion passed

To approve the surplus of equipment, as presented

Motion: Schwerin  
Second: Kent  
Motion passed

To approve the SCC Riparian Maintenance funds, as presented

Motion: Schwerin  
Second: Kent  
Motion passed

To approve the VSP Riparian/Water quality study, as presented

Motion: Schwerin  
Second: Kent  
Motion passed

To approve the VSP Pasture Plot Study, as presented

Motion: Kent  
Second: Schwerin  
Motion passed

To approve the purchase of equipment, as presented

Motion: Schwerin  
Second: Kent  
Motion passed

To approve the FY25 Retirement contribution, as presented

Motion: Kent  
Second: Schwerin  
Motion passed