



Kittitas County Conservation District  
 2211 W. Dolarway Rd, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

**BOARD OF SUPERVISORS**  
**Monthly Board Meeting**  
**Thursday, December 12, 2024 1:00 PM**  
**Zoom Meeting ID - 865 5381 8002**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Matt Eslinger</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Office Administrator <b>Emily Love</b> , Financial Manager <b>Brent Dixon</b> , Project Manager <b>Tony Craven</b> , CWDG Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Sherry Swanson</b> , Project Manager <b>Wendy Mee</b> , Resource Technician
<b>Guests:</b> Reuben Gamett, NRCS	

I. **Call to Order** - Mark Moore called the meeting to order at 1:00 PM.

II. **Public Comment**

III. **Approve Accountant's Report & Meeting Minutes –**

**MOTION:** Approve November 2024 Treasurer's Report, and the regular meeting minutes from November 14, 2024.

**Jeff Brunson**, Seconded by **Bill Boyum**

*Passed Unanimously*

IV. **Approve Bills –** (see attached spreadsheet)

**MOTION:** Approve check numbers 21629 – 21669 and EFT numbers 1004,1013,1031,1032,1101 for a total of \$220,714.49 (Payroll Checks 21629-21614, 21673-21675) and building account check numbers 2362-2368 for a total of \$9,206.16. Approve pending payments totaling \$385,545.41 contingent upon receiving grant reimbursement requests.

**Bill Boyum**, Seconded by **Matt Eslinger**

*Passed Unanimously*

**Pending Bills To Be Paid:**

AFM Timber Trust - Pine Hills	\$ 26,089.39
American Forest Management	\$ 74,500.00
Anderson Pery & Associates, Inc.	\$ 2,027.50
Anderson Pery & Associates, Inc.	\$ 15,010.87
Anderson Pery & Associates, Inc.	\$ 6,714.01
Anderson Pery & Associates, Inc.	\$ 10,142.50
Anderson Pery & Associates, Inc.	\$ 10,172.01
Central Cascades Forest	\$ 70,400.00

Central Cascades Forest	\$ 47,360.00
Mid-Columbia Fisheries Enhancement Group	\$ 7,131.44
Mid-Columbia Fisheries Enhancement Group	\$ 17,631.61
Mid-Columbia Fisheries Enhancement Group	\$ 14,943.40
Mid-Columbia Fisheries Enhancement Group	\$ 20,395.66
Stingley, Ryan	\$ 44,527.02
Twin Lakes Recreation Association	\$ 18,500.00
<b>Total</b>	<b>\$ 385,545.41</b>

**V. Reports**

**A. NRCS Programs**

1. District Conservationist Report – Reuben provided a written report and summarized the program information, especially related to CSP. He requested assistance from the Board in reaching the community regarding the program and the sign-up deadline of January 17<sup>th</sup>.

**VI. Action Items**

**A. Wildlife Friendly Fence Cost Share Agreement – Kruse Family**

The Kruse Family project at Scammon Landing was approved for cost share through the Wildlife Friendly Fence grant program at the Conservation Commission. The cost share agreement is for retrofitting the existing perimeter fence to be wildlife friendly and for removing interior fence that is no longer needed.

**MOTION:** Approve Cost Share Agreement for Kruse Family wildlife friendly fencing project.

**Jeff Brunson**, seconded by **Bill Boyum**

*Passed Unanimously*

**B. Yakima Tributary Access & Habitat Program**

**1. Anderson Perry & Associates Task Orders**

Anderson Perry provide Task Order 9 for the Ellensburg Water Company at Whiskey Creek project. This task order was incorporated in the interlocal agreement with Kittitas County passed at the last Board meeting.

**MOTION:** Approve Task Order 9 Ellensburg Water Company at Whiskey Creek with Anderson Perry & Associates.

**Jeff Brunson**, seconded by **Bill Boyum**

*Passed Unanimously*

**C. Resolution 2024-003 – Public Records Index**

Anna reported that the Conservation Commission November District Digest highlighted the issue of a public records index. One of the basic Public Records Act (PRA) requirements is to maintain a public records index. However, [RCW 42.56.070\(4\)](#) establishes that agencies do **not** have to maintain an index of public records, if it is unduly burdensome to do so. **To be exempt from this PRA requirement, a resolution or formal order must be adopted by the board**, specifying the reasons why and to the extent to which maintaining a public records index would cause an undue burden or interference of operations. This must be a formal resolution signed by the board, not simply recorded in the minutes.

The Commission highlighted the public records index requirement and exemption option because it has become a focus of first amendment audits.

**MOTION:** Approve Resolution 2024-005 Public Records Index.

**Jeff Brunson**, seconded by **Bill Boyum**

*Passed Unanimously*

**D. Holiday Leave**

Since Christmas falls on a Wednesday this year, Anna is requesting an additional 8 hours of holiday leave for all employees so that the office may be closed on Christmas Eve.

**MOTION:** Approve 8 hours of holiday leave for all employees for December 24, 2024.

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed Unanimously*

**E. Midterm Appointment Process for Board Position**

With the sudden passing of Lynn Brown, the District needs to determine a schedule for filling his now vacant position on the Board. Anna reports that in this situation, a mid-term appointment process would be followed per the Conservation Commission' Election and Appointment Guide. The position must be advertised for at least 4 weeks with a deadline that is 4 weeks prior to the Conservation Commission meeting where action will occur on the applications. In order to be considered at the March 20 Commission meeting, the deadline for applications must be February 20 or earlier. Anna asked for Board approval to advertise for this mid-term appointment on that timeline.

**MOTION:** Advertise the vacant Board position for a midterm appointment with applications due to the Conservation Commission by February 20, 2025.

**Bill Boyum**, seconded by **Matt Eslinger**

*Passed Unanimously*

**F. Conservation Commission Advance Requests**

The Conservation Commission has an advance policy for grant funds for cost share or district implemented projects. The advance requests require approval by the Board of Supervisors. Anna is working to utilize this option more as the Commission is tightening up the acceptance of costs on vouchers as stated in an email from Sarah Groth in early December. Costs must be paid by the District prior to being listed on a voucher, not incurred but approved for payment. Commission policy is being reviewed and the Board encouraged Anna to be on the review committee for that review.

**MOTION:** Authorize advance requests for the 22-28-RP grant for \$44,527.02 and for 24-28-RGP for \$62,593.61.

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed Unanimously*

**G. CWDG Projects** – Tony reported on the status of the completed and ongoing CWDG projects.

1. Pine Hills Ranch Project Completion – This project was completed in October. The final paperwork is still underway, including landowner completion signature on the cost share agreement, although it is expected any day.

**MOTION:** Accept the Pine Hills Ranch project as complete and authorize payment contingent on receipt of all final paperwork.

**Jeff Brunson**, seconded by **Bill Boyum**

*Passed Unanimously*

2. Twin Lakes Recreation Association Project Completion- This project was successfully completed in November. It is along Hwy 903/Salmon La Sac Rd.

**MOTION:** Accept Twin Lakes Recreation Association Project as complete.

**Bill Boyum**, seconded by **Matt Eslinger**

*Passed Unanimously*

3. Airport Road Project Completion – The project is complete, and the final invoice is expected later this month.

**MOTION:** Accept the Airport Road project with American Forest Management as complete.

**Bill Boyum**, seconded by **Matt Eslinger**

*Passed Unanimously*

VII. WSCC Regional Manager Report- Allisa Carlson – Allisa was not present.

VIII. **Adjournment:** The meeting adjourned at 2:12pm

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**MOTIONS APPROVED:**

**MOTION:** Approve November 2024 Treasurer's Report, and the regular meeting minutes from November 14, 2024  
**Jeff Brunson**, Seconded by **Bill Boyum** *Passed Unanimously*

**MOTION:** Approve check numbers 21629 – 21669 and EFT numbers 1004,1013,1031,1032,1101 for a total of \$220,714.49 (Payroll Checks 21629-21614, 21673-21675) and building account check numbers 2362-2368 for a total of \$9,206.16. Approve pending payments totaling \$127,652.73 contingent upon receiving grant reimbursement requests.  
**Bill Boyum**, Seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION:** Approve Cost Share Agreement for Kruse Family wildlife friendly fencing project.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**MOTION:** Approve Task Order 9 Ellensburg Water Company at Whiskey Creek with Anderson Perry & Associates.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**MOTION:** Approve 8 hours of holiday leave for all employees for December 24, 2024.  
**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION:** Advertise the vacant Board position for a midterm appointment with applications due to the Conservation Commission by February 20, 2025.  
**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION:** Authorize advance requests for the 22-28-RP grant for \$44,527.02 and for 24-28-RGP for \$62,593.61.  
**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION:** Accept the Pine Hills Ranch project as complete and authorize payment contingent on receipt of all final paperwork.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**MOTION:** Accept Twin Lakes Recreation Association II Project as complete.  
**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

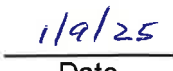
**MOTION:** Accept the Airport Road project with American Forest Management as complete.  
**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

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Recording Secretary

  
Date

  
Board Member

  
Date