



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

**Board of Supervisors Meeting**  
**May 9, 2024 7:00 AM– Zoom Meeting ID: 813 8112 5874**

**ATTENDANCE**

<b>Board of Supervisors:</b> Jeff Brunson, Auditor (via Zoom) Lynn Brown, Member Matt Eslinger, Member (via Zoom)	<b>KCCD Staff:</b> Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Miranda Nash, Office Administrator (via Zoom) Brent Dixon, Project Manager Sherry Swanson, Project Manager Wendy Mee, Resource Technician Tony Craven, CWDG Project Manager (via Zoom)
<b>Guests:</b> Alissa Carlson, WSCC, Ruben Garnett, NRCS	

- I. **Call to Order-** Lynn Brown called the meeting to order at 7:04 AM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Lynn Brown called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

**MOTION** – Approve April 2024 Treasurer’s Report, and the regular meeting minutes from April 11, 2024.

Jeff Brunson, seconded by Matt Eslinger *Passed Unanimously*

- IV. **Approve Bills, including Building Account Bills**  
 (see attached spreadsheet)

**MOTION** – Approve check numbers 21347-21383 and EFTs #316-317, 330-333, and 370 for a total of \$393,327.99 (Payroll Checks 21348-201349, 21354-21363 and all EFTs); building account check numbers 2302-2311 for a total of \$9,624.40. Approve pending payments totaling \$26,599.41 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Matt Eslinger *Passed Unanimously*

**Pending Bills To Be Paid:**

Claims	City Of Roslyn	\$ 6,930.00
Claims	McIntyre, Tim	\$ 6,000.00
Claims	Mid-Columbia Fisheries Enhancement Group	\$ 5,652.00
Claims	Trout Unlimited	\$ 8,017.41

**TOTAL \$ 26,599.41**

- V. **Project Reports**
  - A. **NRCS Programs**

1. **District Conservationist Report** – Ruben provided the report with the following highlights. 5/10/24 is the new EQIP Watersmart proposal due date. There is money available for pasture rehabilitation under the new Inflation Reduction Act.
- B. **City of Ellensburg Meeting** – Anna reported that there was no discussion at the meeting about the City of Ellensburg potentially annexing into the KCCD boundaries. The Vantage Hwy gateway project has now changed directions and even the fish screen project on east branch Lyle Creek is no longer needed.
- C. **Elementary Ag Appreciation Day** – Mark Crowley provided summary of Ag Day. Six schools sent 421 students from 20 classes. Total expenses were \$6,756.42 and total donations for transportation costs were \$1,260, leaving the KCCD contribution of \$5,496.42.
- D. **Small Project Cost Share** – Applications are being accepted now and will be presented in June.

**VI. Action Items**

**A. Financial Report**

1. The Annual Financial Report is due to the State Auditor’s Office by May 29<sup>th</sup>, 2024. Staff are working through a last review and then it will be sent to Jeff and Mark for a final review prior to submission.

**MOTION-** Accept the 2023 Annual Financial Report pending final review by the Board Auditor and Chair.

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

**B. Annual Plan of Work**

1. The Annual Plan of Work is due to the Conservation Commission by May 29. Anna has drafted a version and will be sending it out for comment to the Board and partners.

**MOTION-** Accept 2025 Annual Plan of Work pending a comment period and final review by the Chair.

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

**C. City of Cle Elum Interlocal**

**1. Task Order 1**

The first CWDG project is anticipated to be at the Cle Elum airport on lands owned by the City of Cle Elum. Anna has drafted an identical agreement as was just approved by the City of Roslyn for the City of Cle Elum.

**MOTION-** Authorize the District Manager to negotiate with the City of Cle Elum for Task Order 1.

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

**D. 24-28-WFF Addendum**

1. Washington Shrub Steppe Restoration initiative (WSSR) funding was granted for the virtual fence project at Wild Horse. And addendum was submitted, but needs formal Board approval.

**MOTION-** Approve Addendum for 24-28-WFF grant.

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

**E. Fuels Reduction Projects**

**1. CWDG – Cle Elum Airport and LSR - Ronald**

Anna has been working with Enduris and John Ufkes to review the documents used for procuring contractors and contract agreements for fuels reduction work. Reviews are complete and documents are being finalized. These are purchased services and so have different requirements, although will be treated similarly to public works contracts for advertising the solicitations. These projects do not have a prevailing wage requirement, nor bonds or retainage because they are services.

**MOTION-** Approve publication of Request For Qualifications And Quotations (RFQQ) for the LSR Ronald Project and the Cle Elum Airport Project.

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

**F. 3149 RCPP Programmatic Partnership Agreement**

1. The Programmatic Partnership Agreement (PPA) with NRCS is very close to ready for signature. It is being reviewed at the state and national level now.

**MOTION-** Approve the Programmatic Partnership Agreement with NRCS for RCPP project 3149.

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

**G. Professional Engineer Grant**

**1. Vehicle Replacement**

It appears there will be funding remaining to purchase a vehicle with the engineering grant. The intent is to replace the F150 with another F150 using the state contract and the piggybacking option at the local dealership. This will require Conservation Commission approval and the availability of the vehicle to be delivered by June 30.

**MOTION-** Authorize District Manager to purchase a Ford F150 contingent on Conservation Commission approval and availability of funding through the Professional Engineering grant.

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

**H. KFACC Evacuation Flyer**

**1. KR Creative Strategies Agreement and Printing/Mailing.**

The DNR Landscape Scale Restoration (LSR) grant has \$9,000 for production and mailing of an evacuation flyer. Anna secured KR Creative Strategies to design it and translate it into Spanish for \$1,390. It's expected to be mailed out in June to all rural routes, plus Cle Elum, South Cle Elum, Roslyn, Easton and Thorp.

**MOTION-** Approve Agreement with KR Creative Strategies and authorize staff to print and mail flyers.

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

- VII. WSCC Regional Manager Update** – Allisa provided a brief overview of the initial End of Year funding approval. She recommended that the District invite the Commission's Executive Director to the District to help familiarize them with the work being completed in Central WA. And Allisa brought up the WSSRI long term plan.

**VIII. Adjournment** - The meeting was adjourned at 8:09 AM.

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**MOTIONS APPROVED:**

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 06/11/24  
Recording Secretary      Date

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Board Member

6/13/24  
Date