



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, September 11, 2025 7:00 AM, Zoom Meeting ID: 896 1438 9358

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Auditor Bill Boyum , Member Brian Cortese , Member	KCCD Staff: Anna Lael , District Manager Emily Love , Financial Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician Miranda Nash , Office Administrator Christi Fisher , District Engineer
Guests: Allisa Carlson (SCC)	

- I. **Call to Order**- Mark Moore called the meeting to order at 7:01 AM. Attendees participated in person.
- II. **Public Comment – None**
- III. **Approve Accountant’s Report & Meeting Minutes**

MOTION: Approve July 2025 Treasurer’s Report, August 2025 Treasurer’s Report, and the regular meeting minutes from August 14, 2025.
Bill Boyum, Seconded by **Jeff Brunson** *Passed Unanimously*

I. **Approve Bills**

MOTION: Approve check numbers 22540-22571 and EFT numbers 889,906,910 and 911 for a total of \$476,496.73 (Payroll Checks 22545-22553) and building account check numbers 2434-2441 for a total of \$9,442.37. Approve pending payments totaling \$70,376.32 contingent upon receiving grant reimbursement requests.
Bill Boyum, Seconded by **Brian Cortese** *Passed Unanimously*

II. **Reports**

- A. **NRCS Programs**
 - 1. District Conservationist Report - None

III. **Action Items**

- A. **Conservation Commission Advance Requests**
None
- B. **CWDG Projects**
 - 1. Cost Share Project – No updates
- C. **RCP 3149 – Upper Yakima and RCP 2326 Mid Columbia Steelhead**
 - 1. Sign Up Deadline for FY26

A fall sign up will occur for these RCPP projects. The suggested deadline is November 14, 2025. There is funding left in RCPP 2326, with likely enough for one contract. In RCPP 3149, there is approximately \$1 million in financial assistance available.

MOTION: Approve the FY26 RCPP sign-up deadline of November 14, 2025
Jeff Brunson, Seconded by **Bill Boyum** *Passed Unanimously*

D. Yakima Tributary Access & Habitat Program

1. Cascade at Coleman Creek Fish Passage & Screening Project Construction Contract
 Seven bids were received on Friday September 5. The full summary for all bidders will be available for review at the meeting.

The lowest bidder is Liberty Northwest Construction out of Coeur d'Alene. They submitted their responsibility criteria on Monday afternoon. Anna reported that in the first review, their responses did not meet the requirements. They lacked experience with in-stream projects. Liberty NW worked to provide additional information, which was received last night. Review of that will occur right after the Board meeting.

MOTION: Approve contract with Liberty Northwest Construction for the Cascade at Coleman Creek Fish Passage and Screening Project pending final review of the responsibility criteria submission and if they do not meet criteria, move to the next lowest bid.
Jeff Brunson, Seconded by **Brian Cortese** *Passed Unanimously*

Anna left the meeting. Christi joined the meeting.

E. 26-28-NR Small Project Cost Share Applications

Mark Crowley presented the following applications for the Small Project Cost Share:

	Total Project Cost	Requested Cost Share	% of Cost Share	Acres Served	Cost per Acre	Project Description
1	\$20,636.00	\$10,000.00	48%	14	\$714.29	Install sprinkler irrigation system
2	\$14,500.00	\$10,000.00	69%	7	\$1,428.57	Install sprinkler irrigation system
3	\$32,645.00	\$10,000.00	31%	3.5	\$2,857.14	Install sprinkler irrigation system
4	\$15,356.16	\$10,000.00	65%	2	\$5,000.00	Install sprinkler irrigation system
5	\$20,000.00	\$10,000.00	50%	40	\$250.00	Convert earthen ditch and tarp irrigation to gated pipe irrigation
6	\$9,025.00	\$6,769.00	75%	70	\$96.70	Pipe earthen delivery ditch
7	\$31,564.00	\$23,673.00	75%	35	\$676.37	Pipe earthen delivery ditch
8	\$33,548.48	\$23,535.40	70%	52.44	\$448.81	Convert earthen ditch to piped delivery and install gated pipe
9	\$13,334.00	\$10,000.00	75%	34	\$294.12	Replace CMP structure with concrete structure
10	\$30,841.00	\$10,000.00	32%	28	\$357.14	Replace diversion and connect to existing pipeline
	\$200,813.64	\$113,977.40	60%		\$1,267.65	

There is \$50,000 available in the 26-28-NR grant for cost share.

MOTION: Approve cost share agreements 1 through 5 as presented.
Brian Cortese, Seconded by **Jeff Brunson** *Passed Unanimously*

- IV. **WSCC Regional Manager Report-** Allisa Carlson not in attendance
- V. **Adjournment** – 8:03 AM by Chair Mark Moore

MOTIONS APPROVED:

MOTION: Approve July 2025 Treasurer’s Report, August 2025 Treasurer’s Report, and the regular meeting minutes from August 14, 2025.

Bill Boyum, Seconded by Jeff Brunson

Passed Unanimously

MOTION: Approve check numbers 22540-22571 and EFT numbers 889,906,910 and 911 for a total of \$476,496.73 (Payroll Checks 22545-22553) and building account check numbers 2434-2441 for a total of \$9,442.37. Approve pending payments totaling \$70,376.32 contingent upon receiving grant reimbursement requests.

Bill Boyum, Seconded by Brian Cortese

Passed Unanimously

MOTION: Approve the FY26 RCPP sign-up deadline of November 14, 2025

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

MOTION: Approve contract with Liberty Northwest Construction for the Cascade at Coleman Creek Fish Passage and Screening Project pending final review of the responsibility criteria submission and if they do not meet criteria, move to the next lowest bid.

Jeff Brunson, Seconded by Brian Cortese

Passed Unanimously

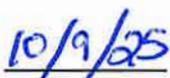
MOTION: Approve cost share agreements 1 through 5 as presented.

Brian Cortese, Seconded by Jeff Brunson

Passed Unanimously



Recording Secretary



Date



Board Member



Date