



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
March 14th, 2024 1:00 PM– Zoom Meeting ID: 818 7562 3932

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Bill Boyum , Member Lynn Brown , Member Jeff Brunson , Auditor	KCCD Staff: 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
Guests: Allisa Carlson, WSCC (via Zoom)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:06 PM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Mark Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve February 2024 Treasurer’s Report, and the regular meeting minutes from February 8th, 2024.

Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

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

MOTION – Approve check numbers 21262-21305 and EFTs #174, 180, and 185 for a total of \$331,074.33 (Payroll Checks 21268-21279, and all EFTs); building account check numbers 2286-2297 for a total of \$10,723.58. Approve pending payments totaling \$451,827.34 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid:

Claims	Wakefield Excavation LLC	\$ 17,894.39
Claims	Mid-Columbia Fisheries Enhancement group	\$ 30,352.06
Claims	Anderson Perry & Associates, Inc.	\$ 7,731.25
Claims	Anderson Perry & Associates, Inc.	\$ 18,158.75
Claims	Poulsen Ag Inc	\$ 165,336.93
Claims	Thayer Excavating, LLC	\$ 168,293.59
Claims	Thayer Excavating, LLC	\$ 44,060.37
TOTAL		\$ 451,827.34

- V. **Project Reports**

A. NRCS Programs

- 1. District Conservationist Report – None provided at this time.

B. KCCD 2024 Election

- 1. Anna reported that the initial ballot count for the KCCD Election occurred on March 6 at the Kittitas County Auditor’s office. Fifty ballots were received to date, and these are the preliminary results:
Brunson – 40
Soltz – 9
One ballot was not counted due to the signature not matching that on file at the Kittitas County Auditor. That voter will receive a letter with instructions to correct that before the final ballot count on March 19, 2024. That final count will include any ballots received by mail between now and then, that are postmarked on or before the March 5, 2024 election date. To date, no additional ballots have been received by mail.

C. Financial Report

- 1. Schedule 22: The Schedule 22 review needs to be scheduled as part of the Financial Report process. Jeff and Bill volunteered, Dayna to reach out to schedule meeting.

D. Staff Report

- 1. Staff reviews will occur in March and will be completed by Anna. Two board members will be needed to complete Anna’s review. Lynn volunteered and Matt will be asked to conduct the review.

E. Professional Engineering Position

- 1. Anna reported that an application has been received for the PE position, as it was still listed on the state jobs website. Anna has interviewed the applicant who is an EIT and eligible to test for the PE this year. Anna asked Ryan Bartelheimer to interview her as well. Anna and Ryan took her on a site visit last week.

VI. Action Items

A. Small Project Cost Share Program

1. Program Changes and Schedule

Anna provided the following proposed description of the Small Project Cost Share Program:

KCCD is offering a small project cost share program to Kittitas County landowners. The priority for this program is improving irrigation water use efficiency. This is a reimbursement program that provides funds for a portion of the approved project cost, from 50 % to 75% with a cap of \$10,000. Landowners may apply for the following categories of funding:

Project Type	Cost Share Rate	Maximum Cost Share Received
<i>Conversion from rill or flood irrigation to sprinklers</i>	75%	\$10,000
<i>Conversion of earthen delivery ditch to a pipeline</i>	75%	\$10,000
<i>Conversion to gated pipe irrigation system</i>	50%	\$10,000

Example #1: An approved sprinkler conversion project on 4 acres may cost \$12,000. The program would pay 75% of that cost, or \$9,000.

Example #2: An approved delivery pipeline project may cost \$15,000. The cost share rate of 75% is \$11,250, which exceeds the maximum cost share. The landowner would receive \$10,000.

Total project cost may include landowner time and equipment, valued at approved rates, as the landowner share is not required to be cash.

Approved projects must improve water use efficiency over the current delivery or application system.

The Board discussed the proposal. Anna stated that up to \$70,000 in cost share could be available. The earlier program advertisement and due date would allow producers to apply and cultural resources to be completed in time for fall projects.

MOTION- Approve Small Project Cost Share Program rates and maximum of \$10,000 and direct staff to advertise the program immediately with a due date of May 3, 2024.

Lynn Brown, seconded by Jeff Brunson

Passed Unanimously

B. Anderson Perry & Associates

1. Task Order Time Extensions

Mark Crowley reported that several of the Anderson Perry & Associates Task Orders required time extensions:

- Task Order 01 EWC at Naneum – extend to 3/31/2025
- Task Order 13 Coleman/CID – extend to 3/31/2025: new Task Order to bring into the current contract with AP.
- Task Order 06 – No extension, instead increase Task Order by \$75,000 for design and construction.
- Task Order 05 Naneum 2.9 (complete) & 3.2 – extend to 3/31/2025 and increase by \$60,000.

MOTION: Approve the above changes for Task Orders, 01, 05, 06, and 13.

Jeff Brunson, seconded by Bill Boyum

Passed Unanimously

C. Regional Conservation Partnership Program

1. Water Management Entity Projects

Anna reported that the West Side Irrigating Company canal lining project was supposed to be in project #2326 and #3149, but after meeting and talking with the Kittitas County Joint Board (KRD and West Side) and their engineers, it's apparent there is not enough funding to be effective with the current RCPP project (2326) project. Anna stated that the new RCPP project (3149) includes additional lining work on West Side and has additional funding, so moving the work to that project will be more effective. Significant design planning is needed, and we want to work with the Joint Board to get that started.

a) Kittitas County Joint Control Board No. 1

An interlocal agreement is drafted and has been approved pending review by the Joint Board. The agreement is attached. The first task order will be to do the initial surveying and design work and will be funded by the RCPP contribution

funds from the Conservation Commission and/or the Irrigation Efficiencies Program.

MOTION- Approve the Interlocal Agreement with the Kittitas County Joint Control Board No. 1 and Task Order 01.

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

b) Cascade Irrigation District

Anna reported that Cascade Irrigation District (CID) projects are in both the current and the new RCPP. For the new RCPP, planning and design work needs to begin for their system. A request for proposals needs to be advertised to secure an engineering firm to begin the planning work. This will be funded with the Conservation Commission contribution for the new RCPP project.

MOTION- Advertise an RFP for the Cascade Irrigation District RCPP projects.

Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

2. RCPP Cultural Resources

The FY24 RCPP producer projects are nearing the contracting phase. There are likely to be three contracts. The Section 106 consultation will begin this summer. Task Order 06 with RLR will cover these projects.

MOTION- Approve Task Order 06 with RLR up to \$20,000 for the FY 2024 RCPP producer contracts.

Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

3. RCPP Electrical Cost Share

The FY24 producer contracts will have electrical service cost share funded by the Conservation Commission contributions.

MOTION- Approve cost share agreements for FY 24 RCPP producer contract for 50% cost share up to \$25,000.

Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

D. Office Lease with Kittitas County Chamber of Commerce

1. Approve lease agreement for 1 year

Anna reported that office space was secured for the CWDG project (Tony) in Cle Elum at the Kittitas County Chamber of Commerce's Catalyst location. It is a private office with furniture provided and access to a small meeting room for no additional charge. The office costs \$375 a month and the lease is for 1 year. Anna signed the lease last week and is requesting that the board ratify the lease agreement.

MOTION- Approve one year lease agreement with the Kittitas County Chamber of Commerce for office space in Cle Elum.

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

E. Vehicle Purchases

Anna reported that vehicle replacement of the van has been needed for some time. With the hiring of manager for the CWDG grant, an additional vehicle is needed as well. Anna researched available vehicles in the Department of Enterprise Services state contracts. The Ford Bronco was the available vehicle that meets KCCD's needs. Anna approached the local Ford Dealership where there were two that were the correct model (Big Bend) and

in the price range to ask if they could meet the state contract amount as that would allow us to buy local. Not only can they meet the state contract amount, but they also beat it by a few hundred dollars, using the Ford piggyback option.

Anna reported that in the 24-28-FH grant, Outcome 4 included \$30,000 to update the County Wildfire Protection Plan. Anna has found that the update will cost as much as \$150,000 to \$180,000. Part of the KFACC group applied in the most recent CWDG grant cycle for the funds to do the update. That allows these funds to be considered for other options, including an equipment purchase for a vehicle. This vehicle would be used for Forest Health Community Wildlife Resiliency work at least 80% of the time. That includes implementing the Chipping Program, providing home site assessments, etc. in the 24-28-FH grant, as well as the CWDG work. Shana Joy approved that request.

MOTION- Approve the purchase of two Ford Bronco Sport Big Bend vehicles from Kelleher Motors and approve the surplus of the 2022 Dodge Caravan via Public Surplus.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

F. Kittitas County VSP

1. Kittitas County Interlocal - Amendment

VSP Capital Funding has been awarded for the Cooke Creek project. The \$181,250 has amended into the Kittitas County agreement by the Conservation Commission. It needs to be amended into our interlocal agreement.

MOTION- Approve amendment to the Interlocal Agreement for the VSP capital funds for the Cooke Creek project.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

2. Monitoring Plan Consulting Contract

The Request for Proposals is out now for the VSP monitoring plan for Kittitas County. Proposals are due Monday March 18th. The total budget for this plan is \$47,000, as set by the Conservation Commission.

MOTION- Authorize District Manager to contract with top selected firm submitting a proposal for the VSP Monitoring Plan.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

G. Sustainable Farms and Fields Funding Application

A producer has contacted KCCD about applying for the Sustainable Farms & Fields program. They are working toward a composting facility but are requesting assistance now with a compost spreader and screen. Applications are due March 20, 2024.

MOTION- Approve Sustainable Farms and Fields application for Greenbow Farms.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

H. Washington Shrub Steppe Restoration Initiative (WSRRI) Funding

1. Virtual Fence Cost Share Agreement

An application was submitted to WSRRI for a virtual fence project on the Wild Horse CRM project. The cost share is only for the collars for the cattle. The remaining equipment is being purchased and installed by WDFW. The WSRRI funding comes through the Conservation Commission and Anna reports was awarded this morning. The cost share agreement with the producer must be approved by the Board.

MOTION – Approve cost share agreement with Ryan Stingley.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

I. Dairy Technical Assistance

There is a new dairy in our County. They were permitted and licensed through WSDA in December 2023. They are required to have a plan and have requested KCCD assistance. Columbia Basin CD's Lyle Stoltman is still available to do plans, although he is technically retired. He is willing to work on this one for us.

MOTION- Approve agreement with Lyle Stoltman for a dairy plan for T&T Farms.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

J. Kittitas County Cattlewomen Ag Day Donation

KCCD has assisted the Kittitas County Cattlewomen with a funding award of up to \$500 to provide supplies for the Ag Appreciation Day. This year they intend to do bookmarks.

MOTION – Approve up to \$500 to the Kittitas County Cattlewomen for supplies for the Ag Appreciation Day.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

K. Yakima Tributary Habitat and Access Program

1. Washington RC&D agreement – YTAHP 2024-2025

The agreement with RC&D for the YTAHP contract for April 2024 through March 2025 is ready for approval. The contract total is \$641,702.83 and includes Manastash compressor and automated brush costs.

MOTION- Approve FY24 agreement with the Washington RC&D for the Yakima Tributary Access & Habitat Program for \$641,702.83.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

2. Manastash Compressor Procurement

Anna reported that the BPA staff she and Sherry are working with are indicating that the unspent compressor funding cannot be moved to the next YTAHP contract. That leaves the only option to procure the compressors with funding now and hope there is enough in next contract for installation. BPA staff need to approve the expenditure though, as the compressors have a 16 week lead time and will not be here by March 31, 2024 contract end date.

MOTION- Authorize staff to procure compressor components contingent on approval from BPA in conjunction with Chair's consultation and approval.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

3. RLR Coleman Creek 4.4 Task Order Amendment

Task Order 05 for the Coleman 4.4 project exceeded the estimated hours to observe ground disturbance. Thayer was able to move as quickly on the trench excavation as was hoped. The Task Order needs an additional \$3,354 to cover the work completed.

MOTION- Approve \$3,354 for RLR Task Order 05 for monitoring of the Coleman 4.4 project.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

4. Thayer Excavating LLC Contract for Coleman 4.4

a) Change Order 05 – Extend Contract to March 29, 2024

The contract end date is March 15. The contractor is close to being finished, but still has some tasks to complete. Mark Crowley reports they are likely to do so by March 22, but suggests changing the end date to March 29 to ensure another extension is not needed.

MOTION- Approve Change Order 05 extending the contract end date to March 29, 2024 for the Coleman 4.4 Project.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

b) Change Order 06 Valves

Mark Crowley reported that valves were needed on the irrigation delivery lines as the Waterman gates are not watertight and there is concern about water in the lines down the pumps during the non-irrigation season. Spray valves were also needed to prevent any freezing issues.

MOTION- Approve Change Order 06 adding valves to the irrigation pipelines for the Coleman 4.4 Project up to \$2,500.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

Jeff left meeting at 2:52 pm

VII. WSCC Regional Manager Update – Allisa was available via Zoom and shared information on Riparian grant funding availability, new staffing updates for the Riparian and CWDG program managers positions, and the all-district meeting happening in Yakima on March 26th and 27th.

VIII. Adjournment

The meeting was adjourned at 2:55 PM.

MOTIONS APPROVED:

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Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve check numbers 21262-21305 and EFTs #174, 180, and 185 for a total of \$331,074.33 (Payroll Checks 21268-21279, and all EFTs); building account check numbers 2286-2297 for a total of \$10,723.58. Approve pending payments totaling \$451,827.34 contingent upon receiving grant reimbursement requests.

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Passed Unanimously

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

MOTION- Approve Sustainable Farms and Fields application for Greenbow Farms.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve cost share agreement with Ryan Stingley for \$22,500.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION- Approve agreement with Lyle Stoltman for a dairy plan for T&T Farms.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

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 4/11/24
Recording Secretary Date


Board Member

4/11/24
Date