



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

**Board of Supervisors Special Meeting**  
**September 12, 2024 12:00 PM– Zoom Meeting ID: 874 7258 7783**

**ATTENDANCE**

<b>Board of Supervisors:</b> Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, Auditor Bill Boyum, Member (Zoom) Matt Eslinger, Member	<b>KCCD Staff:</b> Anna Lael, District Manager Miranda Nash, Office Administrator Brent Dixon, Project Manager Mark Crowley, Conservation Planner Wendy Mee, Resource Technician
<b>Guests:</b>	

- I. **Call to Order-** Mark Moore called the meeting to order at 7:04 AM. Attendees participated in person and via Zoom.
- II. **Public Comment**
- III. **Approve Accountant’s Report & Meeting Minutes**  
MOTION – Approve August 2024 Treasurer’s Report, and the regular meeting minutes from August 8, 2024.  
 Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*
- IV. **Approve Bills** (see attached spreadsheet)  
MOTION – Approve check numbers 21519 - 21556 and EFT numbers 711, 737, 740 for a total of \$176,103.30 (Payroll Checks 21519, 21520, 21525-21531) and building account check numbers 2339-2344 for a total of \$9,694.91. Approve pending payments totaling \$63,256.25 contingent upon receiving grant reimbursement requests.  
 Jeff Brunson seconded by Lynn Brown *Passed Unanimously*

**Pending Bills To Be Paid:**

Claims	Anderson Perry & Associates	\$ 8,023.75
Claims	Anderson Perry & Associates	\$50,015.00
Claims	Anderson Perry & Associates	\$ 5,217.50
<b>TOTAL</b>		<b>\$58,500.00</b>

- V. **Reports**
  - A. **NRCS Programs**
    - 1. **District Conservationist Report** - See Alex Reyes Report
  - B. **Financial Manager Position** - Only one application has been received to date and for someone who wants a part time position only. The advertisement will be refreshed on the State jobs website.

**C. Collision Follow-up** - The independent adjustor report declared the green Bronco a total loss.

These are the published numbers:

- Actual Cash Value based on Comp's \$31,238.00 Plus Tax (+\$2,530.28) Market Value = \$33,768.28
- The threshold for repair based 75% of Market Value as the total loss threshold is \$27,083.26
- Repair Estimate is \$27,083.26, which is just under the ACV threshold based on the value of \$33,768.28
- Salvage Quote \$7,200.00

The district received a total payment from Enduris for \$36,598.72 which includes \$33,518.28 (2024 Ford Bronco value less \$250 deductible), \$2,751.53 (towing) & \$328.91 (car rental). Additional costs that were not reimbursed included \$173.06 for hotel and \$64.04 for fuel in rental car.

**D. NRI Small Projects** - All small projects are moving forward including the group project.

**E. Project Map** - Brent shared the map he has been working on of KCCD projects to be shared at Board and staff meetings.

**VI. Action Items**

**A. EMD FEMA**

**1. Supplemental Generators Project - Supplemental Generators Project**

The bid due date for this project was extended from September 11<sup>th</sup> to September 17<sup>th</sup> so there are no bids for review by the Board yet. The pre-bid meeting was attended by only one contractor, although at least one more is showing interest. It's important that these projects move quickly as the lead time on the generators is long. Anna has submitted a request for a time extension.

**MOTION** – Authorize District Manager to approve low responsive and responsible bidder for Supplemental Generators Project with final review by the District Chair.

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

*Passed Unanimously*

**B. CWDG**

- 1. Airport Road Project Contract** – No action needed. Anna reported that she reviewed the received bids and ranked them using the DNR procedure. American Forest Management is winning bidder and the contract is in process now.

**C. RCPP 3149 – Engineering RFP**

- 1. Anderson Perry & Associates** - Anna interviewed three engineering firms with help from Jack Clerf and Kelton Montgomery from Cascade Irrigation District. Anderson Perry & Associates was selected as the top consultant.

**MOTION** - Approve Multiple Projects Agreement with Anderson Perry & Associates primarily for work related to RCPP Project 3149 and Task Orders RCPP 3149-01, RCPP 3149-02 & RCPP 3149-03.

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

*Passed Unanimously*

**D. YTAHP**

1. **Coleman at Cascade Irrigation District Project** - This project needs to go out to bid next week to meet the project schedule for the winter. The designs are nearly complete, and the permits are in process and should be received prior to construction beginning. The tentative bid schedule is as follows:

- September 23 - Advertised for Bid
- October 7 – Bids Due
- October 10 – Contract
- November 4 – Construction Starts

**MOTION** – Approve the Cascade Irrigation District at Coleman Creek project bid solicitation schedule.

Lynn Brown, seconded by Matt Eslinger

*Passed Unanimously*

VII. **WSCC Regional Manager Report** – see District Digest

VIII. **Adjournment** - The meeting was adjourned at 7:54 AM.

---

**MOTIONS APPROVED:**

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

Lynn Brown, seconded by Jeff Brunson

*Passed Unanimously*

**MOTION** – Approve check numbers 21519 - 21556 and EFT numbers 711, 737, 740 for a total of \$176,103.30 (Payroll Checks 21519, 21520, 21525-21531) building account check numbers 2339-2344 for a total of 9,694.91. Approve pending payments totaling \$63,256.25 contingent upon receiving grant reimbursement requests.

Jeff Brunson seconded by Lynn Brown

*Passed Unanimously*

**MOTION** – Authorize District Manager to approve low responsive and responsible bidder for Supplemental Generators Project with final review by the Chair.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION** - Approve Multiple Projects Agreement with Anderson Perry & Associates primarily for work related to RCPP Project 3149 and Task Orders RCPP 3149-01, RCPP 3149-02 & RCPP 3149-03.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION** – Approve the Cascade Irrigation District at Coleman Creek project bid solicitation schedule.

Lynn Brown, seconded by Matt Eslinger

*Passed Unanimously*

---

Miranda Nash  
Recording Secretary

10/10/2024  
Date

Mark Thompson  
Board Member

10/10/24  
Date

