



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**  
**April 11<sup>th</sup>, 2024 7:00 AM– Zoom Meeting ID: 878 0232 2905**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Bill Boyum</b> , Member (via Zoom) <b>Lynn Brown</b> , Member <b>Matt Eslinger</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Dayna Wilkinson</b> , Financial Manager <b>Mark Crowley</b> , Conservation Planner <b>Miranda Nash</b> , Office Administrator (via Zoom) <b>Brent Dixon</b> , Project Manager <b>Sherry Swanson</b> , Project Manager <b>Wendy Mee</b> , Resource Technician <b>Tony Craven</b> , CWDG Project Manager (via Zoom)
<b>Guests:</b> None	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:04 AM. 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 March 2024 Treasurer’s Report, and the regular meeting minutes from March 14<sup>th</sup>, 2024.

**Matt Eslinger**, seconded by **Lynn Brown** *Passed Unanimously*

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

**MOTION** – Approve check numbers 21306-21346 and EFTs #241, 269, and 273 for a total of \$424,211.34 (Payroll Checks 21306-201307, 21317-21326 and all EFTs); building account check numbers 2298-2301 for a total of \$11,382.18. Approve pending payments totaling \$290,405.79 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid:**

Claims	Anderson Perry & Associates, Inc.	\$ 18,158.75
Claims	Poulsen Ag Inc	\$ 165,336.93
Claims	Thayer Excavating, LLC	\$ 95,782.29
Claims	Tracy, Pat	\$ 11,127.82
<b>TOTAL</b>		<b>\$ 290,405.79</b>

- V. **Project Reports**

**A. NRCS Programs**

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

- B. **KCCD 2024 Election**- Anna reported that the final ballot count was completed on March 19<sup>th</sup>. No additional ballots were received in the mail after election day. The EF2 form was submitted to the Commission as required.
- C. **Financial Report** - Schedule 22 review was completed earlier this week, and a draft of the Annual Report will be available at the next board meeting.
- D. **Review of RCW 89.08.210 and 220** - All individuals attending the meeting reviewed the RCWs together.
- E. **City of Ellensburg Meeting** - Anna met with Jon Morrow from the City of Ellensburg about their Gateway Project on Vantage Highway. They are looking for assistance with a potential fish screen project on east branch Lyle Creek. Anna will be attending a meeting with the project team and then a meeting with City staff, where she will share information on joining the conservation district at the request of Jon.

**VI. Action Items**

**A. City of Roslyn Interlocal**

**1. Task Orders 01 and 02 for Chipping and CWDG**

Anna reviewed the 2020 agreement with the City of Roslyn and found that the agreement needed updating for future chipping programs and the CWDG grant. She drafted a new agreement and two task orders: one for the chipping work through 06-30-2025 and another for the CWDG grant work. The Roslyn City Council has reviewed and approved the new agreement and task orders.

**MOTION**- Approve the interlocal agreement with the City of Roslyn and Task Orders 1 and 2.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

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

**1. Coleman 4.4 Project Completion**

The Coleman Creek 4.4 project is substantially complete. The final costs have been submitted. Only 40% of the force account for site restoration was charged. A little under half of the approved amount for Change Order 2 (overtime, heating structure, etc.) was charged.

**MOTION**: Accept Coleman 4.4 Fish Passage Improvements Project as substantially complete.

**Matt Eslinger**, seconded by **Lynn Brown**

*Passed Unanimously*

**2. Coleman 2.0 and Naneum 2.9 Project Completion**

The Coleman Creek 2.0. and Naneum 2.9 projects were completed before the March Board meeting. No change orders were issued and all costs came in as expected.

**MOTION**: Accept Coleman 2.0 and Naneum 2.9 Fish Passage Improvements Project as substantially complete.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

**C. Fuels Reduction Contracts**

1. Anna and Tony are working on revising the KCCD contract documents to fit the fuels reduction projects. DNR has provided their templates and Anna is working with Enduris to review the documents. The DNR Landscape Scale Restoration (LSR) Project adjacent to Ronald will use this contract, along with CWDG. The LSR project will likely be first as the project site identified and DNR is working on a portion of it.

**MOTION-** Approve the LSR project at Ronald for advertising utilizing contract documents contingent on review by Enduris.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

#### **D. 3149 RCPP Partner Program Agreement**

##### **1. Confidentiality Agreement**

Anna is working on the partner agreement with NRCS. One of the requirements is signing a Confidentiality Agreement. This agreement binds KCCD staff to the same level of confidentiality as NRCS. It is the same as what was known previously as the Section 1619 agreement.

**MOTION-** Approve the NRCS Confidentiality Agreement for the 3149 RCPP project.

**Matt Eslinger**, seconded by **Lynn Brown**

*Passed Unanimously*

#### **E. Professional Engineer Grant**

##### **1. Okanogan CD**

In review of the remaining funds for this grant and talking with the other Districts in the cluster, Okanogan CD has identified a need for \$56,200 to cover a gap in funding for a canal project survey.

**MOTION-** Approve \$56,200 for Okanogan CD from the 24-28-PE grant.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

##### **2. Vehicle Replacement**

Anna reported that it may be possible for the PE grant to replace the Ford F150, which was purchased by the PE grant in 2012. If a justification can be provided along with an update as to the status of the Engineer position, the Commission may allow a vehicle purchase. At this time, there is enough funding projected to be left to do that. Anna has talked with Kelleher Motors about the piggybacking option again to replace the truck for another F150. The priority is to ensure all district partners have their engineering needs met, then if funding is still available to consider a purchase.

#### **VII. WSCC Regional Manager Update – Allisa was unavailable**

#### **VIII. Adjournment - The meeting was adjourned at 7:45 AM.**

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#### **MOTIONS APPROVED:**

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**Matt Eslinger**, seconded by **Lynn Brown**

*Passed Unanimously*

**MOTION** – Approve check numbers 21306-21346 and EFTs #241, 269, and 273 for a total of \$424,211.34 (Payroll Checks 21306-201307, 21317-21326 and all EFTs); building account check numbers 2298-2301 for a total of \$11,382.18. Approve pending payments totaling \$290,405.79 contingent upon receiving grant reimbursement requests.

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

*Passed Unanimously*

**MOTION-** Approve the interlocal agreement with the City of Roslyn and Task Orders 1 and 2.

Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

**MOTION:** Accept Coleman 4.4 Fish Passage Improvements Project as substantially complete.

Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

**MOTION:** Accept Coleman 2.0 and Naneum 2.9 Fish Passage Improvements Project as substantially complete.

Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

**MOTION-** Approve the LSR project at Ronald for advertising utilizing contract documents contingent on review by Enduris.

Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

**MOTION-** Approve the NRCS Confidentiality Agreement for the 3149 RCPP project.

Matt Eslinger, seconded by Lynn Brown *Passed Unanimously*

**MOTION-** Approve \$56,200 for Okanogan CD from the 24-28-PE grant.

Lynn Brown, seconded by Matt Eslinger *Passed Unanimously*

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Dayna M Wikisa      5/15/24  
Recording Secretary      Date

      5/15/24  
Board Member      Date