



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**  
**January 11<sup>th</sup>, 2024 1:00 PM– Zoom Meeting ID: 851 5082 8153**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Bill Boyum</b> , Member <b>Lynn Brown</b> , Member <b>Jeff Brunson</b> , Auditor (via Zoom) <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 (Zoom) <b>Brent Dixon</b> , Project Manager <b>Sherry Swanson</b> , Project Manager <b>Wendy Mee</b> , Resource Technician
<b>Guests:</b> <b>Jon Paul Pierre</b> , NRCS (via Zoom)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 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 December 2023, and amended November 2023 Treasurer’s Reports, as well as the regular meeting minutes from December 14,2023.  
**Lynn Brown**, seconded by **Jeff Brunson** *Passed Unanimously*

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

**MOTION** – Approve check numbers 21200-21224 and EFTs 981, 1003-1005 for 2023, and 2024 EFT transaction # 18 for a total of \$89,443.93 (Payroll Checks 21200-21201, 21202-21210, and all EFTs); building account check numbers 2274-2279 for a total of \$9,098.26. Approve pending payments totaling \$64,082.38 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid:**

Claims	Reiss-Landreau Research	\$ 4,300
Claims	Mid-Columbia Fisheries Enhancement Group	\$59,782.38
<b>TOTAL</b>		<b>\$64,082.38</b>

- V. **Project Reports**

**A. NRCS Programs**

- 1. District Conservationist Report – Jon Paul Pierre provided an update on hiring another new Ephrata employee was hired and more applications for the new RCPP grant have been received..

**B. OPMA Training**

1. It was mentioned at the last Board meeting that the Board members needed to complete the two available OPMA training webinars and the corresponding verifications. Some Board members elected to complete this after the Board meeting action items were finished.

**C. Community Wildfire Defense Grant**

1. The Project Manager position now advertised on [www.conservationjobboard.com](http://www.conservationjobboard.com), the state jobs website and the KCCD web page.

**D. Office of Farmland Preservation Solicitation**

1. KCCD staff are working with landowners interested in conservation easements. Currently the Conservation Commission has a new solicitation for sponsorship projects.

**VI. Action Items**

**A. KCCD Election Resolution 2024-01**

1. **Establish dates for the 2024 elections.**

This resolution is drafted to establish dates for the 2024 election per the WSCC election calculator.

**MOTION-** Approve KCCD 2024 Election Resolution 2024-001

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

**B. Coleman 4.4 Project**

1. **Overtime authorization and change order.**

Some project permits have still not been received. The contractor is asking about overtime authorization for the concrete work if the permits are not received by Jan 12<sup>th</sup>, 2024.

Additionally, the walkway at the diversion, which was in the original design, will need to be removed per WDFW. This will decrease the original bid amount by \$7,891.30.

**MOTION:** Approve Change Order 1 and authorize the Chair and District Manager to negotiate a change order, not to exceed the credit of \$7,891.30 from Change Order 1, for overtime if permits are not received by January 15.

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

**C. Heritage Garden Program**

1. **BCD Interlocal Agreement 2024-2025**

The Heritage Garden Program interlocal agreement with Benton CD ended 12/31/23. A new interlocal agreement is ready for approval for January 2024 to June 2025.

**MOTION-** Approve Interlocal Agreement with Benton Conservation District for the Heritage Garden Program through June 2025.

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

**D. Fish Barrier Removal Applications**

1. **Resolution 2024-002 – Coleman Crk RM 5.22 and Resolution 2024-003 Cooke Crk**

Two applications are being submitted for the current Fish Barrier Removal Board solicitation. Each application requires a resolution authorizing the applications and establishing the authorized agents to submit and sign documents.

**MOTION-** Approve Resolution 2024-002 Authorizing application 23-1857 Coleman Creek 5.22 and Resolution 2024-003 to authorize the application 23-1834 for Cooke Creek RM 3.86.

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

**E. Anchor QEA Task Order**

The task order with Anchor QEA for the Maggs project on the Teanaway River needs to be extended as it ends 1/31/24 and amended to include the final design work. The total Task Order is for \$71,738

**MOTION-** Approve Task Order 05 with Anchor QEA for the Teanaway Maggs Project.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**VII. WSCC Regional Manager Update** – None provided. KCCD staff, Mark Moore and Matt Eslinger left at this time, electing to complete the OPMA videos on their own.

**VIII. OPMA videos**

**A.** Bill, Lynn, Jeff, and Anna watched the required OPMA videos and turned in online certification.

**IX. Adjournment**

The meeting was adjourned at 2:43 PM.

---

**MOTIONS APPROVED:**

**MOTION** – Approve December 2023, and amended November 2023 Treasurer's Reports, as well as the regular meeting minutes from December 14, 2023.

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

**MOTION** – Approve check numbers 21200-21224 and EFTs 981, 1003-1005 for 2023, and 2024 EFT transaction # 18 for a total of \$89,443.93 (Payroll Checks 21200-21201, 21202-21210, and all EFTs); building account check numbers 2274-2279 for a total of \$9,098.26. Approve pending payments totaling \$64,082.38 contingent upon receiving grant reimbursement requests.

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

**MOTION-** Approve KCCD 2024 Election Resolution 2024-001

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

**MOTION:** Approve Change Order 1 and authorize the Chair and District Manager to negotiate a change order, not to exceed the credit of \$7,891.30 from Change Order 1, for overtime if permits are not received by January 15.

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

**MOTION-** Approve Interlocal Agreement with Benton Conservation District for the Heritage Garden Program through June 2025.

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

**MOTION-** Approve Resolution 2024-002 Authorizing application 23-1857 Coleman Creek 5.22 and resolution 2024-003 to authorize the application 23-1834 for Cooke Creek RM 3.86.

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

**MOTION-** Approve Task Order 05 with Anchor QEA for the Teanaway Maggs Project.

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

---

 2/8/24  
Recording Secretary      Date

 2/8/24  
Board Member      Date