



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 11, 2021 1:00 PM – Zoom Meeting ID: 971 6057 6847

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member Jeff Brunson , Auditor Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Sherry Swanson , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Allisa Carlson , WSCC South Central Regional Manager Harold Crose , Grant CD/Conservation Commission	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM. All in attendance participated via Zoom.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the February Accountant’s Report and the regular meeting minutes from February 11, 2021 and Special Meeting minutes from March 5, 2021.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

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

MOTION – Approve check numbers 17975 – 18011 for a total of \$357,551.80 (Payroll Checks 17984 – 17991 and 18006 - 18009) building account check numbers 1151 – 1161 for a total of \$9,630.81. Approve pending payments totaling \$202,464.26 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
1/4/21	TBD	Vicky Hopp	\$2,520.00
3/4/21	TBD	Anderson Perry	\$3,320.00
3/5/21	TBD	Hurst Construction	\$119,620.68
3/8/21	TBD	Rafter B	\$77,003.58

\$202,464.26

IV. Project Reports

A. YTAHP Projects

1. **Coleman-Olmstead Construction** - Construction for this project is nearly complete. A meeting about final clean up and field restoration with Hurst and State Parks is scheduled for March 11. A final walk through will probably happen in the next couple of weeks.

B. RCPP Projects

1. **Conservation Stewardship** - The CSP sign-up is underway now. The press release was sent to the Daily Record on March 5. The sign-up deadline is April 5, 2021.
2. **EQIP** - The EQIP project list will hopefully move forward shortly. There were issues with CART and the ranking process that have now been addressed by NRCS Headquarters. We are expecting to fund the majority of the applications received in this last sign-up as all previously unused funding has been rolled forward from the beginning of RCPP.
3. **Healthy Forest Reserve Program** - Since the only application for HFRP has been withdrawn, there was discussion about holding another sign-up. NRCS state office staff are recommending that we do not hold another sign-up as they will need 24 months to process an easement application and the RCPP project end date is July 2022. It would be possible to request a time extension if a project developed, but the extension is not guaranteed. So that sets up the potential situation where an interested landowner is left hanging if the time extension is not granted. Staff has no potential projects, but sought out other partners in the county working on conservation easements. They also could not identify any potential HFRP projects. So due to the timeline issues and the lack of identified projects, it was determined not to conduct another sign-up.

C. KCCD Election

1. **Final Results** - The election was completed in February. We received a total of 47 ballots, 42 by end of day on February 9 and 5 more by mail after that. That's a 52.8% return rate. The ballot counts were completed on February 10th and 23rd at the County Auditor's office by the polling officers. The election results (incumbent is re-elected) have been reported to the Conservation Commission on form EF2 - Election Report.

D. **KCCD Annual Meeting** - Anna continues to work on the annual meeting presentation to be shared on-line and through social media.

E. KCCD 2020 Financial Report

1. **Review RCW 89.02.210 and RCW 89.08.220** - Annually, the Board must review these two sections of RCW 89.08 which were provided to the Board prior to this meeting.

- F. BIAS/Springbrook Financial Software** - Anna and Miranda have been exploring BIAS, a financial services software that would potentially take the place of QuickBooks and the multitude of Microsoft excel spreadsheets used to track grant expenses, vouchers, financial reporting, etc. A demonstration was given and a cost estimate was provided for both the annual subscription fees and the cost of establishing and installing the program. The initial set up cost is about \$14,000 and annual subscription cost is just a bit more (\$15,000). So, the first year would be \$29,000. We compared this to the cost of hiring a part time person to help us with workload and it is \$29,000 (half time at \$20/hour). We are interested in pursuing this but not at this time. A more efficient schedule seems to be to make the new system live on January 1, 2022. So, set up and training would begin in about September in order to make the new system live at the end of the year. That also allows time for staff to continue to investigate BIAS before a decision is made to make an investment of this size.
- G. COVID-19 Response** - No additional actions have been taken for COVID-19 response. Meetings continue to be by Zoom as the existing conference room is too small to accommodate spacing needed. The new conference room will be available by the May meeting so perhaps by then we can provide the necessary accommodations to allow for in-person meetings again.
- H. Voluntary Stewardship Program** – Anna reviewed the history of the 5-year report that was submitted last November. We were the first to submit with the new reporting template which was difficult to use. The template was rolled out in September but changed several times through October. No additional information was allowed to be submitted for the State Technical Panel to review. The Technical Panel reviewed and provided comments and their recommendation. This morning was the Tech Panel meeting to discuss their recommendations (including partially agree and disagree) for our report. Initially, the Counties would be allowed to listen to the discussion but not participate. Anna received a call from Bill Eller on February 26 where he indicated that the Tech Panel had asked for Counties to be able to request clarification from their members about their comments. Anna learned that additional information can be submitted to Carol Smith who makes the ultimate decision about whether counties are meeting their goals and benchmarks. Anna will be scheduled another meeting of the Kittitas County Watershed Group to discuss the response.

Harold Crose reported that Grant County Conservation District received a similar set of comments and recommendations from the Tech Panel. There is concern with the process of the first reviews and Harold has been asked to put together a small group to meet with the Commission. Harold also reported that there is a Commission meeting next week and he is part of the committee that has been put together to go over the elections. Harold left the meeting at 1:35 PM.

V. Action Items

A. Building

1. USDA Tenant Improvements Status

- a) **Construction Contract** - The project is moving forward with the work on Suite 1 scheduled for completion by the end of next week. USDA staff

will be moved to the new conference room on March 29. No action needed at this time.

2. **Phone System** - With the new office configuration, the current phone system will no longer be adequate. It has a limit of 8 phones. With our staff of 7 and the conference room, we had already reached the limit. A new phone system will have 12 phones (adding the new conference room and allowing for future office spaces). This is through Consolidated Communications. See attached info and cost.

MOTION – Approve amendment to customer service agreement with Consolidated Communication to purchase Avaya IP office phone system for \$7,995

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

B. RCPP-EQIP Projects

1. **Cultural Resources Task Order** - Since the EQIP applications are finally moving toward contracts, staff is requesting approval of a task order with Reiss Landreau Research to work on the cultural resources surveys and reports for these projects.

MOTION – Approve Task Order 15 with Reiss Landreau Research for the 2021 EQIP projects not to exceed \$30,000.

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

2. **Cost Share Agreements for Electrical Service** - Again, since the EQIP applications are finally moving toward contracts, staff is requesting approval of the cost share agreements with producers for electrical power. These agreements are for 50% cost share up to \$25,000. This approval should be contingent on continued RCPP funding as these agreements will require additional funding through the Conservation Commission that must be approved by the Legislature.

MOTION – Approve electrical service cost share agreements with producers with RCPP EQIP contracts, contingent on the receiving additional funding through the Conservation Commission.

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

C. FEMA Grant Agreement DR-5182-16-R

1. **Interlocal Agreements with City of Cle Elum, City of Roslyn, and Kittitas County Fire Districts 1 and 6** - The new FEMA grant includes back up generator projects with Fire District 1 and 6, and the City of Cle Elum, as well as fuels reduction work in Cle Elum, Roslyn, and Ronald. An interlocal agreement template for each of these entities is attached for review. For the generator work, the interlocal agreements need to be in place as soon as possible as those are tasks to be completed first. An agreement is already in place with the City of Roslyn, so that agreement needs only to be amended to

include this funding. They have their own crew planned for this year and can do the work themselves. The other fuels reduction work may need to either be a contractor or perhaps using the Roslyn crew there as well.

MOTION – Approve the interlocal agreements with Kittitas County Fire District 1, Kittitas County Fire District 6 and City of Cle Elum and amend existing agreement with City of Roslyn.

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

D. Engineering Services

1. **Anderson Perry Task Order 15** – Coleman 2.0 - This project is the lowest diversion on Coleman Creek and has been designed and even was permitted in the past, but construction didn't occur due to other issues. The designs need to be updated and completed for a bid package and for updating the permits. This task order also includes construction assistance.

MOTION – Approve Anderson Perry Task Order 15 for the Coleman 2.0 project not to exceed \$12,900.

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

E. Financial Institution Change

1. **Banking Services Resolution** - The attached resolution details the change in banking services. The current bank lacks in customer service and does not have a drive thru. Staff has investigated other options and found that Cashmere Valley Bank provides the services desired. The recommended checking account -
<https://www.cashmerevalleybank.com/banking/business/checking/free>
This is the option for a savings type account –
<https://www.cashmerevalleybank.com/banking/business/savings/cash-management-checking>

MOTION – Approve moving current bank accounts for checking and savings to Cashmere Valley Bank.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

- VI. **Public Comment** - Allisa Carlson noted that there is not much to report on the budget, but it looks positive. Allisa will be completing an initial evaluation of each CD's accountability performance under CAPP Standard 1 and will email the guidelines for reference. The Annual Work Plan is due to the Commission and Annual Financial Report is due to the State Auditor's Office on May 30th.
There is an upcoming Hazard Mitigation Training. In partnership with conservation districts the Commission is offering a series of free wildfire resiliency trainings as part of their FEMA Hazard Mitigation Grant. The first will be held on April 8-9 and is titled "Outreach Strategies for Community Wildfire Preparedness and Recovery." The second will be held April 13-16 (2-5 p.m.) and is titled "Post-Wildfire Risk Mitigation and Assessment Training." These are geared towards conservation districts and are a unique training opportunity, with limited seating, so sign up is encouraged.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 1:56 PM.

MOTIONS APPROVED:

MOTION – Approve amendment to customer service agreement with Consolidated Communication to purchase Avaya IP office phone system for \$7,995

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

MOTION – Approve Task Order 15 with Reiss Landreau Research for the 2021 EQIP projects not to exceed \$30,000.

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

MOTION – Approve electrical service cost share agreements with producers with RCPP EQIP contracts, contingent on the receiving additional funding through the Conservation Commission.

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MOTION – Approve moving current bank accounts for checking and savings to Cashmere Valley Bank.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

Miranda Nash 04/08/2021
Recording Secretary Date

Miranda Nash
Board Member

4/8/2021
Date