



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**  
**September 14<sup>th</sup>, 2023 7:00AM– Zoom Meeting ID: 868 6083 5696**

**ATTENDANCE**

<b>Board of Supervisors:</b> Mark Moore, Chair Lynn Brown, Member Bill Boyum, Member Jeff Brunson, Auditor	<b>KCCD Staff:</b> Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Wendy Mee, Resource Technician Miranda Nash, Office Administrator Brent Dixon, Project Manager
<b>Guests:</b> Allisa Carlson (Conservation Commission) via zoom	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Chair Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

**MOTION** – Approve the August 2023 Treasurer’s Report, and the regular meeting minutes from August 10<sup>th</sup>, 2023.

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

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

**MOTION** – Approve check numbers 21073 to 21099 and EFTs 674, 700, and 730 for a total of \$57,616.31 (Payroll Checks 21074, 21076-21085, 21098-21099 and all EFTs); building account check numbers 2246-2254 for a total of \$9,163.42. Approve pending payments totaling \$19,073.75 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid:**

Claims	Anderson Perry & Associates, Inc.	\$9,391.50
Claims	Anderson Perry & Associates, Inc.	\$5,137.50
Claims	Udall, William	\$4,545.00
<b>TOTAL</b>		<b>\$19,073.75</b>

- V. **Project Reports**

**A. NRCS Programs**

- 1. District Conservationist Report – No report.

2. EQIP WaterSMART

- a) Cultural Resources Status – Anna reported that all reports have been submitted and there will be some remaining NACD TA funds as of October 31, 2023.

VI. Action Items

A. Small Projects

1. Rank and approve applications received.

Mark Crowley reported that three applications were received by the deadline of August 25<sup>th</sup>. He presented each to the Board.

Address	Total Project Cost	Requested Cost Share	% of Cost Share	Acres Served	Cost per Acre	Project Description
1950 Lyons Rd	\$16,824.37	\$6,000.00	36%	10	\$600.00	Pump, mainline, new nozzles for used wheelline to replace rill & flood irrigation
141 Cove Rd	\$15,000.00	\$6,000.00	40%	4.82	\$1,244.81	Sprinkler system to replace flood irrigation
11461 Thrall Rd	\$16,333.19	\$6,000.00	37%	45	\$133.33	Buried pipeline to replace gated pipe transmission pipe - serve future pivot
	\$48,157.56	\$18,000.00	37%		\$659.38	

**MOTION-** Approve Small Project applications.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

B. Drought Funds

1. Addendum

Anna reported KCCD staff worked with KRD to request drought funding from the WSCC. The funds could only be used for publicly owned projects. KRD asked for funding to complete a high priority water conservation project by piping 670' of an earthen irrigation delivery ditch with 15" PVC pipe. This project builds upon successful completion of 2,270' of piping of T1.1. They also asked for funding for 10 telemetry stations on KRD's South Branch canal for operational efficiencies and stream supplementation sites and the Main canal at stream supplementation sites. Installation of the new telemetry sites will allow KRD greater control of irrigation water throughout their system and provide real time data of KRD's stream supplementation program. The total request was \$262,169.

Jon Culp has indicated that he negotiated with Ecology and that the request would be fully funded. The formal process of awarding the funds has not yet occurred.

**MOTION:** Approve addendum for \$262,169 in drought funds pending WSCC grant award.

Bill Boyum, seconded by Lynn Brown

*Passed Unanimously*

2. Agreement with KRD

Task Order 6 with KRD addresses the drought funding needs to be approved for the pending drought funding through the commission.

**MOTION-** Approve Task Order 6 with KRD the pending drought funding through the Conservation Commission.

Bill Boyum, seconded by Lynn Brown

*Passed Unanimously*

## C. Forest Health and Community Wildfire Resiliency Program

### 1. Addendum Approval

Anna reported that an application for \$246,101 was submitted for this program before the August 22<sup>nd</sup> deadline. The Conservation Commission provided an update on the first batch of applications for the program and so far they have received over \$12 million in funding requests. The Commission plans to move forward with funding awards after the September 21<sup>st</sup> Commission meeting where District's hope that the Commissioners will adopt the provisional Community Engagement Plan which will provide access to the funds.

**MOTION-** Approve the addendum for the Forest Health and Community Wildfire Resiliency Program contingent on Conservation Commission warding the requested funds.

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

*Passed Unanimously*

### 2. City of Roslyn Agreement

The application for the above program includes \$120,000 for chipping work with the Upper Kittitas County Fuels crew. The agreement with the City of Roslyn needs to be amended to include these additional funds and to extend the work to June 2025.

**MOTION-** Authorize the district manager to amend the agreement with the City of Roslyn to include the \$120,00 for UKC fuels crew and extend the work to June 2025 contingent on the Commission awarding the requested funds.

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

*Passed Unanimously*

## D. Mid-Columbia Fisheries Agreement Amendment

### 1. Yakima River Mile 150 – SRF Funding

Anna reported that she applied for SRF funding for Mid Columbia Fisheries Enhancement Group's riparian planting project at river mile 150 on the Yakima River (Aronica/Acheson property). The Conservation Commission awarded the grant in July.

**MOTION-** Approve the amendment to the agreement adding the \$199,972 for the Yakima River Mile 150 project to the agreement with Mid-Columbia Fisheries Enhancement Group.

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

*Passed Unanimously*

### 2. Whiskey Creek

Mid Columbia Fisheries Enhancement Group is working to design passage and screening solutions for three partial barriers between RM 1.5 and 1.7 in Whiskey Creek. Last fall they worked with Anna to secure YTAHP funding to assist with this effort. The funds are in the YTAHP budget for this year (through March 2023). The project needs to be added to the agreement between Mid Columbia Fisheries and KCCD.

**MOTION-** Approve the amendment to the agreement with Mid-Columbia Fisheries Enhancement Group to add the Whiskey Creek project.

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

*Passed Unanimously*

## E. Irrigation Efficiencies Program

### 1. Cost Share Agreement

The Jacobs project has been submitted to Jon Culp for IEGP cost share funds. The project is also funded by RCPP and was previously approved to include YBIP Ecology grant funds. In talking with Jon Culp about the IEGP program guidelines and current projects at KCCD, it

was determined that this project qualified for IEGP. This allows the YBIP funding to be available for other projects.

**MOTION-** Approve Cost Share Agreement contingent on the award being issued from the Commission to include IEGP cost share funds.

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

#### F. RCPP Sign Up Date

Anna requested that the next RCPP sign-up date be set. Staff prefers a November deadline to allow producers the winter months to plan their projects and work through the contracting process. Setting the date now allows for staff to work with NRCS to ensure the 30 day public notice is provided

**MOTION-** Approve sign-up deadline of November 17, 2023 for the Middle Columbia Steelhead Partnership RCPP.

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

#### G. Email Service Transition to Microsoft

Anna reported that the current email platform for KCCD is google workspace. Last year the District transitioned to a single subscription for Microsoft Office Government Community Cloud through Liftoff Online, but declined to move the emails over. Anna is considering doing that now as emails are messy and often don't work correctly in Microsoft Outlook. By moving to Microsoft, those issues should be resolved. There will be no change to the actual email addresses. The total cost to make the move is \$5095. That includes the subscription to Microsoft (\$490) and technical assistance to move and configure each of our email accounts (\$4,500 plus \$15/mailbox for Migration Wiz application).

**MOTION:** Approve email transition to Microsoft Office through Liftoff.

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

#### H. Board Meeting Schedule for Fall/Winter

Last year, the Board moved the winter meetings from 1PM to 9AM. A decision needs to be made for the coming winter season set the meeting time and determine if this will be permanent change. The Board discussed the timing and determined at the 1:00 meeting time would be kept, so no action was taken.

### VII. Adjournment

Mark Moore adjourned the meeting at 8:03 AM.

---

#### MOTIONS APPROVED:

**MOTION** – Approve the August 2023 Treasurer's Report, and the regular meeting minutes from August 10<sup>th</sup>, 2023.

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

**MOTION** – Approve check numbers 21073 to 21099 and EFTs 674, 700, and 730 for a total of \$57,616.31 (Payroll Checks 21074, 21076-21085, 21098-21099 and all EFTs); building account check numbers 2246-2254 for a total of \$9,163.42. Approve pending payments totaling \$19,073.75 contingent upon receiving grant reimbursement requests.

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

**MOTION-** Approve Small Project applications.

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

**MOTION:** Approve addendum for \$262,169 in drought funds pending WSCC grant award.

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

**MOTION-** Approve Task Order 6 with KRD the pending drought funding through the Conservation Commission.

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

**MOTION-** Approve the addendum for the Forest Health and Community Wildfire Resiliency Program contingent on Conservation Commission warding the requested funds.

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

**MOTION-** Authorize the district manager to amend the agreement with the City of Roslyn to include the \$120,00 for UKC fuels crem and extend the work to June 2025 contingent on the Commission awarding the requested funds.

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

**MOTION-** Approve the amendment to the agreement adding the \$199,972 for the Yakima River Mile 150 project to the agreement with Mid-Columbia Fisheries Enhancement Group.

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

**MOTION-** Approve the amendment to the agreement with Mid-Columbia Fisheries Enhancement Group to add the Whiskey Creek project.

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

**MOTION-** Approve Cost Share Agreement contingent on the award being issued from the Commission to include IEGP cost share funds.

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

**MOTION-** Approve sign-up deadline of November 17, 2023 for the Middle Columbia Steelhead Partnership RCPP.

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

**MOTION-** Approve email transition to Microsoft Office through Liffoff.

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

*Dayna M. Wickham* 11/14/23  
Recording Secretary Date

*Walter Von*  
Board Member

11/3/23  
Date