



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
August 13, 2020 7:00 AM – Zoom Meeting ID: 993 7179 5792

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Matt Eslinger , Member Jeff Brunson , Member Bill Boyum , 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 Ryan Roberts , Engineer
Guests: Allisa Carlson , SCC South Central Regional Manager	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the July Accountant’s Report and the regular meeting minutes from July 9, 2020.
Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17630-17682 for a total of \$304,500.04 (Payroll Checks 17643-17650 and 17677-17680) building account check numbers 1054-1068 for a total of \$6,742.73. Approve pending payments totaling \$99,623.83 contingent upon receiving grant reimbursement requests.
Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
7/15/20	TBD	Kittitas Conservation Trust	\$38,931.47
8/13/20	TBD	WACD Plant Materials Center	\$1,485.00
8/13/20	TBD	Plants of the Wild	\$2,466.50
7/16/20	TBD	Reiss-Landreau Research	\$4,120.00
7/27/20	TBD	Anchor QEA	\$27,734.81
8/6/20	TBD	Anderson Perry	\$15,333.47
7/13/20	TBD	HLA Engineering & Land Surveying, Inc.	\$5,382.58
7/13/20	TBD	HLA Engineering & Land Surveying, Inc.	\$320.00
8/12/20	TBD	Reiss-Landreau Research	\$3,850.00
8/13/20	TBD	Terry Clarke	\$56,739.94

\$156,363.77

IV. Project Reports

A. YTAHP Fall Construction Projects

1. Coleman-Olmstead- Anna reported that design is at 90%. The cost estimate is over \$600,000 for the in-stream work and bridge and does not include sprinkler or pump station. At this time there is not enough funding to do this project, however there is a potential for additional YTAHP funding from North Yakima CD that could help.
2. Ranch at Swauk Creek – Anna reported that the cost estimate is outside what the District has for funding for this project as well. If the cost estimate can be refined to remove some items and then more funding located, and the cultural resources consultation completed, then the project could move ahead. BPA has expressed concern over known cultural resource sites in the area. The archaeologist is working on the report now and has located historic and cultural resources. However, the excavation is almost exclusively in previously disturbed areas. The District will continue working through permitting and design.

B. Wildfire Fuels Reduction Work

1. City of Roslyn – Anna that the Veterans Conservation (VCC) interns have been working with the fuels reduction crew for the City of Roslyn. That crew started earlier than the interns so they completed more training and are able to use chainsaws. The VCC interns started too late to participate in that training, but are still working with the crew. The District purchased a brush cutter that the VCC interns are using. We will be billing Roslyn for the time our crew spends on their projects.
2. FEMA – Projects are developing and the first to be implemented is at Sunlight Waters on land owned by KR D and the Sunlight Waters HOA. Since our interns have been working in Roslyn, the Roslyn crew is coming down to help with the Sunlight Waters project.

C. RCPP Project

1. EQIP Sign-Up (Screening & Ranking Criteria) – Anna reported that this fall will be the last EQIP sign-up under the RCPP project. Since the last sign-up only resulted in half the contracts as the previous two, there is more funding available this time. Staff are working toward a sign-up deadline in November and must have a press release out at least 30 days before the deadline. Anna briefly went over the screening and ranking criteria and discussed potential options to change them to ensure this sign-up has enough contracts to spend the funds.
2. CSP Sign-Up – Anna reported that these funds were intended to be used in the Teanaway Community Forest by producers with grazing leases, however it was learned after the funds were awarded that CSP cannot be used on public lands. Anna discussed the need for screening and ranking criteria to be set up so a CSP sign can occur soon.

3. **Healthy Forest Reserve Program Sign-Up** – Anna discussed that there was one application received last fall for the Healthy Forest Reserve Program. There is \$500,000 in funding and it is unknown if the current application will use all the funds. The District may need another sign up this fall.

D. Single Federal Audit

1. **Schedule and Budget** – The State Auditor's Office is planning to start the single federal audit on August 24th followed by a financial audit and accountability audit. The estimated cost of the audits is \$20,000. Some of the audit costs can go under the Commission Implementation grant. Miranda will keep the Board informed on when the entrance conference with the auditor has been scheduled.

- E. COVID19-Response** – Anna reported that the USDA has talked about doors being unlocked but at this point they remain locked. The District office remains open by appointment only.

V. Action Items

A. Cultural Resources Task Order

1. **Task Order 2020-16** – The District continues to work with NRCS to assist with the cultural resources surveys and reports for their pre-approved EQIP contracts. Up to three more projects could be added to the list and will result in funding being added to the task order with Reiss Landreau.

MOTION – Authorize District Manager to negotiate the addition of three projects to task order 2020-16 with Reiss- Landreau Research.

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

B. USDA Lease Solicitation

1. **Lease Approval** – Anna is awaiting approval of the District's offer in response to the lease solicitation and has been going back and forth with USDA. The latest issue has been regarding whether the square footage offered by the District meets the solicitation requirement of 1780 square feet. The proposal offers pro-rated areas of the conference room and breakroom although USDA will obviously have access to the entire rooms. The USDA staff working on the solicitation thought they could have it all wrapped up and agreed to in time to provide the lease documents for this Board meeting. They did not so this item will be continued in the hope they will have it by the next Board meeting.
2. **Tenant Improvements** – No action can be taken on the tenant improvements until the lease is finalized. This will also be continued to the next Board meeting.

- C. WSCC Election Rules Comments** – Anna displayed the summary of changes for the Board to review. She pointed out a couple of differences including that there will be no more nomination petitions and automatic elections can occur if there is one candidate running, even if the candidate is not the incumbent. The Commission had a public hearing yesterday for election rules and did not receive any comments. Board members had no comments on the changes at this time.

VI. Public Comment

Allisa reported that comments on the elections rule changes are due to the Commission by September 1st and they can be submitted on the Commission website. A lot of changes are meant to streamline the process for elections.

There have been discussions about the budget and a new plan is being put together and submitted to the Office of Financial Management for the fiscal year. This includes a 15% reduction in operating funds. A 15% savings is to be carried into the next biennium. The Commission is looking at making cuts for travel and holding meetings online to reduce costs along with Regional Managers not traveling to board meetings. There is no word on a special session.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 7:57am

MOTIONS APPROVED:

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Mianda Nash
Recording Secretary

09/10/20
Date

Mark Moore
Board Member

9/10/2020
Date