



Kittitas County Conservation District
2211 W. Dolarway Rd, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

Board of Supervisors Special Meeting

March 7, 2019 12:00 PM KCCD Office

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Jeff Brunson , Auditor Bill Boyum , Member (by phone)	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Mark Crowley , Resource Technician Bridger Cohan , Resource Technician
Guests: Shana Joy , South Central Regional Manager, WCC (by phone) Leah Hadfield , Roslyn City Council (by phone)	

I. **Call to Order**- Chair Mark Moore called the meeting to order at 12:03 PM

A. **Voluntary Stewardship Program (VSP) –**

1. **Amended Interlocal agreement with Kittitas County** – The Board of County Commissioners approved the amendment to the VSP interlocal agreement to add the \$20,000 that they held back initially. The amendment to the interlocal agreement needs approval and signature from the district.

MOTION – Approve the amendment to the interlocal agreement between Kittitas County and the District for continuing implementation of VSP.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

2. **VSP Map & Survey Project**

- a) **HAXGEO LLC Task Order 1 – Initial Payment #1** – Anna reported the agreement with the consultant (HAXGEO, LLC) was signed and the task order executed. The consultant requested 50% down payment to begin work on the map and survey form.

MOTION – Approve 50% down payment in the amount of \$7,500 to HAXGEO, LLC for task order 2019-01 for VSP on-line map & survey project.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

B. **Cle Elum-Roslyn Fire Adapted Communities & Forest Resiliency Project**

1. **Washington Resource Conservation & Development Council (WA RC&D) Subaward** – The Department of Natural Resources (DNR) put out a request for proposals for Cross Boundary grants. The District worked together with the Washington Resource Conservation & Development Council (RC&D) and applied for funds for the “Cle Elum Roslyn Fire Adapted Communities & Forest Resiliency Project”. A grant was awarded that includes mapping, outreach & story maps. The RC&D is the project lead and signed the grant agreement on February 4th, 2019. The Districts subaward of this grant is \$47,000 of the \$75,000 total project amount. Staff requested Board approval of the agreement with the RC&D.

MOTION – Approve subaward agreement for \$47,000 from the Washington Resource

Conservation & Development Council for the Cle Elum Roslyn Fire Adapted Communities & Forest Resiliency Project.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

2. **Firewise/Forest Health Map & Survey Project** – The task order with the consultant (HAXGEO/Mapseed) was executed and includes a 50% down payment in the amount of \$7,500 to begin work on the Firewise/forestry on-line map and survey. This task order is paid for under the WA RC&D Cross Boundary grant.

MOTION – Approve 50% down payment to HAXGEO for \$7,500 for the Firewise /forestry on-line map and survey for task order 2019-02.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

Leah Hadfield with Roslyn City Council asked if the District would need anything from the City of Roslyn and their fire department. Anna will gather information from cities & fire districts to see what they want included on the map.

C. **Professional Services for Fish Barrier Removal Board Project – Coleman 3.14 Project**

1. **Anderson Perry Task Order**- Anna presented the task order with Anderson Perry that includes costs for the entire design process for the diversion on Coleman Creek in Olmstead Park.

MOTION – Approve task order 3 amendment #1 for Anderson Perry for Coleman Olmstead project.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

D. **Professional Services for Website & Social Media**

1. **North by Northwest (NXNW) Proposal** – Anna talked with Kara at NXNW about the district needs for outreach and social media. NXNW has put together a list to include the District website, social media posts and additional videos. Currently the District is using facebook and youtube for its social media platforms and the website has yet to transition to the new revamped site. Anna selected items from the proposal that could be funded from the District's DNR grants, WA RC&D FAC grant, Implementation grant through the Commission and Rates & Charges.

MOTION – Approve proposal with NXNW for social media calendar, website update, and new videos.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

(Leah exited the meeting at 12:32pm)

E. **Professional Services for Firewise KFACC Workload**

1. **Perteet Proposal** – Anna talked with Kirk Holmes at Perteet and drafted an agreement not to exceed \$5,000 for Rose's time to help as needed facilitating KFACC meetings and to help maintain continuity with various projects. The Board asked what the charge per hour is and Anna will attach exhibit B with hourly rates.

MOTION – Approve agreement with Perteet not to exceed \$5,000, contingent on the hourly rate added as exhibit B.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

F. **Natural Resource Project Manager**

1. **Applicant Review** – Anna reported that that the District received four applications for the Natural Resource Project Manager position. Anna has two interviews scheduled for this afternoon and briefly discussed the applicants.

MOTION – Approve District Manager to negotiate wages and offer the Natural Resource Project Manager position to the top qualified applicant with an employee review in 6

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months.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

- G. **CAPP & Schedule 22 Review** – Mark M. and Jeff volunteered to stay to review CAPP and schedule 22 with Miranda and Anna

Bill Boyum exited the meeting 12:54pm

Shana Joy commented on the Executive Director search. A meet and greet was held with the top three candidates. All candidates completed a presentation and final interview. Candidates then spent time with Commission staff answering group questions. It sounds like a decision will be made at the March 21st commission meeting.

Shana exited the meeting at 12:55 pm

II. Adjournment – Mark Moore adjourned the meeting at 12:56 PM

MOTIONS APPROVED:

MOTION – Approve the amendment to the interlocal agreement between Kittitas County and the District for continuing implementation of VSP.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve 50% down payment in the amount of \$7,500 to HAXGEO, LLC for task order 2019-01 for VSP on-line map & survey project.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

MOTION – Approve subaward agreement for \$47,000 from the Washington Resource Conservation & Development Council for the Cle Elum Roslyn Fire Adapted Communities & Forest Resiliency Project.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

MOTION – Approve 50% down payment to HAXGEO for \$7,500 for the Firewise /forestry on-line map and survey for task order 2019-02.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

MOTION – Approve task order 3 amendment #1 for Anderson Perry for Coleman Olmstead project.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve proposal with NXNW for social media calendar, website update, and new videos.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

MOTION – Approve agreement with Perteeet not to exceed \$5,000, contingent on the hourly rate added as exhibit B.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve District Manager to negotiate wages and offer the Natural Resource Project Manager position to the top qualified applicant with an employee review in 6 months.

Miranda Nash
Recording Secretary

04/11/19
Date

Miranda Nash
Board Member

4/11/19
Date