



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**  
**August 10<sup>th</sup>, 2023 7:00AM– Zoom Meeting ID: 889 1844 6326**

**ATTENDANCE**

<b>Board of Supervisors:</b> Mark Moore, Chair Lynn Brown, Member Bill Boyum, Member Matt Eslinger, Member (Zoom)	<b>KCCD Staff:</b> Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Sherry Swanson, Project Manager Wendy Mee, Resource Technician
<b>Guests:</b> Alissa Carlson (Conservation Commission)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:01 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 July 2023 Treasurer’s Report, and the regular meeting minutes from July 13<sup>th</sup>, 2023.

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

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

**MOTION** – Approve check numbers 21037 to 21067 and EFTs 598-602, 605, and 642 for a total of \$174,336.45 (Payroll Checks 21037-21038, 21051-21057 and all EFTs); building account check numbers 2236-2245 for a total of \$9,675.33. Approve pending payments totaling \$11,233.75 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid:**

Claims	Anderson Perry & Associates, Inc.	\$480.00
Claims	Anderson Perry & Associates, Inc.	\$1,153.75
Claims	Anderson Perry & Associates, Inc.	\$632.50
Claims	Anderson Perry & Associates, Inc.	\$3,777.50
Claims	Anderson Perry & Associates, Inc.	\$645.00
Claims	Udall, William	\$4,545.00

**TOTAL \$11,233.75**

- V. **Project Reports**

**A. NRCS Programs**

- 1. District Conservationist Report – No report.

2. EQIP WaterSMART

- a) Cultural Resources Status – One survey report was still pending, but Sherry reports was received yesterday.

B. Drought Declaration –

Anna reported that a drought emergency was declared in a dozen counties in Washington in late July because of early snowmelt, a lack of spring rain and low-flowing streams. KCCD staff are communicating with SCC staff about requests for funding. KRD is looking for help with more monitoring stations and would be eligible for this funding.

VI. Action Items

A. Mid-Columbia Steelhead Partnership RCPP

1. Ranked Project List

Anna shared the ranked project list for the RCPP applications received back in February. There were three annual (FY22, FY23, FY24) signups planned in the RCPP project and a total of \$1,910,301.00 for producer contracts. Since project delays meant no FY 22 sign-up, the funds for FY22 and FY23 are available for the FY23 sign-up and NRCS allows partners to reach forward a year if needed. If all five contracts on the current list are funded this year, the remaining funds for the final sign-up could be reduced. Staff are working with one of the projects that has a saved water component and is eligible for Trust Water. That project would fit under the Ecology grant for YBIP Water Conservation Subcommittee funds that can be used for that project. That project may come off the list leaving a little more than the original budgeted amount for the FY24 sign-up.

Points	Contract Cost	Running Total	Running Total 2
54.371	\$ 443,736.30	\$ 443,736.30	\$ 443,736.30
54.187	\$ 252,238.07	\$ 695,974.37	\$ 695,974.37
51.612	\$ 430,375.36	\$ 1,126,349.73	\$ 1,126,349.73
50.387	\$ 233,878.18	\$ 1,360,227.91	
45.02	\$ 120,046.61	\$ 1,480,274.52	\$ 1,246,396.34
Remaining for FY24 sign-up		\$ 430,026.48	\$ 663,904.66

2. Power Cost Share Agreements (22-28-RP)

Anna reported that agreements can be executed for the power cost share when the contracts are completed with NRCS. This allows the producer to move quickly with their power provider to get the process started.

**MOTION** – Approve power cost share agreements with RCPP project producers at 50% cost share with a cap of \$25,000.

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

*Passed Unanimously*

B. Voluntary Stewardship Program

1. VSP Capital Funds Applications

Anna reported that up to two of the RCPP projects need additional funding to ensure full implementation. A Salmon Recovery Funding Board application was submitted but it doesn't look like it will be funded. The VSP Capital Funds are available. The Commission requires that the VSP Watershed Group approve the projects before they are submitted. At the July 21 meeting they did approve submitting the Cooke Creek and Naneum Creek projects.

**MOTION:** Approve applications for VSP Capital Project funding for the Cooke Creek and Naneum Creek projects.

Lynn Brown, seconded by Bill Boyum

Passed Unanimously

**C. Ecology Kittitas RCPP Irrigation Efficiency Improvements**

1. Cost Share Agreement Approval

One of the projects submitted for RCPP has a trust water component. That project can be funded through the Ecology grant. Past projects with a trust water component have been funded at 90% cost share. This project will require some RCPP funding, this Ecology funding and the electrical power cost share from the Conservation Commission to achieve that rate.

**MOTION:** Approve a cost share agreement with Jacobs for the YBIP – Kittitas RCPP Irrigation Efficiencies Improvements for 90% contingent on securing all funding.

Lynn Brown, seconded by Bill Boyum

Passed Unanimously

**D. Forest Health and Community Wildfire Resiliency Program**

1. Application for FY 24

Anna reported that the application period is open until August 22<sup>nd</sup> for this program through the Conservation Commission. Anna has met with Upper Kittitas County Fuels crew staff and is crafting an application to be submitted for 2 seasons of chipping, support for KFAAC and an update to the CWPP.

**E. Salmon Restoration Funding**

1. Mid Columbia Fisheries – Yakima River Mile 150 Project
2. Ranch on Swauk Project
3. Coleman Creek Project
4. Cherry Creek Project

Anna reported that Mid-Columbia Regional Fisheries Enhancement Group requested assistance with a project at Yakima River Mile 150. Anna submitted that application in July in time for the monthly application review deadline. That application was approved. Anna will submit three more applications. One for Swauk Creek for the planting planned under the SRFB grant. Unfortunately, the repairs to the instream rock structure will likely take the rest of the funding in that grant, so the planting will need to occur another way. Two of the RCPP project producers are interested in crack willow removal and planting more suitable species. Those projects are on Coleman Creek and Cherry Creek.

**F. Ranch on Swauk**

1. Procure Contractor for Instream Work – Anna reported that the instream work at the Ranch on Swauk Creek diversion needs to be completed during the fish window this summer. The project is very small and can be contracted based on offering the work to three contractors instead of full advertisement of the project per the KCCD policy.
2. Procure contractor for riparian planting – Anna also reported that the remaining planting work for this project is one acre of cottonwood clump plantings. Work may be completed with a planting crew if one can be located. It could also be offered for bid to contractor with the equipment to do deep plantings.

**MOTION** - Direct staff to select and enter into a contract with a contractor for the instream repair and planting work for this project following KCCD procurement policies.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

**G. Irrigation Efficiencies Program Guidelines**

Anna shared the Irrigation Efficiencies Grants Program (IEGP) guidelines that are currently available for review and comment. This modification of the IEGP is a response to conservation districts' desire to expand the focus of this water savings program beyond instream flow

enhancement for anadromous salmonids only. The most concerning proposed change is “the per project cost for on-farm projects is proposed at \$100,000 cap.” This is much too low. The current RCPP contract list shows that the projects being funding here all exceed that amount now.

**MOTION:** Direct staff to submit comments regarding the \$100,000 cap per project.  
**Lynn Brown**, seconded by **Bill Boyum** *Passed Unanimously*

**H. RCPP New Application Due August 18**

Anna reported that Chief Cosby suggested applying for RCPP in this solicitation for the public works type projects with Cascade Irrigation District and West Side Irrigating Company. Given the financial situation for both entities, nearly full project cost will need to be secured and Anna didn't think she could do that. Anna scheduled a meeting with the state RCPP coordinator who stated that an applicant could request full cost or actual cost for the piping, lining, pump replacement and other costs with the irrigation districts/companies. So that changed the possibilities. The Conservation Commission may be able to provide \$3 million and Ecology another \$1 million in contribution funds. Contributions now need to be significant, not 1:1 like before and the maximum request is up to \$25 million from \$10 million. The current application is attached for initial review.

**MOTION** - Direct staff to develop and submit the Upper Yakima River Water Supply and Fish Habitat Improvements RCPP proposal.  
**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

**I. Support For Conservation Commission Executive Director Position**

Anna shared a letter drafted by Vicki Carter and Craig Nelson that is circulating among central and eastern conservation districts supporting Shana Joy as the next WSCC Executive Director. The Board reviewed the letter and stated that support should be directed through Harold Crose, the central Washington representative on the Conservation Commission.

**J. AED Purchase for KCCD Office**

Anna reported that several meetings ago, Jeff asked if the office had an AED. It does not. Some research was completed and the American Red Cross offers several units. The Phillips on-site option is preferred.

**MOTION** - Approve Purchase of AED for KCCD Office  
**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

**Allisa Carlson arrived.**

**K. PE Grant**

**1. Snohomish CD Work Order**

Anna worked with Summer Daughtery at Snohomish CD on the work order for this new fiscal year for access to their Engineering Team.

**MOTION** - Approve Work Order with Snohomish CD for \$100,000 for engineering services.  
**Lynn Brown**, seconded by **Bill Boyum** *Passed Unanimously*

**VII. Mark invited Allisa to share her comments.**

Allisa stated that the SCC has several grant programs available. The best way to keep track is to stay tuned to SCC Funding Availability & Review Timeline that lists all of the SCC grants and relevant information such as application links, review cycles, and guidelines. SCC does have draft guidelines out for review for the new Disaster Assistance Program and Irrigation Efficiencies. SCC has hired a consultant to assist us with the hiring process of a new executive

director. The recruitment advertisement should be released any day now. Biennial reports are due September 8. The (optional) SCC photo contest is also closing on September 8.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 8:17 AM.

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**MOTIONS APPROVED:**

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**MOTION** – Approve power cost share agreements with RCPP project producers at 50% cost share with a cap of \$25,000.

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**MOTION**: Approve applications for VSP Capital Project funding for the Cooke Creek and Naneum Creek projects.

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

**MOTION**: Approve a cost share agreement with Jacobs for the YBIP – Kittitas RCPP Irrigation Efficiencies Improvements for 90% contingent on securing all funding.

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

**MOTION** - Direct staff to select and enter into a contract with a contractor for the instream repair and planting work for this project following KCCD procurement policies.

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

**MOTION**: Direct staff to submit comments regarding the \$100,000 cap per project.

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

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**MOTION** - Approve Purchase of AED for KCCD Office

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

**MOTION** - Approve Work Order with Snohomish CD for \$100,000 for engineering services.

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

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Dayna M Wikswo 9/13/23  
Recording Secretary Date

Mark Moore  
Board Member

9/14/23  
Date