



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
April 4, 2020 7:00 AM – Zoom Meeting ID:730 658 716

ATTENDANCE via Zoom

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

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:03 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the March Accountant’s Report and the regular meeting minutes from March 12, 2020.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17456-17489 for a total of \$217,004.67 (Payroll Checks 17464-17471 and 17485-17489) building account check numbers 1005-1019 for a total of \$9,337.13. Approve pending payments totaling \$151,105.47 contingent upon receiving grant reimbursement requests.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
12/17/19	TBD	Reiss-Landreau	\$3,991.00
4/8/20	TBD	HLA Engineering	\$4,456.10
4/8/20	TBD	HLA Engineering	\$6,438.05
4/8/20	TBD	Midstate Co-op	\$35,479.13
3/31/20	TBD	Reiss-Landreau	\$3,991.00
3/27/20	TBD	Anderson Perry	\$7,020.50
3/27/20	TBD	Anderson Perry	\$718.75
3/24/20	TBD	Reiss-Landreau	\$3,787.00
3/17/20	TBD	Calvert Technical Services	\$1,825.20
4/6/20	TBD	Manastash Ditch Co.	\$924.64
4/8/20	TBD	Perteet	\$1,001.25

4/8/20	TBD	Bart Bland	\$50,000.00
4/8/20	TBD	Brett Gibb	\$25,000.00
4/8/20	TBD	Nita Hoversland-Brist	\$6,472.85

\$151,105.47

IV. Action Items

A. BPA – Yakima Tributary Access & Habitat Project

1. Interlocal Agreement with Washington RC&D for 20-21 Contract – Anna present the YTAHP agreement with the RC&D for April 2020 to March 2021 for \$274,657.11.
MOTION - Approve Interlocal Agreement with Washington RC&D for the 20-21 BPA Yakima Tributary Access & Habitat Project Contract.
Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*
2. Cooke Creek Fish Screening & Passage Project – Anna reported that a change order is anticipated from the contractor, however it has not yet been finalized. The project is wrapping up and the programmer has completed their work. Ryan reported that HD Fowler was up earlier this week to pick up the parts for return after the meter replacements. They will need to inspection the meters to ensure that they are fully functional to receive credit.

B. SRFB – Ranch on Swauk Creek Project

1. Task Order with Anchor QEA for Project Design – Anna present a proposal for the Swauk Creek project from Anchor QEA. The proposal includes design of a concrete structure for the fish screen, although that was not part of the application for funding. That was included as an alternate design item as WDFW asked that a pour in place concrete structure be considered instead of a modular fish screen. Anna recommends not approving that portion of the proposal because not only are there no funds for the additional design work, there are no funds for the additional construction cost. The task order minus the alternate task is for \$67,445.
MOTION – Approve proposal from Anchor QEA for \$67,445 for The Ranch on Swauk Creek project.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

C. Fish Barrier Removal Board

1. Task Oder with Anchor QEA for EWC/Naneum Project Design – The District submitted a pre-application for the Ellensburg Water Company/Naneum Creek intersection to the Fish Barrier Removal Board. We have been invited to submit a full application but need a conceptual design by May 15. District staff is seeking approval of the task order with Anchor QEA through Task 5 for \$33,268, contingent on Anna verifying availability of funds from the commission RCPP match grant.
MOTION – Approve Task Order with Anchor for EWC/Naneum through Task 5 for \$33,268, contingent on availability of commission RCPP match funds.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

D. DNR Fuels Reduction

1. Chipper Program Grant Approval – Anna reported that the draft agreement is done and has been sent to Olympia for review. The total ask is \$46,648.96 with matching funds coming from the FEMA grant and the landowners. A 3-person Veteran's Conservation Corp crew is included along with a truck and chipper rental to do the work.
MOTION – Approve DNR Fuels Reduction Chipping grant contingent on the Department of Natural Resources approval.

Bill Boyum, seconded by Jeff Brunson

Passed Unanimously

E. COVID 19 Response

1. Continuity of Operations – Anna has been working on putting together policies using WCC and MRSC guidance to address the situation related to the COVID 19 crisis and the Governor’s Stay Home Stay Healthy Proclamation.

- a) Temporary Leave Policy – The Commission sent out a temporary leave policy poster that would require the District to pay up to 2 weeks of sick leave if qualifying under Families First Coronavirus Response Act (FFCRA). The Board reviewed the Temporary Leave Policy that defines that this leave is available and allowed through December 31, 2020.

MOTION – Approve Temporary Leave Policy through December 31, 2020.

Bill Boyum, seconded by Jeff Brunson *Passed Unanimously*

- b) Telework Policy – The District does not currently have a policy in place for telework. Anna put together a telework policy using guidance from the Commission and MRSC Rosters. The telework policy would be in place through May 4th 2020 in following with the Governor’s stay Home Stay Healthy order.

MOTION – Approve Telework Policy in accordance with the Governor’s Stay Home Stay Healthy Order currently in place through May 4, 2020.

Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

Allisa encouraged the district to look at policies available on the Commission COVID-19 web page.

V. Executive Session to Review Performance of District Employees (30 minutes)

- A. Review of Staff Salaries & Wages – Anna suggested that the Board may want to postpone the review of the employee performance until meetings are no longer required to be held remotely. She also recommended that salary and wage increases be postponed given the situation and the potential impacts to the District budget. The Board discussed postponing and agreed that they preferred to do an executive session in person and that any salary or wage increases should be put on hold at least until July.

MOTION – Postpone the executive session until July to review salaries and wages.

Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

VI. Adjournment – Chair Mark Moore adjourned the meeting at 7:40 am.

MOTIONS APPROVED:

MOTION – Approve the March Accountant’s Report and the regular meeting minutes from March 12, 2020.

Jeff Brunson, seconded by Bill Boyum *Passed Unanimously*

MOTION – Approve check numbers 17456-17489 for a total of \$217,004.67 (Payroll Checks 17464-17471 and 17485-17489) building account check numbers 1005-1019 for a total of \$9,337.13. Approve pending payments totaling \$151,105.47 contingent upon receiving grant reimbursement requests.

Lynn Brown, seconded by Bill Boyum *Passed Unanimously*

MOTION - Approve Interlocal Agreement with Washington RC&D for the 20-21 BPA Yakima Tributary Access & Habitat Project Contract.

Matt Eslinger, seconded by Bill Boyum *Passed Unanimously*

MOTION – Approve proposal from Anchor QEA for \$67,445 for The Ranch on Swauk Creek project.

Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

MOTION – Approve Task Order with Anchor for EWC/Naneum through Task 5 for \$33,268, contingent on availability of commission RCPP match funds.

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

MOTION – Approve DNR Fuels Reduction Chipping grant contingent on the Department of Natural Resources approval.

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

MOTION – Approve Temporary Leave Policy through December 31, 2020.

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

MOTION – Approve Telework Policy in accordance with the Governor’s Stay Home Stay Healthy Order currently in place through May 4, 2020.

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

MOTION – Postpone the executive session until July to review salaries and wages.

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

Miandra Nash
Recording Secretary

05/14/20
Date

Ma Boyum
Board Member

5/14/2020
Date