



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
March 10, 2022 1:00 PM – Zoom Meeting ID: 810 0840 5889

ATTENDANCE

Board of Supervisors: Mark Moore , Chair (in person) Bill Boyum , Member (by Zoom) Lynn Brown , Vice Chair (in person) Matt Eslinger , Member (by Zoom, then in person)	KCCD Staff: Anna Lael , District Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: By Zoom: Allisa Carlson (Conservation Commission), Erin Kaczmarczyk (NRCS), and Lori Nevin In person: Dayna Wilkinson	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:01 PM. Attendees participated via Zoom and in person.

II. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the February Treasurer’s Report and the regular meeting minutes from February 10, 2022.

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

III. **Approve Bills, including Building Account Bills**

(see attached spreadsheet) Anna presented the bills to be approved and pointed out three EFT transactions (87 , 102 and 119) that were missed in the bills to be approved last month. All three were payroll related.

MOTION – Approve check numbers 20446 – 20479 and EFT Transactions 87,102,119,1170,118, and 119 for a total of \$119,322.40 (Payroll Checks 20451-20458, 20478-20479, and all EFTs) building account check numbers 2102-2112 for a total of \$9,842.19. Approve pending payments totaling \$324,709.93 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
3/1/2022	TBD	Kooy's Irrigation	\$264,141.06
3/1/2022		Valley Builders of Ellensburg, Inc	\$31,019.76
3/7/2022		Advantage Dirt Construction, Inc.	\$ 6,618.83
3/8/2022		Anderson Perry & Associates, Inc.	\$10,825.28
3/8/2022		Anderson Perry & Associates, Inc.	\$5,407.50
3/8/2022		Anderson Perry & Associates, Inc.	\$6,697.50

\$324,709.93

IV. Project Reports

A. NRCS Programs

1. Erin Kaczmarczyk presented her monthly report to the Board. NRCS offices are 75% staffing and open to the producers again by appointment. Local Work Group priority resource concern survey is open for responses. Erin reported on WaterSMART initiative, a new RCPP proposal deadline, CSP and EQIP.
2. **Mid-Columbia Steelhead Partnership RCPP** – Anna reported that the project agreement is with the Yakama Nation for signature. Once that occurs, the other partners (including KCCD) can begin negotiating the supplemental agreements.

B. KCCD Board of Supervisors 2022 Election- Anna reported that the election was finalized after the count on February 23rd. The incumbent (Mark Moore) received 49 votes. There were 52 ballots total. There were two ballots that could not be counted because of signature challenges. The voters were given the opportunity to address the challenges, but they did not respond to the letters sent. Another ballot was only in the secrecy ballot, but no outer envelope so no signature could be verified. All forms have been submitted to Conservation Commission.

C. Swauk Prairie Farms – Anna reported that Last month an application was submitted in response to the Conservation Commission's solicitation for conservation easement projects for the Swauk Prairie Farms LLC. Surprisingly, it was selected and will be sponsored by the Conservation Commission along with two other projects for the RCO farmland preservation grant program. KCCD staff will be working with Commission staff to complete the applications which are due May 3, 2022.

D. Annual Evaluations - Anna will complete evaluations for the staff. Two Board members will need to complete Anna's evaluation. Mark and Lynn volunteered.

V. Action Items

A. Financial Manager/Bookkeeper

1. Job offer

Anna reported that the Financial Manager/Bookkeeper position had been advertised since mid-January. A qualified individual applied in late February. Sherry and Anna interviewed Dayna Wilkinson on February 24. Anna successfully completed reference checks and a background/credit check and discussed a starting date and wage with Dayna. Anna recommends the position be offered to Dayna at \$21/hour with a start date of March 14.

MOTION- Offer Dayna Wilkinson the position of Financial Manager at \$21/hour starting March 14, 2022.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

B. Springbrook Additional Training

Anna reported that additional training through Springbrook will be necessary for Dayna. She has requested a cost estimate from Springbrook but has not yet received one. Board directed Anna to use delegated purchasing authority to move forward with training needs.

C. NACD TA Funds

1. Task Order for Cultural Resources Surveys/Reports

Anna reported that NACD and NRCS have agreed that the NACD Technical Assistance Grant can be used to assist with cultural resources surveys for upcoming EQIP contracts. The NACD funds pay 80% of the cost, so the District must supply the other 20%. This can

be done with Rates and Charges funding. This effort will help ensure that cultural resources consultations do not delay EQIP projects for Kittitas County producers.

Motion- Authorize District Manager to negotiate Task Orders for cultural resources surveys and reports up to remaining value of the NACD TA grant as needed.

Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

2. Natural Resource Investment (NRI)

a. Re-appropriated funds - Anna reported that Conservation Commission is able to distribute re-appropriated capital funds from the 19-21 biennium. Per the NRI programmatic guidelines, an equal amount of funding is being provided to each eligible conservation district in the amount of \$21,261. Anna recommends these funds be used for the chipping program which is outcome 4 under this grant.

Motion- Add new NRI funding to the chipping program bringing the total to \$33,861 for Outcome 4.

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

D. YTAHP Interlocal Agreement 2022-2023

Anna reported that the 2022-2023 YTAHP Interlocal Agreement with the Washington RC&D is ready for approval and signature. The agreement budget is \$ \$260,929.89 and the agreement spans April 1, 2022 to March 31, 2023.

Motion- Approve 2022-2023 Interlocal Agreement with the Washington RC&D for the Yakima Tributary Access & Habitat Program.

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

E. PAM Cost Share Agreements

Anna reported that it's time for the PAM Cost Share program information to go out to producers. The cost share agreements must be signed by the producer and the District before purchases can be made. To facilitate faster signing, of the agreements by the District, Anna is requesting authorization to approve and sign the agreements.

Motion – Authorize District Manager to approve and sign 2022 PAM Cost Share Agreements.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

F. Voluntary Stewardship Program

1. Turbidity Data Logger Purchase

Anna reported that the January VSP Watershed Group meeting included a presentation from Ecology staff of the water quality monitoring done in 2019 as a check in on the Upper Yakima Suspended Sediment TMDL. Though positive progress has been made, Wilson Creek is still not meeting the goals set for the TMDL. In an effort to better understand sources of sediment, Anna proposes that turbidity loggers be installed in Cherry Creek and the Wipple Wasteway at Moe Road. She has been working with the Kittitas County Water Purveyors and they can supply the turbidity sensor, if two additional loggers are purchased. At the March 4 VSP meeting, the Watershed Group approved purchase of the turbidity data loggers which will cost approximately \$6,500.

Motion – Approve the purchase of two turbidity data loggers contingent on approval from Conservation Commission staff.

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

G. Storage Container Purchase

Anna reported that the storage container that was approved for purchase last year was not purchased because the delay in waiting for the remodel work resulted in the vendor no longer having the container in stock. Anna checked back a couple times, but the available units were not what was wanted or were much too expensive. Finally, the 8X10 unit with a roll up door is available but the cost is higher than what was approved last year. Anna is requesting approval of the purchase at the new cost.

Motion – Approve purchase of 8X10 storage container from Simple Box for \$5510.30.
Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

VI. Public Comment –

1. **Allisa Carlson** announced the new WSCC Executive Director Chris Pettit has started and will fully take over on the 15th.

Allisa reported that through a partnership and agreement with the Department of Natural Resources, the Conservation Commission is able to make limited funding available to conservation districts for Community Wildfire Resiliency. Work must be completed by June 30, 2022.

Allisa reported that the Regional Managers are looking for volunteers to help with revising the current long range and annual plan templates.

Allisa reported that Supplemental budget outcomes are pretty good news for CDs and was unanticipated going into this legislative session. More information will be coming out next week. We are planning a webinar with CDs to walk through the outcomes of this last legislative session, so please stay tuned.

Lastly, Allisa reported that the mask mandate will be lifted at 11:59 tonight. The Commission will provide more updates as they become available. The requirement to hold public meetings remotely (with the option to attend in person) is still in place. This requirement is covered by the OPMA/PRA proclamation and remains in place until specifically modified or when the emergency is terminated.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 1:52 PM.

MOTIONS APPROVED:

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

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

MOTION- Offer Dayna Wilkinson the position of Financial Manager at \$21/hour starting March 14, 2022.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

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Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

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

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

Motion – Authorize District Manager to approve and sign 2022 PAM Cost Share Agreements.

Bill Boyum, seconded by **Matt Eslinger**

Passed Unanimously

Motion – Approve the purchase of two turbidity data loggers contingent on approval from Conservation Commission staff.



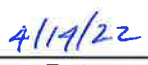
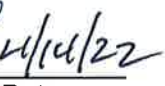
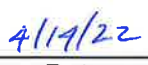
Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

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Lynn Brown, seconded by **Matt Eslinger**

Passed Unanimously

 _____ Recording Secretary	 _____ Board Member	 _____ Date
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