



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**  
**July 14th, 2022 7:00 AM – Zoom Meeting ID: 865 6159 8686**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair (in person) <b>Bill Boyum</b> , Member (in person) <b>Jeff Brunson</b> , Auditor (in person) <b>Matt Eslinger</b> , Member (in person) <b>Lynn Brown</b> , Vice Chair (by zoom)	<b>KCCD Staff:</b> <u>In-Person</u> <b>Anna Lael</b> , District Manager <b>Sherry Swanson</b> , Project Manager <b>Dayna Wilkinson</b> , Financial Manager <b>Brent Dixon</b> , Project Manager <b>Wendy Mee</b> , Resource Technician <b>Mark Crowley</b> , Conservation Planner
<b>Guests:</b> Zoom: Erin Kaczmarczyk (NRCS) In-Person: Brian Cortese, Alisa Carlson (Conservation Commission)	

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

II. **Public Comment –** None.

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

**MOTION** – Approve the June Treasurer’s Report, the corrected May Treasurer’s Report, the regular meeting minutes from June 9th, 2022, and the special meeting minutes from July 7, 2022.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

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

**MOTION** – Approve check numbers 20605 – 20657 and EFT Transactions 556, and 578-580 for a total of \$188,015.36 (Payroll Checks 20605-20606, 20617-20623, 20625-20626 and all EFTs); building account check numbers 2128-2136 for a total of \$9,937.42. Approve pending payments totaling \$173,318.30 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
7/8/2022	Claims	Anchor QEA, LLC	\$ 11,324.25
7/8/2022	Claims	Brist, Nita Hoversland	\$ 9,761.99
7/8/2022	Claims	Brist, Nita Hoversland	\$ 69,119.39
7/7/2022	Claims	Baugher, Julie	\$ 4,000.00
7/7/2022	Claims	Hall, Robert	\$ 9,367.25
7/7/2022	Claims	Number 9 Ranch LLC	\$ 34,105.33
7/7/2022	Claims	DK Farms	\$ 18,289.62
7/6/2022	Claims	Kittitas County Fire District #7	\$ 16,597.47
7/6/2022	Claims	Reiss-Landreau Research	\$ 753.00

**TOTAL \$ 173,318.30**

## V. Project Reports

### A. NRCS Programs

#### 1. District Conservationist Report

- a) Provided by Erin Kaczmarczyk (See Attached Report)

#### 2. EQIP WaterSMART

- a) Erin reported that the request for the FY23 funds has been submitted and it did include the additional amount for KRD. Anna reported that KCCD is utilizing the NACD TA funds to complete the cultural resources surveys and reports for these projects. One is complete and three others are underway.

#### 3. Mid-Columbia Steelhead Partnership RCPP

- a) Anna reported that work continues on the Supplemental Agreement for technical assistance funds. Konrad Bomberger is leaving his current position and taking a position in the Central Area Office. Anna also continues to work with the Conservation Commission on their contribution funds for this project.

#### 4. PL-566 Small Watershed Program

- a) Anna reported no additional action on this program.

## VI. Action Items

### A. Alkali Flats Cost Share Agreement

As directed by the Board at the Special Meeting on July 7<sup>th</sup>, 2022 Mark Crowley met with Brian Cortese, Paul Sorenson, and Paul Bell (Kooy's Irrigation) to discuss the project and its billing. The cost share agreement was originally signed in September 2021 for \$405,522 based on an August cost estimate. KCCD staff noted at the time that costs for a handline were missing, but the cost share agreement needed to be signed for the project to begin. An updated cost estimate was provided in December of 2021 that included the handline for a total of \$428,008. This amount was mistakenly not brought before the Board by staff at that time. The final billing for the project was \$426,109.79 which included pipe price increases over the August costs as well as several items that were not in the original cost estimate. After the meeting Kooy's Irrigation agreed to lower the final bill to \$421,236. Mark Crowley reported that the updated invoice was just received last night.

Brian Cortese shared that they felt rushed last summer to sign the cost share agreement and start the project as the funding had to be spent by 12/31/22 before the extension was granted. He also said that it was good project that achieved all the goals set out. In answer to a question by Jeff Brunson, Brian acknowledged that the costs were not being monitored as the project was constructed, but also that they didn't know for sure what Kooy would bill until the invoice was received in late June. Mark Crowley reviewed that invoice and it initially included \$27,000 in double billed costs. Sherry has experience similar billing issues with Kooy's on her projects. Accurate and timely billings are sometimes hard to get from Kooy's.

**MOTION**- Approve increase of Cost Share Agreement amendment by \$14,789.40 subject to a final review of Kooy's invoice to verify numbers.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed (Matt Eslinger abstained)*

### B. Professional Engineer Position

Anna reported that the job offer was conveyed to Ryan Roberts after the July 7 Special Meeting. He has not made a decision to accept or counter the offer as he is waiting on results from another job application he submitted to the Bureau of Reclamation. The Board discussed whether or not to place a deadline on the offer made.

Anna reported that should the position not be filled, the advertisement would remain posted. In the meantime, there are engineering needs in the other Districts (Cascadia and Okanogan CDs) that will need to be addressed with assistance from consultants. Anna summarized the availability of funding in the PE grant, which is now \$200,000 per fiscal year.

**MOTION**- Provide Ryan Roberts with a deadline of 08-01-2022 to accept or counter the job offer.

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed 3 votes for, 1 against*

#### **C. WSCC Grant Addendums**

WSCC requires grant addendums for the Implementation and Professional Engineer grants. The Implementation Grant is the same total amount as in FY 22 (117,823) and the Professional Engineer grant has increased to \$200,000 per year. Anna presented the budgets and outcomes for each of the grants for Board approval.

**MOTION**- Approve Addendums for 2023 WSCC Operating Fund grants.

**Jeff Brunson**, seconded by Bill Boyum

*Passed unanimously*

#### **D. NRI Small Project Cost Share**

Anna reported that it is time to advertise the 2022 Small Project Cost Share Program. With NRI funding, there is now \$33,789 available in cost share. KCCD staff recommend increasing the cost share maximum to \$8,000 given the increasing costs of materials. The Board discussed the and decided on a \$6,000 maximum.

**MOTION**- Advertise the 2022 Small Project Cost Share Program with due date of August 26, 2022 and a 50% cost share with an \$6,000 hold down.

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

*Passed unanimously*

#### **E. Caribou Creek Fish Passage 16-1918**

Anna reported that in May she pursued a cost increase for the Caribou Creek Fish Passage project. This project involves a significant amount of buried pipe and with the tremendous increases in pipe prices, the grant was not enough. The project was delayed last fall hoping that the prices would come down, but they have not. Anna requested and was approved for an additional \$194,000 bringing the total to \$547,288.00

**MOTION**- Approve the cost increase amendment for Caribou Creek Fish Passage grant 19-1618.

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

*Passed unanimously*

#### **F. District Office Tree Removal**

Anna contacted two vendors, Central Nursery and Arbor Care Lawn & Pest Control to provide costs for removal of the dying and leaning Aspen trees around the building and to trim the willows. Only Arbor Care responded and provided a bid. The bid to remove the aspen is \$775 Anna went ahead with that work since one of the trees is definitely a hazard to the building. The bid to trim and clean up the willows is \$4,535. Anna reported that she is seeking additional bids for that work since the cost is so high. No action occurred.

**G. Surplus Parcel 10090**

Anna reported that she has received two offers by mail in the last few months to purchase KCCD's parcel by Gladmar Pond on the Yakima River. The first was in March for \$10,000 and the second was in June for \$28,000. Anna has been talking with Public Surplus about the sale of the parcel on their website. An auction can be set up to KCCD's specifications including a required minimum price that will be accepted. In order to sell the property, the Board must declare it surplus to the District's needs. The Board directed her to contact the County to see if they have any interest in the parcel as an adjacent landowner.

**H. KCCD Operations Handbook**

Anna presented updates to the Operations Handbook including the new Open Public Meetings Act requirements including that Board meetings will be accessible remotely either by telephone or video and special meeting agendas will be posted 24 hrs prior to the meeting; to remove the petty cash as it is really not used anymore; and to add Juneteenth as a holiday.

**MOTION-** Approve Resolution 2022-004, revisions to the KCCD Operations handbook as presented.

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

*Passed unanimously*

**VII. Adjournment**

Chair Mark Moore adjourned the meeting at 8:28 AM.

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**MOTIONS APPROVED:**

**MOTION** – Approve the June Treasurer's Report, the corrected May Treasurer's Report, the regular meeting minutes from July 14, 2022, and the special meeting minutes from July 7, 2022.

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

*Passed Unanimously*

**MOTION** – Approve check numbers 20605 – 20657 and EFT Transactions 556, and 578-580 for a total of \$188,015.36 (Payroll Checks 20605-20606, 20617-20623, 20625-20626 and all EFTs); building account check numbers 2128-2136 for a total of \$9,937.42. Approve pending payments totaling \$173,318.30 contingent upon receiving grant reimbursement requests.

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed Unanimously*

**MOTION-** Approve increase of Cost Share Agreement amendment by \$14,789.40 subject to a final review of Kooy's invoice to verify numbers.

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

*Passed (Matt Eslinger abstained)*

**MOTION-** Provide Ryan with a deadline of 08-01-2022 to accept or counter the offer.

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed 3 votes for, 1 against*

**MOTION-** Approve Addendums for 2023 WSCC Operating Fund grants.

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

*Passed Unanimously*

**MOTION-** Advertise the 2022 Small Project Cost Share Program with due date of August 26, 2022 and a 50% cost share with an \$8,000 hold down.

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

*Passed Unanimously*

**MOTION-** Approve the cost increase amendment for Caribou Creek Fish Passage grant 19-1618

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

*Passed Unanimously*

**MOTION-** Approve Resolution 2022-004, revisions to the KCCD Operations handbook as presented.

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

*Passed Unanimously*

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 7/16/22  
Recording Secretary      Date

  
Board Member

8/11/22  
Date