



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
December 14th, 2023 1:00 PM– Zoom Meeting ID: 838 9657 2992

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Bill Boyum, Member Lynn Brown, Member Jeff Brunson, Auditor (via Zoom) Matt Eslinger, Member	KCCD Staff: Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Miranda Nash, Office Administrator (Zoom) Brent Dixon, Project Manager Sherry Swanson, Project Manager
Guests: Jon Paul Pierre, NRCS Allisa Carlson, Conservation Commission	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:01 PM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Mark Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the November 2023 Treasurer’s Report, and the regular meeting minutes from November 9th, 2023.

Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

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

MOTION – Approve check numbers 21153-21201 and EFTs 895, 925, 929, and 933 for a total of \$168,919.84 (Payroll Checks 21154-21155, 21162-21170, 21200-21201 and all EFTs); building account check numbers 2268-2273 for a total of \$8,850.39. Approve pending payments totaling \$88,434.74 contingent upon receiving grant reimbursement requests.

Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

Pending Bills To Be Paid:

Claims	Mid-Columbia Fisheries Enhancement Group	\$28,652.36
Claims	Mid-Columbia Fisheries Enhancement Group	\$59,782.38
TOTAL		\$88,434.74

V. **Project Reports**

A. **NRCS Programs**

- 1. District Conservationist Report – Jon Paul Pierre provided an update on hiring initiatives. There are 2 new hires in Ephrata, and the new archeologist is doing great.

B. **Professional Engineering Grant**

- 1. Anna reported she negotiated with Anchor QEA and the final task order for the Maggs Project will be \$20,748 and included only the first two sub tasks. The remaining tasks will

be negotiated after additional work is complete to reduce cost and effort needed for final designs.

C. KCCD 2024 Election

1. Anna presented the 2024 Election timeline to the Board. See agenda for details.

D. OPMA Training Expiration – Every 4 years the Board is required to complete the Open Public Meetings Act Training. The videos can be viewed and completed individually or in the office. There are two that need to be completed by each board member. The Board elected to do this on their own time.

VI. Action Items

A. Coleman 4.4 Fish Passage and Screening Project

1. **Accept Low Responsive and Responsible Bidder, and contract approval.**

Per the bid opening summary and the review of responsibility criteria, Thayer Excavating was the Low Responsive and Responsible bidder.

MOTION- Approve Thayer Excavating as the Low Responsive and Responsible Bidder and authorize execution of the construction contract pending receipt of bond and insurance documents.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

2. **Cultural Resources Monitor Task Order 5.0**

The cultural resources consultation requires an onsite monitor for this project. RLR has provided an estimate of \$5,200 to complete this work.

MOTION- Approve task order 5 with RLR Research monitoring for the Coleman 4.4 project.

Jeff Brundon, seconded by **Lynn Brown**

Passed Unanimously

B. Coleman 2.0 and Naneum 2.9 Fish Passage Project

1. **Acceptance of Low Responsive and Responsible bidder, and contract approval.**

Per the bid opening summary and the review of responsibility criteria, Wakefield Excavation was the low Responsive and Responsible bidder.

MOTION: Accept Wakefield Excavation as the low Responsive and Responsible bidder and authorize execution of the construction contract pending receipt of bond and insurance documents.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

C. Mid Columbia Steelhead Partnership RCPP Sign Up #1

1. **RLR Cultural Resources Task Order 03 Time Extension**

This task order ends 12/31/23 and needs to be extended. Due to delays with projects, it's likely the last survey and report could be done as late as November 2024.

MOTION- Extend RLR Task Order 3 to 12/31/24.

Bill Boyum, seconded by **Matt Eslinger**

Passed Unanimously

D. Community Wildfire Defense Grant

1. Grant Contract with DNR

The grant contract with DNR for the CWDG is ready for signature. The scope of work has been reviewed by Anna and by project partners. Any deviation from the expected deliverables due to inflation or other economic factors will need to be well documented and communicated as the project continues. There is an expectation that inflation may cause the scope of the work to be adjusted overtime.

MOTION- Approve the Community Wildfire Defense Grant contract 24-DG-11062752-046 with Washington DNR for \$10 million.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

2. Project Manager Position Advertisement

The CWDG includes funding for a full-time project manager. With the grant execution occurring, it is time to advertise for the position.

MOTION- Authorize the District Manager to complete a position description and advertise the opening immediately.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

E. Yakima Federal CD

The maturity notice for our CD with Yakima Federal Savings and Loan was received. The renewal rate is very low. Cashmere Valley offers higher short and long term yields.

MOTION- Authorize the District Manager to close the CD account at Yakima Federal Savings and Loan and move funds to an appropriate account with Cashmere Valley. The specifics of which are to be decided by staff.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

VII. WSCC Regional Manager Update – provided by Allisa Carlson

1. **Highlights** – A new executive director has been chosen for the Conservation Commission and the Legislature is working on finalizing 2024's budget.

VIII. Adjournment

Chair Mark Moore adjourned the meeting at 2:10 PM.

MOTIONS APPROVED:

MOTION – Approve the November 2023 Treasurer's Report, and the regular meeting minutes from November 9th, 2023.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve check numbers 21153-21201 and EFTs 895, 925, 929, and 933 for a total of \$168,919.84 (Payroll Checks 21154-21155, 21162-21170, 21200-21201 and all EFTs); building account check numbers 2268-2273 for a total of \$8,850.39. Approve pending payments totaling \$88,434.74 contingent upon receiving grant reimbursement requests.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

MOTION- Approve Thayer Excavating as the Low Responsive and Responsible Bidder and authorize execution of the construction contract pending receipt of bond and insurance documents.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

MOTION- Approve task order 5 with RLR Research monitoring for the Coleman 4.4 project.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

MOTION: Accept Wakefield Excavation as the low Responsive and Responsible bidder and authorize execution of the construction contract pending receipt of bond and insurance documents.

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

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

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

MOTION- Authorize the District Manager to complete a position description and advertise the opening immediately.

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

MOTION- Authorize the District Manager to close the CD account at Yakima Federal Savings and Loan and move funds to an appropriate account with Cashmere Valley. The specifics of which are to be decided by staff.

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

Dayna M. Wilkinson *1/9/24*
Recording Secretary Date

Nancy Boyum
Board Member

1/11/24
Date