



Kittitas County Conservation District
2211 W. Dolarway Road, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

Board of Supervisors Monthly Meeting
December 10, 2020 1:00 PM – Zoom Meeting ID: 995 5904 6908

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore, Chair Lynn Brown, Vice Chair Bill Boyum, Member Jeff Brunson, Auditor	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Brent Dixon, Project Manager Sherry Swanson, Project Manager Mark Crowley, Conservation Planner Ryan Roberts, Engineer Wendy Mee, Resource Technician
Guests:	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM. All in attendance participated via Zoom.

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

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

MOTION – Approve check numbers 17823-17872 for a total of \$244,033.28 (Payroll Checks 17841-17851 and 17867, 17869-17872) building account check numbers 1112-1123 for a total of \$5,567.96. Approve pending payments totaling \$414,750.65 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
7/15	TBD	Kittitas Conservation Trust	\$38,931.47
10/27	TBD	Anderson Perry	\$1,832.83
11/12	TBD	Larry Kaatz	\$2,784.37
12/1	TBD	Brian Cortese	\$5,455.95
11/30	TBD	Anderson Perry	\$5,567.88
11/19	TBD	Reiss Landreau Research	\$4,280.00
12/9	TBD	Kooy's Irrigation	\$240,315.05
12/9	TBD	Hurst Construction	\$109,223.10

12/10	TBD	Maria Cristalli	\$3,960.00
12/10	TBD	Kurt Samuelson	\$2,400.00

\$414,750.65

IV. Project Reports

A. Voluntary Stewardship Program –

1. **5-Year Report** – Anna reported that the report was submitted on November 17, the day that was due. Anna sent letter with details about experience with reporting template. There is a review schedule for reports and ours won't be reviewed until March 2021
2. **Planting Projects** – Anna reported that one planting project has been completed with a cooperator using VSP funds.

B. RCPP Projects –

1. **Sign-Up Results** – Anna reported that the sign-up due date was November 20th. Mark reported that 21 applications were received, some rolled over from the last sign-up and some new. Mark, Sherry and Konrad went through a preliminary screening that resulted in 17 high priority and 4 medium priority. The applications will be entered into CART and the final ranking will be there. This is the last sign-up and will use all the funds remaining. Sherry reported that Konrad has not got back to us when CART will be ready.
2. **Conservation Stewardship Program** – Anna reported that CSP funding in this project are more than expected because of a policy change at NRCS. Konrad is investigating whether we could convert these funds to EQIP and fund more projects on our list.

C. YTAHP Projects –

1. **Coleman-Olmstead Construction** – Under construction started 2nd week of November. Working right along with schedule. Pedestrian bridge is on site. Sprinkler system is laid out, all materials are there. Parks doing excavation for mainline. Waiting until January. concrete walls putting today. NO cost increase yet.
2. **21-22 Scope of Work** – Anna submitted a scope of work for the next contract cycle (April 2021 to March 2022). Expected construction projects include at least the Ranch on Swauk Creek project.

D. Thorp School Projects – Anna reported that this project is moving along. The greenhouse/nursery is constructed and plumbed into water and power of school. In the crop area, pumpkins were grown and sold this fall. The school has requested that instead of a video, that we assist them with an interactive website. Anna checked with NACD to make sure this was acceptable and they approved. Kara at NXNW will be working on that with them under the same task order.

E. COVID-19 Response – No changes to report.

V. Action Items

A. Resolution 2020-05 – Operating Policies and Procedures Handbook

1. **Procurement Policy** – Anna reported that at the November Board meeting, the Board considered changes to the procurement policy, along with other changes to the Operating Policies. After further consideration, Anna is proposing changes to procurement policy sections on federal funding in order to ensure that the federal funding requirements are followed by the District and that the policies are adequate to avoid any future audit issues. Although the federal funding requirements allow for a threshold of \$250,000 before competitive bids are required for purchases, Anna’s recommendation is to cap the District thresholds at \$50,000 for goods and services and \$65,000 for public works projects. Any purchases above those amounts will require competitive proposals or sealed bids. Our policy must state that District will follow those thresholds even if the federal thresholds are higher. So, the table in the policy states that explicitly. The Board concurred that the revised limits recommended by Anna were more comfortable than the version presented at the November Board meeting.

MOTION – Approve presented changes to the procurement policy regarding federal funds.

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

B. YTAHP

1. **Engineering Task Order for Coleman at CID Project**

The Yakima Targeted Investments grant from the Salmon Recovery Funding Board includes funding to complete the designs for the Cascade Irrigation District intersection with Coleman Creek, as well as the intersections with Caribou and Naneum Creeks. There is application in to the Fish Barrier Removal Board for construction of the project at Coleman Creek and the project is also included in the recent RCPP proposal. Since this the site to be constructed earliest, designs need to move ahead.

MOTION - Approve the Task Order with Anderson Perry for the Cascade Irrigation District at Coleman Creek project.

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

C. Resolution 2020-006

1. **KCCD 2021 Election**

Anna presented Resolution 2020-006 for the 2021 Election for Board approval. She included two options. In past years, absentee ballots had to be requested three weeks prior to the election so there would be time to mail out those ballots 2 weeks before the election. That could be done for this mail-in only election, however in working to ensure maximum accessibility, it seems prudent to consider whether or not ballots could be requested in-person (so voter would pick up the ballot at the office) up to election day. The Board agreed that allowing in-person requests for ballots up through election day is a good idea.

Anna also shared the notice of expiring position that will be posted in the newspapers and on-line.

MOTION - Approve Resolution 2020-006 KCCD 2021 Election with the option for in-person ballot requests.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

D. Accounting Assistant

1. Candidate Review and Hiring

This position was advertised on Facebook, Indeed, the District website and on a job board at CWU. While the different sites have several applications, only two have actually submitted their information as requested (cover letter, resume, job application by email to both Anna and Miranda). The first review is scheduled after December 14. Anna hopes to interview candidates before Christmas and may be ready to offer the position at that time. She is requesting authorization to offer the position to the top candidate.

MOTION - Authorize District Manager to offer the part time Accounting Assistant position to the top candidate.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

E. Building

1. USDA Lease Solicitation

a) Tenant Improvements Bid

The tenant improvement bid has not yet been advertised but hopefully will be shortly. The bids will be due and action could be taken on the contract before the January Board meeting. Anna is requesting authorization to accept the low responsive and responsible bidder for this project contingent on the price being within the budget.

MOTION - Authorize District Manager accept the low responsive and responsible bidder for this project contingent on the price being within the budget

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

F. Holiday Leave

Since Christmas Eve falls on a weekday this year, the District Manager is requesting an additional 8 hours of holiday leave for all employees.

MOTION - Authorize 8 hours of holiday leave for all staff for Christmas Eve.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

VI. Public Comment

No public comment

VII. Adjournment

Chair Mark Moore adjourned the meeting at 2:03 PM.

MOTIONS APPROVED:

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Bill Boyum seconded by **Jeff Brunson**

Passed Unanimously

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MOTION - Approve the Task Order with Anderson Perry for the Cascade Irrigation District at Coleman Creek project.

Jeff Brunson, seconded by Lynn Brown *Passed Unanimously*

MOTION - Approve Resolution 2020-006 KCCD 2021 Election with the option for in-person ballot requests.

Jeff Brunson, seconded by Lynn Brown *Passed Unanimously*

MOTION - Authorize District Manager to offer the part time Accounting Assistant position to the top candidate.

Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

MOTION - Authorize District Manager accept the low responsive and responsible bidder for this project contingent on the price being within the budget

Lynn Brown, seconded by Bill Boyum *Passed Unanimously*

MOTION - Authorize 8 hours of holiday leave for all staff for Christmas Eve.

Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

Miranda Nash 01/14/21
Recording Secretary Date

Monette
Board Member

1/17/2021
Date