



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 10, 2021 1:00 PM – Zoom Meeting ID: 834 0522 6210

ATTENDANCE

Board of Supervisors: Mark Moore , Chair (in person) Bill Boyum , Member (by Zoom) Lynn Brown , Vice Chair (in person) Jeff Brunson , Auditor (in person)	KCCD Staff: Anna Lael , District Manager Sherry Swanson , Project Manager Miranda Nash , Financial Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Lori Nevin, Rose Shriner (WRCD), Rachel Mickey (DNR), Allisa Carlson, WSCC Regional Manager	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:03 PM. Attendees participated via Zoom and in person.

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

MOTION – Approve the November Accountant’s Report and the regular meeting minutes from November 10, 2021.

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

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

MOTION – Approve check numbers 20310 - 20353 for a total of \$248,207.33 (Payroll Checks 20322 – 20327, 20352, 50353), building account check numbers 2073-2082 for a total of \$8,727.48. Approve pending payments totaling \$454,845.44 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
11/10/21	TBD	Ron Higgins	2520.00
12/9/21	TBD	Amanda Wells	5130.00
12/9/21	TBD	Michael Lee	12600.00
12/9/21	TBD	Lori Lowrance	641.25
12/9/21	TBD	William Udall	5,130.00
12/9/21	TBD	Laura Gordon	725.70
12/9/21	TBD	Eron Cannon	3,780.00
12/9/21	TBD	Barbara Brindle	10,080.00
12/9/21	TBD	Evan Stanley	9,000.00
12/9/21	TBD	Doug Owens	9,000.00
12/9/21	TBD	Mike Borkan	1,603.12
12/9/21	TBD	Don Owens	9,000.00
12/9/21	TBD	Hurst Construction	214,891.02
12/9/21	TBD	Advantage Dirt Cont, Inc.	25,211.60
12/9/21	TBD	Advantage Dirt Cont, Inc.	132,275.35

12/9/21	TBD	Advantage Dirt Cont, Inc.	3,906.07
12/9/21	TBD	Anchor QEA	6,097.85
12/9/21	TBD	NACD	3,253.48
			\$454,845.44

IV. Project Reports

A. Long Range Plan – Anna presented the Long Range Plan draft including a summary of the survey results.

B. NRCS Programs

1. **Mid-Columbia Steelhead Partnership RCPP**- The district is waiting for execution of the partner agreement between the Yakama Nation and NRCS. Anna is working with NRCS on the potential projects with the Cascade Irrigation District, Ellensburg Water Company and West Side Irrigating Company. Determining eligibility for these projects is proving difficult.

2. **EQIP WaterSMART** – We are talking with NRCS and FSA about eligibility requirements for KRD under this funding.

C. WSCC Professional Engineer Grant – The district continues to advertise the position but has had no interest. It has been confirmed with the Conservation Commission that the funds must be used for an PE or EIT, not just a construction manager.

V. Action Items

A. 2022 KCCD Election Resolution - Resolution 2021-08 sets a date of February 8, 2022 as the election date for the expiring elected position on the Board of Supervisors.

MOTION – Approve Resolution 2021-08 setting the KCCD 2022 Election and Appointments
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

B. YTAHP Projects

1. **Parke Creek** The Parke Creek project is nearly complete. Both diversion structures are removed from the creek and the streambed restoration completed. The remaining task is to install the pipeline across the creek at the upper diversion, which should occur shortly.

MOTION – Authorize staff to accept the Parke Creek Project as substantially complete when the pipeline across Parke Creek is completed.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

2. **Ranch on Swauk Creek** - The Ranch on Swauk Creek project has some delays that will likely not allow it to be substantially complete until after the holidays. The pipe that is on order is expected to be delivered in two to three weeks. Anna is working with the Department of Transportation on a utility agreement with the landowner which will also take some time.

C. FEMA 5182 Grant

1. **Anderson Perry Task Order** - The project with Kittitas County Fire District No. 1 to install a back-up generator requires more technical expertise that is currently available on the KCCD staff. In the absence of a district engineer, Anna reached out to John Wells at Anderson Perry for a cost estimate to provide a technical review of the project scope and bid documents. Anna has not yet received the cost for the task order. She believes it will be under \$5,000 which is within her delegated authority. If it is more than that, a special meeting may be necessary.

D. KCCD Long Range Plan - The Long Range Plan comments are due by December 17. The plan must be submitted to the Conservation Commission by the end of the month. Staff can address comments, with review by the Chair if desired, and submit the plan by the deadline.

MOTION – Authorize staff to complete the Long-Range Plan, addressing comments received by December 17 with final review by the District Chair and District Manager.

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

VI. Public Comment

Allisa gave an update on the hiring process for the Executive Director. Interviews will be held next week for the final three candidates and Anna will participate on the interview panel.

Information has been sent out about the three supplemental state budget requests that were submitted this past September. Allisa will follow up with an email to the district including a link for information about the budget requests.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 2:13 PM.

MOTIONS APPROVED:

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Mianda Nash 01/13/2022
Recording Secretary Date


Board Member

1/13/2022
Date