



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
 June 10, 2021 7:00 AM – Zoom Meeting ID: 910 1901 0262

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Allisa Carlson , WSCC South Central Regional Manager	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the May Accountant’s Report and the regular meeting minutes from May 13, 2021 and special meeting minutes from May 19, 2021.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

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

MOTION – Approve check numbers 18063, 20047-20092 for a total of \$319,105.78 (Payroll Checks 20055 - 20062 and 20088-20091) building account check numbers 2010-2021 for a total of \$9,019.16. Approve pending payments totaling \$75,305.58 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
5/13/21	TBD	Fred Slyfield	\$3,750.40
5/13/21	TBD	Hunter Slyfield	\$3,747.68
5/10/21	TBD	Mid-Columbia Fisheries	\$21.08
5/10/21	TBD	Mid-Columbia Fisheries	\$5000.00
5/12/21	TBD	City of Roslyn	\$12,101.00
6/9/21	TBD	Matthew Cox	\$13,469.13
6/9/21	TBD	Mid-Columbia Fisheries	\$13,055.76
6/9/21	TBD	Mid-Columbia Fisheries	\$931.36
6/3/21	TBD	Kittitas Conservation Trust	\$2,755.00

6/2/21	TBD	Anderson Perry	\$1,371.25
6/2/21	TBD	Anderson Perry	\$8,995.00
6/1/21	TBD	Uplift Desk	\$5,045.70
6/1/21	TBD	HLA	\$5,062.22

\$75,305.58

IV. Project Reports

A. RCPP Projects

1. **Conservation Stewardship Program Sign-Up** – The CSP sign up resulted in two applications. Brent is working on them with NRCS staff.

B. NRCS Funding Opportunities

1. **RCPP New Project** – Funded at 75%.
2. **WaterSmart Application** – The District staff worked with the District Conservationist to submit an EQIP - WaterSmart proposal. It is focused on KRD lands and infrastructure as they have implemented USBR WaterSmart grants, a requirement for this funding. The proposal has been reviewed at the state office and been submitted to national office for consideration.

C. Commission Grants – Remaining Funds

1. **Irrigation Efficiencies** – A large portion of funds have already been returned to the Commission. The remaining funds should be spent out by the end of the biennium.
2. **Engineering** – It looks like all of the Engineering grant will be spent out by the end of the biennium.
3. **Implementation** – Anna reported that there are Orca funds remaining that will be used for riparian planting.

D. **Springbrook Express** – District staff is in the process of gathering more information on the software.

E. **WADE Conference 2021** – The WADE conference is June 14th- 16th this year. It is all virtual and registration is open online.

F. **COVID-19 Response** – Anna reported that she will update the current sign on the front door to align with the current CDC guidance that masks are option for vaccinated individuals.

V. Action Items

A. Building

1. **Construction Contract Status** - The contractor has completed the punch list for this project with one minor remaining issue. The locks were installed in the USDA suite doors, but when the holes in the door to the USDA server room were drilled incorrectly. While the door and lock function fine, the incorrect holes show above the lock so the contractor will be replacing the door at their cost. It has been ordered but is not expected for 6 more weeks.

MOTION - Accept KCCD Building Improvements Contract (# 2021-02-11-01) with Lumsden Construction as complete.

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

B. FY22-FY23 WSCC Biennium - The new biennium begins July 1 and the District must have a Master Contract in place with the Conservation Commission, along with a new Authorized signatures form.

1. **SCC Master Contract Approval**

MOTION - Approve the Master Contract with the Conservation Commission for the FY22-FY23 biennium.

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

2. **Authorized Signatures Form**

C. Single Federal Audit

1. **IAA Data Sharing Agreement with SAO** - The State Auditors Office is requesting that auditees sign this data sharing agreement so that they are authorized to exchange confidential information between them.

MOTION - Approve the Interagency Data Sharing Agreement with the Office of the Washington State Auditor

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

D. Resolution 2021-004 – Credit Card Application - The Board previously approved closing the District credit card at Wells Fargo and opening a new one at Cashmere Valley Bank (CVB). The application at CVB requires a resolution approved by the Board.

MOTION - Approve KCCD Resolution 2021-004 to open a credit card at Cashmere Valley Bank.

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

E. VSP Interlocal Agreement with Kittitas County - The agreement with Kittitas County for the Voluntary Stewardship Program expires this month and a new one is necessary for the new biennium. The new agreement has been drafted and changes from the last one including a small reduction in funding (\$235,000 vs \$240,000). The draft has been sent to Dan Carlson and he will be taking it and the agreement between the County and the Conservation Commission to the Board of County Commissioners for review and approval.

MOTION – Approve the Interlocal Agreement with Kittitas County for the Voluntary Stewardship Program for the FY22-FY23 biennium.

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

F. PEBB Employer Group Interlocal Agreement - Joining the Washington Health Care Authority requires an interlocal agreement which was received this week.

MOTION – Approve the Interlocal Agreement with Public Employee Benefits Board to join the Washington Health Care Authority.

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

G. Simple Box Storage Container - We have been looking at options for outside storage at the office in order to move away from renting a storage unit. The contractor who did the tenant improvements used a Simple Box storage container. In looking at the options from that company, an 8'x10' container is just a few hundred dollars more than a similar sized pre-fab wood structure. Security for the container unit is much better than a wood structure as is the life of the unit and the maintenance. The container would fit on the concrete pad behind the dumpster. With additional inside storage in the office after the remodel and this unit, we think we can let the paid storage unit go saving us \$147/month.

MOTION – Approve the purchase of the Simple Box storage unit.

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

H. YTAHP – Coleman/Olmstead -

1. **Cost Share Agreement Amendment** - The Coleman Olmstead project is wrapping up and there are a few extra expenditures that are possible. including adding handline to the sprinkler system.
2. **Fencing Purchases** – Also included in the amendment is purchasing fencing materials for the pump station.

MOTION - Approve the amendment of the cost share agreement to add handlines and valves for the sprinkler project and approve the purchase of fencing materials for installation by State Parks.

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

VI. Public Comment

Allisa briefly talked about the budget for the new biennium. She thanked the District for submitting their annual financial report and annual plan of work on time.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:08 AM.

MOTIONS APPROVED:

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

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MOTION - Approve the Master Contract with the Conservation Commission for the FY22-FY23 biennium.

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

MOTION - Approve the Interagency Data Sharing Agreement with the Office of the Washington State Auditor

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

MOTION - Approve KCCD Resolution 2021-004 to open a credit card at Cashmere Valley Bank.

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

MOTION – Approve the Interlocal Agreement with Kittitas County for the Voluntary Stewardship Program for the FY22-FY23 biennium.

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

MOTION – Approve the Interlocal Agreement with Public Employee Benefits Board to join the Washington Health Care Authority.

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

MOTION – Approve the purchase of the Simple Box storage unit.

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

MOTION - Approve the amendment of the cost share agreement to add handlines and valves for the sprinkler project and approve the purchase of fencing materials for installation by State Parks.

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

Miranda Nash *07/08/21*
Recording Secretary Date

M. Boyum
Board Member

7/8/21
Date