



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 8, 2021 7:00 AM – Zoom Meeting ID:932 6927 8220

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 Ryan Roberts , Engineer
Guests: Allisa Carlson , WSCC South Central Regional Manager	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:06 AM. All in attendance participated via Zoom.

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

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

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

III. **Approve Bills, including Building Account Bills**

(see attached spreadsheet)

MOTION – Approve check numbers 20093 - 20136 for a total of \$142,953.42 Payroll Checks 20104 - 20111 and 20133-20136) building account check numbers 2022-2031 for a total of \$8,509.12. Approve pending payments totaling \$112,419.48 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
5/12/21	TBD	City of Roslyn	\$12,101.00
6/10/21	TBD	HLA	\$5,062.22
6/30/21	TBD	John Ramseyer	\$11,613.79
6/30/21	TBD	William Broadlick	\$4,704.66
6/14/21	TBD	Dodge & Dodge	\$25,000.00
7/6/21	TBD	Washington RC&D	\$18,320.12
7/6/21	TBD	Mid-Columbia Fisheries	\$21,530.69
7/6/21	TBD	Mid-Columbia Fisheries	\$5,870.95
7/6/21	TBD	Mid-Columbia Fisheries	\$8,216.05

IV. Project Reports

A. NRCS Funding Opportunities

1. **RCPP New Project** – The District work continues on the new RCPP agreement. Since NRCS awarded only 74% of the requested amount, the contributions are being reduced by the same percentage. We hope to have the agreement in place by September and be able to seamlessly move into this new project with a cost share sign-up this fall.
2. **WaterSmart Application** – No news on the EQIP WaterSmart application for the KRD lands and infrastructure.

B. Voluntary Stewardship Program - WDFW has contacted the District regarding carcass dumping attracting the Naneum wolf pack to the valley edges. The first contact was last year when WDFW asked for help getting the word out to the community that they would pay the dump fees for producers to take their carcasses (sheep sized or smaller and bagged) to the transfer station. This year the problem continues and there has been discussion about a carcass composting facility. After further discussion, it is clear that a carcass composting facility could benefit the County for more reasons than just dealing with the wolf attraction issue. The options for disposing of carcasses are limited and expensive in the County. This will be a topic of discussion at the July 23rd VSP meeting. WDFW staff will be in attendance.

V. Action Items

A. COVID-19 Response

1. **Resolution 2021-005** – Rescind COVID Emergency – Anna reported that the Board of County Commissioners has rescinded their emergency declaration. This resolution does the same for the District.

MOTION – Approve Resolution 2021-005 to Rescind the COVID emergency declaration effective today.

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

B. KCCD Cost Share Resolution for FY22-FY23 WSCC Biennium

1. **KCCD Cost Share Resolution - KCCD Cost Share Resolution**
This Resolution sets the cost share rates and landowner hourly rate as required by the Conservation Commission. This is the same as the Board has approved in the past.

MOTION – Approve Resolution 2021-006 to set the Cost Share rate and landowner labor rate for the 2022/2023 biennium.

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

2. **WSCC Grant Addendums** - Each of the Commission grants must have an addendum that establishes outcomes and budgets for each grant. The Board reviewed addendums for the following grants: Implementation, Professional Engineering and Irrigation Efficiencies Program.

Implementation Grant Total \$117,823

- \$72,823 Intermediate Outcome #1 District Administration, Elections, Advertising, Trainings (WADE, WACD)
- \$4,000 Intermediate Outcome #2 Outreach - newsletter, website, social media, meetings, etc.
- \$25,000 Intermediate Outcome #3 Technical Assistance - Small Projects, NACD TA grant, Firewise/Forestry
- \$16,000 Intermediate Outcome #4 Small Project Cost Share

Professional Engineer Grant Total \$75,000

- \$70,500 Intermediate Outcome #1 Professional Engineer Technical Assistance
- \$500 Intermediate Outcome #2 Area District Coordination
- \$4,000 Intermediate Outcome #3 Administration

Irrigation Efficiencies Grant Total \$13,000

- \$12,000 Intermediate Outcome #1 Technical Assistance
- \$1,000 Intermediate Outcome #2 Administration

MOTION – Approve the addendums for the Implementation, Irrigation Efficiencies, and Professional Engineering grants.

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

- C. KCCD Operations Handbook Update** – Anna reported that she has updated several sections of the Operations Handbook. The most significant change is the deletion of the \$640 benefits award and replacement with the Health Care Authority information. Other changes include updating of language or adding items not previously included.

MOTION – Approve Resolution 2021-007 to update the KCCD Operations Handbook.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

- D. Voluntary Stewardship Program** - Last month the PIT tag array equipment was purchased for the Wilson and Cherry Creek sites. This agreement is similar to past agreements documenting our equipment being used and maintained by WDFW.

MOTION – Approve interlocal agreement with WDFW for installation, maintenance and monitoring of PIT arrays with VSP purchased equipment.

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

- E. FEMA Grant (4188)** - The new FEMA grant includes back-up generators with Cle Elum, Fire District 1 and Fire District 6. The Board approved the interlocal agreements with those entities in March. The grant also includes fuels reduction work with Cle Elum, Roslyn and Ronald. Roslyn was not specifically addressed because they don't have a backup generator in this grant and that was the initial priority. This is the interlocal agreement with Roslyn for their alleys and rights-of-way as designated in the grant.

MOTION – Approve interlocal agreement with Roslyn for the fuels reduction work in their identified alleys and rights of way.

Lynn Brown, seconded by **Matt Eslinger**

Passed Unanimously

F. YTAHP Projects –

1. **KPFF Agreement & Task Order** - An agreement and task order not to exceed \$2,000 was initiated with KPFF, an engineering firm retained by Kittitas County Public Works. This agreement was the most efficient way to obtain the County's approval for the pipeline hangers on the Burke Road bridge for the Ranch on Swauk Creek project. The other option would have been to allow Anchor QEA to sub the analysis to another firm who would then submit it to Anchor who would send it to the County who would send it to KPFF for their review and approval of the analysis. It was much simpler to just contract with KPFF for this small task.

MOTION – Ratify agreement and task order with KPFF for the Burke Road bridge analysis.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

2. **Ranch on Swauk Creek Bid Schedule** - We're planning to advertise the Ranch on Swauk Creek for bid this month. This is the tentative project schedule:

- July 20 – Advertise for bid
- July 28 – Pre Bid Meeting
- August 10 – Bids Due
- August 17 – Contract Executed
- August 24 – Notice to Proceed
- September 7 – Construction Starts
- October 15 – Construction Complete

MOTION – Approve Ranch on Swauk Creek bid schedule.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

G. RCPP Projects

1. **Electrical Cost Share** - Back in March, the Board approved cost share agreements for the FY21 RCPP projects as soon as their contracts with NRCS are signed. Anna reported that several producers are anxious to move forward with power even though the contracts with NRCS are not yet complete. There have been significant delays with the power companies. The Board could consider signing cost share agreements for the electrical service to allow producers to incur costs, but place all the risk on them if their project doesn't move forward as expected. Sherry also reported that one particular producer has two projects (geographically separate) that in the past would have been two separate contracts with NRCS. Due to change in policy, the

two pivot projects are now in one NRCS contract. Anna requested that the Board approve allowing this producer to have two contracts for electrical power as the projects are separate.

MOTION – Approve signing cost share agreements prior to NRCS contracts allowing producers to incur costs, but making the cost share payment contingent on successful completion of the entire project and approving two contracts with the producer who has two geographically separate projects.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

2. **Cultural Resources Task Order** - Back in March, the Board approved Task Order 15 with Reiss Landreau Research for cultural resources surveys. That was an estimate based on 7 or 8 projects as had been done in the past. RLR has detailed their costs for nine projects (several are large) and it's \$39,894.

MOTION – Approve amendment to Task Order 15 to increase cost to \$39,894.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

- H. **Surplus Items Approval** - With the office remodel complete, we have several items to surplus. Some items will be auctioned (or attempted to be auction) on Public Surplus. Others will be recycled or taken to the transfer station.

Auction
HP Plotter
Total Station and GPS
Office Phone System
Office Furniture (desks, bookcases, etc.)

Recycle
Computers (towers, laptops, monitors etc)

Miscellaneous items in Storage Unit

MOTION – Authorize surplus of listed items for auction, recycle or transfer station as determined by the District Manager.

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

- I. **Springbrook Express** - We have continued to investigate Springbrook Express as a financial software package. We spent another hour online with one of the developers going over what the program can do and how it works. While it seems great, the cost is still the biggest factor. The updated estimate is \$31,000 for the first year and \$17,000 per year after that.

MOTION – Approve contract with Springbrook Express up to \$31,000 for Financial Software contingent on the District Manager negotiating a lower annual subscription.

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

J. Small Project Cost Share 2021 – It is time to announce the Small Project Cost Share Program. Staff recommends continuing the program as in the past. The deadline would be August 27th and the applications would be considered at the September Board meeting.

MOTION – Authorize advertising for small project cost share and set deadline for August 27, 2021.

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

K. Interlocal Agreement Engineering – The Board reviewed the interlocal agreement to share Engineering staff time, as has been done in the past, with Cascadia, South Douglas, Foster Creek and Okanogan Conservation Districts. The time period of the agreement is June 30, 2021 – June 30, 2023.

MOTION – Approve Engineering Interlocal Agreement with Cascadia, South Douglas, Foster Creek & Okanogan Conservation Districts.

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

VI. Public Comment

Allisa Carlson, WSCC South Central Regional Manager discussed COVID 19 updated changes for public meetings. In person meetings are not restricted but a remote option must still be provided. The biennium has ended and Commission vouchers are due tomorrow along with the Orca funding reporting form. New Commission grant addendums are due the end of July. There are new Fire Recovery funds available along with Livestock TA & NRI funding.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:10 AM.

MOTIONS APPROVED:

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Miranda Nash
Recording Secretary

08/12/21
Date

Matt Eslinger
Board Member

8/12/2021
Date