



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**  
**May 12, 2022 7:00 AM – Zoom Meeting ID: 836 4033 9286**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair (in person) <b>Matt Eslinger</b> , Member (by Zoom) <b>Jeff Brunson</b> , Auditor (in person) <b>Lynn Brown</b> , Vice Chair (in person)	<b>KCCD Staff:</b> <u>In-Person</u> <b>Sherry Swanson</b> , Project Manager <b>Dayna Wilkinson</b> , Financial Manager <b>Mark Crowley</b> , Conservation Planner <b>Brent Dixon</b> , Project Manager <u>By Zoom</u> <b>Wendy Mee</b> , Resource Technician
<b>Guests:</b> Zoom: Erin Kaczmarczyk (NRCS)	

I. **Call to Order**- Chair Mark Moore called the meeting to order at 7:08 AM. Attendees participated via Zoom and in person.

II. **Public Comment** – None.

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

**MOTION** – Approve the April Treasurer’s Report and the regular meeting minutes from April 14<sup>th</sup>, 2022

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

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

(see attached spreadsheet)

**MOTION** – Approve check numbers 20520 – 20561 and EFT Transactions 360, 370, 391, and 392 for a total of \$455,008.39 (Payroll Checks 20529-20533, and all EFTs); building account check numbers 2120-2123 for a total of \$8,153.90. Approve pending payments totaling \$134,280.30 contingent upon receiving grant reimbursement requests.

**Jeff Brunson**, seconded by **Lynn Brown** *Passed (Matt Eslinger Abstained)*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
03/21/2022	TBD	City of Roslyn	\$ 38,868.24
03/22/2022	TBD	Reiss-Landreau Research	\$ 10,220.00
03/31/2022	TBD	Anderson Perry & Associates, Inc.	\$ 3,207.97
04/13/2022	TBD	Sorensen, Ron	\$ 11,142.72
05/05/2022	TBD	Valley Builders of Ellensburg Inc	\$ 10,297.00
05/27/2022	TBD	Anderson Perry & Associates, Inc.	\$15,390.00
04/22/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 6,244.23
05/27/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 4,665.74
04/30/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 2,874.04
04/30/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 3,410.72
05/09/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 4,614.04
05/09/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 4,979.37
05/24/2022	TBD	Mid-Columbia Fisheries Enhancement Group	\$ 1,177.48
05/09/2022	TBD	Anderson Perry & Associates, Inc.	\$ 7,797.50
05/17/2022	TBD	Anderson Perry & Associates, Inc.	\$ 2,151.25

05/17/2022	TBD	Anderson Perry & Associates, Inc.	\$ 5,757.50
05/17/2022	TBD	Anderson Perry & Associates, Inc.	\$ 1,482.50
			<b>\$134,280.30</b>

## V. Project Reports

### A. NRCS Programs

#### 1. District Conservationist Report

- a) Provided by Erin Kaczmarczyk (See Attached Report)

#### 2. EQIP WaterSMART

- a) A second sign up has been advertised (see Erin's report).

#### 3. Mid-Columbia Steelhead Partnership RCPP

- a) Work is underway on the supplemental agreement between KCCD and NRCS.

#### 4. PL-566 Small Watershed Program

- a) Anna spoke with Larry Johnson in April when she was in Spokane for the STAC meeting. They talked through the potential projects with Cascade, KRD and Westside. Since Westside is a private company, there was some concern about including the fact that they do not have the power of eminent domain. However in talking with Urban Eberhart, Anna was reminded that KRD and Westside have formed Kittitas County Joint Control Board #1 which does have the power of eminent domain. Anna has shared this with Larry Johnson. Larry was going to talk the potential projects through with the PL566 staff at headquarters and get back to Anna.

### B. Salmon safe

1. Brian Muegge with Salmon Safe contacted Matt Eslinger, who then put him in touch with Anna. Brian is interested in sharing their program with Kittitas County producers. These are the standards that must be met:

<https://salmonsafe.org/wp-content/uploads/2018/03/Farms-Standards-Version-2.7-May-2018.pdf>

Brian is currently working with Cascadia Conservation District on a grant application for funds to help promote Salmon Safe. Brian was going to check and see if KCCD could be added to that grant. They also have a field day scheduled in Chelan in the next couple of weeks that our staff is invited to attend.

## VI. Action Items

### A. 2021 Financial Report

Dayna shared the 2021 Financial Report by email. It is nearly ready for submission with one more check of the grants and interlocal agreements needed. It is due May 30, 2022. During discussion Dayna walked the Board through the entirety of the Financial Report as of 05-12-2022.

**MOTION-** Approve the 2021 Annual Financial Report for submission to the State Auditor's Office contingent on final review with Anna.

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

*Passed Unanimously*

**B. Annual Plan of Work FY23**

Anna is still finalizing the Annual Plan of Work as of 05-12-2022. She committed to sending a draft around for Board review and input before the May 30<sup>th</sup> deadline.

**MOTION-** Approve the FY23 Annual Plan of Work contingent on a final review by the Board chair.

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

**C. FEMA Grant 5182**

Anna has been working with Chief Troy Jackson of KCFPD #6 (Ronald) on the back-up generator project under this grant. Since they do not have experience with procurement utilizing federal funds, Anna suggested that KCCD do the procurement (bidding the generator and connections) and that FD 6 provide their portion of the match in the fencing and concrete pad.

**MOTION-** Approve the interlocal agreement with Kittitas County Fire Protection District #6 (Ronald)

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

**D. RCPP Contribution Grant**

Mark Crowley reported that one of the RCPP projects is large and involves multiple pivots that require two different electrical hook-ups. Similar to another of the RCPP projects last year, this is one is large and in past EQIP contracting procedures would have been more than one contract. In that other situation, the Board approved two cost share agreements so a similar request is being made with this project.

**MOTION-** Approve amendment to Number 9 Ranch LLC cost share agreement as presented.

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

**E. Professional Engineer Services**

With the PE position still vacant, we need technical assistance to address landowner needs. We've had a request for assistance on a bank stabilization project on the Teanaway River. We already have a task order with Anderson Perry to provide on-call assistance. This project is more in alignment with Anchor QEA. This task order is for on-call services not to exceed \$5,000. Should more assistance be needed on a specific project then a task order can be negotiated for that.

**MOTION** – Approve Task Order 1 with Anchor QEA for on-call services.

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

**F. YTAHP**

The Ranch on Swauk Creek Project was extended to April 30, however they had some scheduling issues with the paving and hydroseeding subs. The paving was done last week. The hydroseeding is scheduled for May 13.

**MOTION** – Approve change order 7 with Advantage Dirt Contractors to extend the project to May 13, 2022 and accept the project as complete pending the successful hydroseeding.

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

**G. Manastash Project Amendment**

The Stockwater Acquisition task under this agreement is not complete. Trout Unlimited was continuing to search for the remaining needed funding. It appears that they have secured those funds through the YBIP Habitat Subcommittee last week. In addition to extending the grant agreement through December 2023 to provide time for completion, Ecology is asking to amend those additional funds (\$71,363.00) into KCCD's agreement for convenience. Some of these additional funds are for Trout Unlimited staff time, so an agreement with them would be necessary.

**MOTION** – Approve the time extension the Manastash grant agreement to December 2023 and authorize staff to negotiate an agreement with Trout Unlimited for their staff time working on the acquisition

Jeff Brunson, seconded by Matt Eslinger

*Passed Unanimously*

## VII. WSCC Budget Development Survey

A. The Commission needs to prioritize requests for ongoing funding, identify areas of work that need additional funding, and decide what - if any - additional decision packages are needed. The Commission is asking each district to complete this Budget Development Survey by June 1, 2022. The results will be used at their meeting on July 21, 2022, when the Commission will decide which FY23-25 budget to pursue.

1. Anna provided a draft response for the survey that was reviewed by the Board and staff. All were in agreement with the provided responses other than the response in regards to the IE projects. The consensus was that the response should be Important but not Urgent.

## VIII. Adjournment

Chair Mark Moore adjourned the meeting at 8:26 AM.

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### MOTIONS APPROVED:

**MOTION** – Approve the April Treasurer's Report and the regular meeting minutes from April 14th, 2022

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION** – Approve check numbers 20520 – 20561 and EFT Transactions 360, 370, 391, and 392 for a total of \$455,008.39 (Payroll Checks 20529-20533, and all EFTs); building account check numbers 2120-2123 for a total of \$8,153.90. Approve pending payments totaling \$134,280.30 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Lynn Brown

*Passed (Matt Eslinger Abstained)*

**MOTION**- Approve the 2021 Annual Report for submission to the State Auditor's Office contingent on final review with Anna.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION**- Approve the FY23 Annual Plan of Work contingent on a final review by the board chair.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION**- Approve the interlocal agreement with Kittitas County Fire Protection District #6 (Ronald)

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION**- Approve amendment to No. 9 cost share agreement as presented.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION** – Approve Task Order 1 with Anchor QEA for on-call services.

Jeff Brunson, seconded by Lynn Brown

*Passed Unanimously*

**MOTION** – Approve change order 7 with Advantage Dirt Contractors to extend the project to May 13, 2022 and accept the project as complete pending the successful hydroseeding.

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

*Passed Unanimously*

**MOTION** – Approve the time extension the Manastash grant agreement to December 2023 and authorize staff to negotiate an agreement with Trout Unlimited for their staff time working on the acquisition

**Jeff Brunson**, seconded by **Matt Eslinger**

*Passed Unanimously*

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Recording Secretary      6/8/22  
Date

  
Board Member

6/9/22  
Date