



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**  
**February 8<sup>th</sup>, 2024 1:00 PM– Zoom Meeting ID: 851 5082 8153**

**ATTENDANCE**

|                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Board of Supervisors:</b><br><b>Mark Moore</b> , Chair<br><b>Bill Boyum</b> , Member<br><b>Lynn Brown</b> , Member<br><b>Jeff Brunson</b> , Auditor<br><b>Matt Eslinger</b> , Member | <b>KCCD Staff:</b><br><b>Anna Lael</b> , District Manager<br><b>Dayna Wilkinson</b> , Financial Manager<br><b>Mark Crowley</b> , Conservation Planner<br><b>Miranda Nash</b> , Office Administrator<br><b>Brent Dixon</b> , Project Manager<br><b>Sherry Swanson</b> , Project Manager<br><b>Wendy Mee</b> , Resource Technician |
| <b>Guests:</b><br><b>Lloyd Stevens Jr</b> , Department of Ecology (Zoom)                                                                                                                |                                                                                                                                                                                                                                                                                                                                  |

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:03 PM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Mark Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

**MOTION** – Approve January 2024, the regular meeting minutes from January 11th, 2024, and the minutes for the special meeting on January 30<sup>th</sup>, 2024.

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

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

**MOTION** – Approve check numbers 21225-21261 and EFTs #59,79 and 123 for a total of \$129,710.63 (Payroll Checks 21225-21226, 21229-21235, 21237-21238 and all EFTs); building account check numbers 2280-2285 for a total of \$8,725.43. Approve pending payments totaling \$262,820.30 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid:**

|              |                                   |                      |
|--------------|-----------------------------------|----------------------|
| Claims       | LiftOff LLC                       | \$ 2,360.40          |
| Claims       | Anderson Perry & Associates, Inc. | \$ 8,900.62          |
| Claims       | Thayer Excavating, LLC            | \$ 219,134.54        |
| Claims       | Wakefield Excavation LLC          | \$ 28,807.24         |
| Claims       | Anchor QEA, LLC                   | \$ 3,617.20          |
| <b>TOTAL</b> |                                   | <b>\$ 262,820.30</b> |

- V. **Project Reports**
  - A. **NRCS Programs**

1. District Conservationist Report – Jón Paul Pierre provided an update an update via a PowerPoint slide deck, which Anna shared with the Board.

**B. KCCD 2024 Election**

1. The deadline for candidate information forms was earlier this week. Two candidates submitted forms, Jeff Brunson and Roberta Soltz. After verification that both are eligible, ballots will be completed. Voters may request ballots be mailed to them through February 13. The ballots will be mailed no later than February 15. Between February 14 and March 5, voters may request ballots in person at the District office. Ballots are due to the office by 4:30 March 5 or postmarked no later than March 5.

**C. Audit Results**

1. The Accountability and Financial audits concluded in January, with an Exit Conference on January 24<sup>th</sup>. Both audits issued clean opinions, with a recommendation on the Accountability audit to adjust policy wording around electronic fund transfer controls.

**VI. Action Items**

**A. WSCC Contribution to RCPP Project #3149**

**1. 24-28-RP Addendum Approval.**

The Conservation Commission provided the first installment of the promised \$3 million for the new RCPP project. This is the addendum for \$400,000.

**MOTION-** Approve Addendum for grant 24-28-RP for \$400,000.

**Jeff Brunson, seconded by Lynn Brown**

*Passed Unanimously*

**B. Office of Farmland Preservation Solicitation**

**1. Approval of Applications**

KCCD staff have been working with George Family LLC to complete the application for the WSCC sponsorship of the Agricultural Conservation Easement. Board support is required for each application.

**MOTION:** Approve 2024 Agricultural Conservation Easement Sponsorship Application for George Family LLC.

**Jeff Brunson, seconded by Lynn Brown**

*Passed Unanimously*

**C. PAM Cost Share**

**1. Authorized Signed and Applicator**

The 2024 PAM Cost Share applications are available to producers. The District Manager would like authorization to sign PAM cost share applications and agreements for the year. In addition, the District would like to increase the cost share available to PAM applicators for applicants to \$200 to reflect the current market rates.

**MOTION-** Authorize the District Manager to sign the cost share application agreements and increase the cost share cap for applicators to \$200.

**Bill Boyum, seconded by Matt Eslinger**

*Passed Unanimously*

**D. Yakima Tributary Access & Habitat Program**

**1. Ellensburg Water Company at Naneum Creek**

Anderson Perry & Associates provided an amendment to Task Order 03 for this project. It adds \$36,000 to engineering/design work based on the additional work needed to perform a flood risk assessment to determine the compliance of the project to Kittitas County floodplain regulations and to complete the hydraulic design of the multiple bridge openings to meet BPA and Washington Administrative Code requirements. The increased regulation will increase the bridge width over initial estimates. The District has requested an additional farm access bridge be included with the project as it must be removed and replaced to complete the project.

**MOTION-** Approve amendment 1 to Task Order 3 with Anderson Perry & Associates for the Ellensburg Water Company at Naneum Creek project.

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

*Passed Unanimously*

## 2. Coleman Creek 4.4 Project

Anna and Mark C reported that Thayer Excavating LLC is requesting additional funding to address the costs for the differing site conditions caused by the above average temperatures and precipitation in the last three weeks. The muddy conditions have continued to slow work and cause added effort to maintain access. Additionally, creek flows exceeded the amount stated in the bid documents. A second bypass was constructed in an emergency action to address the flows. Additionally, it's apparent that site restoration will be much more extensive due to the muddy conditions.

**MOTION-** Direct District Manager to negotiate a Change Order 3 to address differing site conditions and access.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

**MOTION-** Authorize Change Order #4 for additional site restoration work not to exceed \$26,300.

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

*Passed Unanimously*

## E. KCCD Operations Handbook

### 1. Updates recommended by Audit Staff

The audit recommendation was to include specific policies regarding electronic fund transfers in the KCCD Operations Handbook. The SAO provides guidance on the policy language. KCCD staff proposes the changes as presented in section 2.02 Banking and 2.03 Expenditures and Disbursements.

**MOTION-** Accept policy changes for electronic funds transfer and electronic bank transactions as presented.

**Lynn Brown**, seconded by **Matt Eslinger**

*Passed Unanimously*

## F. Natural Resource Investment

### 1. Receipt of Additional funds and Small Project Cost Share Program

The State Conservation Commission has re-appropriated funds from the Natural Resource Investments 21-23 biennium. Each eligible conservation district will have \$19,500 in funds made available to them. Which means the district will have an additional \$19,500 in funds added to the remaining NRI grant balance of \$54,916. KCCD staff recommend the Small Project Cost share rate be increased to 75% with a maximum cap of \$10,000 and a sign up

be held in March/April 2024 for full implementation. This would allow additional time for projects to be completed. The Board requested more criteria for projects, for example 50% cost share for gated pipe and 75% cost share for sprinklers, etc. Staff will provide a detailed proposal for changes to Small Project Cost Share Program at the March meeting.

#### G. Canon Copier Lease

##### 1. New lease authorization

The current office copier lease is up in March of 2024. The Canon representative stopped by and presented a new copier and lease option. The new copier has the ability to print booklets close up to our annual calendar size and could make it possible to print the calendar in house.

**MOTION** – Authorize District Manager to complete the contract for a new Canon copy machine lease.

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

*Passed Unanimously*

#### H. Executive Session

Chair Mark Moore adjourned the meeting to an Executive session at 2:17 PM for 20 minutes to evaluate the qualifications of an applicant for public employment. The executive session concluded at 2:42 pm when Mark called the regular meeting back to order.

#### I. Community Wildfire Defense Grant

1. **Project Manager Position** – Anna reported that Ten applications were received for this position. Four interviews were conducted. The top candidate is recommended to be offered the position.

**MOTION** – Authorize District Manager and Chair to negotiate a salary with the top candidate within the advertised range.

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

*Passed Unanimously*

VII. **WSCC Regional Manager Update** – None provided.

#### VIII. Adjournment

The meeting was adjourned at 2:48 PM.

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#### MOTIONS APPROVED:

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

*Passed Unanimously*

**MOTION** – Approve check numbers 21225-21261 and EFTs #59,79 and 123 for a total of \$129,710.63 (Payroll Checks 21225-21226, 21229-21235, 21237-21238 and all EFTs); building account check numbers 2280-2285 for a total of \$8,725.43. Approve pending payments totaling \$262,820.30 contingent upon receiving grant reimbursement requests.

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

*Passed Unanimously*

**MOTION** - Approve Addendum for grant 24-28-RP for \$400,000.

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

*Passed Unanimously*

**MOTION**: Approve 2024 Agricultural Conservation Easement Sponsorship Application for George Family LLC.

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

*Passed Unanimously*

**MOTION**- Authorize the District Manager to sign the cost share applications and agreements and increase the cost share cap for applicators to \$200.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION-** Approve amendment 1 to Task Order 3 with Anderson Perry & Associates for the Ellensburg Water Company at Naneum Creek project.

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

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**Lynn Brown**, seconded by **Matt Eslinger** *Passed Unanimously*

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

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**Lynn Brown**, seconded by **Matt Eslinger** *Passed Unanimously*

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**MOTION –** Authorize District Manager and Chair to negotiate a salary with the top candidate within the advertised range.

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

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Recording Secretary      3/14/24  
Date

  
Board Member      3/14/24  
Date