



Kittitas County Conservation District
2211 W. Dolarway Rd, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

BOARD OF SUPERVISORS
Monthly Board Meeting
Thursday, August 14, 2025 7:00 AM, Zoom Meeting ID: 815 1049 9684

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Auditor Bill Boyum , Member Brian Cortese , Member	KCCD Staff: Anna Lael , District Manager Emily Love , Financial Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician Tony Craven , CWDG Project Manager (via Zoom)
Guests: Allisa Carlson (SCC)	

- I. **Call to Order-** Mark Moore called the meeting to order at 7:04 AM. Attendees participated in person and via Zoom.

- II. **Public Comment – None**

- III. **Approve Accountant's Report & Meeting Minutes**

- A. Approve Revised Accountant's Reports from March, April, May, June

MOTION: Approve March, April, May, June and July 2025 Treasurer's Report, and the regular meeting minutes from July 10, 2025.

Jeff Brunson, Seconded by **Bill Boyum**

Passed Unanimously

- I. **Approve Bills**

MOTION: Approve check numbers 22500-22539 and EFT numbers 745,759-761,781,782,808,815-817 and 827 for a total of \$135,161.10 (Payroll Checks 22503-22505, 22507-22515, 22523-22525) and building account check numbers 2422-2433 for a total of \$16,919.17. Approve pending payments totaling \$111,431.14 contingent upon receiving grant reimbursement requests.

Bill Boyum, Seconded by **Jeff Brunson**

Passed Unanimously

- II. **Reports**

- A. **NRCS Programs**

1. District Conservationist Report -

- III. **Action Items**

- A. **Conservation Commission Advance Requests**

1. 24-28-RP

Anna presented an advance of \$52,206.15 for Anderson Perry & Associates invoices for Cascade Irrigation District work (GIS, Pumps/Electrical, Brick Road Tunnel, and Master Plan)

MOTION: Approve advance request for grant 24-28-RP for \$52,206.15.

Jeff Brunson, Seconded by **Brian Cortese**

Passed Unanimously

B. Conservation Commission Master Agreement FY26-27

Anna presented the Addendums for the Forest Health & Community Wildfire Resiliency (26-28-FH) and Irrigation Efficiencies Program (26-28-IE)

MOTION: Approve Addendums for Irrigation Efficiencies Program and Forest Health & Community Wildfire Resiliency grants.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

C. Kittitas County Hazard Mitigation Plan – Adoption Resolution 2025-005

Anna reported that Kittitas County recently learned from the Washington Emergency Management Division that FEMA has approved the 2025 Kittitas County Hazard Mitigation Plan. The final plan is available for download at the [Kittitas County Hazard Mitigation Plan website](#).

Each planning partner must have their governing body needs to formally adopt the Hazard Mitigation Plan. FEMA's approval is not finalized until the plan has been officially adopted and a copy of the adoption resolution is provided to the Washington Emergency Management Division.

MOTION: Approve KCCD Resolution 2025-005 Adopting the Kittitas County Hazard Mitigation Plan

Jeff Brunson, Seconded by Brian Cortese

Passed Unanimously

D. CWDG Projects

1. Cost Share Project Approvals

Anna and Tony presented three cost share agreements for approval. The Smith and East Airport Road LLC projects are on North Cle Elum Ridge and the Lewis project is on South Cle Elum Ridge.

Name	Parcel	Acres	Total Cost	Not to Exceed Cost Share
Mark Smith	17346	45 Ac; Treating 17	\$31,000	\$23,250
Slone Lewis	9109336	30 Ac; Treating 17.5	\$40,250	\$30,187
East Airport Rd LLC	484935	165 Ac; Treating 70	\$122,500	\$85,750

MOTION: Approve Smith, Lewis, and East Airport Rd LLC cost share projects as presented.

Bill Boyum, Seconded by Brian Cortese

Passed Unanimously

2. Landowner Agreements

Landowners in the Pine Loch Sun, Driftwood Acres, Wadsworth Cutoff area are signing up to participate in CWDG as work up Hwy 903 is being planned. The Upper Kittitas County Fuels Crew will be completing the work. To date 28 landowners have signed up. Anna also reported the difficulties with the WSDOT permit and the need to get Enduris involved.

MOTION: Authorize District Manager to sign landowner agreements for CWDG work in the Hwy 903/Salmon La Sac Road corridor.

Jeff Brunson, Seconded by Brian Cortese

Passed Unanimously

3. Outreach and coordination in KCFPD 6

Staff are working with Kittitas County Fire Protection District No. 6 to conduct outreach and coordination with landowners in the Hwy 903 corridor.

MOTION: Authorize District Manager to negotiate an agreement with KCFPD 6 to conduct outreach and coordinate with landowners to meet CWDG project goals.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

E. Swauk Prairie Farms

1. Review of the Appraisal

The Swauk Prairie Farms Easement Appraisal draft report is complete. The next step is to have it reviewed by another appraiser. The cost is expected to be less than \$10,000, allowing for informal competition.

MOTION: Approve solicitation for and contracting of the review of the Swauk Prairie Farms appraisal report.

Bill Boyum, Seconded by Brian Cortese

Passed Unanimously

2. Survey

The Swauk Prairie Farms Conservation Easement must be surveyed including locating the building envelopes, prior to completion of the transaction. This is expected to be less than \$10,000, allowing for informal competition.

MOTION: Approve solicitation for and contracting of the survey of the Swauk Prairie Farms conservation easement.

Bill Boyum, Seconded by Brian Cortese

Passed Unanimously

F. RCPP 3149 – Upper Yakima

1. Anderson Perry Task Orders for Cascade Irrigation District

The following Task Orders amendments are proposed:

- CID GIS Jumpstart Project Task Order 1 Amendment 1 – Add \$45,000
- CID Pump Controls and Electrical System Task Order 2 Amendment 1- Add \$173,000
- CID Canal Master Plan Task Order 3 Amendment 1 – Add \$130,000

MOTION: Approved Task Order Amendments as presented contingent on project budget reviews by District Manager.

Jeff Brunson, Seconded by Brian Cortese

Passed Unanimously

2. FY25 RCPP Power Cost Share

Contracts are ready for signature for the RCPP funded projects from the November 2024 sign-up. Each will need an electrical service cost share agreement as well.

MOTION: Approve electrical service cost share agreements with RCPP FY25 producers for 50% cost share not to exceed \$25,000.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

3. Ecology Contribution Grant

Anna reported that Ecology is working to combine existing funds to fully fund the \$1 million contribution to this RCPP project. The contract is expected as soon as they confirm the availability of all (or most) of the funding.

MOTION: Approve contract with Ecology for their RCPP 3149 project contribution.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

G. Yakima Tributary Access & Habitat Program

1. Anderson Perry Task Orders for EWC at Naneum

Additional survey, design and project coordination work is required at this project site due to the County requiring an inset floodplain be constructed. Total additional cost is \$29,640.

MOTION: Approved Task Order 3 Amendment 5 as presented contingent on project budget reviews by District Manager.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

H. Voluntary Stewardship Program

1. Amendment to add \$40,000 Capital Funds

Anna reported the Conservation Commission divided a portion of the VSP Capital Funds among the Counties with an amount for each of \$40,000. An amendment to the contract between Kittitas County and the SCC has been issued for the funds. An amendment has been drafted by the County to the interlocal agreement with KCCD to add these funds.

MOTION: Approve Amendment 1 to the Interlocal Agreement between Kittitas County and KCCD for \$40,000 in capital funds.

Bill Boyum, Seconded by Jeff Brunson

Passed Unanimously

I. Irrigation Efficiencies Program

1. Kittitas County Board of Joint Control– West Side Design Continuation Task Order
The Commission has awarded \$525,000 for continued design of the West Side Irrigating Company's canal piping/lining project. Of that, \$500,000 is intended to go to the consultants. A new task order will be negotiated with the Kittitas County Board of Joint Control No. 1 for this work.

MOTION: Authorize District Manager to negotiate a task order not to exceed \$500,000 with the Kittitas County Board of Joint Control No. 1 for the West Side Irrigating Company project.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

J. DNR – Red Bridge Road Biomass Removal Contract

Anna reported that DNR post fire recovery staff are working to assist landowners in the Red Bridge Fire burn area. They have funding to remove biomass in the area, including slash from salvage logging efforts currently underway by the landowners. The funds would be used for the Upper Kittitas County Fuels crew to chip materials as needed.

MOTION: Authorize District Manager to negotiate and sign a contract with DNR for biomass removal in the Red Bridge Road Fire burn area and a task order with City of Roslyn for the Upper Kittitas County Fuels Crew to do the work.

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

K. Supplemental Generators Project

Anna reported that the Colvico contract was extended to September 30th. Due to other projects, they will not be getting to the supplemental generators project until beginning of October, possibly November. She requested a time extension to the contract.

MOTION: Extend the completion date for the Supplemental Generators contract with Colvico to December 31, 2025

Jeff Brunson, Seconded by Bill Boyum

Passed Unanimously

IV. WSCC Regional Manager Report- Allisa Carlson

Allisa shared that the SCC has hired a new Southeast Regional Manager. Her name is Tami Stubbs and she starts August 18th. The addition of Tami to the team and Shana's focus on her role as Deputy Director of Operations and Programs, will result in a reorganization of the regional manager areas. This won't affect KCCD, but Tami will be covering Walla Walla, Franklin, and Benton in addition to the traditional SE area districts; and Allisa will cover Cascadia, South Douglas, and Foster Creek.

Allisa also shared information about SCC's supplemental budget packages. More information is available in the August District Digest.

V. Adjournment – 8:18 AM by Chair Mark Moore

MOTIONS APPROVED:

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Emily Lu

Recording Secretary

9/11/25

Date

Matthewson

Board Member

9/11/25

Date