



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
October 14, 2021 7:01 AM – Zoom Meeting ID: 894 7557 7493

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Auditor Bill Boyum , Member Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Sherry Swanson , Project Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner
Guests: Allisa Carlson , WSCC South Central Regional Manager	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:01 AM. Attendees participated in person and via Zoom.

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

MOTION – Approve the September Accountant’s Report and the regular meeting minutes from September 9, 2021.

Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

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

(see attached spreadsheet)

MOTION – Approve check numbers 18064, 20231 - 20265 for a total of \$90,272.82 (Payroll Checks 20231 - 20238 and 20262-20265), building account check numbers 2051-2061 for a total of \$12,845.44. Approve pending payments totaling \$69,491.06 contingent upon receiving grant reimbursement requests.

Jeff Brunson seconded by **Bill Boyum** *Passed Unanimously*

Jeff asked about the credit card bill interest charge. Anna stated that it is the new Cashmere Valley Bank credit card and it took some time to get the statement and the payment in September was based on what appeared online, but one bill was missed. Mark suggested calling the bank to request the charge be removed.

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
08/11/21	TBD	Ed Doern	\$10,395.00
08/13/21	TBD	Poulsen Brothers Partnership	\$2,386.83
08/25/21	TBD	Poulsen Brothers Partnership	\$12,462.29
09/18/21	TBD	RLR Cultural Resources LLC	\$23,871.00
09/23/21	TBD	Anderson Perry & Associates	\$740.00
09/23/21	TBD	Anderson Perry & Associates	\$3,246.25
09/23/21	TBD	Anderson Perry & Associates	\$160.00
09/23/21	TBD	Anderson Perry & Associates	\$4,033.11
10/07/21	TBD	Washington RC&D	\$5,235.68
10/06/21	TBD	Mid Columbia Fisheries Enhancement Group	\$6,960.90

\$69,491.06

IV. Project Reports

A. NRCS Programs

1. **Mid-Columbia Steelhead Partnership RCPP**- Anna reported that we are still waiting for the agreement between the Yakama Nation and NRCS to be completed. In the meantime, she also reported that NRCS is reducing payment rates for pivots from 75% to 50%. There is a potential option to consider asking for a cost list for our new RCPP that would preserve the current rates. However, it may also lock the cost list for the full five years of the project. It might also require all the partners (Yakama Nation, North Yakima CD, etc.) to agree to it as well. Staff is still working to understand all the potential impacts.

2. **EQIP WaterSMART** - We were hoping to hear about this funding award in September, but there has been no official word yet.

B. KCCD Long Range Plan - The Long Range Plan Survey was published and there are just under 20 responses to date. Anna asked the Board to please participate if they have not yet and to share it with any groups they are involved with. Anna reported that she took hard copies to the Cattlemen's meeting and has more available if folks are more comfortable responding that way.

C. WSCC Professional Engineer Grant - The District Engineer position is currently being advertised in multiple locations. There have been no applications and not even any inquiries to date. The Commission confirmed back in May that the PE grant funds may be used for consulting engineers if needed. Anna reported that she has not used websites like zip recruiter or Indeed yet but may need to.

D. FEMA Grant 4188- Anna reported that this grant ends November 10 and it didn't look as though the cost share funds could be spent. In the last couple of months, a group of neighboring landowners on North Cle Elum Ridge have come forward. They originally were talking to DNR but cost share funding was not forthcoming due to budget decisions within DNR in how to spend their large appropriations. So, we ended up with a group of 10 landowners who's agreements total \$99,000 in cost share. We are now on track to spend all the cost share funds by the end date, although an extension is in the works. Anna also reported that DNR could not get a chipping grant agreement in place in time this fall but will be working to do so in the spring.

E. NACD Technical Assistance Grant – Anna reported that Nathan, our technician for this grant, has given his notice and his last day will be tomorrow. There is funding for another year for this position. When Nathan came on two years ago, there was no one in the Ellensburg Field Office. Now there are two positions filled here with Holly, (Resource Conservationist) and just last month, Ruben (Soil Conservationist). Also, with current COVID restrictions, the person in the grant position wouldn't be able to be in the Field Office. Anna is exploring options with funding, including returning the remaining funds or maybe using the funds for assistance with cultural resources.

V. Action Items

A. YTAHP Projects

1. Ranch on Swauk Creek

a) Construction – Anna reported on the vandalism the first weekend that Advantage Dirt Contractors had equipment out there. Hydraulic lines were cut and it delayed work by a couple of days. The contractor takes the excavator back across the road every day to protect it.

i) Change Order 01 – Anna reported that a change order is needed for several reasons. The bid documents required the contractor to do fabrication on the fish screen, to deliver the old fish screen to Yakima and pick up the new, and to fabricate thimbles for fish bypass and irrigation outlets. WDFW Screen Shop changed their

mind and did the fabrication and will deliver and pick up the screens. During the pre-construction meeting, the landowner stated that the ditch between Hwy 97 and Burke Road had to stay to convey stormwater from a large culvert under Hwy 970 to the north. The pipeline needs to move 10 feet to the south of the existing ditch. On the west side of Burke Road, there was a manhole planned, but the landowner has indicated that he doesn't need that. The design change removes the manhole (saving money) but adds pipe length, fittings and valves (adding money). There is also a change to add an air release valve where the pipe crosses Swauk Creek and will be hung on the bridge. It's a change discussed but wasn't quite in time to be added during the bid process.

Anna reported that Advantage Dirt is working on the cost estimates and she thinks it may be over \$5,000 so would like Board approval to negotiate the change order. Jeff asked if \$10,000 is enough. Anna is not sure. Bill agreed to \$10,000 and if its over that Anna can approve another \$5,000 or a special board meeting could be scheduled.

MOTION – Approve Change Order 01 for The Ranch at Swauk Creek Diversion Improvement and Restoration project for up to \$10,000

Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

2. Parke Creek Barrier Removal and Sprinkler Project

Three bids were received yesterday. The low bid of \$267,084 was submitted by Hurst Construction. Bill asked where Hurst was from. Anna stated they are from Wenatchee and they did Coleman Olmstead last year and Parke Creek diversion removals a few years ago.

MOTION – Accept contractor as responsive low bidder pending review of responsibility criteria and authorize staff to execute a construction contract with successful bidder.

Bill Boyum, seconded by **Jeff Brunson** *Passed (Matt Eslinger Abstains)*

B. Supplemental Responsibility Criteria

Anna reported that during the Parke Creek project bid process, there were two requests from contractors to modify the supplemental responsibility criteria, specifically the requirement for three public works projects in Washington in the last 5 years. Both contractors are starting relatively new companies, but themselves have lots of experience with public works projects. One worked for a couple of local companies for several years and the other has lots of experience as a prime contractor but all in Alaska.

The purpose of the responsibility criteria was to avoid the situation where the low bidder has no credible experience with the type of projects we do. It has worked reasonably well in the past, but Anna is asking to consider whether it has any negative impacts by stifling competition. The Board reviewed the supplemental criteria.

Anna stated that the actual language for Parke Creek bid documents should have said three projects in the Pacific Northwest, so the Board has already approved outside of Washington. But the Pacific Northwest is not defined, so Anna is asking if Alaska should be included with Washington, Oregon and Idaho.

Anna reminded the Board that the criteria worked on the Reed Diversion project when a contractor without the relevant experience was disqualified and the second bidder used. Mark Moore suggesting leaving the language as is but clarifying the definition of PNW. Jeff agreed that Alaska should be included.

MOTION – Clarify the definition of Pacific Northwest to include Alaska in the supplemental criteria.

Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

C. Surplus Property

1. Tax Parcel 10090

Anna reported that she hasn't had time to gather information about how this 5 acre parcel on the Yakima River could be surplused. She thinks it may need to be done by resolution since it is real property. Bill asked if an appraisal is needed. Anna doesn't think so, she thinks the District could set a minimum bid to be accepted and that could be based on the assessed value plus whatever amount the Board determines. Mark ask how much the District plays in annual property taxes. Anna thinks it's under \$100.00. Anna also reported that the County is discussing a possible boat lunch at the end of or near Gladmar Road which is near the property.

D. WSCC Natural Resources Investment (NRI) Funding

1. Project Selection - After last month's meeting, Anna talked with Allisa who reminded her that cultural resources funding are no longer available for the Small Projects if funded through the Implementation grant. So not only would it cost the grant \$16,000 in cost share funds, it would cost another \$8,000 to do the cultural surveys. The NRI projects though have cultural resources funding set aside so those costs do not come out of the \$78,666 grant award. NRI funding is less than in past years, when the District would get \$100,000 per biennium for cost share, so small projects may be a better fit. Anna proposed several options including moving small projects to NRI; increasing from \$4,000 hold down to \$5,000 since NRI has more funding than Implementation; switching the chipping work that could go under NRI to Implementation as it doesn't need cultural surveys; and/or using chipping as a placeholder in the NRI addendum and then doing a budget amendment next year for the next round of small projects. The Board discussed the options, asking about the sustainability of the higher hold down, whether producers this summer didn't follow through with applications at \$4000 that would have at \$5,000, and whether changing the hold down for current applicants would be changing the rules after the fact. Anna stated that the higher hold down could be sustainable if NRI funding stays the same. Mark Crowley said that some producers didn't apply because of the hold down, but he doesn't know if another \$1,000 would have made the difference. The Board wasn't in favor of changing the hold down this year. Moving the projects to NRI would allow all the top 6 projects to funded, more than under Implementation. Allisa thinks that the District could add a place holder for next year's small projects but she will check with Shana. Anna can assign the rest of the funding to support chipping and then modify the budget if DNR or other funding becomes available for that.

MOTION – Approve six small projects, a placeholder for 2022 small projects and chipping work in the NRI addendum

Bill Boyum, seconded by **Jeff Brunson** *Passed (Matt Eslinger abstained)*

E. Heritage Gardens Program

1. Agreement with Benton Conservation District

Anna reported that the Heritage Gardens Program is now funded in Kittitas County through a grant from Ecology (via Municipal Water subcommittee of the Integrated Plan) to the Benton Conservation District. BCD will then subcontract the funds to KCCD through an agreement. The budget includes \$90,100 and the agreement extends through June 2023. Wendy will be the lead staff for this effort. The intent is to work in Roslyn and Cle Elum especially and to incorporate firewise principles.

MOTION – Approve the Interlocal Agreement between KCCD and Benton CD for the Heritage Gardens Program.

Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

F. KRD-KCCD Agreement Drought Funding

1. Task Order 2 – Drought Funding and Task Order 3 – Manastash 2022-2023

Anna presented two new task orders for the agreement with KRD. The first is for the Drought Funding through the Conservation Commission. The second is for the next two year period assisting with the diversions on Manastash Creek. Task Order 1 was the original 2 year task order for assistance with the diversions. That task order has gone very well. Payments have been received promptly and the KRD staff has worked well with Sherry.

MOTION – Approve Task Orders 2 and 3 with the Kittitas Reclamation District.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

G. Snow Removal Contract

Anna reported that a draft contract for snow removal has been provided by Crystal Clear Custom Services. The Board noted that it would be under \$5,000 per year so Anna is already authorized to sign.

H. RCPP

1. Reiss Landreau Task Order Amendment

Anna reported that the cultural resources task order for this years RCPP projects has grown to accommodate the projects that were added. Initially, 8 projects were included, but there are 10 projects that need surveys. The increase is from \$34,170 to \$44,155.

MOTION – Approve the amendment to the Task Order 2021-19 to increase payment to \$44,155 to accommodate two additional projects
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

I. RFP Solicitation for Archeology and Engineering/Design

Anna reported that five years ago, solicitations were issued for both archeology and engineering/design work for the district. Those solicitations need to be issued again for a similar time period (or at least three years). Jeff asked if specific companies are solicited. Anna stated that the District uses MRSC Rosters and sends the solicitations to a list of firms from that roster. Bill asked if there is a way out of the agreements if we are unhappy with their results. Anna said yes, there is a termination clause in all agreements and also that last time two engineering firms were selected so there is still a choice.

MOTION – Authorize solicitation for 5 year period for archeology services and engineering/design services for District projects.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

VI. Public Comment

A. Allisa Carlson - Allisa shared the recommendations of the Joint Committee on Elections. These recommendations require legislative action and will not impact 2022 elections. The recommendations include: conduct elections every other year; extend supervisor terms to 4 years; conduct district elections during one Conservation Month; and allow conservation districts the option to go on the general ballot.

Allisa reported that the Commission approved an updated cultural resources policy. The updated documents have been posted on the SCC Cultural Resources webpage.

She also reported that the WACD annual conference will look a bit different this year. The conference sessions that, in the past, would have occurred over a couple days at the conference will instead be held over the month of November. Sessions will occur on Tuesday's (except Veterans Day), Thursdays and Saturdays. The hope here is that supervisors can find opportunities that fit their schedule. The regular business meeting will occur Tuesday November 30 in person (Tacoma) and online.

Finally, Allisa reported that today is Carol Smith's last day as SCC Executive Director. Kirk Robinson will be acting as interim beginning Monday, October 18th, while a permanent hire is made. He also served as interim when Mark Clark left the job before Carol was hired.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:12 AM.

MOTIONS APPROVED:

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Recording Secretary

11/10/21

Date



Board Member

11/10/21

Date