



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
 January 13, 2022 1:00 PM – Zoom Meeting ID: 827 1324 4507

ATTENDANCE

Board of Supervisors: Mark Moore , Chair (in person) Bill Boyum , Member (by Zoom) Lynn Brown , Vice Chair (in person) Jeff Brunson , Auditor (in person) Matt Eslinger , Member (by Zoom)	KCCD Staff: Anna Lael , District Manager Sherry Swanson , Project Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Lori Nevin, Ryan Baye (WACD)	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:02 PM. Attendees participated via Zoom and in person.

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

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

Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

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

(see attached spreadsheet)

MOTION – Approve check numbers 20354 - 20405 for a total of \$486,357.31 (Payroll Checks 20368-20373, 20405) building account check numbers 2083-2093 for a total of \$8,996.69. Approve pending payments totaling \$115,871.80 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Lynn Brown *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
11/10/21	TBD	Ron Higgins	\$2,520.00
12/9/21	TBD	Amanda Wells	\$5,130.00
12/9/21	TBD	Michael Lee	12,600.00
12/9/21	TBD	Lori Lowrance	641.25
12/9/21	TBD	William Udall	5,130.00
12/9/21	TBD	Doug Owens	9,000.00
12/9/21	TBD	Mike Borkan	1,603.12
12/9/21	TBD	Don Owens	9,000.00
1/13/21	TBD	Stirling Dodd	5,832.00
1/13/21	TBD	Advantage Dirt	34,415.43
1/13/21	TBD	Advantage Dirt	20,000.00
1/13/21	TBD	Advantage Dirt	10,000.00

\$115,871.80

IV. **Chair Moore** invited Ryan Baye to talk about the two open Central Area Director positions. Ryan shared that the two Area Director positions are vacant as one moved up to a WACD office position

and the other is not eligible to continue as their CD didn't pay WACD dues in 2021. Ryan went over the process for appointing new supervisors to the positions. It will be done by a committee led by this year's Area Meeting host (Underwood) and last year's host (South Yakima).

V. Project Reports

A. NRCS Programs

1. **Mid-Columbia Steelhead Partnership RCPP** – Anna reported that we continue to wait on NRCS and the issue of water-management entity eligibility.
2. **EQIP WaterSMART** – Anna reported that the sign-up for FY22 is open now. Applications are due January 24 and the FSA eligibility must be completed by February 1. She stated that she and staff weren't aware the sign-up was ongoing until Tuesday of this week. We are working to encourage producers who haven't signed up yet to do so. Anna also confirmed with both Holly and Erin that any current unfunded applications would be rolled into this sign up without the producer needing to do anything additional.

B. WSCC Professional Engineer Grant – Anna reported that the engineer position continues to be advertised in multiple locations, including now on the Washington State job board. There has been no interest. Anna has communicated to the other districts in the cluster regarding the use of consulting engineers. She also included on-call services in the Engineering RFP.

C. KCCD Board of Supervisors 2022 Election – Anna reported that Tuesday January 11 was the deadline for candidate information forms for the 2022 election and one candidate information form was received from the incumbent. Mail-in ballots may be requested through January 21 on the District website (<https://www.kccd.net/elections>). Ryan Baye provided an update about Legislative conversations about conservation district elections.

D. Wymer Reservoir Study – Anna reported that the Stockwater feasibility report was submitted to Ecology in December. Tom Tebb has asked if the KCCD would be willing to work with Ecology after the land acquisition to manage the land where the reservoir will be located. After some discussions, it seems that the best role for KCCD would be more facilitating and monitoring similar to the Wild Horse project. A grazing plan for the entire ranch would be beneficial to the ranchers and Ecology as the new landowners. It would give an opportunity to work on infrastructure (watering facilities) not necessarily in the footprint of the reservoir but needed for the whole ranch operation and grazing management. That is something the rancher is interested in as well. This could be another Coordinated Resource Management planning project. The Board agreed that this would be a good role for KCCD.

VI. Action Items

A. YTAHP

1. Ranch on Swauk

a. Time Extension - Another time extension is needed for this project as it currently ends tomorrow. The work with WSDOT to gain authorization to sleeve the culvert in the Hwy 97 culvert continues but is expected to be wrapped up this week. The pipe delivery is expected soon as well. The extension is to January 31, 2022.

MOTION- Approve time extension to January 31, 2022 for the Ranch on Swauk Creek contract with Advantage Dirt Contractors.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

B. EWC - Whiskey Creek Agreement

1. Time Extension - Anna reported that the design work continues with Kittitas County on this project. There is additional work the County is requesting to design instream restoration in

Whiskey Creek. This time extension was requested by the County to allow for that additional work. Mark C asked for a similar extension to the Anderson Perry Task Order for this project. There is sufficient funding remaining in it to complete the work.

Motion- Approve time extension to June 30, 2022 for Interlocal Agreement with Kittitas County and the Anderson Perry Task Order for the EWC-Whiskey Creek design project.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

C. Fish Barrier Removal Board

1. Applicant Resolutions 2022-01 and 2022-02 - Anna reported that 2 pre-applications are being completed for submission to the Fish Barrier Removal Board. The applications are for fish passage barriers at Coleman Creek stream mile 4.7 and Nanuem Creek stream mile 3.75. The FBRB requires that the applicant complete the "Applicant Resolution/Authorization" form. Resolution 2022-01 is for the Coleman Creek project and the 2022-02 is for the Naneum Creek project.

Motion- Approve Resolutions 2022-01 and 2022-02 for the Fish Barrier Removal Board applications for Coleman Creek and Naneum Creek projects.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

D. RCPP

1. Cultural Resources Monitoring Task Order - Staff reported that one of the RCPP contracts (No. 9 Ranch) requires archeological monitoring during excavation per the Yakama Nation and DAHP. Task Order 20 includes 40 hours of consultant time and a total cost of \$4080. It may take more or less than amount depending on construction.

Motion – Approve Task Order 20 with Reiss Landreau Research for archeological monitoring for the No. 9 Ranch project.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

E. Archeological RFP

1. Select Consultant(s) - Staff reported that 10 proposals were received in response to our On-Call Archeological Services 2022-2026 RFP. Staff and Board discussed awarding to the top two firms so that there would be more options when the workload is particularly heavy. The Board suggested a primary firm and then a secondary firm to use if/when needed and to certain the secondary firm understood that distinction.

Motion – Authorize District Manager to negotiate multiple projects agreements with the top two consultants (Reiss Landreau Research and ASM Affiliates).
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

F. F. Engineering & Design RFP

1. Select Consultant(s) - Staff reported receiving four proposals in response to our Request for Proposals for "Multiple Project Agreement for Professional Engineering Services 2022-2026". Anna recommended agreements with the top two firms, as was done the last time.

Motion – Authorize District Manager to negotiate multiple projects agreements with the top two consultants (Anderson Perry & Associates and Anchor QEA).
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

G. FEMA 5182

1. Anderson Perry Task Order For KCFD 1 - Anna reported that Anderson Perry provided the cost estimate for the Task Order for the KCFD 1's backup generator after the December

Board meeting. The cost was \$2,615 which was within Anna's authority to approve, but still needs Board approval as well.

Motion – Approve Task Order 19 with Anderson Perry & Associates for \$2,615.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

H. Financial Manager Position Advertisement

Anna reported that Miranda has given notice for her position and is willing to remain full time until the end of January and be part time through February. Anna drafted an advertisement for the Financial Manager position which can be posted on the State jobs website, Commission website, in the Daily Record, and hopefully on a jobs board at CWU.

Motion- Approve the advertisement for the Financial Manager position.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

VII. Public Comment – No public comment.

VIII. Adjournment

Chair Mark Moore adjourned the meeting at 1:47 PM.

MOTIONS APPROVED:

MOTION – Approve the December Accountant's Report and the regular meeting minutes from December 10, 2021.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Approve check numbers 20354 - 20405 for a total of \$486,357.31 (Payroll Checks 20368-20373, 20405) building account check numbers 2083-2093 for a total of \$8,996.69. Approve pending payments totaling \$115,871.80 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

MOTION- Approve time extension to January 31, 2022 for the Ranch on Swauk Creek contract with Advantage Dirt Contractors.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Motion- Approve time extension to June 30, 2022 for Interlocal Agreement with Kittitas County and the Anderson Perry Task Order for the EWC-Whiskey Creek design project.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

Motion- Approve Resolutions 2022-01 and 2022-02 for the Fish Barrier Removal Board applications for Coleman Creek and Naneum Creek projects.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

Motion – Approve Task Order 20 with Reiss Landreau Research for archeological monitoring for the No. 9 Ranch project.
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

Motion – Authorize District Manager to negotiate multiple projects agreements with the top two consultants (Reiss Landreau Research and ASM Affiliates).
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Motion – Authorize District Manager to negotiate multiple projects agreements with the top two consultants (Anderson Perry & Associates and Anchor QEA).
Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

Motion – Approve Task Order 19 with Anderson Perry & Associates for \$2,615.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Motion- Approve the advertisement for the Financial Manager position.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Miranda Nash 02/10/22
Recording Secretary Date

Mark Moore
Board Member

2/10/22
Date