



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
June 9th, 2022 7:00 AM – Zoom Meeting ID: 865 6159 8686

ATTENDANCE

Board of Supervisors: Mark Moore , Chair (in person) Bill Boyum , Member (in person) Jeff Brunson , Auditor (in person) Lynn Brown , Vice Chair (in person)	KCCD Staff: <u>In-Person</u> Anna Lael , District Manager Sherry Swanson , Project Manager Dayna Wilkinson , Financial Manager Brent Dixon , Project Manager <u>By Zoom</u> Wendy Mee , Resource Technician
Guests: Zoom: Erin Kaczmarczyk (NRCS) In Person: Allisa Carlson (Conservation Commission)	

I. **Call to Order**- Chair Mark Moore called the meeting to order at 7:02 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 May 12th, 2022, as well as the special meeting minutes from May 24th, 2022.

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

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

(see attached spreadsheet)

MOTION – Approve check numbers 20562 – 20604 and EFT Transactions 438, 472, and 494 for a total of \$156,985.03 (Payroll Checks 20574 - 20579, and all EFTs); building account check numbers 2124 – 2125 for a total of \$7,538.98. Approve pending payments totaling \$85,505.20 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
03/21/2022	TBD	City of Roslyn	\$ 38,868.24
6/8/2022	Claims	Kittitas County Fire District #7	\$ 11,207.60
6/8/2022	Claims	Butler, Ingrid	\$ 2,310.00
6/8/2022	Claims	Reiss-Landreau Research	\$ 6,517.50
5/31/2022	Claims	Kittitas Reclamation District	\$ 18,910.38
5/19/2022	Claims	Advantage Dirt Cont, Inc.	\$ 7,691.44
5/31/2022	Claims	Waste Management	\$ 0.04

TOTAL \$ 85,505.20

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. Current agreement ends July 31st, 2022
4. **PL-566 Small Watershed Program**
 - a) Anna is continuing to work with Larry Johnson to explore options available through this program.

B. 2021 Annual Financial Report

1. The Annual Financial Report was submitted to the Washington State Auditor's Office on May 25th. The final version was provided for Board review.

A single Federal Audit is planned for this summer. An initial meeting occurred this week. The auditor will be planning during the week of July 11th and conducting field work the week of August 8th.

C. Annual Plan of Work

1. The Annual Plan of Work was completed and submitted. The final version was sent out to the Board and is posted on the KCCD website.

D. Conservation Commission July Meeting & Tour

1. The Conservation Commission will be holding their July meeting in Ellensburg. KCCD is the host district and will need to organize a project tour and host an interactive dinner on July 20th. The Commission meeting will be the next day. Anna is working with Lori Gonzalez to organize the details. KCCD will reserve a bus and set up the itinerary. The tour will start at the Best Western and end at the dinner location. A caterer will be need and the dinner per diem is \$26.

E. Open Public Meetings Act Changes

1. Anna reported that changes have been made to the Open Public Meetings Act (OPMA) in HB 1329, with some changes effective upon the Governor's signature (March 24, 2022), and others effective on June 9, 2022. Some of the new language includes new and revised requirements, while other items are encouraged, but not required. Anna reviewed both the encouraged and required items with the Board. The required items are already implemented with the exception of the public comment opportunity at the beginning of the meetings. She had been including it at the end of the meetings and effective last month, moved it to the top of the agenda. The meeting agendas are already posted on the KCCD website more than 24 hours before the meetings. She asked if the Board would like to made audio or video recordings of the meetings as is being encouraged. They indicated they did not at this time.

VI. Action Items

A. Cost Share Rate Policy FY23

Each conservation district must submit an approved board resolution to Conservation Commission stating the rate of reimbursement for allowable practices paid by SCC funds; establishing district's participant labor rate, not to exceed \$22.00 per hour; and confirming that minors employed will be paid consistent with Washington's established minimum wage. Resolution 2022-003 is attached. It is the same as has been passed annual as required by the Commission. Allisa indicated that this is required only once per biennium unless a change is made.

MOTION- Approved Resolution 2022-003 Cost Share Cooperator Labor Rate Policy.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

B. Implementation grant 22-28-IM

1. Equipment Purchases

There are funds remaining in the Implementation Grant, up to \$10,000 that could be utilized for some equipment purchases. Anna provided a list of equipment that is needed and could be purchased and the received by June 30. The items are listed in priority order.

Equipment Purchase

Item	Cost	Quantities		Notes	Recieve by 6/30
Conference Webcam	\$ 1,200.00	1	\$ 1,000.00	Owl Camera	Y
Ipad Air	\$ 899.00	2	\$ 1,798.00	Sherry + Anna	6/30-7/8
Ipad Air Case	\$ 100.00	2	\$ 200.00	Sherry + Anna	Y
Laptop - Anna	\$ 1,200.00	1	\$ 1,200.00		24-Jun
Laptop - Wendy	\$ 800.00	1	\$ 800.00		24-Jun
Docking station	\$ 200.00	1	\$ 200.00		Y
Laptop - Dayna	\$ 800.00	1	\$ 800.00		24-Jun
Docking station	\$ 200.00	1	\$ 200.00		Y
Remote Setup	\$ 500.00	1	\$ 500.00	Remote Set up for 5 laptops	Y
GPS	\$ 600.00	1	\$ 549.00	Garmin Oregon 700	Y
Camera	\$ 1,000.00	1	\$ 1,000.00	Canon EOS Rebel T8i EF-S 18-55mm is STM Lens Kit, Black	Y
Custom Vests	\$ 55.50	6	\$ 333.00	Vest Only. Need quote for Shirtworks	Y
		Subtotal	\$ 8,580.00		
		Tax	\$ 712.14		
		Total	\$ 9,292.14		

MOTION- Authorize District Manager to spend up to \$10,000 on equipment to expend remaining funds in the Implementation Grant.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

C. Professional Engineer Grant

1. Anchor QEA Task Order 2

Staff has been working with a landowner on the Teanaway interested in bank protection near their pump station and homesite. Anna and Brent did a site visit with Anchor QEA's Dave Rice last month. Dave has provided a scope and cost estimate to begin evaluating the site. Anna explained that this landowner will be receiving funding through a lawsuit stemming from the 2009 flood event on the Teanaway. They also were assisted by NRCS with Emergency Watershed Protection funding after that event. Rock was installed and plantings were completed in the year after that event. The Teanaway has continued to erode the bank. The landowners came back to NRCS for help again this year, but NRCS has no opportunities for them at this time. The Board questioned the District's involvement if the landowner is receiving funding. Anna reported that the landowners intend for all the funding they are receiving to go directly to the instream work, but they need technical assistance to determine what needs to be done.

MOTION- Approve Task Order 2 with Anchor QEA for the Teanaway Project to provide technical assistance for a plan of work but not to act on it.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

2. Engineer Position Salary and Advertisement

Anna reported that the Conservation Commission general operating funding utilized for engineering grants has increased significantly. New supplemental budget appropriation increases the amount available for engineering to \$2.7M per fiscal year beginning in FY23. Conservation Commission staff recommended the existing structure of area engineering grants to groups of cooperating CDs (engineering areas) be utilized and that the amount to each host district for FY23 be increased to \$200,000 per fiscal year. This funding level is expected to be maintained going forward.

This allows KCCD to advertise a salary that should be more competitive in this field. Since September 2021, there have been no applications for the existing position. It has been advertised at starting salary of \$74,400 with opportunity to negotiate higher based on qualifications.

The \$75,000 grant only covered approximately half of the cost of the position. KCCD made up the other half with various grants. A \$200,000 annual budget would allow a higher salary to be paid while covering the entire cost of the position. Anna presented some example salary ranges from the US Bureau of Reclamation and Washington State. She suggested a starting pay range between \$90,888 and \$111,562.

MOTION: Advertise the North Central Washington Area Engineer position at a starting salary range of \$90,888 to \$111,562 depending on qualifications.

Lynn Brown, seconded by **Bill Boyum**

Passed unanimously

D. Parking Lot Coating

Bids will be received tomorrow (June 10) for the repair and seal coating of the parking lot. Anna requested the authority to accept the low bid and execute a contract pending the usual verifications.

MOTION- Authorize District Manager to accept the low responsive and responsible bidder and contract with bidder after verification of qualifications and receipt of bonds and insurance. With final acceptance subject to Chairman approval
Lynn Brown, seconded by **Bill Boyum** *Passed unanimously*

VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:10 AM.

MOTIONS APPROVED:

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

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Recording Secretary

7/14/22
Date


Board Member

7/14/22
Date