



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

Board of Supervisors Special Meeting
September 10, 2020 7:00 AM – Zoom Meeting ID: 918 1652 6639

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Sherry Swanson , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Allisa Carlson , SCC South Central Regional Manager	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the August Accountant’s Report and the regular meeting minutes from August 13, 2020.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17683-17718 for a total of \$172,037.97 (Payroll Checks 17691-17698 and 17715-17718) building account check numbers 1069-1083 for a total of \$5,987.64. Approve pending payments totaling \$75,276.46 contingent upon receiving grant reimbursement requests.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
7/15/20	TBD	Kittitas Conservation Trust	\$38,931.47
8/13/20	TBD	WACD Plant Materials Center	\$1,485.00
8/13/20	TBD	Plants of the Wild	\$2,466.50
9/8/20	TBD	Anderson Perry	\$7,069.75
8/31/20	TBD	Anchor QEA	\$9,508.74
8/27/20	TBD	Reiss Landreau	\$6,235.00
8/27/20	TBD	Reiss Landreau	\$5,100.00
8/26/20	TBD	Reiss Landreau	\$4,480.00

\$75,276.46

IV. Project Reports

- A. **Thorp School Project** – The VCC interns are working on a nature trail associated with this project. Wendy is putting together the plant list for the pollinator garden and wildlife planting. Kara with North By Northwest was here in August and will be working on a video documenting the project. The grant was set to end in February but Anna asked for and was granted an extension through June 2021.
- B. **Voluntary Stewardship Program** – Anna reported that the 5-year report is due November 17th, 2020. Anna and Brent had a meeting with Commission staff to review the reporting template and they are now waiting to receive it so data entry can begin.
- C. **Financial & Accountability Audit** – Anna reported that the District will not need a single federal audit after all as a grant from Ecology was incorrectly stated as federal funds by her mistake. The State Auditor's Office has started field work for a two-year accountability and financial audit, and it is anticipated to wrap up by the end of next week. The Entrance Conference took place yesterday.
- D. **Resolution for South Central Area Meeting** – Anna reported that it was suggested to here that the District consider a resolution for the Area meeting about the lack of capacity by NRCS to process easement applications. This suggestion came out of the discussions after the Hairpin easement was finally completed in July. Anna will draft a resolution for the next Board meeting to be considered for submittal at the South-Central Area meeting.
- E. **COVID-19 Response** – Anna reported that one of our VCC interns was exposed to COVID and as a precaution was out all last week. The District office remains open by appointment and meetings continue to be held remotely.

V. Action Items

A. Small Project Cost Share Program

- 1. Application Review and Funding Decision – Anna reported that nine applications were received and that of those there are eight eligible projects to consider. Mark C. presented project maps and details to the Board. The Board discussed and ranked the projects. Anna stated that only half of the Implementation grant has been awarded. The decision on the other half may not come until December or later. She suggests approving only two projects at this time.

MOTION – Approve small project cost share projects for Jarman & Slyfield.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

B. YTAHP Fall Construction Projects

- 1. Coleman-Olmstead
 - a) Project Funding – Anna reported that based on the latest cost estimates, the total needed for the Coleman-Olmstead project is \$827,067 with a shortfall of \$161,983 that will be requested from the Fish Barrier Removal Board. Anna was able to divert more YTAHP funding to the

project in order to keep the request to FBRB down, although it is still substantial.

- b) Bidding and Construction Schedule – Anna reported that the project needs to be out to bid by the end of September. Permits are nearly all in hand but final designs for both the sprinkler and instream work are not. State Parks needs to do a change in the point of diversion. Anna requested that the Board approve the project being advertised for bid with the contingency that she is able to gain reasonable assurances from the FBRB that the additional funding will be provided.

MOTION – Authorize staff to advertise the project for bid contingent on reasonable assurance of additional funding through the Fish Barrier Removal Board.

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

2. Ranch on Swauk Creek Project

- a) Project Funding – Anna reported that the cost estimate came back much higher than anticipated project as well. Anna has submitted a request to the Salmon Recovery Funding Board for the cost increase. The remaining funds are match provided through the Yakima Tributary Habitat Access Program grant and the RCPP Contribution grant from the Commission.
- b) Bidding and Construction Schedule – Anna reported that there is no Corps permit yet as it cannot be issued until the cultural review is complete. The cultural review report was returned from BPA with numerous comments that will take some time to address. This project will need to be advertised for bid by September 21 to be able to meet the in-stream work window.

MOTION – Authorize staff to advertise the project for bid contingent on reasonable assurance of additional funding through the Salmon Recovery Funding Board and that the permits will be issued in time.

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

C. RCPP Project

1. EQIP Sign-Up

- a) Screening & Ranking Criteria – Anna reported this is will be the fourth and last sign up for EQIP in this project and there is approximately \$1.2 million available. Staff recommendation is that there be no changes to the ranking criteria for the EQIP sign-up but are recommending that the screening criteria be loosened to allow more projects to be considered and ensure that the available funding is spent.
- b) Schedule – Staff suggests that the sign-up be scheduled to match the regular EQIP sign-up deadline of November 20, 2020. The District will need to get a press release to the state office for review to advertise at least 30 days before the deadline.

MOTION – Approve RCPP EQIP Sign-up deadline as November 20,

2020 and proposed changes to screening criteria.

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

2. Conservation Commission RCPP Contribution Grant

- a) Wilson Creek Planting Project Agreement – The planting plan for lower Wilson Creek has been signed by the landowner (Valley Land Company) for nearly 5 acres of riparian planting. This planting is an important component of meeting the VSP goals of the district.

MOTION – Approve the Lower Wilson Creek planting project landowner agreement.

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

D. USDA Lease Solicitation

1. Lease Approval – Anna reported that final proposal documents were submitted to USDA but there has been no reply since August 24th.
2. Tenant Improvements – no update

VI. Public Comment

Allisa reported that there is no update regarding the budget. The Washington Department of Fish & Wildlife has requested to become a voting member on Commission. A survey is open until October 30th and Allisa will email the link. The next meeting to review elections is on September 17th. Any changes enacted will take place next cycle. There is a required election training on October 2nd, 2020 and one person from each district is required to attend.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:26 AM

MOTIONS APPROVED:

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MOTION – Authorize staff to advertise the project for bid contingent on reasonable assurance of additional funding through the Salmon Recovery Funding Board and that the permits will be issued in time.

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

MOTION – Approve RCPP EQIP Sign-up deadline as November 20, 2020 and proposed changes to screening criteria.

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

Micanda Nash 10/08/20
Recording Secretary Date

 M. Patton 10/8/2020
Board Member Date