



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
 March 12, 2020 1:00 PM - KCCD Office**

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Bill Boyum , Member Lynn Brown , Vice Chair	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Wendy Mee , Resource Technician Sherry Swanson , Project Manager Mark Crowley , Conservation Planner
Guests: Holly Taylor , NRCS Resource Conservationist Erin Kaczmarczyk , NRCS Tom Salzer , (by phone), WACD Executive Director	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the December Accountant’s Report, the regular meeting minutes from February 13, 2020 and the special meeting minutes from February 28, 2020
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17405-17455 for a total of \$328,999.03 (Payroll Checks 17412-17419 and 17450-17454) building account check numbers 990-1004 for a total of \$6,494.67. Approve pending payments totaling \$159,476.96 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
3/17		Reiss-Landreau	\$3,991.00
2/24		Anderson Perry	\$4,762.50
2/14		Perteet	\$713.75
3/9		Perteet	\$690.00
2/24		Anderson Perry	\$1,594.00
3/12		Thayer Excavating	\$147,725.71

\$159,476.96

- IV. **NRCS Report** – (see attached)
 - A. **NRCS Report** – Erin Kaczmarczyk presented the NRCS report.
 - B. **Cooperative Working Agreement Review** – The Board reviewed the cooperative working agreement that Anna displayed with the projector. An update to the office space policy on addendum A is needed as there is now an emergency lease in place.

C. **Civil Rights Review** – Erin went through the partner checklist with the Board. The poster “And Justice for All” was provided for posting at the District office. CRP training has been cancelled due to COVID 19 Virus.

D. **NRCS Task Orders** – no update

V. **Guests:** Tom Salzer was invited to give his report. Tom gave a brief report on the legislative actions for this year. It looks like the Washington Conservation Commission & Washington Association of Conservation Districts will receive all that was asked for in the budget.

VI. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants**

a) **Implementation**

1) **Small Project Cost Share Program** – Mark C. reported that cultural resources have been completed on three projects. Two contracts have been signed.

b) **Natural Resource Investments** –

1) **Cultural Resources Task Order** – Anna reported that a task order for the cultural resources consultation is needed with Reiss-Landreau for the new project.

MOTION – Authorize staff to negotiate a task order for one NRI project with Reiss-Landreau.

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

c) **Drought Funding** – Anna reported that the drought funds now extend to the end of June. Remaining funds are being spent on staff time and are nearly spent out.

2. **Firewise/Fuels Reduction**

a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – The District applied for \$12,500 from WAFAC to fund KFACC activities including a month of chipper rental, and time for Perteet and Anna to attend KFACC meetings.

MOTION – Approve agreement with WAFAC for \$12,500.

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

MOTION – Approve to amend the Perteet Task Order 04 to add \$3,430 for a total of \$4,628.

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

An application was submitted to the Suncadia Community Foundation fund for \$10,000 for Travis Paveglio (University of Idaho) to continue to provide support to KFACC. The request has been funded.

MOTION – Authorize staff to negotiate an agreement with University of Idaho for Travis Paveglio’s support not to exceed \$10,000.

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

AIM COCO grant – Anna reported that an application was submitted and the pre application was approved for an AIM (COCO) grant. The full application is due April 3rd and includes time for Perteet to assist with coordinating cross boundary work on North Cle Elum Ridge, as well as funding for a hand crew to do fuels reduction work in the Roslyn Urban Forest and in the City of Roslyn.

Anna and Wendy met with DNR staff to discuss a chipping agreement for this year. Anna and Wendy have been working on a budget for a 3-person chipping crew. It will cost around \$2,400 per person per month. The chipper crew would work for five months with funding for the crew coming from Roslyn, COCO, DNR & FEMA. Scott at DNR will be reviewing the scope of work.

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- b) **FEMA Grant Agreement** – Anna reported that there was a kick off meeting last week. The first project will probably be in Sunlight Waters. There are Spotted Owl restrictions on when the projects can begin in other areas. The EMD will review the prescriptions for every cost share project.

MOTION – Authorize staff to complete a cost share agreement with Sunlight Waters and contract for the fuels reduction work, pending approval by EMD staff.

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

3. BPA – Yakima Tributary Access & Habitat Project

a) **General Project Update**

b) **Construction Projects**

- 1) **Bristol Flats Fish Screen & Pump Station** – The project continues to wait on the vendor to connect to the pipeline and install the screen.

- 2) **Olmstead Project – Amendment to Engineering Task Order** – Mark C. gave an update. The Engineer needs to modify the plans and design report because Ellensburg Water Company will not be the sole source for the sprinkler system resulting in the need for a larger fish screen.

MOTION – Approve the amendment to the agreement with Anderson Perry to extend the preliminary engineering report due date to May 15, 2020 and to add \$7,500.

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

- 3) **Cooke Creek Fish Screening & Passage** – The project continues to move forward. Anna reported that conversations earlier in the week indicated there might be a potential change order and credit for some of the electrical work, however that will not be the case. There will be credits on the past change order and Anna reported that the vendor will take the water meters back but with a 30% restocking fee.

4. Manastash Restoration Project

- a) **Project Facilities Updates** – Sherry reported that the utility bills have been moved over to KRD.

- b) **Stockwater Acquisition** – Sherry reported that the aluminum orifice plates are ready to pick-up and the programmer will come next Monday to make the changes needed.

5. Voluntary Stewardship Program

- a) **Watershed Group Meeting** – The next VSP meeting is scheduled for next Friday.

6. RCPP – Toppenish to Teanaway Agreement

a) **EQIP Contracts Status**

- 1) **FY 20 Contracts** – Anna reported that District staff is waiting on NRCS and CART to roll out so that the applications can be ranked. Staff worked on a screening tool that was acceptable to NRCS. The District also must advertise the FY20 sign-up deadline again as soon as possible since CART wasn't available last November.

MOTION – Approve the FY20 sign-up for the RCPP EQIP funds with a deadline of April 17.

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

2) **Cultural Resources Task Order** – The Board reviewed the Cultural Resources Task Order with Reiss Landreau for RCPP projects.

MOTION – Authorize staff to negotiate a task order with Reiss Landreau for eight projects expected to be contracted from the current sign-up.

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

b) **Conservation Easements** – Anna reported that we continue to wait for the Yakama Nation to work through the amendment to the agreement to move the Wetland Reserve funding to the Ag Land Easement category so the ALE application can be fully funded.

7. **WSCC – RCPP Match Grant**

a) **Cost share agreements for electrical service** – The district expects to have eight contracts and is asking for board approval to have the associated cost share agreements for electrical services approved.

MOTION – Approve cost share agreements for the RCPP contracts developed for the FY20 sign-up for 50% up to \$25,000 for electrical services.

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

8. **Yakima Integrated Plan**

a) **Sprinkler Grant**

1) **Project Cost Share Agreements** – Staff provided a summary of current and planned projects with a 90% cost share rate and water placed in trust for 15 years. The Board reviewed the numbers and cost share agreements for two projects.

MOTION – Approve cost share agreements for Broadmoor & Gregerich.

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

2) **Cultural Resources Task Order** – Anna reported that the projects for Broadmoor & German need to have cultural resources surveys and reports completed.

MOTION – Authorize staff to negotiate a Task Order with Reiss-Landreau for Broadmoor & German.

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

3) **2021 – 2023 Funding** – no update

9. **NACD Urban Agriculture Grant (Thorp School)** – Anna reported that the District received the first payment for the NACD Urban Agriculture Grant. Wendy and Anna attended a meeting last week at the Thorp School to discuss the program.

10. **Envirothon** – Wendy has been working to line up volunteers to administer tests for the Envirothon contest. There are two teams from Ellensburg potentially interested in participating.

B. **KCCD Rates & Charges** –

1. **2019 Report to BOCC** – Anna is working on the report to the Board of County Commissioners (BOCC) and will set up a meeting with the BOCC before the end of this month.

C. **District Building**

1. **NRCS Lease Solicitation** – Anna has submitted the lease solicitation. The total annual lease payment per square foot is \$25.74 (rentable space) and \$34.64 (ABOA). The tenant improvements are in addition to that amount.
2. **Remodel Status** – No update until a response is received from USDA.
3. **Refinance Status** – Anna has talked with Cashmere Valley Bank and Sun Lakes Properties about refinancing options for the building. Anna also discussed moving all the District bank accounts to Cashmere Valley Bank.
4. **Furnace/Heat Pump Replacement** – Anna received two estimates for the replacement of the furnace and heat pump in Suite 3 as it is currently running on emergency heat. The Board reviewed the two estimates from Bid Mechanical and All Seasons.

MOTION – Authorize staff to contract for replacement of heat pump for suite 3 up to \$9,000.

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

VII. New Business

- A. **2019 Financial Report** – Miranda continues to work on the 2019 Financial Report to be submitted online to the State Auditor's Office. The District expended federal funds in 2019 over the threshold that will require a single federal audit this year. The schedule 22 questionnaire was reviewed last month by District staff (Anna & Miranda), Board Members (Matt Eslinger & Bill Boyum) and WCC South Central Regional Manager Allisa Carlson.
- B. **Annual Employee Evaluations** – Anna will conduct employee evaluations and Mark M. volunteered to do Anna's employee evaluation.
- C. **Cattlemen Education Request** – The Kittitas County Cattlemen have requested \$450 for the purchase of educational materials for local schools in association with Ag Appreciation Day.

MOTION – Approve Kittitas County Cattlemen's request for funding for educational materials.

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

VIII. Public Comment

- A. WACD Executive Director – (discussed the WCC and NACD budget earlier in the meeting)

IX. Adjournment – Chair Mark Moore adjourned the meeting at 2:56pm

MOTIONS APPROVED:

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Mianda Nash
Recording Secretary

04/09/20
Date

Makita Wynn
Board Member

4/9/2020
Date