



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
March 9th, 2023 9:00AM– Zoom Meeting ID: 857 5986 7675

ATTENDANCE

Board of Supervisors: Mark Moore , Chair (in person) Lynn Brown , Vice Chair (in person) Jeff Brunson , Auditor (in person) Matt Eslinger , Member (Zoom)	KCCD Staff: In-Person Anna Lael , District Manager Sherry Swanson , Project Manager Dayna Wilkinson , Financial Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician Brent Dixon , Project Manager Miranda Nash , Office Administrator
Guests: Alissa Carlson (Conservation Commission)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 8:59 AM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Chair Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the February 2023 Treasurer’s Report, and the regular meeting minutes from February 9th, 2023.

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

- IV. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)

MOTION – Approve check numbers 20857 to 20866, and 20873 to 20895 for a total of \$150,076.82 (Payroll Checks 20857-20858, all other payroll items to be approved at 04-13-23 meeting); building account check numbers 2193-2200 for a total of \$12,395.11. Approve pending payments totaling \$144,617.53 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid:

Claims	Anderson Perry & Associates, Inc.	\$ 15,101.07
Claims	Anderson Perry & Associates, Inc.	\$ 20,159.61
Claims	Anderson Perry & Associates, Inc.	\$ 10,015.46
Claims	Kittitas County Treasurer	\$ 3,582.44
Claims	Reiss-Landreau Research	\$ 9,736.00
Claims	Yakama Nation	\$ 83,179.21
Claims	Mid-Columbia Fisheries Enhancement Group	\$ 2,843.74
Claims	Anderson Perry & Associates, Inc.	\$ 15,101.07
TOTAL		\$ 136,403.98

V. Project Reports

A. NRCS Programs

1. District Conservationist Report – None provided.
2. EQIP WaterSMART
 - a) Cultural Resources Status – No update available. There has been no response from the NRCS Archeologist regarding the three waiting projects.
3. Mid-Columbia Steelhead Partnership RCPP
 - a) Sign-Up Status – Sign up was completed on February 24. Nine applications were received.

B. KCCD Board of Supervisors Election

The election has been completed. Ballots are to be counted 03-09-2023 at the County Auditor's Office. All signatures will be verified by the Auditor's Office and another ballot count will occur before 03-21-2023 for any additional mail in ballots.

C. RCW 89.08.210 and 89.08.220

The Board reviewed the RCW's using the Conservation Commission District Operations Briefs.

D. 2022 Annual Financial Report

The District needs to schedule a review of the Schedule 22 with at least 1 board member. Matt Eslinger volunteered and Bill Boyum was volunteered to review the Schedule 22 on 03-27-2023. Time will be set when Bill is available.

E. Annual Staff Reviews and Wage & Salary Increase

Anna will complete staff evaluations, Mark Moore and Jeff Brunson volunteered to complete Anna's evaluation on 03-15-2023. There will be a special board meeting at the end of March where employee evaluations will be presented to the Board. Wage and salary increases will be considered at this time.

F. Meeting with the Board of County Commissioners

Anna will schedule a meeting with the BOCC to update the status of Rates & Charges and District Activities. This meeting will occur in late March. Anna will notify the Board of the date once it is set so that a Board member may attend.

VI. Action Items

A. Heritage Gardens Program

1. **City of Ellensburg MOA** – The Heritage Gardens Program is picking up momentum in the City of Ellensburg. Since Ellensburg is not in the District boundaries, an MOU is needed to work with landowners there. This is common practice by other conservation districts administering the program. Since it is funded by Department of Ecology for the Yakima Basin Integrated Plan's Municipal subcommittee, working in the city is acceptable for their program.

MOTION- Authorize District Manager to complete a memorandum of understanding with the City of Ellensburg for the Heritage Garden Program.

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

B. NRI – Chipping Crew

1. **City of Roslyn Interlocal Agreement for Upper Kittitas County Fuels Crew** – Anna reported that pending a meeting of their Fire Commissioners last evening, Kittitas County Fire District No. 7 has agreed to work with the Upper Kittitas County Fuels crew facilitated by the City of Roslyn for chipping work this year. KCCD has an agreement in place with the City of Roslyn that needs an amendment to include this work in it.

MOTION- Approve amendment to 2020 Agreement with the City of Roslyn for use of the Upper Kittitas County Fuels Crew for the 2023 Spring Chipping program.

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

2. **2023 Landowner Chipping Program Agreements** – The NRI grant through the Conservation Commission requires individual landowner agreements for all participants that are approved and signed by the District.

MOTION- Authorize the District Manager to approve and sign landowner agreements for the 2023 Chipping program.

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

C. FY24 Community Project Funding Request - Representative Kim Schrier

1. **Application for Biochar Equipment**

Anna reported that Representative Schrier is currently soliciting for community projects in her district. The projects are geared towards the most significant needs within the communities of Members of Congress. Each Member of Congress will be allowed to submit 15 qualified local projects. The deadline for applications is March 13th at 11 pm PST.

Lynn Brewer with Swiftwater LLC has been working on a potential Biochar opportunity in Kittitas County involving the purchase of biochar modules from Qualterra, a company based out of Pullman. She drafted the proposal provided in the agenda and is asking for the District's support as the applicant for Representative Schrier's solicitation. The District's commitment would be to utilize funding to purchase biochar units.

MOTION- Authorize District Manager to submit application to Representative Schrier for the BioChar Co-op / Soil Carbon Credit Pilot Project.

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

D. 2023 PAM Cost Share

The 2023 PAM Cost Share Program begins this month. Landowner cost share agreements must be signed by the landowner and by the District prior to purchase of materials. The cost share is 50% with a \$1,000 hold down for PAM and 50% with a \$150 hold down for a PAM applicator.

MOTION- Authorize District Manager to approve and sign 2023 PAM cost share applications.

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

E. YTAHP

1. **Anderson Perry Task Order Amendments** –

Two task orders with Anderson Perry & Associates need amendments. Both amendments add final design, bidding and construction assistance as well as extending them to July

2024. The amendment for the Coleman Creek RM 4.5 Schomer/Beard Fish Passage Improvements adds \$59,365 for all additional requested work bringing the total task order to \$95,890. The amendment for the Naneum Creek RM 2.9 and RM 3.6 Fish Passage Improvements adds \$63,305 for all additional requested work bringing the total task order to \$106,560.

MOTION- Approve Anderson Perry & Associates Task Order 17 amendment for the Naneum Creek RM 2.9 and RM 3.6 Fish Passage Improvements and Task Order 18 amendment for the Coleman Coleman Creek RM 4.5 Schomer/Beard Fish Passage Improvements.

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

F. Surplus Equipment

The District has a pump left over from a YTAHP project several years ago. The pump can be sold on Public Surplus, an on-line auction site.

MOTION- Declare the pump surplus to the District and authorize the District Manager to offer it for sale on Public Surplus.

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

G. Washington Shrubsteppe Restoration & Resiliency Initiative

1. Application for Vantage Hwy Fire Landowner

Anna reported that a landowner in the Vantage Highway Fire is seeking fire recovery assistance. They contacted the District immediately after the fire looking for help with reseedling, fencing and erosion control. The Conservation Commission has funding available through the Washington Shrubsteppe Restoration & Resiliency Initiative and will provide 100% cost share to replace burned fence with wildlife friendly fencing. Applications need to be submitted ASAP as the work must be complete by June 30. The District's role is only with fencing and there is approximately 1.5 miles to replace and more to be removed.

MOTION- Authorize the District Manager to submit an application to the Conservation Commission for landowner assistance and approve landowner agreement consistent with any Commission funding approved.

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

H. Kittitas County Cattlewomen

Anna reported that the Kittitas County Cattlewomen have requested financial assistance with books for the Ag Day in April. This is an annual request and the books selected fit with the theme of Ag Day.

MOTION- Approve Cattlewomen's request for book purchases up to \$500.

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

VII. Adjournment

Mark Moore adjourned the meeting at 10:25 AM.

MOTIONS APPROVED:

MOTION- Authorize District Manager to complete a memorandum of understanding with the City of Ellensburg for the Heritage Garden Program.

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

MOTION- Approve amendment to 2020 Agreement with the City of Roslyn for use of the Upper Kittitas County Fuels Crew for the 2023 Spring Chipping program.

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

MOTION- Authorize the District Manager to approve and sign landowner agreements for the 2023 Chipping program.

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

MOTION- Authorize District Manager to submit application to Representative Schrier for the BioChar Co-op / Soil Carbon Credit Pilot Project.

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

MOITION- Authorize District Manager to approve and sign 2023 PAM cost share applications..

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

MOTION- Approve Anderson Perry & Associates Task Order 17 amendment for the Naneum Creek RM 2.9 and RM 3.6 Fish Passage Improvements and Task Order 18 amendment for the Coleman Coleman Creek RM 4.5 Schomer/Beard Fish Passage Improvements.

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

MOTION- Declare the pump surplus to the District and authorize the District Manager to offer it for sale on Public Surplus.

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

MOTION- Authorize the District Manager to submit an application to the Conservation Commission for landowner assistance and approve landowner agreement consistent with any Commission funding approved.

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

MOTION- Approve Cattlewomen's request for books up to \$500.

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

 4-12-23
Recording Secretary Date


Board Member

4/13/23
Date