



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**  
**January 14, 2021 1:00 PM – Zoom Meeting ID: 980 0723 4913**

**ATTENDANCE via Zoom**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Bill Boyum</b> , Member <b>Jeff Brunson</b> , Auditor	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Financial Manager <b>Brent Dixon</b> , Project Manager <b>Sherry Swanson</b> , Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Ryan Roberts</b> , Engineer <b>Wendy Mee</b> , Resource Technician
<b>Guests: Allisa Carlson</b> <b>Gary Benedict</b>	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:02 PM All in attendance participated via Zoom.
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the December Accountant’s Report and the regular meeting minutes from December 10, 2020 and the special meeting minutes from January 7, 2021.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*
- III. **Approve Bills, including Building Account Bills**  
 (see attached spreadsheet)

**MOTION** – Approve check numbers 17873 - 17979 for a total of \$203,560.44 (Payroll Checks 17879, 17892-17888 and 17924-17929) building account check numbers 1124-1138 for a total of \$6,127.10. Approve pending payments totaling \$ contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, 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
12/9/20	TBD	Kooy’s Irrigation	\$240,315.05
12/10/20	TBD	Maria Cristalli	\$3,960.00
12/10/20	TBD	Kurt Samuelson	\$2,400.00
1/5/21	TBD	Hurst Construction	\$1,040.00
1/5/21	TBD	Hurst Construction	\$40,000.00
1/5/21	TBD	Hurst Construction	\$117,828.00
12/14/20	TBD	Department of Fish & Wildlife	\$565.49
1/5/21	TBD	Anderson Perry	\$7,981.25

#### IV. Project Reports

##### A. YTAHP Projects –

1. **Coleman-Olmstead Construction** – Construction continues on this project. The most current schedule indicates completion will be February 11. Change Order 01 was completed and executed earlier this week.

The sprinkler project is moving slowly forward. The pivot is now nearly assembled. The producer has submitted a first invoice for a partial payment request for materials. State Parks staff should begin the pipe installation this month.

##### B. KCCD Election

1. **Candidates** - Only one candidate (the incumbent) filed the candidate information form by the deadline of January 12 at 4:30 PM. The ballot will include just the incumbent's name and a blank line for a write in as required.
2. **Ballot Requests** - We continue to receive requests to mail ballots to voters. At this time, we have received 81 requests. The on-line sign-up will be taken down after January 19 and ballots will be mailed to voters on that list. The board reviewed a sample ballot and envelopes. They were designed based on examples provided by other districts and reviews by Commission staff.

Beginning January 20, any voter wishing to participate must come to the District office and request a ballot in person.

##### C. Rates & Charges

1. **2021 Tax Rolls** - The tax rolls were completed for the KCCD System of Rates and Charges in cooperation with Kittitas County Assessor's office staff. There is a slight decrease in the total. The City of Ellensburg annexed 289 parcels (677 acres) in the Currier Creek area, so they are no longer within our boundaries. The provided summary may change slightly as Anna continues to work with Assessor's office staff as their data is entered.

##### D. Building

###### 1. USDA Lease Solicitation

- a) **Tenant Improvements Bid** - The "KCCD Building and Tenant Improvements" project is currently out to bid. Bids are due Tuesday January 19 at 4:00PM. The USDA Leasing Team meeting is January 14. They may be prepared to issue their notice to proceed shortly which activates a 90-day timeline to complete the tenant improvements. Anna shared the final floorplan with the Board.

- E. **COVID-19 Response** – The district office remains open by appointment with staff working a combination of in-office, at home and out in the field. Our meetings will continue to be virtual for the foreseeable future.

V. **Action Items**

A. **RCCP Projects**

1. **Conservation Stewardship Program Sign-Up** - There is a significant amount of CSP funding in the RCCP project. A sign-up has not been implemented for these funds because there was program change by NRCS that changed the program funding (that also resulted in the amount of funding tripling) and had to be acknowledged by the Yakama Nation as the RCCP lead partner. There was a significant delay in the Yakamas completing the formal written acknowledgement which they didn't complete until May 2020. Staff has been working with NRCS and the current recommendation is that instead of creating a new custom sign-up, that we just duplication the State's CSP classic sign up. This seems reasonable but we do want to ensure the funds are used for applications that address the resource concerns in our RCCP. The CSP contracts do require that the applicants are meeting 2 resource concerns at the time application and meet another by the end of the 5-year contract period. This sign-up needs to move quickly as the RCCP project end date in July 2022, so there is not a lot of time to move through the whole process of application to executed contract.

**MOTION** - Approve a Conservation Stewardship Program sign-up for the RCCP project to be conducted as soon as practicable.

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

- B. **FEMA Grant** - In a stunning development, the proposal to FEMA that Rose Shriner worked on two years ago before she left the District has been approved for funding. Our last FEMA application was 5 years from application to approval. This proposal includes generators for City of Cle Elum and Fire District 6 (Ronald) as well assistance with a generator for Fire District 1 (Thorpe), along with fuels reduction work in Cle Elum, Roslyn and Ronald. When FEMA approves an application, it starts the clock on 12-month timeline for implementation. Costs can be incurred effective the day of approval (January 8). The contract agreement is not complete yet but will be soon.

**MOTION**- Approve the contract agreement for the FEMA funded project "Kittitas County Conservation District Defensible Space and Infrastructure Generators" (5182-16-R)

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

- C. **KCCD Election** - Anna has been working to recruit polling officers to assist with the election. In consulting with Commission staff, there is no requirement that polling officer have an oath of office administered. If our District elects to do that, a policy would need to be adopted. Anna presented a draft to the Board that included a daily stipend and mileage, as well as administering an oath. She also had an oath that she

was pointed to by Commission staff. The oath would require that someone qualified to administer the oath be involved, like the Auditor, a judge, the Sheriff, etc. Anna described the duties of a polling officer this year, including securing the ballot box on January 19, verifying signatures and counting ballots on February 10 and then securing the ballot box again, and then doing a final ballot count on February 23. The Board discussed and determined that it was perhaps too close the election to adopt a formal policy now, but that it should be considered before the next election. Anna indicated that she may have more details to add to the policy after completing this upcoming election.

#### **D. KCCD Long Range Plan**

1. **Update of Long-Range Plan** - The District's Long-Range Plan (5-year plan) must be updated by July 1, 2021. Given the current COVID restrictions, staff recommends that this update occur virtually, including the use of an on-line survey to gather input on priorities and at least one on-line public meeting.

**MOTION** – Conduct KCCD's Long Range plan update virtually to protect District staff, Board members, and during the ongoing pandemic.

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

#### **E. KCCD Annual Meeting**

1. **Annual Meeting** - The District's Annual Meeting traditionally occurs in February and has most recently been hosted together with the Kittitas County Farm Bureau. Given the current COVID restrictions, staff recommends the annual meeting be cancelled this year. Anna will put together her usual annual report power point presentation and can create a video to share that virtually with the public in lieu of the in-person meeting.

**MOTION** – Approve cancelation of KCCD's 2021 Annual Meeting to protect District staff, Board members, and the public during the ongoing pandemic and direct staff to share an annual report virtually with the public.

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

#### **VI. Public Comment**

Allisa Carlson gave an update on the newly released Governor's budget, stating that it was looking better than expected. The CTA request was not included though and that was disappointing. WACD is providing updates on their members page. The Open Public Meetings act provisions have been extended to continue remote meetings and prohibit in person meetings. There is a task order webinar next Wednesday.

#### **VII. Adjournment**

Chair Mark Moore adjourned the meeting at 1:44 PM.

---

#### **MOTIONS APPROVED:**

**MOTION** – Approve the December Accountant's Report and the regular meeting minutes from December 10, 2020 and the special meeting minutes from January 7, 2021.

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** – Approve check numbers 17873 - 17979 for a total of \$203,560.44 (Payroll Checks 17879, 17892-17888 and 17924-17929) building account check numbers 1124-1138 for a total of \$6,127.10. Approve pending payments totaling \$ contingent upon receiving grant reimbursement requests.

**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**MOTION** - Approve a Conservation Stewardship Program sign-up for the RCPP project to be conducted as soon as practicable.

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

**MOTION**- Approve the contract agreement for the FEMA funded project "Kittitas County Conservation District Defensible Space and Infrastructure Generators" (5182-16-R)

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** – Conduct KCCD's Long Range plan update virtually to protect District staff, Board members, and during the ongoing pandemic.

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** – Approve cancelation of KCCD's 2021 Annual Meeting to protect District staff, Board members, and the public during the ongoing pandemic and direct staff to share an annual report virtually with the public.

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

---

Miranda Nash      02/11/2021  
Recording Secretary      Date

Matt Boyum  
Board Member

2/11/2021  
Date