



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
June 11, 2020 7:00 AM – Zoom Meeting ID: 929 5613 8460

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 Wendy Mee, Resource Technician Sherry Swanson, Project Manager Mark Crowley, Conservation Planner Ryan Roberts, Engineer
Guests: Allisa Carlson, SCC South Central Regional Manager Tom Salzer, WACD	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:04 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the May Accountant’s Report and the regular meeting minutes from May 14, 2020.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
(see attached spreadsheet)
MOTION – Approve check numbers 17542-17583 for a total of \$91,016.22 (Payroll Checks 17547-17554 and 17578-17582) building account check numbers 1032-1042 for a total of \$13,400.94. Approve pending payments totaling \$158,903.96 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
5/6/20	TBD	Anderson Perry & Associates	\$215.00
5/6/20	TBD	Anderson Perry & Associates	\$8,153.75
5/6/20	TBD	Anderson Perry & Associates	\$625.00
5/6/20	TBD	Anderson Perry & Associates	\$545.00
6/11/20	TBD	Thorp Town Ditch	\$4,000.00
6/11/20	TBD	Les & Heather Jones	\$4,000.00
6/11/20	TBD	Lynn Brown	\$6,786.50
6/11/20	TBD	Midstate Co-op Irrigation	\$111,167.35
5/28/20	TBD	Kittitas Conservation Trust	\$1,923.16
6/8/20	TBD	Perteet	\$795.00
6/8/20	TBD	Anderson Perry	\$8,587.50
6/8/20	TBD	Anderson Perry	\$1,704.95
6/8/20	TBD	Anderson Perry	\$10,418.75

\$158,903.96

IV. Action Items

- A. WSCC – FY21 Grant Addendums - The Conservation Commission has approved 6 months for the Implementation and Professional Engineer grants.

1. **Implementation Grant** – The Implementation Grant is allocated \$47,800 including the \$5,555 for orca/salmon restoration.
2. **Professional Engineer Grant** – The Professional Engineer Grant is allocated \$37,500.

MOTION - Approve the FY21 grant addendum for Implementation and Professional Engineering grants with the Conservation Commission.

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

- B. Natural Resource Investments

1. **Cost Share Agreement with Dyk** – The second cost share project under the NRI funding is ready for cost share agreement approval.

MOTION - Approve the Dyk cost share agreement for \$50,000 under the Natural Resource Investments grant.

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

- C. Manastash Creek Restoration Project

1. **Server Replacement** – The servers currently at the Keach/Jensen diversion that are used as part of the SCADA are 10 years old. Staff have been researching the cost to replace one server and upgrade the Wonderware software, as well as the time for the programmer to install the new equipment. Cost estimates are between \$10,000 and \$13,000. Funding for would come from the Ecology Manastash grant.

MOTION- Authorize staff to upgrade the servers and software for the Manastash Creek Restoration Project including buying the equipment and contracting with the programmer for installation.

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

- D. Yakima Integrated Plan Sprinkler

1. **Task Order for Monitoring Pipeline** – One of the sprinkler conversion projects requires archaeological monitoring for excavation of a pipeline. A cultural site was located in the vicinity during the survey process.

MOTION- Approve a task order 2020-17 with Reiss Landreau for archeological monitoring not to exceed \$3,000.

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

- E. Yakima Tributary Access & Habitat Program

1. **Cultural Resources Task Order for Ranch on Swauk Creek project** – The Ranch on Swauk Creek project is ready for cultural resources survey and report. The initiation letter was submitted by BPA this week. The survey can occur when 30 days expires.

MOTION - Approve Task Order 2020-18 with Reiss Landreau for archeological monitoring not to exceed \$5,000.

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

F. **Kittitas Fire Adapted Communities Coalition-**

1. **Grant Agreement with Coalitions & Collaboratives, Inc. (COCO) for Action, Implementation and Mitigation award** – Anna reported that the District applied for a grant through COCO this past February. The grant has been awarded and includes work with KFACC on project development and prioritization as well as work within the City of Roslyn on fuels mitigation and preparing for prescribed fire. The total grant agreement is \$39,995.65 and the required match is \$43,729.61 most of which will be provided by Suncadia and the City of Roslyn.

MOTION - Approve the grant agreement with Coalitions & Collaboratives, Inc. (COCO) for Action, Implementation and Mitigation.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

2. **Agreement with City of Roslyn** – Anna has been working on an agreement with the City of Roslyn to facilitate the COCO work. The District will pass through \$12,000 of grant funds and the City of Roslyn will provide \$12,000 match.

MOTION - Authorize staff to complete the agreement with the City of Roslyn to facilitate the COCO work.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

3. **Washington RC&D MOA for KFACC Assistance** – Anna has talked with the Washington RC&D about receiving staff assistance from them for the KFACC group and the COCO grant project development and prioritization.

MOTION - Authorize staff to negotiate an agreement with the Washington RC&D for assistance with KFACC including the COCO grant project development and prioritization.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

G. **DNR Chipping Agreement**

1. **Truck and Chipper Lease** - Under the DNR Chipping grant it was planned to rent chipper and a truck for the Veteran's Conservation Corp interns.

MOTION - Approve rental of chipper and truck as needed through October 31, 2020.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

H. **USDA Lease Solicitation**

1. **Response to latest request for additional information/corrections** – Anna received a letter detailing deficiency in the response to the lease solicitation. Initially the response was requested by June 3, but Anna requested until June 15. The Board review the list of deficiencies and the draft letter documenting Anna's authorization by the Board to submit the lease response.

MOTION - Authorize the District Manager to submit the proposal to CBRE for the lease solicitation and approve the updated submittal due June 15 contingent on review by the Chair.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- I. **COVID-19 Response** – The District office is open by appointment only and some staff continue to work remotely. USDA has asked that all surfaces be wiped down and disinfected daily.

Allisa Carlson reported that the Conservation Commission is looking into guidance regarding employers providing face masks to employees. Plans were submitted to the Office of Financial Management with 15% budget cuts without impacting operating grants to districts. The Conservation Commission will allocate 6 months of funds for Implementation, ORCA, and Engineering. Newly hired staff for the Office of Farmland Preservation start next week. The annual plan of work and financial report for the District were submitted on time.

Tom Salzer – WACD has developed a welcome letter for new supervisors and working on thank you letters to members who served for many years. There is a conference planning team for a virtual conference scheduled for December. Revenue forecasts continue to be received daily on if or when there will be a special session.

V. **Adjournment** – Chair Mark Moore adjourned the meeting at 7:43 am.

MOTIONS APPROVED:

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 Miranda Nash
Recording Secretary

 07/09/20
Date

 Mark Wilson
Board Member

 7/9/2020
Date