



**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**  
**November 10, 2021 1:00 PM – Zoom Meeting ID: 875 7196 6633**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Bill Boyum</b> , Member <b>Matt Eslinger</b> , Member <b>Lynn Brown</b> , Vice Chair (joined at 1:20pm by phone)	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Sherry Swanson</b> , Project Manager <b>Miranda Nash</b> , Financial Manager <b>Mark Crowley</b> , Conservation Planner
<b>Guests:</b> Lori Nevin	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:12 PM. Attendees participated via Zoom and phone.
- II. **Approve Accountant’s Report and Meeting Minutes**

**MOTION** – Approve the October Accountant’s Report and the regular meeting minutes from October 14, 2021.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

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

**MOTION** – Approve check numbers 20267 - 20308 for a total of \$98,200.55 (Payroll Checks 20277-20280, 20283-20284, 20273, 20270, and 20307, 20308), building account check numbers 2062-2072 for a total of \$12712.42. Approve pending payments totaling \$193,714.50 contingent upon receiving grant reimbursement requests.

**Matt Eslinger**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
9/23/21	TBD	Anderson Perry & Associates	\$160.00
9/23/21	TBD	Anderson Perry & Associates	\$4,033.11
10/07/21	TBD	Washington RC&D	\$5,235.68
11/10/21	TBD	Reiss-Landreau Research	\$5,724.00
11/10/21	TBD	Reiss-Landreau Research	\$3,596.00
11/10/21	TBD	Reiss-Landreau Research	\$3,596.00
11/10/21	TBD	Anchor QEA	\$3,010.75
11/10/21	TBD	Anderson Perry & Associates	\$11,042.50
11/10/21	TBD	Fire District 7	\$8,968.15
11/10/21	TBD	Ron Higgings	\$2,520.00
11/10/21	TBD	Advantage Dirt Con, Inc.	\$94,788.40
11/10/21	TBD	Advantage Dirt Con, Inc.	\$51,039.91
			<b>\$193,714.50</b>

**IV. Project Reports**

## A. NRCS Programs

1. **Mid-Columbia Steelhead Partnership RCPP**- Anna reported that we continue to wait on the Yakama Nation and NRCS to sign the overall partnership agreement.
2. **EQIP WaterSMART** – Anna reported that the funds have officially been awarded and she is working with KRD and NRCS to get things moving.

## B. KCCD Long Range Plan –

1. **Survey Results** – Anna shared the survey results with the Board to date. There are 39 responses.
2. **Public Meeting** - Anna would like to conduct one virtual meeting and one in person meeting. She suggests 2PM December 2 for the virtual meeting and December 7 6PM for the in-person meeting.

**C. WSCC Professional Engineer Grant** - There have been no applications and no even hint of interest in the PE position which has been advertised since mid-September. Anna would like to adjust the advertisement to separate the EIT and PE positions, not with the intent of hiring two but to encourage applications from those with less than PE level experience. She would also like to consider reworking the position to more of a construction manager type position.

**D. NACD Technical Assistance Grant** - Anna is continuing to consider how to use these funds. NRCS wants planning assistance, however unless existing staff are used, there is really no point. New staff will not be up to speed for at least a year, in the meantime, COVID restrictions limit how many staff can be in the field office.

**E. WACD Conference** - Anna registered KCCD as an entity, so all Board members are registered for the sessions and the business meeting.

**F. 2022 KCCD Election** - KCCD will have an elected and appointed position up in 2022. Anna shared the Commission's election and appointment deadline calculator that shows the critical dates. The election resolution will be brought to the December 9 Board meeting.

## V. Action Items

### A. FEMA Grant 4188 and 5182

1. **Time Extensions** - The Grant Manager at EMD pursued time extensions for each of the District's current FEMA grants. The first (DR-4188-23-R Kittitas Co Wildfire Fuels Reduction) was to end today but has been extended on year to November 2022. This grant is the one currently being used for cost share projects on North Cle Elum ridge, South Cle Elum Ridge, Middle Fork Teanaway, and Sunlight Waters. The second (DR-5182-16-R KCCD Defensible Space and Infrastructure Generators) was to end March 2022 and was also extended a year. This is the project that includes backup generators for FD1, FD6, City of Cle Elum and Cle Elum/Roslyn/South Cle Elum PD.

**MOTION** – Approve time extensions for one year each for DR-4188-23-R and DR-5182-23-R grants.

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

*Passed Unanimously*

### B. YTAHP Projects

1. **Ranch on Swauk**
  - a) **Construction Change Order 01, 02, 03** - Change order 1 that was approved up to \$10,000 at the last Board meeting, was split into three change orders. This occurred so that the contractor could move forward with portions of the

design changes while decisions were still being made on other parts of it. The first cost estimate that came from the contractor was \$24,000. We immediately reviewed and reconsider the design modifications. Change order 1 dealt with the realignment of the pipeline between Hwy 97 and Burke Road. The landowner indicated he didn't need the manhole and wished instead for valves. The manhole had to be added as the bid sheet mistakenly stated 2 instead of 3. So, the thinking was that the landowners request would be close to funding neutral. That turned out not to be the case as all. The realignment of the pipe and the valves and other fittings ended up being more than double the cost of the realignment of the pipe and manhole option, so the original plan was used with the landowner's agreement. Change Order 2, the air release valve, was reviewed for cost savings, but did not change. Change Order 3 was high in part due to a misunderstanding of the credits to be applied due to the WDFW fabrication and delivery work. Ryan, in one of his last acts as District Engineer also suggested flanged adaptors that were much less expensive than the design engineer spec'd. In all, the three change orders ended up \$3,063.05 over the Board approved amount.

Change Order 01 - Design Revision 1 Pipeline Route Modification – \$8,224.65

Change Order 02 - Design Revision 2 Air Release Valve - \$3,236.94

Change Order 03 - Design Revision 3 Fish Screen - \$1,601.46    \$13,063.05

**MOTION**– Approve Change Orders 1, 2 and 3 for a total of \$13,063.05 for the Ranch on Swauk Creek project

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

*Passed Unanimously*

## 2. Anderson Perry Task Orders

### a) Naneum Creek Diversions

### b) Coleman 4.2 Diversion

Staff met with Anderson Perry engineers to discuss the Naneum Creek diversions and the Coleman 4.2 diversion which were projects that Ryan would have helped with. Both are funded for construction under the Yakima Targeted Investments SRFB grant. Site visits occurred in October and Anderson Perry provided cost estimates for each project – Naneum Diversions - \$43,255 and Coleman 4.2 - \$36,525

**MOTION** – Approve Naneum Diversions (not to exceed \$43,255) and Coleman 4.2 (not to exceed \$36,525) task orders with Anderson Perry.

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

*Passed Unanimously*

*\*Matt Eslinger left meeting at 1:33PM*

## C. Natural Resource Investments (NRI) Funding

1. **Reiss Landreau Task Order** - A task order and cost estimate was requested of RLR for the small projects. They provided a cost of \$12,364 for all projects. Since that time, one project has cancelled and DAHP has indicated two more will not require surveys. There has not yet been a response from the Yakama Nation so it is possible that they would ask for a survey. At this time, it's staff recommendation to approve the task order as presented with the understanding that some surveys may not occur and costs will likely be less than stated.

**MOTION** – Approve Task Order for 2020 Small Projects cultural surveys and reports by RLR not to exceed \$12,364

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

*Passed Unanimously*

#### **D. FEMA Grant 5188**

1. **Kittitas County Fire Protection District No 1 – Generator Bid Schedule** - The Kittitas County Fire Protection District No. 1 has requested assistance with procurement of a generator connection per the FEMA grant. Anna is preparing bid documents and due to the size of the project, will be soliciting from three contractors.

**MOTION** - Approve bid solicitation for KCFD 1 generator hook-up.

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

*Passed Unanimously*

#### **E. Enduris Claim**

1. **Employee Personal Items** - On October 26, District staff (Brent) were on site at the Ranch on Swauk Creek project. The District's F150 was parked at the Lauderdale junction lot. The passenger door window was broken, and the staff's personal items stolen. This occurred in a brief window of time when staff and contractor were away from that parking area. Brent immediately contacted Anna who then directed him to contact KittCOM. A report was filed by Kittitas County Sheriff's Deputy Pete Ross. By the time that occurred, the thief had already used Brent's credit card to make \$650 in purchases at the Rite Aid in Ellensburg.

Anna contacted Enduris and filed an incident report that morning as well. Johnson Auto Glass was able to obtain the new window and do the replacement the next morning for \$267. The District's policy has a \$250 deductible and will cover the personal items that were stolen including the backpack, wallet, keys, and identification. Enduris does require Board approval of the expenses related to loss of the personal items. This includes the following:

Backpack - \$130

Wallet - \$70

House Locks replacement - \$30

Key Fob replacement and reprogramming - \$250

Driver's license replacement - \$20

**MOTION** – Approve the list of personal items for replacement for Brent Dixon resulting from the theft on October 26, 2021.

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

*Passed Unanimously*

#### **F. NACD Urban Agriculture Grant**

1. **North by Northwest Task Order** - Anna has been working to spend out the last of the NACD Urban Agricultural Conservation grant for the Thorp School project. There are limitations on material purchases that have been reached so the remaining funds must be for staff time, crew time or consultant time. Anna brainstormed with Kara from North by Northwest and they talked about putting together outreach packages to share with other teachers and schools in the County to promote this type of project. NACD staff agreed that this would be a good use of the funds. Kara will use materials already collected to put together a PowerPoint slide deck to be used for presentations. She will also put together pdf sheets in both English and Spanish.

**MOTION** - Authorize staff to negotiate a Task Order not to exceed \$4,000 with NXNW to assemble outreach materials for the farm to school project.  
**Lynn Brown**, seconded by **Bill Boyum** *Passed Unanimously*

**VI. Public Comment**

**A.** Anna reported that she is watching for Conservation Commission recommendations regarding any changes to COVID19 policies.

**B.** Mark welcomed Lori Nevin and invited her to share any comments. Lori is interested in the district management and noticed that upper county is not represented on the Board. She shared her past experiences as a landowner with King CD farm planning efforts. Mark confirmed that it has been many years since an upper County landowner was on the Board. He thanked Lori for her interest.

**VII. Adjournment**

Chair Mark Moore adjourned the meeting at 1:56PM.

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**MOTIONS APPROVED:**

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Mianda Nash      12/9/21  
Recording Secretary      Date

Matt Eslinger  
Board Member

12/9/21  
Date