



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**  
**July 13th, 2023 7:00AM– Zoom Meeting ID: 849 0641 8765**

**ATTENDANCE**

<b>Board of Supervisors:</b> Mark Moore, Chair Jeff Brunson, Auditor Lynn Brown, Member (Zoom) Bill Boyum, Member Matt Eslinger, Member (Zoom)	<b>KCCD Staff:</b> <u>In-Person</u> Anna Lael, District Manager Brent Dixon, Project Manager Miranda Nash, Office Administrator (Zoom) Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner
<b>Guests:</b> Alissa Carlson (Conservation Commission)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:03 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 June 2023 Treasurer's Report, and the regular meeting minutes from June 8th, 2023.

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

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

**MOTION** – Approve check numbers 20994 to 21038 and EFTs 427, 502, 503, 536, and 537 for a total of \$281,207.24 (Payroll Checks 20996 to 20997, 21009 to 21015, and all EFTs); building account check numbers 2229-2235 for a total of \$9,276.48. Approve pending payments totaling 101,688.81 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid:**

Claims	Anderson Perry & Associates, Inc.	\$28,302.58
Claims	Anderson Perry & Associates, Inc.	\$3,578.75
Claims	Anchor QEA, LLC	\$30,685.25
Claims	City of Roslyn	\$17,840.00
Claims	Gray & Osborne, Inc	\$3,076.21
Claims	Gray & Osborne, Inc	\$3,062.64
Claims	HLA Engineering and Land Surveying	\$3,161.81
Claims	Snohomish Conservations District	\$3,409.73
Claims	Udall, William	\$4,545.00
Claims	Ramseyer, John & Heather	\$4,026.84
<b>TOTAL</b>		<b>\$101,688.81</b>

## V. Project Reports

### A. NRCS Programs

1. District Conservationist Report – No update.
2. EQIP WaterSMART
  - a) Cultural Resources Status – two reports have been completed and a third one is underway.
3. Mid-Columbia Steelhead Partnership RCPP
  - a) Sign-Up Status – Ranking of the applications will happen next week (July 17<sup>th</sup>-21<sup>st</sup>). NRCS has been pressuring KCCD for all producer information. It's been a bit difficult to gather based on the timing (irrigation turn on through first cutting) of the deadlines.

**B. NRCS Chief Visit** – A tour of the Manastash project was provided to the Chief and regional and state staff. The Chief was very engaged and asked good questions. He offered updates on the RCPP program announcement and visited about funding he's providing Roylene to work with the Conservation Commission to hire staff at conservation districts to help NRCS.

**C. Current Highlights** – The Chipping Program wrapped up and ended up servicing 202 landowner. Additionally, the VSP equipment purchases approved in the prior month's meetings all went through without a hitch. We did still have to return some funding to the program, but the purchases made will be a great asset in the coming years.

## VI. Action Items

### A. WSCC Cost Share Rate

#### 1. Resolution 2023-003 Cost Share Rate

The Conservation Commission authorizes local conservation districts to establish by resolution, cost-share rates up to 100 percent in association with all Commission grant cost-share funds. A new resolution is passed for each biennium.

**MOTION** - Approve Resolution 2023-003 Cost Share Rate

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

*Passed Unanimously*

### B. WSCC Addendums

1. Natural Resource Investment – The NRI funding amount was announced last week and is \$81,222 for the biennium. The summer chipping work that might have needed some funding this year is being covered by the City of Roslyn with a grant they have secured. So the only needs for this funding are the 2023 and 2024 Small Project Cost Share. This is the proposed addendum:

Natural Resource Investment \$81,222

Outcome 1 -Technical Assistance -- \$20,305.5

Outcome 2 – 2023 Small Project Cost Share -- \$30,458.25

Outcome 3- 2024 Small Project Cost Share -- \$30,458.25

**MOTION** - Approve Natural Resource Investment grant addendum as presented.

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

*Passed Unanimously*

2. PE Grant - The PE grant may be \$250,000/ year instead of \$200,000. If it is that high, the additional \$50,000 would be included in Outcome 1 below.

Professional Engineer \$200,000  
Outcome 1 -Technical Assistance -- \$192,000  
Outcome 2—Coordinate with Cluster Districts -- \$3,000  
Outcome 3- Administration -- \$5,000

**MOTION** - Approve Professional Engineering grant addendum as presented with any additional Commission approved funds being placed in Outcome 1.

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

**C. 2024 Small Project Cost Share Program**

**1. Application Deadline**

The Small Project Cost Share program sign up deadline is proposed for August 25th. Last year, the Board increased the maximum cost share from \$4,000 to \$6,000. There is enough funding in the NRI grant to do at least five projects per year.

**MOTION** – Approve advertising of the 2023 Small Project Cost Share program with an application deadline of August 25, 2023 and a maximum cost share of \$6,000.

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

**D. Manastash Compressor**

1. Advertise for Bid - Gray and Osborne have completed their review of the Manastash Compressors project and provided valuable feedback. The project is ready to be bid out with the timeline of implementation this fall/early winter. The funds will be available through the YTAHP contract. The project is small enough (\$56,000) that the procurement policy allows for informal competition. The bid documents will be offered to at least three bidders, but do not need to be provided through a formal advertisement

**MOTION** - Approve advertising the Manastash Compressor Replacement project for bid.

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

- VII. Commission Update** – Allisa Carlson shared the very sad news that the Commission Policy Director, Ron Shultz passed away. Ron will be greatly missed in the conservation community. She also shared that some of the 23-25 biennium programs that are now open for application, including the \$3.4 million that rolled over from last year's original Salmon Recovery, Natural Resource Investments, and Sustainable Farms & Fields. Commission staff are working hard to bring multiple sets of program guidelines updates to the July 20th Commission meeting to make additional funds available to CDs as quickly as possible, while also abiding by the provisos and direction were given with the funding. The search for a new Executive Director is progressing and it is anticipated that the recruitment will open officially later this month. Finally, the Commission will be pursuing a supplemental budget request for CTA to try and close the gap between the \$10 million that was requested and the \$1 million that was received.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 8:22 AM.

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**MOTIONS APPROVED:**

**MOTION** – Approve the June 2023 Treasurer's Report, and the regular meeting minutes from June 8th, 2023.

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

**MOTION** – Approve check numbers 20994 to 21038 and EFTs 427, 502, 503, 536, and 537 for a total of \$281,207.24 (Payroll Checks 20996 to 20997, 21009 to 21015, and all EFTs); building account check numbers 2229-2235 for a total of \$9,276.48. Approve pending payments totaling 101,688.81 contingent upon receiving grant reimbursement requests.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** - Approve Resolution 2023-003 Cost Share Rate  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** - Approve Natural Resource Investment grant addendum as presented.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

**MOTION** - Approve Professional Engineering grant addendum as presented.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** – Approve advertising of the 2023 Small Project Cost Share program with an application deadline of August 25, 2023 and a maximum cost share of \$6,000.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

**MOTION** - Approve advertising the Manastash Compressor Replacement project for bid.  
**Lynn Brown**, seconded by **Jeff Brunson** *Passed Unanimously*

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Daymon Wilkinson 8/7/23  
Recording Secretary Date

Maureen Ryan  
Board Member

8/10/23  
Date