



Kittitas County Conservation District
 2211 W. Dolarway Rd, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

BOARD OF SUPERVISORS
Monthly Board Meeting
Thursday, February 13, 2025, 1:00 PM Zoom Meeting ID: 844 5327 3337

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Auditor Via Zoom Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Office Administrator Emily Love , Financial Manager Tony Craven , CWDG Project Manager via Zoom Mark Crowley , Conservation Planner Sherry Swanson , Project Manager
Guests: Reuben Garnett, NRCS	

I. **Call to Order** – Mark Moore called the meeting to order at 1:03 PM.

II. **Public Comment:** None

III. **Approve Accountant’s Report & Meeting Minutes**

MOTION: Approve January 2025 Treasurer’s Report, and the regular meeting minutes from January 9, 2025.

Matt Eslinger, Seconded by **Jeff Brunson**

Passed Unanimously

IV. **Approve Bills:**

MOTION: Approve check numbers 21719 – 21754, 21756 – 21761, 21763-21767 and EFT numbers 60,61 73-75, 100, 102,105-108 for a total of \$362,378.58 (Payroll Checks 21721-21723 and 21729 - 21736) and building account check numbers 2377 -2382 for a total of \$2,758.70. Approve pending payments totaling \$261,891.30 contingent upon receiving grant reimbursement requests.

Matt Eslinger, Seconded by **Jeff Brunson**

Passed Unanimously

Anderson Perry & Associates, Inc.	\$ 1,480.40
Anderson Perry & Associates, Inc.	\$ 7,842.50
Anderson Perry & Associates, Inc.	\$ 1,381.25
Eco Dig LLC	\$ 54,000.00
Eco Dig LLC	\$ 27,600.00
Kittitas County Joint Board	\$ 13,438.08
Kittitas County Joint Board	\$ 60,203.75
Liftoff LLC	\$ 2,838.48

V. **Reports**

A. **NRCS Programs**

1. District Conservationist Report – Ruben provided the report

- B. **Big Bend Local Work Group** – A meeting of the Big Bend LWG is set for February 26, 1:00 PM, at the Cattlemen’s office in Ellensburg. Allisa will facilitate.
- C. **KCCD Annual Meeting**- The annual meeting is scheduled for February 27 at Hal Holmes. RSVPs are due by February 21. Award letters were sent to the Schomer family, Brad Case (City of Ellensburg) and Elaine Jamerson.
- D. **Cashmere Valley Bank – Municipal Loan Options** – No action on this task as the recent federal funding issues
- E. **Annual Financial Report – Schedule 22** – Two Board members are needed to assist with the Schedule 22 in March. Matt and Jeff said they would come in and help with this in March.

KCCD Election/Appointments – Anna reported that one candidate (Mark Moore) submitted a candidate information form for the elected position and has been verified as eligible. Twenty-nine voters requested ballots be mailed to them. Those ballots were mailed yesterday. Any registered voter may come to the KCCD office in person and request a ballot beginning yesterday and continuing through election day, March 4.

The mid-term appointment process is still underway for the vacant position. Applications are due by February 20 to the Washington State Conservation Commission. To date, three applications have been received. Wade Troutman reached out to Anna for

The appointed position expiring this year may be applied for through March 31, 2025.

VI. Action Items

- A. **Conservation Commission Advance Requests** – Anna reported that advances will be necessary for the Jacobs and Poulsen cost share projects, both through RCPP contribution funds and IEGP.

MOTION: Approve Advance Requests for Jacobs and Poulsen cost share projects.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

- B. **Yakima Tributary Access & Habitat Program**

- 1. Anderson Perry & Associates Task Orders

- a) EWC at Naneum - The scope change for this grant to design only has been submitted to the FBRB. \$128,000 will be retained to complete the designs.

Motion: Approve remaining Task Order 3 Amendment pending approval by FBRB of the scope change to grant 20-1693.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

- b) Naneum 3.75 at McCullough Rd- Mark and Anna reported that the 30% design will require \$55,800, making the Task Order new total \$73,000. Anderson Perry revised their design plan to consider a 3-sided box culvert which simplifies the geotech and flood risk portions of the design.

MOTION: Approve change order additional cost to achieve 30% design.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

- C. **CWDG Projects**

The Hein/East Airport Road LLC project is complete. It was 120 acres, and the work was completed by Eco Dig.

MOTION: Accept the Hein/East Airport Road LLC project as complete.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

D. Swauk Prairie Conservation Easement Appraisal RFP

Anna reported the Swauk Prairie Farms conservation easement project is moving forward. The appraisal is the next step, and the Commission has provided the documents to advertise the Request for Proposals for that work.

MOTION: Approve the Swauk Prairie Farms Conservation Easement Appraisal Request for Proposals solicitation.

Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

E. Kittitas County Chamber of Commerce – Lease Agreement

The lease for Tony's office in Cle Elum is up in March. Another year-long lease is proposed with the Kittitas County Chamber of Commerce.

MOTION: Approve one-year lease with the Kittitas County Chamber of Commerce for office space in Cle Elum.

Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

F. RCPP Land Management Contracts and EQIP Contracts Conservation Plan Approval

Producers may complete and submit forms to the Kittitas County Assessor to receive personal property tax exemptions for equipment installed as part of a conservation plan. The KCCD signs that form indicating approval of the conservation plans.

MOTION: Approve all conservation plans associated with all RCPP land management contracts or EQIP contracts completed in Kittitas County.

Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

G. Server Replacement

The current KCCD server is on its last legs. We had a couple of instances of our individual computers disconnecting from the server, needing Rufus Tech to come in and help us. The server is 10 years old and needs to be replaced soon. We have the attached proposal from Rufus Tech. The estimated full cost to replace the hardware and do all the work to configure it and reconnect all individual computers is a little over \$14,000.

Anna and Brent are also working on getting a little input from the tech support company that WACD has engaged. Each conservation district is entitled to one hour of assistance.

MOTION: Authorize the District Manager to explore other server options and replace the current server as soon as possible with cap of \$15,000.00.

Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

H. Cascade Irrigation District

No Action

I. 3149 RCPP Applications

Anna reported that the sign-up for the 3149 Upper Yakima River Water Supply and Fish Habitat Improvements RCPP project occurred in November. The priority for funding these applications is based on the project proposal which is focused on drought resiliency and fish habitat improvement. The priority geographic area within the eligible geographic area (irrigated lands) is the service areas of West Side and Cascade. Due to NRCS requirements that the projects with the water management entities be associated with a producer contract that is within 2 waterway miles of the individual projects (canal lining, etc.), it is essential that applications and then contracts with producers meeting that requirement are secured.

MOTION: Authorize additional cost share payments up to 90% for FY25 high priority applications within 2 miles of the identified projects on West Side or Cascade canals for FY25 sign up

Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

VII. WSCC Regional Manager Report- Allisa Carlson (not in attendance)

VIII. Adjournment – 2:10pm

MOTIONS APPROVED:

MOTION: Approve January 2025 Treasurer's Report, and the regular meeting minutes from January 9, 2025.
Matt Eslinger, Seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Approve check numbers 21719 – 21754, 21756 - 21767 and EFT numbers 60,61 73-75, 100, 102,105-108 for a total of \$362,378.58 (Payroll Checks 21721-21723 and 21729 -21736) and building account check numbers 2377 -2382 for a total of \$2,758.70. Approve pending payments totaling \$261,891.30 contingent upon receiving grant reimbursement requests.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Approve change order additional cost to achieve 30% design.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Accept the Hein/East Airport Road LLC project as complete.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*



MOTION: Approve the Swauk Prairie Farms Conservation Easement Appraisal Request for Proposals solicitation.
Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

MOTION: Approve one-year lease with the Kittitas County Chamber of Commerce for office space in Cle Elum.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Approve all conservation plans associated with all RCPP land management contracts or EQIP contracts completed in Kittitas County.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Authorize the District Manager to explore other server options and replace the current server as soon as possible with a cap of \$15,000.00.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION: Suggested Action- Authorize additional cost share payments up to 90% for FY25 high priority applications within 2 miles of the identified projects on West Side or Cascade canals for FY25 sign up
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

 Recording Secretary	<u>3/19/2025</u> Date	 Board Member	<u>3/13/25</u> Date
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