



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
 April 8, 2021 7:00 AM – Zoom Meeting ID: 943 6211 7789

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member Matt Eslinger , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Sherry Swanson , Project Manager Mark Crowley , Conservation Planner Wendy Mee , Resource Technician
Guests: Allisa Carlson , WSCC South Central Regional Manager	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:01 AM. All in attendance participated via Zoom.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the February Accountant’s Report and the regular meeting minutes from March 11, 2021 and Special Meeting minutes from March 31, 2021.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)

MOTION – Approve check numbers 18012 - 18060 for a total of \$379,318.83 (Payroll Checks 18021 - 18028 and 18055 - 18058) building account check numbers 1162 - 1171 for a total of \$5,548.01. Approve pending payments totaling \$95,498.60 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
3/4/21	TBD	Anderson Perry	\$3,320.00
4/1/21	TBD	Hurst Construction	\$79,833.60
4/1/21	TBD	Anderson Perry	\$642.50
4/1/21	TBD	Anderson Perry	\$2,832.50
4/1/21	TBD	Anderson Perry	\$2,177.50
4/1/21	TBD	Anderson Perry	\$6,692.50

\$95,498.60

IV. Project Reports

A. RCPP Projects

1. **Conservation Stewardship Program Sign-Up** - The CSP sign-up has been extended to April 15, 2021. Brent is the staff lead for this and has been working with NRCS staff to better understand the enhancements and the payments so we can work with producers. We are hopeful that we can spend the \$500,000 in funds in this sign-up as the RCPP project ends in July 2022. Conducting a second sign-up and moving through the planning and contracting period might be difficult to complete in the short timeline.

B. Voluntary Stewardship program

1. **5 Year Report** - The 5-Year report submitted last November was reviewed by the State Technical Panel and State Advisory Committee. They discussed their comments and recommendations at the March 11 meeting. The week after, we spoke with Brian Cochrane (Tech Panel member) and Levi Keesecker. We then held our Watershed Group meeting on March 26th. The Watershed Group was understandably upset by the recommendations and comments from Tech Panel, particularly WDFW. Our plan moving forward was to assemble additional information for Carol Smith who makes the ultimate decision regarding our 5-Year report and whether we are meeting our goals and benchmarks. We also planned to meet with Tech Panel members and talk about their comments, especially WDFW. Elizabeth Torrey (WDFW) reached out to Anna and talked about the issues with both her and Jennifer Nelson (WDFW). Elizabeth then helped to set up a meeting with Mary Huff (WDFW representative on the Tech Panel), Sean Williams (WDFW staff assisting Mary), Jen, Brent, and Anna. More than an hour was spent reviewing comments and discussing our data (what practices were reported and what they include) and additional monitoring work we can do. Anna scheduled a meeting with Commissioner Cory Wright and CDS Director Dan Carlson to brief them on the status of the report review and the plan to provide additional information. Shortly before that meeting, an email was received from the Conservation Commission with a letter from Carol Smith concurring with our Watershed Group that the goals and benchmarks had been met. So that changes the path forward. Instead of scrambling to assemble more information for Carol to support her decision, we are now working with the Tech Panel agencies to ensure that our monitoring and reporting is meeting expectations. We have also been invited by Carol to participate in an internal listening session with Commission staff to talk about the 5-year reports on April 20.

C. Building

1. **USDA Tenant Improvements Status** - We have another change order due to issues with the wiring above the ceiling grid in Suites 1, 5 and 6. The existing romex wire does not meet current code and had to be replaced with metal sheath wiring. The cost of that totals \$6,200. In addition, there some small costs including adding the cabinets and countertop in the conference room. We had the cabinets, but the install and the countertop were expenses.

Other than that, the project continues to move forward on schedule. The NRCS staff were moved to Suite 1 on March 29 so construction on Suites 5 and 6 could begin. The new walls are framed, and the contractor is waiting on the electrical inspection to be completed.

2. **Refinance Status** - The appraisal for the loan occurred on April 7. The report is expected in about 10 days and the loan documents should follow immediately after that.

D. KCCD 2020 Financial Report - Miranda continues to work on the financial report. The final components are the notes including a table showing the liability for the building. Since the loan is not final yet, the portion of the table that forecasts the debt repayment for the next five years cannot be completed. As soon as the loan is in place, we'll be able to do that.

E. Financial Institution Change – New district accounts have been opened at Cashmere Valley Bank and staff is working on the transition. Checks have been ordered and received. We're in the process of updating our direct deposit forms with the state and federal government agencies. Our hope is to be transitioned over by the May Board meeting.

F. BIAS/Springbrook Financial Software – Anna and Miranda continue to look into this software and participated in a demonstration of Springbrook Express (formerly known as BIAS) and also talked with financial staff at Snohomish CD about their experience with Springbrook Express.

G. COVID-19 Response - No additional changes have occurred in the last month. Some staff have chosen to be vaccinated as they were eligible.

V. Action Items

A. Yakima Tributary Access & Habitat Program

1. **Coleman Creek** – Olmstead park Fish Screening and Passage Project – Final Acceptance The project has been substantially completed. A walk through with the contractor, engineers and KCCD staff occurred on March 29, 2021. There are some items left to complete, but they are waiting on PSE to connect the power.

MOTION - Accept the Coleman Creek – Olmstead Park Fish Screening and Passage Project as substantially complete.

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

B. DNR

1. **Interlocal Agreement for Chipping Work** - An agreement with DNR has been negotiated for chipping work and technical assistance through June. This agreement will provide for KCCD staff time to assist Fire District 7 with implementation of their FEMA chipping grant as well as funding chipping and homesite assessments outside of FD 7.

The agreement will hopefully begin on April 1 and go through June 25, 2021. The cost will not exceed \$29,314.66. Another agreement or an amendment to this one is expected for the summer and fall as soon as the Legislature passes a final budget.

MOTION - Approve the chipping agreement with DNR for \$29,314.66 through June 25, 2021.

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

C. Mid-Columbia Fisheries Enhancement Group

1. **Amend Agreement for YTAHP and VSP crew time** - We have included a project on Coleman Creek led by the Mid-Columbia Fisheries Enhancement Group in our new YTAHP contract. An amendment to our existing MOU with Mid-Columbia is needed for the project. The total amount is \$12,450 and includes planting materials and instream rock for their project that removes an old gravity diversion and improves stream habitat.

MOTION - Approve the amendment to the MOA with Mid-Columbia Fisheries Enhancement Group to add the Coleman project.

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

D. NACD Technical Assistance

1. **2021 Grant Agreement Approval**- The district was awarded another NACD Technical Assistance grant to fund the position in the NRCS field office currently held by Nathan. The grant should fund the position from September 2021 to September 2022 with \$61,388. It does require match which has been covered by Implementation and Rates & Charges.

MOTION - Approve the 2021 NACD Technical Assistance grant for \$61,388.

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

E. Financial Institution Change

1. **Credit Card**- In the transition to Cashmere Valley Bank, the Board did not specifically address the credit card account. Cashmere Valley Bank offers a business credit card that could replace the Wells Fargo card. The new card would have the same credit limit (\$4,000) as the current card.

MOTION – Authorize staff to apply for a business credit card at Cashmere Valley Bank with a \$4,000 limit and to close the card currently at Wells Fargo.

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

F. Equipment Purchases

1. **Plotter**, Dell docking station and monitors Equipment purchases are needed and requested. The plotter (\$1,899 plus tax), docking station and monitors (674.34) can be purchased with VSP grant funds. The Conservation Commission staff have been notified of the plotter since it exceeds \$1,000 and the Watershed Group approved the purchases.

2. **Desk** - The desk is \$966.04 and is for Anna's office to make an L-shape for her current standing desk. This would be an indirect cost.
3. **Conference Room Furniture** - The new conference room has no furniture at this point. A relationship has been re-established with State Surplus and tables are being actively pursued. Chairs may need to be purchased new.

MOTION – Approve the purchase of the HP Plotter, docking station and monitors and the Uplift desk components and authorize staff to purchase conference room tables through state or federal surplus if the opportunity arises.

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

- G. **Building** - Change Order 3 includes rewiring above the ceiling grid in Suites 1, 5 and 6 as the existing wire did not meet current code and had to be replaced with metal sheath wiring; adding the small cabinets and counter in the conference room and buying another set of blinds for suite 5 so all will match.

MOTION – Approve Change Order 3 with Lumsden Construction for \$7,475.41 for the KCCD Building Tenant Improvement Project.

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

VI. **Public Comment -**

Anna – Flags around Ellensburg Boy Scouts annual payment at \$50 per flag to put up on 5 holidays through the year. The flags are displayed on Ellensburg City sidewalks.

MOTION – Approve annual payment to the Boy Scouts for one flag along Dolarway Rd. for their Flags Around Ellensburg project.

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

Tom Salzer provided an update that WACD is tracking the budget process. Both the Senate and House budgets have been released and now need to be reconciled. WACD is working closely with their lobbyist through this process. There is renewed interest in aspects of riparian restoration. WACD is requesting that CD's discuss resolutions a little earlier this year, maybe starting this summer, although this is not a requirement. There are no decisions on the WACD annual meeting for 2021, but most likely it will be virtual.

Allisa –Comments on the proposed changes for Natural Resource Investments program are due April 23rd. Allisa will email the draft programmatic guidelines and comment form. Anna will speak at the May Commission meeting on Wildfire Resiliency Work. No agenda has been determined yet.

VII. **Adjournment**

Chair Mark Moore adjourned the meeting at 7:49 AM.

MOTIONS APPROVED:

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Miranda Nash 05/13/2021
Recording Secretary Date

Maureen 5/13/2021
Board Member Date