



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
 November 12, 2020 1:00 PM – Zoom Meeting ID: 983 3165 6578

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member Jeff Brunson , Auditor	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Sherry Swanson , Project Manager Mark Crowley , Conservation Planner Ryan Roberts , Engineer Wendy Mee , Resource Technician
Guests: Allisa Carlson , SCC South Central Regional Manager Tom Salzer – WACD Executive Director	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:14 PM. All in attendance participated via Zoom.

II. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the October Accountant’s Report and the regular meeting minutes from October 8, 2020.

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

III. **Approve Bills, including Building Account Bills**

(see attached spreadsheet)

MOTION – Approve check numbers 17766 - 17822 for a total of \$166,571.36 (Payroll Checks 17779 – 17786 and 17815 - 17819) building account check numbers 1098 - 1111 for a total of \$6,115.88. Approve pending payments totaling \$206,856.52 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
7/15/20	TBD	Kittitas Conservation Trust	\$38,931.47
9/1/20	TBD	Gianina Graham	\$4,470.00
10/5/20	TBD	Midstate Coop Irrigation	\$27,810.05
10/21/20	TBD	Centerview Farm LLC	\$50,000.00
10/26/20	TBD	Anchor QEA	\$14,137.25
10/19/20	TBD	Reiss Landreau	\$4,360.00
10/19/20	TBD	Reiss Landreau	\$4,220.00
10/27/20	TBD	Anderson Perry	\$1,832.83

11/12/20	TBD	Larry Kaatz	\$2,784.37
11/12/20	TBD	Broadmoor Farms	\$58,310.55

\$206,856.52

IV. Project Reports

- A. **Voluntary Stewardship Program** – Anna reported that the VSP 5-year report is due November 17. The Watershed Group meeting was held on November 6. She is working on a letter to the Commission about the difficulty with the reporting template and the fact that the viability of agriculture was not included in the template.
- B. **RCP Projects** – The RCP sign-up is ongoing with a November 20 deadline.
- C. **YTAHP Projects** – The Coleman at Olmstead project construction started this week. This will be on the only winter construction project for the District.
- D. **2021 KCCD Election** – Anna reported that the election resolution will be ready for approval in December. She is proposing a mail-in only election due to COVID restrictions. She has been participating in the Commission trainings and reviewing their recommendations.
- E. **COVID-19 Response** – The office continues to be open by appointment only.

V. Action Items

A. Resolution 2020-003

1. **Emergency Declaration due to COVID-19** – Anna reported that the Conservation Commission is recommending that districts declare an emergency due to COVID 19 if they have not already done so. While we do have polices for COVID, there was not an emergency declaration. This resolution does that and can be utilized for the purposes of running an election in 2021.

MOTION – Approve Resolution 2020-003 Declaration of Emergency – COVID-19.

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

B. Resolution 2020-004

1. **Operating Policies and Procedures Handbook** – Anna highlighted the two main edits, one recommended by the Conservation Commission, and the other by the State Auditor's office.
 - a) **Elections** – It is recommended by the Commission that a policy related to candidate statements be approved so that there are clear requirements for format and content that will allow the District to accept or not accept statements. The Board reviewed the candidate statement policy.
 - b) **Procurement** – During the recent audit, the State Auditor's Office recommended a change to the District's procurement policy to meet the requirements for using federal funds. Anna sent the information to MRSC to review and they have taken a look at the policy and said it is consistent. The Board reviewed the proposed Table 1 which places the threshold for minimal competition at \$50,000 for most categories, and at \$150,000 for public works projects. The federal funds requirement

actually allows \$250,000, but Anna wasn't comfortable going that far. The Board discussed it and was more comfortable at \$100,000.

MOTION – Approve Resolution 2020-004 KCCD Operating Policies and Procedures Handbook subject to review after changes are made to the procurement thresholds to change it to \$100,000.

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

C. Administrative Assistance

1. **Part-Time Position Advertisement** – The Board reviewed the description for an Accounting Assistant position as put together by the District Manager. This would be a part time position (20 hours per week) to help with Quickbooks, payroll and other financial functions. Anna would like to advertise right away with the first review of applications set for December 14, 2020.

MOTION – Authorize the District Manager to advertise the Accounting Assistant position as presented.

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

D. Building

1. USDA Lease Solicitation

- a) **Advertise Tenant Improvements for Bid** – The new lease with USDA requires that the tenant improvements be completed in 90 days. Initially Anna thought that meant that they must be done by the end of the year. It was clarified that the 90 days begins when USDA provides the notice to proceed, which has not yet been issued. The lease team also let her know that the existing emergency lease that ends December 31, 2020 can be extended into the new year, if needed. That gives some time to complete the tenant improvements. Anna is not quite ready to advertise the tenant improvements, but will before the next Board meeting.

MOTION – Authorize the District Manger to advertise the tenant improvement work for bid.

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

2. **WSCC 2 Year Office Lease Agreement** – The lease with the Washington State Conservation Commission expired the end of October 2020. Currently the Commission is offering a two-year lease. Using the same full-service lease calculations as the USDA lease, the Commission's lease will be \$275/month.

MOTION – Authorize the District Manager to execute a 2-year lease with the Washington State Conservation Commission

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

E. YTAHP Projects

1. Naneum Creek Diversions

- a) **Survey Task Order** – Under the Yakima Targeted Investments grant from the Salmon Recovery Funding Board, the District is working on the

two lowest diversion on Naneum Creek with Broadview Farms LLC. Anna has met with the landowner and HLA to review the survey needs.
MOTION – Approve Task Order 2020-03 with HLA for the Broadview Farms LLC project for \$10,500.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

2. Coleman-Olmstead Construction Project

a) **RCO Grant Amendment for Cost Increase** – Anna reported that the Fish Barrier Removal Board reviewed the requested cost increase for the Coleman/Olmstead Project and approved it. The grant amendment for the additional \$182,531 was received and signed by Mark Moore before construction began. Anna requested that the Board ratify the acceptance of the amendment.

MOTION – Approve the amendment to Grant 17-1422 – Coleman Creek Fish Passage for the \$182,531 cost increase.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

F. Voluntary Stewardship Program

1. **Habitat Project Landowner Agreement** – The Watershed Group met recently and approved the option of using VSP grant funds to assist with habitat projects. This will allow the purchase of materials and help with planting. Currently there are a couple of producers who have planting projects are part of their EQIP or CSP contracts. The help with planting will safeguard survival of the plantings and will also encourage producers to implement these practices.

MOTION – Approve the landowner agreement with Meeks Ranch for a habitat planting and authorize the District Manger to execute additional landowner agreements as habitat planting projects develop that help meet VSP goals and benchmarks.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

G. Postage Meter Rental – The District rents a postage meter from Pitney Bowes. Recently the District was contacted by Pitney Bowes who stated that the current postage meter is being phased out of their service support. Their recommendation was to upgrade to a new postage meter. The new lease agreement will be less than what the District currently pays for the postage meter.

MOTION – Approve the lease agreement with Pitney Bowes for the postage meter rental.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

VI. Public Comment

Allisa with the Conservation Commission discussed elections and that there is an all Conservation District Meeting on November 21st to discuss options from the September meeting regarding elections to increase outreach, make elections more affordable and going on the general ballot. The Commission would like to allocate the 2nd half of

implementation funding but no word on when that will happen. Congratulations to Anna Lael who received a special recognition award. Tom Salzer with WACD reported that there has been a WACD work session to discuss legislative measures for seeking funds, budgets and having a district placeholder for fire at the state level. The meeting with the legislature this year will be all virtual. There has been more County Commissioner turn over lately than there has been in a long time and districts are encouraged to get to know the new Commissioners. Mark Moore, Jeff Brunson and Anna Lael met with Senator Judy Warnick, and Patsy Tenney (legislative aid to representative Tom Dent) and discussed budget requests and district elections.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 2:03 PM.

MOTIONS APPROVED:

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

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Miranda Nash 12/10/20
Recording Secretary Date

Miranda Nash
Board Member

12/10/2020
Date