



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**  
**October 8, 2020 7:00 AM – Zoom Meeting ID: 974 6765 9810**

**ATTENDANCE via Zoom**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Financial Manager <b>Brent Dixon</b> , Project Manager <b>Sherry Swanson</b> , Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Ryan Roberts</b> , Engineer
<b>Guests:</b> <b>Allisa Carlson</b> , SCC South Central Regional Manager <b>Tom Salzer</b> - WACD	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM. All in attendance participated via Zoom.
  
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the September Accountant’s Report and the regular meeting minutes from September 10, 2020 and the Special Meeting minutes from September 29, 2020.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*
  
- III. **Approve Bills, including Building Account Bills**  
 (see attached spreadsheet)  
**MOTION** – Approve check numbers 17719 -17765 for a total of \$144,769.65 (Payroll Checks 17762-17765 and 17739 - 17734) building account check numbers 1084 -1097 for a total of \$9,473.67. Approve pending payments totaling \$95,929.97 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
8/13/20	TBD	WACD Plant Materials Center	\$1,485.00
8/13/20	TBD	Plants of the Wild	\$2,466.50
9/1/20	TBD	Gianina Graham	\$4,470.00
9/28/20	TBD	Anchor QEA	\$1,856.95
9/22/20	TBD	Reiss Landreau	\$4,100.00
9/22/20	TBD	Reiss Landreau	\$5,840.00
10/5/20	TBD	Midstate Co-op Irrigation	\$27,810.05
10/7/20	TBD	Reiss Landreau	\$4,460.00

10/7/20	TBD	Reiss Landreau	\$4,510.00
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**\$95,929.97**

#### IV. Project Reports

- A. **YBIP Sprinkler Conversions** – One project is almost complete, and Sherry is working on getting the last of the invoices for that project. Other projects are underway. There is funding for at least one more project.
- B. **Voluntary Stewardship Program** – The due date is rapidly approaching for the 5-year status report. Brent and Anna had a meeting with Commission staff recently. The District received a copy of the new data base and will need to enter the goals and benchmarks data. Commission staff requested no data entry yet as changes are being made. Anna has not yet scheduled a watershed group meeting.
- C. **RCPP Project EQIP 2020 Sign-Up** – November 20<sup>th</sup> is the deadline for signup. Anna reported that a press release is on the District website and it will also be advertised in the District newsletter coming out this week.
- D. **Thorp School Project** – The wildlife planting will begin next week.
- E. **Financial and Accountability Audit** – The exit conference has been completed by the State Auditor's office and the District received a clean audit for 2018 & 2019.
- F. **2021 KCCD Elections** – Anna reported that there was a meeting on a Saturday September 19 with the Commission and WACD regarding potential election process changes. There was also a required training conducted by the Conservation Commission last Friday that Anna attended. There is no longer an automatic reelection option if the incumbent is the only candidate, so there will be a KCCD election this year.
- G. **COVID-19 Response** – The District office remains open by appointment. Meetings are limited. Anna reported that instead of the usual pre-bid meeting in a conference room and then a site visit, the Coleman Olmstead project prebid was just held in the field. The meeting was conducted twice to keep the number of attendees limited while accommodating everyone who wanted to come.

#### V. Action Items

##### A. Archaeology Task Orders

1. Lower Wilson Planting Project – The north side of the project needs to be monitored by an archaeologist.

**MOTION** – Authorize staff to negotiate a Task Order with Reiss Landreau Research for monitoring on the Lower Wilson Creek planting project.

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

##### B. RCPP Proposal Due November 4

1. Application Review and Contribution Letter – Anna will draft a contribution letter for the new RCPP proposal that includes the Yakama Nation and other partners. The board reviewed the draft for contributions.

**MOTION** – Authorize Chair to sign a letter of commitment for KCCD contributions to the proposed RCPP project.

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

### C. YTHAP Fall Construction Projects

#### 1. Coleman Olmstead

a) Project Funding – Anna reported that the project has been advertised for bid. A cost increase request has been submitted to the Fish Barrier Removal Board for additional funds. It will need to be approved by the Fish Barrier Removal Board and is on their October 21<sup>st</sup> agenda. Bids are due to the District on Friday October 16, so Anna will be able to adjust the cost increase if needed before the FBRB meeting. The pre-bid meeting was yesterday and contractors were made aware of the funding decision date. We should still be able to give the notice to proceed to allow construction to begin about November 9<sup>th</sup>. In addition to the construction contract there is cost share agreement for the sprinkler component. Parks will do all excavation and pipe laying for the project. Cost Share agreement with the lessee and Parks includes \$46,000 in match which is the value of their work.

#### b) Bidding and Construction Schedule

**MOTION** – Authorize the District Manger to execute a construction contract with the lowest responsive and responsible bidder and a cost share agreement with the lessee and State Parks, if the Fish Barrier Removal Board authorizes the additional funding for the Coleman – Olmstead Project.

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

### D. Administrative Assistance

1. QuickBooks assistance/payroll outsourcing – District staff is requesting help to cleanup the QuickBooks file to make using the program more efficient and to help streamline reports and reduce workload for the District Manager and Financial Manager.

Anna and Miranda met with a QuickBooks Pro Advisor and talked about services that she provides. She had some suggestions on how to setup QuickBooks differently regarding the payroll function.

**MOTION** – Authorize District Manager to negotiate with local accountant for assistance with QuickBooks.

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

### E. DNR Chipping/FEMA

1. Temporary Employee/Extension of VCC Internship – The District is now down to one VCC intern as the other intern was injured and is not able to return to work. His internship was terminated September 30 and other internship is scheduled to end October 30. Work on various projects is going to continue into November. There has been some interest from individuals contacting the District. Anna asked for authorization to hire our VCC intern to extend his

time into November and to potentially hire another temporary position to help finish up the chipping and the planting projects.

**MOTION** – Authorize District Manager to hire two temporary employees to assist in field through the end of 2020 at a rate of \$15 per hour.

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

#### **F. USDA Lease Solicitation**

1. Tenant Improvements – Anna received an executed version of the USDA lease. Anna has a call in the next couple of weeks with the team working on the tenant improvements. The emergency lease is effective through the end of December this year so improvements may need to be done by then.

#### **VI. Public Comment**

Allisa Carlson with the Commission gave a brief report on the election updates. Bill Eller will be offering two Q&A sessions per month regarding district elections. There will be another district election discussion coming up in November. Comments are due regarding adding WDFW to Commission as a voting member. The Supervisor development modules are being rolled out and there are five videos that have been set up to be viewed at the board meetings. There is no update on the budget since the request to the Office of Financial Management has been submitted.

Tom Salzer with the WACD discussed the area association meeting and preparing for the WACD annual conference with the top NACD officials. Looking for feedback on draft for the strategic plan. Tom has been elected to represent on the DEI task force which has been meeting weekly. Report coming out to NACD board in January.

#### **VII. Adjournment**

Chair Mark Moore adjourned the meeting at 7:51 AM

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#### **MOTIONS APPROVED:**

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Miranda Nash  
Recording Secretary

11/12/2020  
Date

Miranda Nash  
Board Member

11/12/2020  
Date