



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**  
**February 10, 2022 1:00 PM – Zoom Meeting ID: 846 9547 6242**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair (in person) <b>Bill Boyum</b> , Member (in person) <b>Lynn Brown</b> , Vice Chair (in person) <b>Jeff Brunson</b> , Auditor (by Zoom)	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Sherry Swanson</b> , Project Manager <b>Miranda Nash</b> , Financial Manager <b>Brent Dixon</b> , Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Wendy Mee</b> , Resource Technician
<b>Guests:</b> Allisa Carlson (Conservation Commission), Erin Kaczmarczyk (NRCS)	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM. Attendees participated via Zoom and in person.

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

**MOTION** – Approve the January Treasurer’s Report and the regular meeting minutes from January 10, 2021.

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

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

**MOTION** – Approve check numbers 20406 - 20445 for a total of \$124,270.06 (Payroll Checks 20412, 20421, 20423-20424) building account check numbers 2094-2101 for a total of \$10,253.41. Approve pending payments totaling \$20,000.00 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
1/13/21	TBD	Advantage Dirt	20,000.00
			<b>\$20,000.00</b>

IV. **Project Reports**

A. **NRCS Programs**

- Erin Kaczmarczyk presented her monthly report to the Board. The current EQIP applications (about 45) will be ranked soon. The Local Work Group meeting is scheduled for February 25<sup>th</sup>. Ernie Holt is retiring.
- Mid-Columbia Steelhead Partnership RCPP** – Anna reported that the project agreement is with the Yakama Nation for signature. Once that occurs, the other partners (including KCCD) can begin negotiating the supplemental agreements.

3. **EQIP Water SMART** – Thirteen applications are being considered for the EQIP WaterSMART funds. Nearly all were in the system prior to the advertisement of the sign-up. Work continues to achieve eligibility for KR D for their piping projects under this funding source. We understand that the Whitestone Reclamation District in Okanogan County (the other approve EQIP WaterSMART project) is now eligible so a process has been determined.

**B. Financial Manager Position** -Anna reported there have been three applications for this position. Unfortunately, none appear viable at this time.

**C. Springbrook Transition** – Anna reported the transition to Springbrook is underway. The January treasurer's report is in the new format. Training continues this month to learn the vouchering process.

**D. KCCD Board of Supervisors 2022 Election** – Anna reported that the initial ballot count was conducted February 9 with three volunteer polling officers and staff from the Kittitas County Auditor's office. There were 50 ballots received. One was submitted in the secrecy envelope only so no signature could be verified. That ballot was disqualified. Two others had signature challenges. One was not signed. The other was signed but the address wasn't the one on record with the County. County Auditor staff provided template letters to send to these two voters to allow them to address the issues. If that occurs before the final count on February 23, then they will be included. If not, they will be disqualified.

**E. Legislative Updates** – Anna reported there were two bills being considered in the Committees regarding conservation district elections. House bill 1652 passed out of Committee, House Bill 1910 did not. HB 1652 comes directly from the work by WACD and WSCC and would result in districts being allowed to choose to go on the general ballot and will maintain the 3 elected, 2 appointed makeup of the Boards. HB1910 would have forced all 5 board positions onto the general ballot. HB 1652 did have an amendment in committee to require the candidates to complete the Public Disclosure forms if the conservation districts choose to go on the general ballot with the logic that all other candidates on the general ballot are required to do so.

## V. Action Items

### A. YTAHP

#### 1. Ranch on Swauk

##### a. Time Extension

##### b. Substantial Completion

Anna reported that Advantage Dirt Contractors was finally able to finish the pipe under Hwy 97 as the temperatures came up this week allowing them to pour the CDF. The project is now substantially complete with only clean up and hydroseeding left. That will need to happen a bit later. In talking with their crew, it was agreed that everything will be done by April 30 or earlier if the weather allows.

**MOTION**- Approve the contract time extension to April 30, 2022 for final clean-up and accept The Ranch on Swauk Creek project as substantially complete.

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

*Passed Unanimously*

### B. WSCC Grants

#### 1. Mid-Columbia Steelhead RCPP

**a. WSCC Addendum Approval** - Anna reported that the project funding through the Conservation Commission for the new RCPP project requires an addendum approved by

the Board. The total grant is \$210,992. It's divided into three outcomes: admin/outreach, technical assistance and financial assistance.

**Motion-** Approve addendum for RCPP contribution funds for Mid-Columbia Steelhead RCPP as presented.

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

*Passed Unanimously*

## 2. Natural Resource Investment (NRI)

**a. Re-appropriated funds** - Anna reported that Conservation Commission is able to distribute re-appropriated capital funds from the 19-21 biennium. Per the NRI programmatic guidelines, an equal amount of funding is being provided to each eligible conservation district in the amount of \$21,261. Anna recommends these funds be used for the chipping program which is outcome 4 under this grant.

**Motion-** Add new NRI funding to the chipping program bringing the total to \$33,861 for Outcome 4.

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

*Passed Unanimously*

## C. WSCC Solicitation for Farmland Preservation Easement Applications

Anna reported that the Conservation Commission is soliciting for farmland easement projects. Their Office of Farmland Preservation will select two applications they receive and then sponsor them in the 2022 Washington Wildlife and Recreation Program (WWRP) Farmland grant cycle in May. The Hanson family has been expressing interest in conservation easements for several years and called Kate Delevan at the Office of Farmland Preservation when her solicitation went out last month. She referred them back to us as that's how the applications need to be submitted. The benefit of using the Conservation Commission as the project sponsor is that they do not have a match requirement, as well as the fact that conservation districts are not eligible to apply. The project area is nearly a section of land on Swauk Prairie and the development pressure is clear with small lots to the south and east. Anna thinks this may be a long shot, but it is worth submitting as this application period only occurs every other year.

**Motion-** Approve Swauk Prairie Farms LLC project for consideration for WSCC sponsorship in the Spring 2022 WWRP Farmland grant round.

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

*Passed Unanimously*

## D. KCCD Conference Room Furnishing Budget

Anna reported that the new larger conference room still does not have furniture. While she has been watching for surplus opportunities, there hasn't been anything that would work. Anna presented an option with chairs and training tables (similar to the tables in the Armory's small conference rooms) that would total \$3,750. She would also like to purchase a large screen TV. The cost for that with the hardware to mount it is about \$1,200. She requested a \$5,000 budget for the purchases. Bill asked where the funding for this would come from and Anna stated that the Implementation grant with Conservation Commission approval. If not, then Rates & Charges.

**Motion** – Approve budget of \$5,000 for the conference room including chairs, tables, and a television.

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

*Passed Unanimously*

*Jeff Brunson joined the meeting at 1:35PM via Zoom.*

## E. WSCC Professional Engineer Grant

Anna reported that the Okanogan Conservation District staff have requested engineering assistance with one of their irrigation districts. Since the PE position remains vacant and on-call engineering services were included in the recent Engineering Services RFP, a task order has

been drafted with Anderson Perry to provide these services. The Task Order is limited to \$5,000 and ends June 30, 2022 (when the current PE grant ends). There is \$63,000 in that grant now. If any of the districts have projects with substantial design needs, a separate Task Order will be negotiated.

**Motion** – Approve Task Order 2022-01 with Anderson Perry & Associates for on-call engineering assistance not to exceed \$5,000.

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

*Passed Unanimously*

#### **F. Wymer Reservoir Project with Ecology**

Anna share a draft letter from Tom Tebb at Ecology requesting that the District partner with them on the management of the Wymer Reservoir acquisition area. This is same idea that Anna reported to the Board at the January meeting, but the letter is a formal request that should have a formal response from the Board. Anna stated that she is a bit leery of the phrase “property management” as the District doesn’t want to be in any kind of enforcement situation regarding the land. However she has talked with Tom and his staff and believes it is understood that the District is willing to facilitate a CRM style effort with the landowner and stakeholders, to monitor conditions (similar to Wild Horse), and to implement BMPs as needed. The Board directed Anna to communicate that back to Tom in the response letter. Anna also emphasized that the work is only needed if the land acquisition occurs and it is currently unknown when that will happen. Ecology through a grant agreement (lasting at least 2 years, but maybe up to 10 years) will pay all of the District costs.

**Motion** – Authorize the District Manager to negotiate an agreement with Ecology for the Wymer Reservoir land acquisition.

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

*Passed Unanimously*

#### **G. Kittitas County Cattlewomen’s Request**

Anna share a request from the Kittitas County Cattlewomen to purchase of books about agriculture to be distributed in the schools as part of National Agriculture Week. This is a similar request to years past.

**Motion** – Provide the Cattlewomen with \$500 towards book purchases for local schools in celebration of National Agriculture Week.

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

*Passed Unanimously*

#### **VI. Public Comment –**

1. **Allisa Carlson** announced the WSCC incoming Executive Director Chris Pettit will be starting March 1. He will work alongside interim Kirk Robinson until taking the reins fully on March 16th.

Anna reported on the Elections legislation already, but Allisa added that under HB1652, if a CD continues conducting elections under RCW 89.08, the Conservation Commission would be tasked with developing a statement of financial affairs for elected and appointed supervisors to include: real property interests held by the person; business interests within the conservation district boundary, whether owned directly by or in partnership with the person; and information relating to grants from the conservation district previously received by the person, if any.

Allisa also reported on the Conservation Accountability and Performance Program (CAPP) annual procedure that will be occurring. She will be sending the Board a more formal message about CAPP as part of the Commission’s general process. She stated that she has not noted anything of concern!

**VII. Adjournment**

Chair Mark Moore adjourned the meeting at 1:50 PM.

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**MOTIONS APPROVED:**

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 3/10/2022  
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Recording Secretary      Date

 3/10/22  
\_\_\_\_\_  
Board Member      Date