



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**  
**May 13, 2021 7:00 AM – Zoom Meeting ID: 949 2985 8426**

**ATTENDANCE via Zoom**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Matt Eslinger</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: Allisa Carlson</b> , 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 April Accountant’s Report and the regular meeting minutes from April 8, 2021.  
**Lynn Brown**, seconded by **Jeff Brunson** *Passed Unanimously*
- III. **Approve Bills, including Building Account Bills**  
 (see attached spreadsheet)

**MOTION** – Approve check numbers 1858-WF-18062 & 19999-20046 for a total of \$223,483.81 (Payroll Checks 20010-20018 and 20043-20046) building account check numbers 1999-2009 for a total of \$8,347.93. Approve pending payments totaling \$150,355.89 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
5/13/21	TBD	Midstate Coop	\$79,840.51
5/13/21	TBD	Fred Slyfield	\$3,750.40
5/13/21	TBD	Hunter Slyfield	\$3,747.68
5/13/21	TBD	Anderson Perry	\$1,880.00
5/13/21	TBD	Anderson Perry	\$6,568.75
5/13/21	TBD	Anderson Perry	\$936.48
5/13/21	TBD	Anderson Perry	\$11,316.25
5/13/21	TBD	Anderson Perry	\$7,739.56

5/13/21	TBD	Mid-Columbia Fisheries	\$9,481.49
5/13/21	TBD	Mid-Columbia Fisheries	\$21.08
5/13/21	TBD	Mid-Columbia Fisheries	\$5,400.18
5/13/21	TBD	Mid-Columbia Fisheries	\$5,000.00
5/13/21	TBD	Mid-Columbia Fisheries	\$2,572.51
5/13/21	TBD	City of Roslyn	\$12,101.00

**\$150,355.89**

#### IV. Project Reports

##### A. RCPP Projects

1. **Conservation Stewardship Program Sign-Up** - There were just two applications for CSP that were received by the extended deadline of April 15. Brent is working with the applicants.

##### B. NRCS Funding Opportunities

1. **RCPP New Project** - The new RCPP proposal was announced as funded in late April.

*WASHINGTON, April 26, 2021 – The U.S. Department of Agriculture (USDA) today announced it is investing \$330 million in 85 locally driven, public-private partnerships to address climate change, improve the nation's water quality, combat drought, enhance soil health, support wildlife habitat and protect agricultural viability. Projects are awarded through the Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program (RCPP).*

*Lead Partner: Yakama Nation*

*Funding Amount: \$6,781,670*

*The Yakama Nation and 14 non-governmental, state and federal partners will work with producers and landowners to restore Mid-Columbia Steelhead habitat with forest stand improvements, invasive weed removal and native species plantings, and the replacement of inefficient irrigation systems. The project will target farm operators whose property contains riparian, wetland or floodplain habitat that impact*

2. **WaterSmart Application** - KCCD staff and KRD staff are working together to assemble a proposal for NRCS for their EQIP WaterSMART funds. These proposals must complement a USBR WaterSMART project, of which KRD has several. In talking with Austin Shero, it sounds like this a good opportunity for additional funding for both on-farm work (on KRD assessed lands) and piping or lining of laterals. The application is due to NRCS by May 28th.

##### C. YTAHP

1. **5-Year Solicitation Status** - The proposal was submitted to the NW Power Planning Council on May 3 by our YTAHP core team. We present to the Independent Science Review Panel on June 29. The Northwest Power and Conservation Council's 2021 Anadromous Fish Habitat and Artificial

Production is underway. We submitted our proposal for YTAHP (\$801,000/year for 5 years) on May 3rd. That proposal's timeline is from April 1, 2023 to March 20, 2028. We will do a presentation to the Independent Science Review Panel (ISRP) on June 24 and their report is due to be released for public comment on September 23. The public comment period is September 24 to November 22, 2021. They make a decision in early 2022.

#### D. Building

1. **USDA Tenant Improvements Status** - The project is officially complete for USDA. The lease amendment was signed this week and we will be transitioned from the emergency lease to the new long-term lease. The first payment should come the end of this month. The required radon test is underway and the first rapid tests came back. It was no surprise that the levels are well below an area of concern.
2. **Refinance Status** - The refinance is complete. This week the loan amount was placed in the District's account at Cashmere Valley Bank. The initial payment is due May 20th. The payment will be \$6,700 which is the payment rounded up to \$4,000 plus the tenant improvement repayment from USDA. This will be payment for three years until the USDA repayment is complete. After that, if we are able to maintain a \$6,000/payment, the building will be paid off in 2030 (a year before the loan ends).

#### E. FEMA Grant E-15

1. **Funding Issues** - The FEMA Grant from 2015 (E-15) has been reviewed by FEMA and has been issued a findings letter. The Washington Emergency Management Division (EMD) received the letter and has contacted KCCD and now the County about it. In reviewing the information, Anna discovered a cost share project that should not have been included in that grant. The consequences of that are unknown at this time but could include repayment. The project included was a good one, just applied to the wrong grant. Anna is working with EMD and the County to respond to FEMA and their concerns. The original deadline for the response was this week, but EMD is asking for another 60 days.

F. **COVID-19 Response** – There are no changes to report.

#### V. Action Items

##### A. KCCD 2020 Financial Report

1. **Approve for Submission** - The 2020 Financial Report is ready for Board review. The link is available on the meeting dashboard.

**MOTION**– Approve the 2020 Financial Report for submission to the State Auditor's office.

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

##### B. Furniture Purchases

1. **Standing Desks** - We have been converting staff to adjustable standing desks and have the opportunity to purchase two more. The Irrigation Efficiencies grant and the Professional Engineer grant will have funds remaining. The desks are about \$2,200 each.

**MOTION** – Purchase two adjustable standing desks using PE and IEGP grant funds.

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

#### **C. Annual Plan of Work FY22**

1. **Approve for Submission** - The annual plan of work for FY22 is due the end of this month. The spreadsheet is underway, but the plan is not populated yet.

**MOTION** - Approve the FY2022 Annual Plan of Work contingent on Board review prior to submission.

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

#### **D. KCCD Compensation & Benefits**

1. **Employee Wages & Salaries** - The Board indicated in March that additional wage and salary increases would be considered once the Legislative budget was approved and any potential impacts were known. That has occurred and the impacts appear to actually be positive not negative.

**MOTION** – Approve 2% wage and salary increase for all staff effective May 1, 2021.

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

2. **Benefits Award** - The Board also indicated in March a willingness to consider an increase to the Benefits Award of \$640/month. This amount has not been increased since 2014. Anna has surveyed a dozen other districts and found a wide variation in health insurance benefits offered by Districts from a high of 100% of employee and dependents in the Washington Health Care Authority down to a \$400/month stipend on the low end. Those Districts with higher contributions and better policies appear to retain staff at higher level.

After reviewing all the options, two rose to the top. The first would be to make the move the Washington Health Care Authority. The second is to increase our benefits award by \$100 and offer 50% of dependent premiums. The first option would increase the annual cost to the District from \$61,000 to \$95,000. The second option would increase it to \$91,000

**MOTION** - Enroll staff in the Washington Health Care Authority effective as soon as possible and contribute employee premium at 100% and any additional for dependents at 50%.

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

#### **E. Electronic Payment**

**Premera Blue Cross** - Our Health Insurance provider now requires on-line premium payments. Our policy has been to approve the use of on-line payments only when required by the vendor or provider.

**MOTION** - Approve on-line payments to Premera Blue Cross for health

insurance premiums.

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

#### F. YTAHP Projects

1. **HLA Task Order** - We are working on the Caribou Creek Diversion Removal project and need additional survey work for the instream diversions and a mile-long pipeline. This project is a priority since we are down to our last fall season to get the work done under the Fish Barrier Removal Board project. The task order with HLA is for \$12,500.

**MOTION** - Approve HLA Task Order for \$12,500 for the Caribou Creek project.

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

2. **Anchor QEA Task Order** - We are talking with Anchor QEA to see if they have time to finish the design that Ryan has started for this project. If they are able to do the work, we'll need to move quickly.

**MOTION** - Authorize District Manager to negotiate a task order for final designs for the Caribou Creek project.

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

#### G. US Fish & Wildlife Service

1. **Ranch on Swauk Creek Grant Approval** - We were notified that we were awarded \$120,000 from US Fish & Wildlife Service for the Ranch on Swauk Creek project. This is the construction funding we needed to complete this project along with the SRFB grant. USFWS utilizes GrantSolutions.gov to manage their financial awards. The actual grant agreement will be executed through that option.

**MOTION** - Authorize the District Manager to execute the grant agreement and other necessary documents for the USFWS Grant for the Ranch on Swauk Creek project.

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

#### H. Coalitions & Collaboratives, Inc (COCO)

1. **Change Order 1 – Time Extension** - This grant was slated to end June 30, but we requested an extension to September 30. It includes a survey delivered door to door in the priority areas on Cle Elum Ridge. The pandemic made it impossible to do this last year. The plan now is for the surveyors to be out in August.

**MOTION** - Approve Change Order 1 for the COCO grant extending the end date to September 30, 2021.

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

#### I. Voluntary Stewardship Program

1. **Equipment Purchases** - With some of the remaining funding, we'd like to purchase additional PIT array equipment like we've done in the past. We have more than \$60,000 uncommitted in VSP funds that will have to be returned

to the Commission, so this purchase will be helpful in monitoring efforts without taking away from other efforts.

**MOTION** - Approve \$10,000 to purchase PIT array equipment in cooperation with WDFW and the Yakama Nation's monitoring efforts contingent on approval from the VSP Watershed Group.

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

#### VI. Public Comment -

Allisa Carlson shared that the overall budget is looking very positive and has been passed by the legislature. It is currently waiting for the Governor's signature. Operating funds are looking good, with an addition of \$2 million in Conservation Technical Assistance (CTA) funding. This funding will be an increase Implementation funding for the next biennium. Implementation grant allocations will be approved at the May 20th Commission meeting. The Commission also received \$3 million for wildfire recovery, with \$1.5 million to be spent per fiscal year. The good news is that this funding is not designated for certain fires only, it can be used for the 2020 fires, in addition to any future fires where private landowners/lessees may require assistance. VSP is fully funded. The amount for RCPP is sufficient to meet the needs of ongoing and the 2 new RCPPs. On the Capital side, NRI was funded at the same level as this biennium at \$4 million.

#### VII. Adjournment

Chair Mark Moore adjourned the meeting at 8:08 AM.

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#### **MOTIONS APPROVED:**

**MOTION** – Approve the February Accountant's Report and the regular meeting minutes from April 8, 2021.

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

**MOTION** – Approve check numbers 1858-WF-18062 & 19999-20046 for a total of \$223,483.81 (Payroll Checks 20010-20018 and 20043-20046) building account check numbers 1999-2009 for a total of \$8,347.93. Approve pending payments totaling \$230,196.40 contingent upon receiving grant reimbursement requests.

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

**MOTION** – Approve the 2020 Financial Report for submission to the State Auditor's office.

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

**MOTION** - Approve on-line payments to Premera Blue Cross for health insurance premiums.

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

**MOTION** - Approve HLA Task Order for \$12,500 for the Caribou Creek project.

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

**MOTION** – Authorize District Manager to negotiate a task order for final designs for the Caribou Creek project.

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

**MOTION** - Authorize the District Manager to execute the grant agreement and other necessary documents for the USFWS Grant for the Ranch on Swauk Creek project.

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

**MOTION** - Approve Change Order 1 for the COCO grant extending the end date to September 30, 2021.

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

**MOTION** - Approve \$10,000 to purchase PIT array equipment in cooperation with WDFW and the Yakama Nation's monitoring efforts contingent on approval from the VSP Watershed Group.

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

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Miranda Nash      06/10/2021  
Recording Secretary      Date

Miranda Nash      6/10/21  
Board Member      Date