



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
 June 13th, 2024 7:00 AM– Zoom Meeting ID: 845 9941 8211

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Lynn Brown, Member Bill Boyum, Member	KCCD Staff: Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Miranda Nash, Office Administrator (via Zoom) Brent Dixon, Project Manager Sherry Swanson, Project Manager Tony Craven, CWDG Project Manager (via Zoom)
Guests: Ryan Baye, WSCC; Allisa Carlson, WSCC (arrived 7:27 AM)	

- I. **Call to Order-** Mark Moore called the meeting to order at 7:04 AM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Mark Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve May 2024 Treasurer’s Report, and the regular meeting minutes from May 9th, 2024.

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

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

MOTION – Approve check numbers 21384-21427 and EFT #420 for a total of \$127,809.21 (Payroll Checks 21384-21385, 21394-21403, 21426-21427 and all EFTs); building account check numbers 2312-2323 for a total of \$9,845.76. Approve pending payments totaling \$312,776.50 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid:

Claims	Anderson Perry & Associates Inc	\$ 25,053.45
Claims	City of Roslyn	\$ 27,660.00
Claims	Kittitas Reclamation District	\$ 245,714.17
Claims	Mid-Columbia Fisheries Enhancement Group	\$ 14,348.88
TOTAL		\$ 312,776.50

- V. **Project Reports**

A. NRCS Programs

- 1. **District Conservationist Report** – None provided.

- B. Annual Financial Report-** Anna reported the 2023 Annual Financial Report was submitted to the State Auditor's office before the deadline.
- C. Annual Plan of Work** – Anna reported the Annual Plan of Work was submitted to the Conservation Commission on time. The final version is available on the KCCD website.
- D. Professional Engineering Grant** – The Conservation Commission approved the purchase of a new PE vehicle. Anna is working on finalizing paperwork with Kellehers as they were able to locate a regular cab Ford F150 that fit the District's needs and is under the state contract amount.
- E. 3149 RCPP Program Agreement** – Anna reported the agreement for this RCPP project has been signed and is active. The next step is to negotiate and sign the supplemental agreements for technical assistance and the irrigation water management entities projects.
- F. KFACC Evacuation Flyer** – Anna reported the evacuation flyer is completed and is currently with the Northern Kittitas County Tribune for printing and mailing. The plan is to print 15,000 English versions, mail out 13,120 of those, and keep the rest for handouts at community events and locations. Anna reported there are also 500 copies of a Spanish version. The mailing will be done by the Tribune and may need to occur in batches, taking separate checks or use of the credit card.

VI. Action Items

A. Emergency Declaration - Drought

1. Anna reported the drought situation continues to worsen. A drought declaration by the state occurred in 2023 and was reissued in April 2024. KRd has declared an emergency as well. An emergency declaration by KCCD helps to justify actions taken in response to the situation, particularly involving funding and quick action.

MOTION- Approve KCCD resolution 2024-004 Declaration of Emergency.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

B. Natural Resource Investments (24-28-NR)

1. Small Project Cost Share – Review of Applications

There are eight small project cost share applications that were submitted for this program. The combined applications request \$42,633 in cost share over the course of their projects.

MOTION- Approve cost share agreements for all Small Project Cost Share Program applications received in the May sign-up.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

2. Cascade Irrigation District – Cost Share Agreement

Cascade Irrigation District has encountered a catastrophic failure of equipment involved with their pump station. They are unable to deliver water to a significant portion of the users while repairs/upgrades are underway. This is a very difficult situation with impacts to agricultural producers on top of the drought conditions and the expected impacts through the summer. CID approached Anna asking for any potential financial assistance. The NRI grant has funding not committed due to the number of Small Project Cost Share applications received. Anna is working with the Conservation Commission to ensure that assistance to CID is eligible for this funding.

MOTION- Approve a cost share agreement with Cascade Irrigation District for assistance with pumping station work.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

C. Manastash Compressors

1. The Manastash Compressor Replacement Project is advertised currently with bids due Monday June 24. The estimated project cost is \$35,000 to \$40,000. Due to the long lead time for the compressors, it's important to move quickly after the bids are received.

MOTION- Authorize District Manager to select the low responsive and responsible bidder and execute a contract for the Manastash Compressor Replacement Project.

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

D. 24-28-SFF Sustainable Farms & Fields

1. **Addendum-** KCCD submitted an application for a compost spreader and screening equipment for Green Bow Farm for \$30,000. The Commission awarded those funds in May.

MOTION- Approve Addendum for 24-28-SFF grant with the Conservation Commission.

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

2. **Green Bow Cost Share Agreement**

Green Bow is the applicant that requested KCCD apply for the Sustainable Farms & Fields money. They are requesting help with a composting project within the Sustainable Farms & Fields guidelines.

MOTION- Approve Cost share agreement with Green Bow farms for the Sustainable Farms & Fields project not to exceed \$29,000.

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

E. 24-28-RGP Riparian Grant Program

1. **Addendum** - KCCD applied for funding to assist with Riparian planting and maintenance on a variety of projects. See Agenda for details.

MOTION- Approve Addendum for 24-28-RGP grant with the Conservation Commission.

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

2. **Mid-Columbia Fisheries Enhancement Group Agreement**

Riparian grant program projects awarded by the Commission are all subcontracted to Mid-Columbia Fisheries Enhancement Group. This is an amendment to our agreement with them to add these projects.

MOTION- Approve amendment to agreement with Mid-Columbia Fisheries Enhancement Group to add the Riparian Grant Program projects

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

F. Cascade at Coleman Project

1. **Cultural Resources Task Order**

Task Order 7 with RLR Research is drafted for the cultural resources survey and report for the Cascade Irrigation District intersection with Coleman Creek. The total cost is \$4,168.

MOTION- Approve Task Order 7 with RLR Research for the Cascade Irrigation District intersection with Coleman Creek project not to exceed \$4,168.

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

G. Community Wildfire Defense Grant Projects

1. Hwy 903/Salmon La Sac Rd - Twin Lakes Recreation Association II

A project is developing with the Twin Lakes Recreation Association II (Lake Forest Drive) off of Salmon La Sac Rd/903. These landowners worked with Wendy on a community assessment. As a result of that contact, Tony began talking to them about their community owned lands along 903, a high priority for the CWDG work. Approximately 4 acres will be treated. This is adjacent to USFS parcels that are also being treated.

MOTION- Authorize District Manager to complete a cost share agreement with the Twin Lakes Recreation Association II with CWDG

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

H. LSR Grant – Ronald Fuels Reduction

1. Landowner Agreement – Blue Jay Land CO

The landowner agreement is drafted based on the DNR landowner agreements. This is for a project where KCCD will hire the crew to do the work. The work can be completed by the Upper Kittitas County Fuels Crew, which will need a new Task Order with the City of Roslyn.

MOTION- Authorize District Manager to complete the land owner agreement with Blue Jay Land Co and negotiate a Task Order with the City of Roslyn for the Fuels Crew work.

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

VII. WSCC Regional Manager Update – Allisa provided a brief overview of staffing changes in the Commission. As well as an update on the Biennium budget package which is set to be reviewed before September.

VIII. WACD Report – Ryan Baye – Ryan advised the District that there has been some turnover in legislative circles, so to expect some changes. He also mentioned that the Association is looking at staffing resources for Districts like an IT or HR representative.

IX. Adjournment - The meeting was adjourned at 8:09 AM.

MOTIONS APPROVED:

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Recording Secretary

7-11-24
Date


Board Member

7/11/24
Date