



**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 11, 2021 1:00 PM – Zoom Meeting ID: 946 8188 6841

**ATTENDANCE via Zoom**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Bill Boyum</b> , Member <b>Jeff Brunson</b> , Auditor	<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>Wendy Mee</b> , Resource Technician
<b>Guests: Allisa Carlson</b> , WSCC South Central Regional Manager	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:03 PM All in attendance participated via Zoom.

II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the January Accountant's Report and the regular meeting minutes from January 14, 2021.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

III. **Approve Bills, including Building Account Bills**  
 (see attached spreadsheet)  
  
**MOTION** – Approve check numbers 17930-17974 for a total of \$506,308.64 (Payroll Checks 17948-17955 and 17970-17973) building account check numbers 1139 – 1150 for a total of \$6,049.15. Approve pending payments totaling \$254,278.93 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
12/10/20	TBD	Maria Cristalli	\$3,960.00
12/10/20	TBD	Kurt Samuelson	\$2,400.00
2/1/21	TBD	Poulsen Brother's Partnership	\$132,481.44
2/1/21	TBD	Hurst Construction	\$76,036.31
1/21/21	TBD	Mid-Columbia Fisheries	\$37,417.43
2/8/21	TBD	Anderson Perry	\$1,983.75

**\$254,278.93**

#### IV. Project Reports

##### A. YTAHP Projects –

1. **Coleman-Olmstead Construction** – Construction continues at the project site. The contractor is expecting to have the creek back in its channel by the end of next week.
2. **Geographic Review** - The official notice of the review has been issued by BPA with sponsor packets received last week. This time the process is being called “Category Review of Anadromous Fish Habitat and Hatchery Projects” and it includes review of 134 projects. Information is available at: <https://www.nwcouncil.org/2021-2022-anadromous-habitat-and-hatchery-review>. The work begins for the YTAHP core team now, with the application materials due May 3. That will be followed by sponsor presentations to the Independent Science Review Panel (ISRP) sometime in June or July and then the ISRP preliminary report issued September 23. After a comment period, the final ISRP report will be issued February 10, 2022 with a presentation to the Northwest Power and Conservation Council that month. The council's final decision will be issued in April 2022.

##### B. RCPP Projects

1. **Conservation Stewardship Program Sign-Up** - The district has drafted a press release for the CSP sign-up, but on NRCS's request, will not issue it until additional CSP guidance is issued by NRCS headquarters. That is expected in late February. This is resulting in the sign-up being pushed further into irrigation season than we wanted.
2. **EQIP** - The ranking is underway finally for the FY21 EQIP applications received back in November. Since this is the last sign-up and all unused funds have rolled forward, there may be as many as a dozen applications funded.
3. **Healthy Forest Reserve Program** - The one application that has been received for this program has been withdrawn. The application was more interested in the restoration component than the easement.

##### C. KCCD Election

1. **Preliminary Results** - A total of 89 ballots were requested (87 mail and 2 in person). The preliminary ballot count will occur on Wednesday February 10. The final ballot count is scheduled for February 23rd. Anna met with the Polling Officers yesterday at the Kittitas County Courthouse to count ballots.

- D. **KCCD Annual Meeting** - The Annual Meeting will be a virtual experience for the public. The goal is to have it out and available to view by the end of February. The 13th district legislators may be invited to provide a short statement to be included.

**E. KCCD Long Range Plan Update** - Allisa was able to confirm that the long-range plan update is due at the end of 2021, not July 1. That provides some additional time and hopefully the opportunity for a public meeting in the fall, if COVID restrictions are relaxed. A survey will be published in the next month or so to begin gathering input from

**F. KCCD Annual Financial Report**

1. **Schedule 22** - The Schedule 22 will need to be completed soon. In the past, two supervisors have participated. We may want to have only one or one at a time to review the documents and the questionnaire. Bill Boyum and Jeff Brunson volunteered to review the Schedule 22 with Anna and Miranda.

**G. COVID-19 Response** - We continue to conduct meetings remotely per Governor's proclamations. Vaccination appointment information has been shared with staff.

**V. Action Items**

**A. Building**

1. **USDA Tenant Improvements Status –**

a) **Bid Results and Construction Contract**

The tenant improvements were advertised for bid in January. Two bids were received, both significantly over the estimate. They were \$139,366 and \$173,412. The low bid had an irregularity that does not change the outcome of the bid opening. The contractor included more costs in the mobilization than were suggested. Both contractors included more than was suggested in that line item, an indication that the suggested amount was too low. Anna worked with the contractor who agreed to reduce the mobilization and pro rate the balance into each of the bid items. The total bid amount remains the same.

Anna is working with the USDA lease team to request the overage to cover the low bid. If approved, the overage would be paid lump sum to the District, not paid over the 3-year firm term of the lease as the original estimates for the tenant improvements will be. The overage is approximately \$33,000 for the USDA tenant improvements portion.

**MOTION** – Accept the Lumsden Construction bid and approve the construction contract contingent on approval of the cost increase by USDA.

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

*Passed Unanimously*

b) **Financing**

Anna has contacted Wheatland Bank and Cashmere Valley Bank regarding financing the tenant improvements. Prior to receiving the bid, the District's cash on hand could have been used. With cost increases, that is in doubt. At a minimum, the District will need to lay out \$110,000 to complete all the tenant improvements (USDA and shell). In addition, if

we want new carpet and new paint in the District suites, that will be another \$25,000.

#### **B. WSU Agreement**

1. **Wymer Reservoir Project Agreement** - There was a communication breakdown at WSU and although it appeared that we had an agreement for Tip Hudson's time on this project, we did not. This was discovered when we requested an invoice for Tip's time to date on the project. A written agreement has been drafted for Board approval.

**MOTION** - Approve the WSU Agreement ORSO # 137724-001 for the Wymer Reservoir Footprint project.

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

#### **C. FEMA Grant Agreement DR-5182-16-R**

1. **Kittitas County Conservation District Defensible Space and Infrastructure Generators** - Anna worked with the staff at Washington EMD to complete a draft of the grant agreement for this project. It includes backup generators for Kittitas County Fire District 1, Fire District 6, City of Elum and the Cle Elum/Roslyn/South Cle Elum Police Department as well as fuels reduction work in Cle Elum, Roslyn, and Ronald.

**MOTION** - Approve FEMA Grant Agreement DR-5182-16-R for the Kittitas County Conservation District Defensible Space and Infrastructure Generators project.

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

#### **D. Ellensburg Water Company/Whiskey Creek Intersection**

1. **Interlocal Agreement with Kittitas County Public Works** - Kittitas County staff requested assistance from the District to design a project at the Whiskey Creek - Ellensburg Water Company (EWC) intersection. This would be similar to past projects completed with EWC, except that there is no diversion needed at this site (so no fish screen/fish ladder). The County is willing to fund the design of the siphon project and an interlocal agreement has been drafted. The cost will include \$2,000 for KCCD staff time to facilitate and manage and the Anderson Perry costs for the design work.

Anna reported that she and Mark Crowley met with Larry Browne to ensure the EWC was on board with the design process. Larry indicated he knew the County was moving forward with it and the agreement with KCCD and was in favor.

The Board discussed the District's involvement with the design due to the association with development occurring near the project site. The Board expressed concerns that there be a clear understanding between the County, EWC and the District about the final approval of the plans.

**MOTION** – Approve the Interlocal Agreement with Kittitas County for the Whiskey Creek – Ellensburg Water Company project design contingent on adding language to indicate a clear understanding between the County, Ellensburg Water Company and the District about approval and acceptance of the plans.

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

*Passed Unanimously*

2. **Anderson Perry Task Order** - Anderson Perry completed a cost estimate for this design work when the District submitted a grant application to the Salmon Recovery Funding Board a few years ago. Anderson Perry updated their costs and included a \$10,000 reserve (at the request of the County) as a contingency.

**MOTION** - Approve Task Order #14 with Anderson Perry for the design work.

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

*Passed Unanimously*

#### **E. YTAHP**

1. **Parke Creek Anderson Perry Task Order** - Anderson Perry has provided Amendment #4 to Task Order 2 Parke Creek Diversions 1.01 and 1.37 Removal. It includes completing the 90% and then bid ready designs for this project. It also includes the addition of a “porous weir” to improve the pump station site.

**MOTION** – Approve Amendment 4 to Task Order 2 Parke Creek Diversions to add \$35,425.

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

*Passed Unanimously*

2. **Coleman Creek – Olmstead Park Screening & Passage Project Change Order #2**

A second change order was negotiated with Hurst to address the section of bank between the irrigation diversion structure and the wood habitat structure. To ensure stability of the bank, a potential weak spot will be addressed by adding loose rip rap. Anna approved and signed this change order as it was under \$5,000. She is requesting the Board ratify her approval of the change order.

**MOTION** – Approve Change Order #2 for the Coleman Creek – Olmstead Park Screening & Passage Project not to exceed \$3,258.78.

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

*Passed Unanimously*

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

**Allisa Carlson gave the following report:**

**SCC/WACD Election Reform Committee:** As part of the ongoing elections discussions and review of Conservation District election processes, and as directed by the Board of Commissioners, SCC and WACD are forming a joint committee to look at election reform options. There is a February 19th deadline to respond if you would like to volunteer.

**WACD DEI Committee:** Simultaneously, there is a separate WACD committee forming to address two resolutions adopted on diversity, equity, and inclusion at the December 2020

WACD Annual Meeting. If you are interested in learning more or becoming involved, please contact Tom Salzer by February 19th.

**COVID-19:**

Under the new Road to Recovery Plan, not much has changed for CDs operationally. In Phase 1, in-person public meetings are still not allowed. There are options for meeting in person once we reach Phase 2, though you must still provide remote access for the public.

**ECY/EPA Settlement Agreement with NW Environmental Advocates:**

SCC's Executive Director, Carol Smith, sent an email about the Ecology/EPA settlement agreement with Northwest Environmental Advocates. If not, you can read it in the February District Digest. It impacts nonpoint pollution source management on agricultural lands in Washington. SCC is not sure what the full implications of the settlement are yet, but will be in touch as we learn more.

**VII. Adjournment**

Chair Mark Moore adjourned the meeting at 1:52 PM.

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**MOTIONS APPROVED:**

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Miranda Nash  
Recording Secretary

03/11/2021  
Date

Miranda Nash  
Board Member

3/11/2021  
Date