



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
July 9, 2020 7:00 AM – Zoom Meeting ID: 989 5809 8804

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Matt Eslinger , Member Bill Boyum , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Sherry Swanson , Project Manager Mark Crowley , Conservation Planner
Guests: Allisa Carlson , SCC South Central Regional Manager Tom Salzer , WACD Executive Director	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the June Accountant’s Report and the regular meeting minutes from June 11, 2020.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17584-17629 for a total of \$212,249.43 (Payroll Checks 17597-17604 and 17624-17628) building account check numbers 1043-1053 for a total of \$5,526.61 Approve pending payments totaling \$158,903.96 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
6/11	TBD	Lynn Brown	\$6,768.50
7/6	TBD	Anderson Perry	\$4,612.45
6/26	TBD	Anchor QEA	\$11,688.22
7/9	TBD	Broadmoor Farms, Inc.	\$93,168.04
7/1	TBD	Calvert Technical Services, Inc.	\$3,500.00
7/9	TBD	Douglas Erik Anderson	\$3,110.00
7/9	TBD	Annie Morgan	\$1,613.75
7/9	TBD	Midstate Co-op	\$19,362.87
7/8	TBD	Mid Columbia Fisheries	\$5,066.00
7/8	TBD	Perteet	\$708.75

\$149,598.58

IV. Project Reports

A. **USDA Lease Solicitation** – Anna has submitted the latest revised proposal to the USDA lease solicitation and is awaiting a response.

B. **VCC Chipper Crew**

1. **Equipment Lease** – The VCC crew started on June 22nd and began chipping. The District was going to lease a truck from Rent-Me-Rentals but they were hesitant about the reliability of the truck. Anna found a truck to rent through United Rentals for \$1,800 per month. The crew is using the truck from United Rentals currently and Anna is continuing to look at other options.

C. **Washington RC&D Assistance**

1. **FEMA Grant Application** – Anna has been contacted by EMD regarding the FEMA review of a grant application submitted in 2019. The application was written by Rose when she worked for the District. Anna will be requesting assistance from the RC&D where Rose is now employed, as it will be much more efficient for Rose to work on the response.

D. **Single Federal Audit**

1. **Schedule** – Single Federal Audit for 2019 and Financial & Accountability Audits for 2018 and 2019 is tentatively scheduled for the middle of August. The SAO audit team is planning to conduct the audit remotely. Anna and Miranda have a phone call with the audit team this coming Monday.

E. **COVID-19 Response** – The County has entered Phase 3 of the Governor’s Safe Start Plan. The District office remains open by appointment.

V. **Action Items**

A. **Implementation Grant**

1. **Small Project Cost Share Applications 2020** – Anna reported that although the District officially only has half of the funds for the Implementation grant, that the Small Project Cost Share move forward as it has in past years. If there are any issues with receiving the full Implementation grant, that will hopefully be known by the time the small projects are awarded. At that time, the Board could just approve fewer projects. Staff recommends advertising the 2020 sign-up with a focus on water use efficiency and a limit of 50% cost share up to \$4,000.

MOTION – Approve the 2020 Small Project sign-up for advertisement.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

B. **Staff Evaluations and Annual Pay Increase** – Anna reported that the Board delayed reviewing the staff evaluations back in April and decided to wait until July in hopes that in person meetings would again be allowed. With the possible budget impacts of COVID-19 and the Board still unable to meet in person, staff pay increases were tabled to a future date. The Board reviewed the staff evaluations and approved as presented.

MOTION – Accept all employee evaluation reviews as presented.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

C. NRCS Task Order Negotiation

1. **Cultural Resources Assistance for Pre-Approved Contracts** – Anna has been talking with Erin Kaczmarczyk regarding the cultural resources for the 9 pre-approved contracts for EQIP funds. Anna offered a task order as was done in the last cycle, but NRCS does not currently have funding for a task order. With the 9 projects here and many more in Grant County it creates a large workload for the NRCS archeologist which Anna has been told could result in delays of 12-18 months for producers. Anna proposed that the RCPP contribution grant from the Conservation Commission be used to do at least some of the cultural resources surveys and reports. All of the EQIP pre-approved projects are also on our RCPP applications list. Anna confirmed with Commission staff that the District could use their funds to assist with these projects and she made that offer to NRCS. The District has an existing task order with Reiss Landreau for 8 RCPP projects. Due to the way the projects were screened the District will only have 4 projects, so there is room to do at least 4 of NRCS's 9 pre-approved projects. This should allow the District to help with those producers who want to implement projects this fall.
MOTION – Authorize staff to utilize task order 2020-16 with Reiss-Landreau Research as available to assist NRCS with priority pre-approved EQIP contracts for cultural resource surveys and reports.

Bill Boyum, seconded by **Matt Eslinger** Passed Unanimously

VI. Public Comment

Tom Salzer with the WACD gave a brief update. The weekly news update will be moving to a subscription basis. A special session was likely and now a lot less likely and may not occur at all. There is a planning meeting every two weeks for the annual conference. There is a 15% reduction in the budget announced by the Office of Financial Management for the next biennium's budget.

Allisa had technical difficulties and will send a follow up report in an email.

VII. Adjournment

Chair Mark Moore adjourned the meeting at 7:25am.

MOTIONS APPROVED:

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Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

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Bill Boyum, seconded by **Matt Eslinger**

Passed Unanimously

Miranda Nash
Recording Secretary

08/13/20
Date

Matt Eslinger
Board Member

8/13/2020
Date