



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 11th, 2023 7:00AM– Zoom Meeting ID: 885 2738 4547

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Jeff Brunson, Auditor Lynn Brown, Member Bill Boyum, Member	KCCD Staff: <u>In-Person</u> Anna Lael, District Manager Sherry Swanson, Project Manager Brent Dixon, Project Manager Wendy Mee, Resource Technician (Zoom) Miranda Nash, Office Administrator (Zoom)
Guests:	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:03 AM. Attendees participated in person and via Zoom.
- II. **Public Comment** – Chair Moore called for public comment. There was none.
- III. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the April 2023 Treasurer’s Report, and the regular meeting minutes from April 13th, 2023.

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

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

MOTION – Approve check numbers 20927 to 20959 and EFT 31 for a total of \$111,377.92 (Payroll Checks 20931 to 20938, and EFT 311); building account check numbers 2213-2220 for a total of \$8,797.59. Approve pending payments totaling \$22,967.44 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid:

Claims	Anderson Perry & Associates, Inc.	\$1,650.00
Claims	Anderson Perry & Associates, Inc.	\$1,190.00
Claims	Kittitas County Treasurer	\$3,582.44
Claims	Sherrell, Ralph	\$6,000.00
Claims	Tilton, Brandon	\$6,000.00
Claims	Udall, William	\$4,545.00
TOTAL		\$ 22,967.44

V. Project Reports

A. NRCS Programs

1. District Conservationist Report – No update.
2. EQIP WaterSMART
 - a) Cultural Resources Status – Anna reported that project surveys and reports are moving forward. Three are cleared for surveys and one is still waiting.
3. Mid-Columbia Steelhead Partnership RCPP
 - a) Sign-Up Status – Anna reported that the ranking of applications received in February has not yet occurred although it is getting closer.

B. PE Grant Status/Snohomish Interlocal

Anna reported that site visits with Ryan Bartelheimer occurred. He is currently working through priority projects for our cluster. Okanogan CD presented him with 8 projects – mostly irrigation efficiencies. South Douglas has two and Cascadia has two. KCCD has 11 on the list, but most are design reviews of the consultant's work. The priority projects between now and the end of June appear to be Okanogan's projects that are slated for this summer and Cascadia's culvert project design. Anna is beginning to look at the next fiscal year's agreement with Snohomish CD.

Anna reviewed the status of the PE grant and potential funding to return.

C. Voluntary Stewardship Program

1. Status of Funds-- We currently have about \$92,000 left in the VSP grant. Clearly it will not be spent by 6/30/23. It appears that about \$80,000 may be returned.
2. State Technical Panel/ Meeting and Tour – Anna shared the agenda for the State Technical Panel/State Advisory Committee meeting today at the Cattlemen's office. She will be giving a presentation at 11:00. Anna and Brent will be attending the meeting today and presenting. Anna, Brent and Sherry will be part of the tour on Friday and will visit the Woodhouse Loop project on Wilson Creek and the Manastash Project.

VI. Action Items

A. 2022 Annual Financial Report

- Anna reported that the Annual financial report is still underway. Anna shared the draft financial report. Several fixes have been made to classifications of revenue including moving funds from state to local grants (e.g. Heritage Gardens program). No major or significant changes are occurring, but with Dayna out this week, all changes are not yet made. Anna requested Board approval pending a final review by the District Auditor (Jeff).

B. FY24 Annual Plan of Work

Anna reported that she is still drafting the Annual Plan of Work. She will send out a review version to partners, Board and staff next week with a comment period. The final version is due to the Conservation Commission on May 30th. Anna requested Board approval pending a final review by the District Chair (Mark).

MOTION - Approve 2022 Annual Financial Report pending final review by the District Auditor and approve 2024 Annual Plan of Work pending review and comment period and a final review by the District Chair.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

C. Natural Resource Investments

1. Small Projects – Time Extension

Mark Crowley reported that one of the small project producers (Walker) has requested a time extension to complete his project. He's asking for an extension to May 15th.

MOTION – Approve request for time extension to May 15, 2023 for Bruce Walker.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

D. YTAHP

1. Anderson Perry Task Order – Cooke Creek

Anna reported that the Cooke Creek project submitted to the SRFB for funding requires a basis of design report. The grant manual states that projects under \$350,000 do not have to submit a preliminary design, but also apparently states that any applications requesting construction funds must have at least a basis of design report. Anderson Perry has provided a task order for the project and can hopefully pull together the needed report by the end of June. The surveyors can be out as early as next week. There is funding available in the PE grant. Anna is also adding this project to the YTAHP contract.

MOTION – Approve Anderson Perry & Associates task order 5 for the Cooke Creek project.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

2. Gray & Osborne Task Order – Manastash Compressors

Sherry researched consultants through the MRSC roster and finally found one willing to work on the Manastash Compressors project. They have mechanical and electrical expertise and can begin working now. Jeff asked about the involvement of KRDC in this work. Sherry stated that the request to BPA is a long standing request by KCCD and also that the access to the funding is through the YTAHP contract. The biggest underlying issue at these sites is that it is only single phase power. The replacement compressors will be rotary and will need a VFD. The Board asked is the engineer would be doing a site visit. Sherry said no because they were trying to keep the costs down. The Board directed Sherry to ask for a site visit as they think it is important that the engineer see the site in person.

MOTION – Approve Gray & Osborne agreement and task order 1 for the Manastash Compressors project with a site visit by the engineer.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

E. DNR – Landscape Scale Restoration (LSR) Funds

1. DNR Interagency Agreement No. 93-105222

Anna reported that the LSR agreement is to implement 10 acres of private landowner fuels reduction activities to reduce vegetation and fuels in the Wildland-Urban Interface, enhance defensible space, and reduce future wildfire intensity around residences in the prioritized Cle Elum, Roslyn and Ronald, WA ridges. This is 1 part of a 3-part Landscape Scale Restoration grant project awarded in FY22, titled, Collaborative Landscape and Community Resilience in the Cle Elum Priority Landscape.

MOTION – Approve Interagency Agreement with Department Of Natural Resources (DNR) NO. 93-105222.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

VII. Adjournment

Mark Moore adjourned the meeting at 8:03 AM.

MOTIONS APPROVED:

MOTION – Approve the April 2023 Treasurer’s Report, and the regular meeting minutes from April 13th, 2023.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

MOTION – Approve check numbers 20927 to 20959 and EFTs 311, 266-269 for a total of \$111,377.92 (Payroll Checks 20931 to 20938, and EFT 311); building account check numbers 2213-2220 for a total of \$8,797.59. Approve pending payments totaling \$22,967.44 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

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

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MOTION – Approve Gray & Osborne agreement and task order 1 for the Manastash Compressors project with a site visit by the engineer.
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Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

 6/8/23

Recording Secretary Date

 6/8/23

Board Member Date