



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
October 12th, 2023 1:00 PM– Zoom Meeting ID: 850 5187 5240

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Lynn Brown, Member Bill Boyum, Member Jeff Brunson, Auditor Matt Eslinger, Member	KCCD Staff: Anna Lael, District Manager Dayna Wilkinson, Financial Manager Mark Crowley, Conservation Planner Wendy Mee, Resource Technician Miranda Nash, Office Administrator (Zoom) Brent Dixon, Project Manager Sherry Swanson, Project Manager
Guests: None	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 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 September 2023 Treasurer’s Report, and the regular meeting minutes from September 14th, 2023.

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

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

MOTION – Approve check numbers 21100 to 21130 and EFTs 753, 774, 781, and 819-822 for a total of \$72,330.57 (Payroll Checks 21104-21110, 21113-21114, 21128-21129 and all EFTs); building account check numbers 2255-2262 for a total of \$12,960.94. Approve pending payments totaling \$16,607.50 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid:

Claims	Anderson Perry & Associates, Inc.	\$9,463.75
Claims	Anderson Perry & Associates, Inc.	\$7,143.75
TOTAL		\$16,607.50

- V. **Project Reports**

A. NRCS Programs

- 1. District Conservationist Report – No report.
- 2. EQIP WaterSMART
 - a) Sign-up is ongoing through 10/20/2023 deadline. A flyer was created and shared with KRD and vendors.

B. NACD TA Funds

1. Anna reported that these funds have been spent to the degree possible assisting NRCS with cultural resources surveys and reports. There remains approximately \$21,000. A request has been made to use the funds for RCPP contract surveys and reports or for another time extension to allow assistance with future EQIP contracts. No response from NACD has been received. The funding will need to be returned if they deny both requests.

C. Small Projects

1. Only one of the three approved projects has accepted the funding award. There is a budget for 5 projects in the NRI grant. Anna suggests that the funding cap may need to be revised. The Board also suggested a second sign-up in the spring.

VI. Action Items

A. KCCD Operations Handbook Updates

1. Anna reported that in reviewing issues with payroll, it was discovered that the cell phone allowance was not being taxed. That had been happening prior to the implementation of Springbrook. Miranda reviewed the situation with a CPA and found that it should not be taxed and that it qualifies as a de minimis fringe benefit. The Operations Handbook previously stated that it was taxable income. The update replaces "allowance" and "fee" with the word stipend and removes the statement that this is taxable.

MOTION- Approve update of cell phone policy as stated.

Lynn Brown, seconded by **Matt Eslinger**

Passed Unanimously

B. Yakim Tributary Access & Habitat Program

1. **Coleman 4.3 Bid Schedule** - This project needs to be advertised for bid as soon as possible, but the next iteration of design documents have not yet been provided by Anderson Perry & Associates. Mark hopes to advertise the bid by November 1st.

MOTION: Approve the Coleman Creek 4.4 project for bid advertisement.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

2. **Anderson Perry Task Order** - If project proceeds Anderson Perry & Associates will exceed their budget due to additional calculations that were requested during the design process. They have not yet exceeded their full task order budget. Since they have not provided a specific increase amount, staff will continue to monitor and bring an amendment to the Board when necessary.

C. Forest Health and Community Wildfire Resiliency

1. **RFP Solicitation Schedule** - Anna reported that a consultant is needed for an update to the County Wildfire Protection Plan and to assist with prioritization of the priority control lines (PCLs) and evacuation routes. The CWPP update is funded by the Conservation Commission grant that was just awarded to the District. The PCL and evacuation routes initial prioritization is funded through the Landscape Scale Restoration grant from DNR and that work will feed directly into the \$10 million Community Wildfire Defense Grant (CWDG). The CWDG grant is expected to be negotiated with DNR by December.

Anna proposed a schedule for the solicitation including a publishing date (October 16), a due date (November 9), and a contract approval date (November 9).

MOTION- Approve RFP solicitation for Forest Health and Community Resiliency consultant.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

Jeff Brunson left the meeting.

D. Voluntary Stewardship Program

1. RFP Solicitation Schedule

Anna reported that a consultant is needed to assist with the completion of a monitoring plan to meet the Conservation Commission deadline of June 2024. An additional \$47,000 has been added to the County's VSP contract just for the monitoring plan and implementation of the plan. There is a draft plan in the original 2018 work plan that can be expanded.

Anna proposed a schedule for the solicitation including a publishing date (October 23), a due date (November 30), and a contract approval date (December 14).

MOTION- Approve RFP solicitation for a Voluntary Stewardship Plan monitoring consultant.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

E. Swauk Prairie Farms Conservation Easement

1. Contract with SCC

The contract between KCCD and the SCC for the Swauk Prairie Farms has been drafted. It is \$123,000 for completion of the appraisal process. Anna reported that there is a meeting with Conservation Commission staff and the other Districts with easement projects to review the specific contract language next week.

MOTION- Approve the contract with SCC for the Swauk Prairie Farms conservation easement pending review of contract.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

F. Manastash Compressors Project

- 1. Bid Status Update** - Questions have arisen during the bidding process about size and capacity. Sherry is working with Gray & Osborne to answer the questions. Gray and Osborne may need a new Task Order to cover their additional costs. The bid due date is being revised (it was 10/12). Once the bids are received and a low responsive and responsible bidder identified, the contract will need to be executed quickly to maintain schedules.

MOTION- Approve Task Order with Gray and Osborne not to exceed \$5,000.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

MOTION- Approve a contract with the low responsive and responsible bidder for the Manastash Compressors Project contingent on the bid being within the project budget. Subject to approval of chair for additional funding.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

G. Small Projects

- 1. RLR Task Order** - RLR Research has provided a cost estimate for the one Small Project to complete the cultural resources survey and report.

MOTION- Approve Task Order with RLR Research for \$5,300 for 2023 Small Projects cultural survey and report.
Matt Eslinger, seconded by **Lynn Brown** *Passed Unanimously*

VII. WSCC Regional Manager Update – Allisa was unavailable.

VIII. Adjournment

Mark Moore adjourned the meeting at 8:04 AM.

MOTIONS APPROVED:

MOTION – Approve the September 2023 Treasurer’s Report, and the regular meeting minutes from September 14th, 2023.

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

MOTION – Approve check numbers 21100 to 21130 and EFTs 753, 774, 781, and 819-822 for a total of \$72,330.57 (Payroll Checks 21104-21110, 21113-21114, 21128-21129 and all EFTs); building account check numbers 2255-2262 for a total of \$12,960.94. Approve pending payments totaling \$16,607.50 contingent upon receiving grant reimbursement requests.

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

MOTION- Approve update of policy as indicated above.

Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

MOTION: Approve the Coleman Creek 4.4 project for bid advertisement.

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

MOTION- Approve RFP solicitation for Forest Health and Community Resiliency consultant.

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

MOTION- Approve RFP solicitation for a Voluntary Stewardship Plan monitoring consultant.

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

MOTION- Approve the contract with SCC for the Swauk Prairie Farms conservation easement pending review of contract.

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

MOTION- Approve Task Order with Gray and Osborne not to exceed \$5,000.

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

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

MOTION- Approve Task Order with RLR Research for \$5,300 for 2023 small projects cultural survey and report.

Matt Eslinger, seconded by **Lynn Brown** *Passed Unanimously*

Dayna M. Wikman 11/9/23
Recording Secretary Date

Matt Moore
Board Member

11/17/23
Date