



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 8th, 2023 7:00AM– Zoom Meeting ID: 876 6432 2829

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Auditor Lynn Brown , Member Bill Boyum , Member	KCCD Staff: In-Person Anna Lael , District Manager Brent Dixon , Project Manager Wendy Mee , Resource Technician Miranda Nash , Office Administrator (Zoom) Dayna Wilkinson , Financial Manager Mark Crowley , Conservation Planner
Guests: Alissa Carlson (Conservation Commission)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:04 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 May 2023 Treasurer’s Report, and the regular meeting minutes from May 11th, 2023.

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

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

MOTION – Approve check numbers 20960 to 20976 and EFTs 393, 394, 426, and 427 for a total of \$93,444.64 (Payroll Checks 20960 to 20962, 20966 to 20972, and EFT 393, 394, 426, and 427); building account check numbers 2221-2228 for a total of \$10,261.39. Approve pending payments totaling \$22,967.44 contingent upon receiving grant reimbursement requests.

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

Pending Bills To Be Paid:

Claims	Anderson Perry & Associates, Inc.	\$1,350.00
Claims	Anderson Perry & Associates, Inc.	\$1,520.00
Claims	Charlton Farms	\$20,200.37
Claims	City of Roslyn	\$13,966.00
Claims	Gray & Osborne, Inc	\$2,764.00
Claims	HLA Engineering and Land Surveying	\$1,784.00
Claims	Mid-Columbia Fisheries Enhancement Group	\$93,775.76
Claims	Udall, William	\$4,545.00
Claims	Walker, R. Bruce	\$6,000.00
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 the last project is waiting for the Section 106 initiation letter to be sent. Reports are underway on the other projects. three. Austin Shero has reached out to Anna about continuing support of the cultural resources work into the fall.
3. Mid-Columbia Steelhead Partnership RCPP
 - a) Sign-Up Status – The ranking will occur shortly for these projects.

Anna reported that the NRCS Chief is scheduled to visit the area next week. He will be in Kittitas County on 06-13-2023. Sherry and Anna will facilitate the tour, board members are welcome to join. The tour is set to start at 10:30 AM at the District office and will last until about 12:30 AM.

B. 2022 Annual Financial Report - The Annual Financial Report was completed and submitted by the deadline. A copy of the final version is available for review.

C. FY24 Annual Plan of Work - Anna reported that the Annual Plan of Work is completed and posted on the district website - <https://www.kccd.net/announcements>.

D. FEMA 5182 Defensible Space & Generators

1. Anna reported that the project has been approved for a 2-year extension to March 2025. Anna is currently working on a budget and scope of work amendment request to allow completion of the generator projects.

E. Manastash FSOC Funding

1. Anna reported BPA staff reached to inform us that there may be funding for additional work in the Manastash including the rest of the compressors (Barnes) and brush system for the Keach/Jensen Diversion. This is work that has been requested for several years and was only partially funded last year with \$56,000 for the compressors at MWDA.

VI. Action Items

A. PE Grant Status/Snohomish Interlocal

1. Software purchases

Anna requested two software purchases to be made by June 30. One is the renewal of the Autodesk software and the second is suggested new software package that is for hydraulic modeling (GeoHECRAS). Autodesk software renewal is one that is used by District. Snohomish CD has previously seen demonstrations of GeoHECRAS and Ryan Bartelheimer has determined that it could help improve the speed and efficiency of modeling and drafting projects that involve hydraulic modeling. It provides a good workflow of information to and from this modeling software and Autodesk CAD products and ESRI GIS products. He recommends the Cloud license version of the software so that it can be used from anywhere instead of just inside of the office of one District. It is \$8,495 for the first 13 months. Annual maintenance is 20% of the software price.

MOTION - Approve purchase of Autodesk Renewal and GeoHECRAS Cloud License contingent on available remaining funds in the PE Grant.

Bill Boyum, seconded by **Jeff Brunson**

2. Interdistrict agreement

Each biennium, the Conservation Commission requires the districts in each engineering cluster to sign an Interdistrict agreement.

MOTION - Approve the Professional Engineer Interlocal Agreement – North Central Area for the FY24-FY25 biennium.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

B. Voluntary Stewardship Program

1. Equipment purchases

The program has funding available as we start towards the end date of the current agreement. Anna has recommended that the funding go towards purchasing new equipment and supplies to help maintain or enhance water quality monitoring, fish presence and migration, and stream flow monitoring on Manastash Creek. All equipment purchases will be under the \$1,000 per unit stipulation with the Conservation Commission. All items must be present in office by 06-30-2023.

MOTION – Authorize District Manager to purchase equipment and supply items presented and not to exceed \$22,000 contingent on availability and receipt of items by June 30, 2023.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

2. Interlocal with Kittitas County

The interlocal agreement with Kittitas for the VSP for FY24-FY25 is expected to be very similar to the current agreement. However, Anna needs to review Conservation Commission requirements for the budget prior to finalizing it.

MOTION – Authorize District Manager to negotiate the Interlocal Agreement with Kittitas County for the Voluntary Stewardship Program for FY24-FY25.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

C. WSCC Master Contract FY24-25

1. WSCC Master Contract for FY 24-25 and the addendums for Implementation, Natural Resource Investments, Professional Engineer, and Irrigation Efficiencies Program – Anna reported that the WSCC Master Contract and addendums for the FY24 grants can be submitted. She proposes the following:

Implementation \$128,935

Outcome 1 -District Operations -- \$92,000

Outcome 2—Outreach -- \$6,000

Outcome 3- Technical Assistance -- \$30,935

Natural Resource Investment \$78,000

Outcome 1 -Technical Assistance -- \$16,000

Outcome 2 – 2023 Small Project Cost Share -- \$24,000

Outcome 3- 2024 Small Project Cost Share -- \$24,000

Outcome 4 – 2023 Summer Chipping Program – \$14,000

Professional Engineer \$200,000

Outcome 1 -Technical Assistance -- \$192,000

Outcome 2—Coordinate with Cluster Districts -- \$3,000

Outcome 3- Administration -- \$5,000

Irrigation Efficiencies \$13,000

Outcome 1 -Technical Assistance -- \$12,000

Outcome 2—Administration -- \$1,000

Anna reported that the NRI and PE grant amounts may be different than last year, so those addendums should wait until the July meeting.

MOTION – Approve Master Contract FY24-25 with Conservation Commission and addendums for the Implementation, and Irrigation Efficiencies Program.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

D. Interlocal Agreement with South Yakima CD

1. Rodney Heit (District Manager at SYCD) contacted Anna in May regarding a landowner from our County requesting to rent their no-till drill. Rodney was also interested in technical assistance with the drone for projects on the Yakima River. Anna and Rodney drafted an agreement to share resources between the Districts that could include the no-till drill and drone work.

MOTION – Approve Agreement with South Yakima Conservation District to share technical staff and equipment.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

E. KCCD-KRD Agreement

1. Task Order Springwood

Anna reported that KRD is interested in using Brent and the drone on the Springwood Ranch property that has been purchased and is being considered for an irrigation reservoir. A meeting between Anna, Brent, KRD staff and Jacobs engineering staff occurred. A task order to add to the existing agreement with KRD has been drafted.

MOTION – Approve Task Order 4 with Kittitas Reclamation District for the Springwood Project.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

2. KCWP WQ Equipment Purchases

Anna will work on another Task Order with KRD for the water quality equipment purchases and activities with the Kittitas County Water Purveyors. Their work is important to the VSP monitoring activities and we may need them to collect additional data, assist with monitoring plans and assistant with data analysis.

MOTION – Approve Task Order 5 with Kittitas Reclamation District for the KCWP Water Quality Monitoring.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

VII. Adjournment

Mark Moore adjourned the meeting at 8:07 AM.

MOTIONS APPROVED:

MOTION – Approve the May 2023 Treasurer's Report, and the regular meeting minutes from May 11th, 2023.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve check numbers 20960 to 20976 and EFTs 393, 394, 426, and 427 for a total of \$93,444.64 (Payroll Checks 20960 to 20962, 20966 to 20972, and EFT 393, 394, 426, and 427); building account check numbers 2221-2228 for a total of \$10,261.39. Approve pending payments totaling \$22,967.44 contingent upon receiving grant reimbursement requests.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

MOTION - Approve purchase of Autodesk Renewal and GeoHECRAS Cloud License contingent on available remaining funds in the PE Grant.

Bill Boyum, seconded by **Jeff Brunson**

MOTION - Approve the Professional Engineer Interlocal Agreement – North Central Area for the FY24-FY25 biennium.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Authorize District Manager to purchase equipment and supply items presented and not to exceed \$22,000 contingent on availability and receipt of items by June 30, 2023.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

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Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

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Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

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Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

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Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve Task Order 5 with Kittitas Reclamation District for the KCWP Water Quality Monitoring.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

Dayna M. Wilkinson 7/12/23
Recording Secretary Date

[Signature]
Board Member

7/13/23
Date