



**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**  
**September 9, 2021 7:00 AM – Zoom Meeting ID: 863 4597 1077**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Matt Eslinger</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Financial Manager <b>Sherry Swanson</b> , Project Manager <b>Brent Dixon</b> , Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Ryan Roberts</b> , Engineer <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 7:04 AM. Attendees participated in person and via Zoom.

II. **Approve Accountant’s Report and Meeting Minutes**

**MOTION** – Approve the August Accountant’s Report and the regular meeting minutes from August 12, 2021.

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

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

**MOTION** – Approve check numbers 20186 - 20225 for a total of \$117,501.49, (Payroll Checks 20191 - 20198 and 20222-20225) building account check numbers 2041-2050 for a total of \$9,012.63. Approve pending payments totaling \$40,885.12 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
08/11/21	TBD	Ed Doern	\$10,395.00
08/12/21	TBD	Springbrook Express	\$14,141.00
08/23/21	TBD	KPFF	\$1,500.00
08/13/21	TBD	Poulsen Brothers Partnership	\$2,386.83
08/25/21	TBD	Poulsen Brothers Partnership	\$12,462.29

**\$40,885.12**

IV. **Project Reports**

A. **NRCS Programs**

1. **EQIP Sign-Up-** The EQIP Classic Signup Deadline is Oct. 7, 2021. Although applications are accepted on a year-round basis, eligible producers, entities, & water management entities interested in EQIP Classic must meet eligibility requirements by November 18, 2021.

2. **Yakima Integrated Plan: Toppenish to Teanaway RCPP-** We have the full WSCC contribution for this project. The total committed was \$1,669,000. The Legislature approved the final \$570,000 this spring. The remaining funds in the grant total about \$728,000. This will cover staff time for the projects going to contract now and being implemented over the next year, electrical service costs share for those projects, administrative staff time for reporting, project implementation for riparian projects and fish screening and passage projects and work in the Teanaway Community Forest. This RCPP officially ends July 22, 2022.
3. **Mid-Columbia Steelhead Partnership RCPP-** No news to report on this project. We continue to wait for NRCS to review the partnership agreement with We received \$200,000 in contributed funds through the Conservation Commission. They have not yet been contracted.

## B. YTAHP Projects

1. **Caribou Creek Fish Passage** - We have requested and been granted a one-year extension for this project after talking with the grant manager about the high pipe prices we encountered. I also met with Mark, Ryan and the landowner to talk about the project design.
2. **Parke Creek Fish Passage** - We are working with our grant manager on this FBRB grant as well. We will need an extension on this one if we are not able to complete the project this fall. The associated sprinkler conversion project funding has also been extended from 12/31/21 to 6/30/22.

C. **KCCD Long Range Plan** - The long range plan questions are nearly complete for the survey.

D. **Surplus Property** - The service that we have used for surplus property disposal, Public Surplus, assigned a new person to our account. The process of getting to know this new person, she asked if we had surplus real estate. We do have the 5 acre parcel by Gladmar Park. I told it was inaccessible except by water and she said they sell parcels like that all the time. It is currently assessed at \$10,300. If the Board is interested, I can pursue this by talking with their real estate specialist. We can set up an auction so that there is starting bid and a reserve that we set so the property won't sell for less.

E. **Audit Results** - The auditor completed the field work for 2020 and the report is being reviewed through the levels. It does appear that we will get a finding because although we updated our procurement policy to comply with the federal requirements, we did it after the two projects that were audited were advertised for bid last year. We expect the exit conference to occur in early September.

## V. Action Items

### A. YTAHP Projects

#### 1. Parke Creek Barrier Removal and Sprinkler Project

##### a) Bid Schedule

The instream component of this project will be completed by KCCD through a construction contract. This is the tentative bid schedule:

*September 20 (Monday) Final Documents due to KCCD*  
*September 22 (Wednesday) First Advertisement*  
*September 29 (Wednesday) Second Advertisement*  
*October 4 (Monday) Pre-Bid Meeting*

October 13 (Wednesday) Bids Due  
November 1 (Monday) Work Start

**Motion** – Approve the Parke Creek fish passage project bid schedule.  
**Bill Boyum** seconded by **Jeff Brunson** *Passed Unanimously*

b) **Landowner Agreement**

The on-farm sprinkler component of this project is funded by both the YBIP sprinkler project grant and the RCPP contribution grant from the Conservation Commission. The Board previously approved the YBIP projects, but since we are supplementing with the Commission funds, approval of the landowner agreement should occur again.

**Motion** – Approve landowner agreement with Alkali Flats for \$405,522 for the sprinkler conversion project portion of the Parke Creek Fish Passage Project.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed (Matt Eslinger Abstains)*

2. **Caribou Creek and Coleman Creek**

a) **Bid Schedule**

Although we have delayed the Caribou Creek project a year, the lower diversion can be removed without the pipeline project. We also have a single diversion on Coleman Creek that is slated for removal. We're still working on the logistics of these projects and hope to be able to complete them this winter. This is the current projected bid schedule:

October 4 (Monday) First Advertisement  
October 11 (Monday) Second Advertisement  
October 15 (Friday) Pre-Bid Meeting  
October 20 (Wednesday) Bid Opening  
November 8 (Monday) Work Start

**Motion** – Approve the Coleman and Caribou Creek fish passage project bid schedule.

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

3. **Ranch on Swauk Creek**

a) **Landowner Agreement**

The Salmon Recovery Funding Board required landowner agreement for their funded projects has been completed with The Ranch on Swauk Creek. It includes both the construction project addressing the fish screens and fish passage as well as the cottonwood plantings further down the creek.

**Motion** – Approve The Ranch on Swauk Creek landowner agreement.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

b) **Construction Contract**

Three bids were received yesterday for The Ranch on Swauk Creek project. The apparent low bidder is Advantage Dirt Contractors with a bid of \$379,618.59. This is within the project budget and very close to the Engineers cost estimate plus a contingency (\$374,000).

**Motion** – Approve Advantage Dirt Contractors as the low bidder for The Ranch on Swauk Creek project and authorize staff to complete the construction contract.

Lynn Brown seconded by Jeff Brunson

Passed Unanimously

**c) Anchor QEA Task Order**

Anchor QEA's task order ended with the final project designs. We need a task order to cover the bidding and construction portion of the project.

**Motion – Approve the Anchor QEA Task Order for assistance through the bidding and construction of The Ranch on Swauk Creek project, not to exceed \$20,000.**

Lynn Brown, seconded by Jeff Brunson

Passed Unanimously

**B. Small Project Cost Share 2021**

**1. Project Selection**

Mark Crowley presented the 10 project applications received in a PowerPoint, with details about each project. The Board discussed the project merits and costs. Projects were ranked as follows:

Total Project Cost	Requested Cost Share	% of Cost Share	Acres Served	Cost per Acre	Additional Acres Served	Cost per Acre w/ additional acres	Project Description
\$8,000.00	\$4,000.00	50%	16	\$250.00			Replace flume, add gated pipe
\$15,000.00	\$4,000.00	27%	30	\$133.33			Pipe delivery ditch and gated pipe
\$4,800.00	\$2,400.00	50%	4	\$600.00			Pipe delivery ditch
\$11,000.00	\$4,000.00	36%	3.7	\$1,081.08	2.5	\$645.16	Replace gated pipe with sprinkler
\$12,000.00	\$4,000.00	33%	5	\$800.00			Replace gated pipe with sprinkler
\$1,100.00	\$550.00	50%	1.2	\$458.33			Replace gated pipe with sprinkler
\$9,000.00	\$4,000.00	44%	2.5	\$1,600.00			Install sprinkler
\$17,430.00	\$4,000.00	23%	1.58	\$2,531.65			Replace gated pipe with sprinkler
\$5,100.00	\$2,550.00	50%	1.25	\$2,040.00			Replace gated pipe with sprinkler
\$13,000.00	\$4,000.00	31%	5.5	\$727.27			Install sprinkler
\$96,430.00	\$33,500.00	39%		\$1,022.17		\$645.16	

**Motion – Approve the Small Project list ranking.**

Bill Boyum, seconded by Jeff Brunson

Passed (Matt Eslinger abstained)

**C. WSCC Natural Resource Investments (NRI) Funding**

**1. Project Selection**

Anna reported that the \$78,666 in Natural Resource Investments funding still needs to be considered for projects. Conservation districts may submit the grant addendum form to apply for this funding at any time. Each district's share of the funding will be held for 90 days, until September 30th, and can be held for a longer period as long as the district is working in good faith with their Regional Manager to identify eligible projects.

**D. Drought Funding**

KRD has requested drought funding to assist with their stream supplementation work. The funding request made its way to the Conservation Commission and Jon Culp asked if KCCD would be willing to accept the funds and pass them through to KRD. He is still not sure that the Commission has those funds from Ecology yet, although he hopes to know within a few days.

**Motion – Approve \$30,500 in drought funding through the Conservation Commission for the KRD stream supplementation work contingent on availability.**

Jeff Brunson, seconded by Lynn Brown      *Passed Unanimously*

**VI. Public Comment**

A. **Allisa Carlson** reported that the statewide indoor mask requirement is in place and that conservation districts are not required to follow the vaccination mandates but should develop clear vaccination policy. She reported that Commission financial staff will be presenting detailed on cost share procedures on 9/21. There will also be a required elections training for Election Supervisors on 9/23. The biennial report for July 1, 2019-June 30, 2021 is due in September. The SC Area Meeting is 10/27 so any resolutions should be developing.

**VII. Adjournment**

Chair Mark Moore adjourned the meeting at 8:15 AM.

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**MOTIONS APPROVED:**

**Motion**– Approve the August Accountant’s Report and the regular meeting minutes from August 12, 2021.

Bill Boyum, seconded by Jeff Brunson      *Passed Unanimously*

**Motion** – Approve check numbers 20186 - 20225 for a total of \$117,501.49, (Payroll Checks 20191 - 20198 and 20222-20225) building account check numbers 2041-2050 for a total of \$9,012.63. Approve pending payments totaling \$40,885.12 contingent upon receiving grant reimbursement requests.

Jeff Brunson seconded by Bill Boyum      *Passed Unanimously*

**Motion** – Approve the Parke Creek fish passage project bid schedule.

Bill Boyum seconded by Jeff Brunson      *Passed Unanimously*

**Motion** – Approve landowner agreement with Alkali Flats for \$405,522 for the sprinkler conversion project portion of the Parke Creek Fish Passage Project.

Jeff Brunson, seconded by Lynn Brown      *Passed (Matt Eslinger Abstains)*

**Motion** – Approve the Coleman and Caribou Creek fish passage project bid schedule.

Bill Boyum, seconded by Lynn Brown      *Passed Unanimously*

**Motion** – Approve The Ranch on Swauk Creek landowner agreement.

Jeff Brunson, seconded by Bill Boyum      *Passed Unanimously*

**Motion** – Approve Advantage Dirt Contractors as the low bidder for The Ranch on Swauk Creek project and authorize staff to complete the construction contract.

**Motion** – Approve the Anchor QEA Task Order for assistance through the bidding and construction of The Ranch on Swauk Creek project, not to exceed \$20,000.

Lynn Brown, seconded by Jeff Brunson      *Passed Unanimously*

**Motion** – Approve the Small Project list ranking.

Bill Boyum, seconded by Jeff Brunson      *Passed (Matt Eslinger abstained)*

**Motion** – Approve \$30,500 in drought funding through the Conservation Commission for the KRD stream supplementation work contingent on availability.

Jeff Brunson, seconded by Lynn Brown      *Passed Unanimously*

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Recording Secretary      Date

  
Board Member

10/14/21  
Date

