



**Kittitas County Conservation District**  
**607 E. Mountain View Ave - Ellensburg, WA 98926 - Phone (509) 925-8585 - Fax (509) 925-8591**

**Board of Supervisors Meeting**

**April 8, 2010                      7:00 PM**

**ATTENDANCE**

<p><b>Mark Moore, Chair</b>  <b>Jeff Brunson, District Auditor</b>  <b>Dale Dyk, Member</b>  <b>Ron Gibb, Member</b>  <b>Jackie Brunson, Associate Supervisor</b></p>	<p><b>KCCD Staff:</b>  Anna Lael, District Manager  Sara Leist, Financial Manager  Mark Crowley, Resource Technician  Ryan Roberts, Engineer  Sherry Swanson, Project Manager</p> <p><b>NRCS Staff:</b>  Sarah Troutman-Zahn</p>
<p><b>Guests:</b> Bill Boyum, Sky Shelton</p>	

- I.     **Call to Order-** Chair Mark Moore called the meeting to order at 1:02 pm.
  
- II.    **Approve Bills**  
Bills to be approved
  
- III.   **Approve Accountant’s Report, Meeting Minutes and Bills.**  
**MOTION** –Approve the March 11<sup>th</sup> and March 31<sup>st</sup> Board Meeting Minutes and March Accountant’s Report.  
**Ron Gibb**, seconded by **Jeff Brunson** *Passed Unanimously*  
  
**MOTION** - Approve check numbers 11337 through 11398 for a total of \$208,110.80 (Payroll Checks 11338-11344, and 11395-11398).  
**Jeff Brunson**, seconded by **Ron Gibb** *Passed Unanimously*
  
- IV.    **Old Business**
  - A.   **NRCS Report**– See attached NRCS Report. Sarah reported to the Board that there are 5 preapproved Upper Yakima EQIP applications and 3 preapproved forestry applications. There was one signup from Kittitas County for the Oganics Initiative. Sarah also discussed the water supply outlook as of April 1<sup>st</sup>. The SNOTEL readings were approximately at 76% of average, up from a low of 69% on March 1<sup>st</sup>.
  
  - B.    **KCCD Project Reports (See Monthly Reports)**
    - 1.   **Irrigation Efficiencies** – See Mark Crowley’s report. Mark reported that change boxes are being worked on for the Burris project. The concrete has been poured and the application for the JARPA has been submitted.

2. **Implementation** – Mark informed the Board that he has checked the progress on 6 of the small acreage cost share projects.
3. **BPA YTAHP** – See staff reports. Anna informed the Board that the district has received the MOU for next year’s funding cycle with the RC&D. The contract is for \$339,844.90 in capital funds and \$16,931.77 in expense funds. The only change in the contract from prior years that Anna updated was the submission of “payment within 45 days after the expiration date or the end of the fiscal year, whichever is earlier. In the past, the contract payment deadline was 30 days and the state auditor suggested that we change it.

**MOTION** – Approve the inter-local agreement #2010-04-08-001 between the district and the South Central Washington RC&D for \$339,844.90 in capital funds and \$16,931.77 in expense funds for the 2010-2011 fiscal year.

**Dale Dyk**, seconded by **Jeff Brunson** *Passed Unanimously*

- i. **Coleman Nisbet Project** – Jack is planning to do electrical training next week.
- ii. **Coleman/EWC** – The engineers produced the 90% designs last week. There have been 2 technical meetings. The deadline for the pre-application for the SRF Board is in May. The full application is due in June.
- iii. **Cherry Creek** – The district is working with the landowner(s) to try to come up with the best possible design.
- iv. **3M Ditch** – Anna informed the board that an RFP for engineering services went out in March for this project. The 3 firms that responded were RH2 Engineering, HDR, and Anchor QEA. Anna will be conducting interviews and as there was no clear top firm after ranking the proposals.

**MOTION** – Approve district staff to interview engineering firms and complete a contract with the selected firm.

**Dale Dyk**, seconded by **Ron Gibb** *Passed Unanimously*

4. **Manastash Restoration Project** – See staff reports.

i. **Screen Facilities Update**

- a. **Barnes Road** – Anna informed the board that there was a Steering Committee Meeting on April 1<sup>st</sup>. After the meeting, site visits were made with the engineers and irrigators to both the Barnes Road and MWDA sites. One item that has not been completed yet is patching of the road where there was access. A punch list was developed after the progress meeting today. Anna recommends that the contract be extended to April 30<sup>th</sup>.

**MOTION** – Approve amendment #2 to extend contract date to April 30, 2010.

**Jeff Brunson**, seconded by **Ron Gibb** (Dale Dyk Abstains)  
*Passed Unanimously*

2. **MWDA-** Ryan took a video of the facility start up and Anna posted it on the district’s blog. HDR is putting together the punch list.
3. **Keach-Jensen** – The project seems to be on track and should be going out to bid by mid May to midJune.

4. **O&M Fund** – The \$75,000 O&M fund will be held by the district. As far as reimbursements go (for power, air compressor, telephone service, etc.) the Board believes that it would be a good idea to run the project for a year and see what expenses accrue during that time.

ii. **Instream Flow Enhancement Updates**

1. **Pipeline projects**

- a. **Easements** - Anna informed the Board that HDR has completed the process to make administrative offers to the landowners involved in the Manastash pipelines. The administrative offers are possible instead of full appraisals because the easement acquisition is funded by Ecology, not a federal agency.

**MOTION** – Authorize Anna to review and sign administrative offers produced by HDR for the pipeline projects.

**Ron Gibb**, seconded by **Jeff Brunson** (Dale Dyk Abstains)  
*Passed Unanimously*

2. **Sprinkler Conversion Projects**

- a. **Gregerich** – The project should be done on Tuesday, April 13<sup>th</sup>.

3. **MWDA** – Bart Bland signed off as complete today.

4. **Reed Ditch** – The district received a proposal from Clarence Harrell for measuring his water on Reed Ditch. The Board agreed that this proposal should go before the Steering Committee before the Board makes a decision.

5. **Water Metering** – There are no new contracts at this time.

C. **Special Assessment.**

1. **Rural Service Center** – Anna is going to find out from Lawhead Architects how much it would cost to get an updated cost estimate and perhaps a building design without including the space for Department of Fish and Wildlife.
2. **Acheson Flood Fencing Project** – There is no updated information about this project. The district is still trying to obtain some information and therefore the project may be held off until the fall.
3. **Red Bridge Road and Lambert Road Engineering** – Anna informed the Board that there was a meeting at the Teanaway Grange to discuss the project with the irrigators, engineer, Fish & Wildlife, the County and Stan Isley. BPA extended the grant through September. However, as of right now, the district is short on construction funds for this project.
4. **Firewise** – Anna reported that one cost share application was received. It is from Wagon Wheel community with 153 lots. The community would be improving defensible space by thinning, pruning, disposing of fuel and improving roads for emergency access and evacuation.

**MOTION** – Approve the firewise cost share application for Wagon Wheel in the amount of \$5,000 and authorize staff to complete a contract.

**Dale Dyk**, seconded by **Jeff Brunson**

*Passed Unanimously*

- 5. Wild Horse CRM Project – Spring Developments** – Anna has a proposal from Reiss-Landreau Research for the cultural monitoring on one spring for this project. The total for the one spring is \$2,650. Also, the Yakama Nation submitted a proposed budget for their own traditional cultural property survey of all of the springs. Their cost estimate is not to exceed \$3,103.55. Anna informed the Board that the cost share agreement has been signed by Russ Stingley and is ready for Board approval. Anna also noted that the eligible cost share budget decreased slightly due to some over-estimated costs for the Whiskey Jim spring development. The total eligible cost share is \$26,578.

**MOTION** – Approve the Reiss-Landreau cultural survey of one spring for \$2,650, approve the Yakima Nation budget for their own TCP surveying estimate of \$3,103.55 and approve the landowner agreement with Russ Stingley for a cost share amount of \$26,578.

**Dale Dyk**, seconded by **Ron Gibb**

*Passed Unanimously*

- D. Personnel – Position Announcement** – Anna will soon advertise for an open position with the district.
- E. Personnel – Employee Evaluations** – Anna reviewed the employee evaluations with the Board at the last special meeting and would like the Board to approve the evaluations.
- MOTION** – Approve the KCCD Employee Evaluations for all employees.
- Ron Gibb**, seconded by **Jeff Brunson**
- Passed Unanimously*
- F. Plant Sale** – Sara and Anna report that although there are still funds coming in for plants for the plant sale, the district has received over \$9,000 in funds for plants not including sales tax. A balance sheet report will be available at the next meeting.

## **V. New Business**

- A. 2009 Financial Report** – Sara has completed a draft of the 2009 financial report.
- B. Annual Plan of Work** - Anna informed the Board that the district's Annual Work Plan is due to the Commission by May 1<sup>st</sup>. She is working on it and will email it to the Board for comments prior to submittal.
- C. RC&D Memorandum of Agreement** – Anna has an agreement for Board approval between the district and the RC&D. The MOU is basically for a working relationship between the two agencies by providing information, grant announcements, attending meetings, etc.
- MOTION** – Approve the MOU with South Central Washington RC&D.
- Dale Dyk**, seconded by **Ron Gibb**
- Passed Unanimously*
- D. BGMR Request for Facilitation** – Included in the Board packets is a request from Dave Duncan for BGMR facilitation. BGMR is requesting some of Mark Crowley's time to facilitate meetings, keep an email list, email out meeting notices and agendas, and keep the minutes of the meeting.
- MOTION** – Approve BGMR's request for Mark Crowley's time to help with and facilitate their meetings.
- Jeff Brunson**, seconded by **Dale Dyk**
- Passed Unanimously*

## **VI. Reports**

**Anna Lael** (see attached)

**Suzanne Wade** (see attached)  
**Sara Leist** (see attached)  
**Mark Crowley** (see attached)  
**DJ Shook** (see attached)  
**Ryan Roberts** (see attached)  
**Sherry Swanson** (see attached)

VI. **Adjournment** –Chair Mark Moore adjourned the meeting at 9:08 PM.

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**MOTIONS APPROVED:**

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Recording Secretary

Date

Board Member

Date