



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

**Board of Supervisors Meeting**

**May 13, 2010**

**7:00 PM**

**ATTENDANCE**

<p><b>Mark Moore, Chair</b> (arrived at 7:30 PM)  <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  Suzanne Wade, GIS Specialist  Mark Crowley, Resource Technician  Ryan Roberts, Engineer</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 are listed below:

<b>Date Received</b>	<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>
15-Apr	11399	Mary Cahill	\$ 6.48
30-Apr	11400	Anna Lael	\$ 3,416.41
30-Apr	11401	Suzanne Wade	\$ 2,170.68
30-Apr	11402	Sara Leist	\$ 1,668.98
30-Apr	11403	Mark Crowley	\$ 2,559.38
30-Apr	11404	Ryan Roberts	\$ 2,898.69
30-Apr	11405	Sherry Swanson	\$ 2,865.30
30-Apr	11406	Brent Dixon	\$ 1,550.94
20-Apr	11407	Premera Blue Cross	\$ 1,971.41
19-Apr	11408	Aflac	\$ 217.71
23-Apr	11409	Principal Financial	\$ 29.88
30-Apr	11410	Wells Fargo Bank	\$ 6,723.23
30-Apr	11411	CD Prizm Storage	\$ 26.25
30-Apr	11411	CD Prizm Storage	\$ 78.75
30-Apr	11412	Portable Storage Rental	\$ 31.83
30-Apr	11412	Portable Storage Rental	\$ 31.83
30-Apr	11413	Department of Retirement Systems	\$ 2,932.36
30-Apr	11414	Department of Retirement Systems	\$ 590.00
3-May	11415	Scott Haberman	\$ 48.00
5-Apr	11416	Credit Card - Google Earth	\$ 434.00
19-Apr	11416	Credit Card - DRI PC Tools	\$ 129.90
20-Apr	11416	Credit Card - ASTM	\$ 75.00
21-Apr	11416	Credit Card - PC Security Shield	\$ 39.99
26-Apr	11416	Credit Card - Pay Pal	\$ 395.00
8-Apr	11417	Super 1	\$ 11.74
14-Apr	11418	HDR FishPro	\$ 1,446.29
14-Apr	11419	HDR FishPro	\$ 5,404.47
14-Apr	11420	HDR FishPro	\$ 6,560.85
13-Apr	11421	North Yakima Conservation District	\$ 4,482.75
13-Apr	11422	WACD Plant Materials Center	\$ 45.00
16-Apr	11423	Velikanje Halverson PC	\$ 1,327.32
19-Apr	11424	Safeguard	\$ 175.16

28-Apr	11425	Reiss-Landreau Research	\$ 250.00
9-Apr	11426	Ranch & Home	\$ 6.04
29-Apr	11427	Fairpoint Communications	\$ 75.92
29-Apr	11428	Thorp School Distirct	\$ 113.10
30-Apr	11429	Cone Gilreath	\$ 292.50
9-Apr	11430	Geomax Engineering	\$ 4,239.45
3-May	11431	Department of Fish & Wildlife	\$ 643.21
3-May	11432	Department of Fish & Wildlife	\$ 6,038.89
4-May	11433	Midstate Coop	\$ 417.93
5-May	11434	Karen Johnson	\$ 875.00
5-May	11435	Jim Howell	\$ 3,000.00
5-May	11436	Brandon & Sarah Zahn	\$ 3,000.00
5-May	11437	Charles Gorman	\$ 3,000.00
5-May	11438	Vicki Dalseg	\$ 2,750.00
5-May	11439	Ninon Wheatley	\$ 2,452.02
5-May	11440	Joseph Antonich	\$ 3,000.00
5-May	11441	North Yakima Conservation District	\$ 2,636.36
6-May	11442	Puget Sound Energy	\$ 29.21
6-May	11443	Daily Record	\$ 4,255.06
10-May	11444	Ervin Gebhardt	\$ 895.13
7-May	11445	3 Bar G & Irrigation Sales	\$ 24,829.40
10-May	11446	USDA/FSA	\$ 379.90
10-May	11447	RH2 Engineering	\$ 281.67
10-May	11448	RH2 Engineering	\$ 7,009.42
10-May	11449	Verizon Wireless	\$ 60.07
10-May	11450	Doug Klewin	\$ 2,427.03
12-May	11451	WADE	\$ 225.00
11-May	11452	HDR FishPro	\$ 2,021.45
11-May	11453	HDR FishPro	\$ 1,173.75
11-May	11454	HDR FishPro	\$ 5,982.19
12-May	11455	Belsaas & Smith	\$ 6,184.76
12-May	11456	Belsaas & Smith & Central Valley Bank	\$ 300.23
10-May	11457	WACD Plant Materials Center	\$ 228.40
13-May	11458	Geomax Engineering	\$ 1,094.75
15-May	11459	Suzanne Wade	\$ 500.00
15-May	11460	Sara Leist	\$ 650.00
15-May	11461	Mark Crowley	\$ 200.00
15-May	11462	Ryan Roberts	\$ 1,500.00

**\$143,363.42**

Highlighted bills have been approved by the usual and customary expenses resolution or approved by contract by the board.

**III. Approve Accountant's Report, Meeting Minutes and Bills.**

**MOTION** –Approve the April 8th Board Meeting Minutes and April Accountant's Report.  
**Dale Dyk**, seconded by **Ron Gibb** *Passed Unanimously*

**MOTION** - Approve check numbers 11399 through 11462 for a total of \$143,363.42 (Payroll Checks 11400-11406, and 11459-11462).  
**Ron Gibb**, seconded by **Dale Dyk** *Passed Unanimously*

**IV. Old Business**

**A. NRCS Report**– Sarah presented a powerpoint to the Board showing the projects that NRCS has approved for funding for the EQIP Program. The 10 applicants are: Jim Miller, Natalie Brown, Bierek Farming, Mark Hansen, Marnee Wines, Ron Carlson, Rafter B, Robert Massoni (forestry), Ted Leavitt (forestry), and Robert Ota (forestry).

**MOTION** – Authorize Anna to sign off on NRCS Conservation Plans for EQIP Projects.  
**Dale Dyk**, seconded by **Ron Gibb** *Passed Unanimously*

Sarah reported that there were minor changes made to the hold-downs at the last local work group meeting as well as funding that was moved to the forestry program. National

authorized some additional funding for EQIP. There is a possibility that there may be additional funding for the WHIP program, too. NRCS announced a 2<sup>nd</sup> deadline for CSP contracts for June 11<sup>th</sup>. There have been 6 applications received so far.

## **B. KCCD Project Reports (See Monthly Reports)**

1. **Irrigation Efficiencies** – See Mark Crowley’s report. Mark C. reported that there may be \$325,000 in cost share for this program. More than likely, it would be on a first come, first serve basis but must be implemented by the end of June 2010. There is a meeting next week to discuss the possibility of moving these funds from DOE directly to the Commission. Mark C. also reported that Eaton’s fencing is almost done. Mark C. reminded Jack Eaton that his agreement ends on 5/31/10.

2. **Implementation** – Mark C. informed the Board that all project are completed and the paperwork has been submitted to the district and the cost share has been vouchered. Mark C. also informed the Board that Karen Johnson has submitted a request to amend her cost share contract. She misjudged the project cost and initially only estimated the project cost to be \$1,750. She has been approved for cost share in the amount of \$875, but her actual project cost was \$2,730 so she requested an additional \$980 to the project total with additional cost share of \$490.

**MOTION** – Approve to accept Karen Johnson’s letter requesting 50% cost share of the actual project cost of \$2,730 with additional cost share payment of \$490.

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

*Passed Unanimously*

3. **BPA YTAHP** – See staff reports.

- i. **Coleman Nisbet Project** – The automated gate was having some problems but overall the landowner is pleased with this project.
- ii. **Coleman/EWC** – The 90% designs are completed. The estimated project cost is \$720,000 to \$760,000. The SRF Board application is due the first week of June. Anna is still looking for other funding sources for the project. The Board asked Anna to find out what kind of funding commitment the County is willing to put forth for this project.

iii. **Cherry Creek** – Mark met with the irrigators to talk about this project. Brian Sims is willing to pump, Jacobs will put in writing his commitment for this project. There is a task order (#1, amendment 2) from RH2 for \$20,418 for coming up with designs for this project.

**MOTION** – Approve task order #1, Amendment 2, for \$20,418 for the Cherry Creek Project.

**Ron Gibb**, seconded by **Jeff Brunson**

*Passed Unanimously*

iv. **3M Ditch** – Anchor QEA was the top Engineering firm selected from the three SOQs that the district received. The district has met with all of the landowners on the 3M Ditch. It seems like the ideal situation would be to provide each landowner with individual pumps. Anchor QEA’s task order includes tasks 1-9 for a total of \$106,964.40. However, the Board was only comfortable with approving tasks 1 -4, which ends at “alternative analysis”. The cost for tasks 1 through 4 is approximately \$40,718.75.

**MOTION** – Approve Anchor QEA task order with scope of work tasks 1 through 4 for a total of \$40,718.75.

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

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

**i. Screen Facilities Update**

- a. Barnes Road** – The automated system at the Barnes Road site seems to be working.

HDR Engineering has submitted a request for contract modification for task order 08-0101-03 for Barnes Road Construction Management. Modification #1 was approved on October 24, 2008 and added \$17307 to the contract total. The construction period was originally set at 16 weeks, but the actual construction period in which HDR has provided to the district is 30 weeks. This proposed modification #2 would account for 6 additional site visits, additional contractor coordination time, and facilitation of additional construction coordination meetings. The proposed modification amount is \$11,320 for construction management and \$7,471 to develop water control concepts. The total for modification #2 is \$18,791. This brings the total contract amount with HDR to \$113,157.

**MOTION** – Approve modification #2 with HDR for Barnes Road Construction Management.

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

Belsaas & Smith has submitted an invoice for the emergency flood work that was completed along the Northeast side of Barnes Road. Anna reviewed this invoice with Mike from HDR Engineering. The Board had concerns over why the district was paying for this emergency work and not the irrigators. Anna said that the project is yet to be complete and when it is deemed as complete, the landowners will take over the structure.

**MOTION** – Approve the Belsaas & Smith invoice for the emergency flood work for \$2,398.81

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

- 2. MWDA-** The punch list is still being completed and the measuring device is being worked on.
- 3. Keach-Jensen** – Comments have been given to engineer. Anna would like the bid documents to go out in late June with a construction date sometime in August.

**ii. Instream Flow Enhancement Updates**

**1. Pipeline projects**

- a. **Easements** - Anna will be submitting an AWEPP grant application for approximately \$900,000 in conjunction with the easements for pipelines.

## 2. **Sprinkler Conversion Projects**

- a. **Gregerich** – Included in the Board packets is a map of 3 Bar G's sprinkler project as Bob Gregerich is requesting additional funds. The request is for materials only as Bob Gregerich will provide all labor. Materials total \$7,802.73 and include hand lines for pivot #3, small gun for pivot #2, and buried mainline and hand lines for pivot #1.

**MOTION** – Approve Bob Gregerich's request for funds to cover the cost of additional materials for his sprinkler project for \$7,802.73.

**Ron Gibb**, seconded by **Jeff Brunson** Passed Unanimously

## 3. **Reed Measuring Structures** – Anna is waiting for a cost estimate.

5. **Water Metering** – There are no new contracts at this time. Mark C. did report to the Board that the Taneum Canal Company has put out a request for bids for automations.

## C. **Special Assessment.**

1. **Rural Service Center** – Ron Cridlebaugh, Executive Director for the Economic Development Group of Kittitas County, talked to Anna about having MJR Development build the service center and the district would lease the building from them. Anna said MJR Development estimated the cost to be \$25 per square foot per year. The Board was not comfortable moving ahead with that price. Anna continues to look at other building options.
2. **Acheson Flood Fencing Project** – The landowner agreement for this project has been signed by all parties. The agreement is for flood fencing and riparian planting for a project cost not to exceed \$39,000.  
**MOTION** – Approve the landowner agreement between the district and Acheson Ranch for \$39,000.  
**Jeff Brunson**, seconded by **Ron Gibb** *Passed Unanimously*
3. **Red Bridge Road and Lambert Road Engineering** – Anna informed the Board that we received an estimate for time and materials from Geomax. The estimate total is \$14,688. Anna is hoping that the project will construct sometime in August or September. Anna said that there are some changes to the district's Purchasing and Contracting Policy that need approval before the Board can approve the estimate for this project (see new business below).
4. **Firewise** – Suzanne discussed with the Board the option for the district to create a list of commercial vendors for firewise-related projects. Suzanne showed the board a similar list from the Noxious Weed Board, listing various vendors and including a statement that reads, "This is not a complete list of all companies that are available to provide services in Kittitas County. References to individual companies do not imply endorsement or discrimination by the Kittitas County Noxious Weed Control Board". The Board agreed that KCCD should have a similar list with a disclaimer included.

- 5. **Wild Horse CRM Project – Spring Developments** – Anna reported that there will be no grazing this spring.
- D. **Annual Plan of Work** – Anna informed the Board that she included the final Annual Plan of Work in the Board packets. This was the report that was due to the Commission by April 30<sup>th</sup>.
- E. **Personnel – Position Announcement** – Anna will soon advertise for a position with the district.
- F. **Plant Sale** – Sara reported to the Board that the 2010 plant sale report shows a net income of \$591.75. This brings the total plant sale fund balance to \$9,392.23. Sara said that one of the biggest expenses this year for the district was \$1,200 for the North Yakima Conservation District's WCC planting crew to help with bundling and sorting of the plants. The district just does not have a large enough volunteer base like it's had in the past. The planting crew did an excellent job however, and we were grateful for their expertise.

V. **New Business**

- A. **Purchasing and Contracting Policy Updates** – Anna informed the Board that 3 pages (#48, 54-55) have been updated regarding sole sourcing. Changes have been tracked and are in the board packets for their review. Changes are shown under section “11.04 Bids and proposals required” on page 48, section “11.14 General Guidance on the Purchasing and Contracting Policy” chart on pages 54 and 55.

**MOTION** – Approve changes to KCCD's Purchasing and Contracting Policy as shown.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

Anna would like the Board to review the time and materials estimate from Geomax for the Teanaway Red Bridge/Lambert Road Project and she would like to enter into a sole source contract with Geomax. The project estimate is for \$14,688.

**MOTION** – Approve the time and materials estimate from Geomax for the Teanaway Red Bridge/Lambert Road Project and approve to enter into a sole source contract with Geomax, contingent on advertising the contract.

**Jeff Brunson**, seconded by **Ron Gibb**

*Passed Unanimously*

- B. **Biennium Budget Request** – Anna is currently working on the biennium budget request for the Commission. She would like to ask that the Board approve it contingent on review and will send out the request to the boards via email for their review.

**MOTION** – Approve biennium budget request contingent on review.

**Ron Gibb**, seconded by **Jeff Brunson**

*Passed Unanimously*

- C. **2009 Financial Report** – Sara and Anna informed the Board that they have reviewed the financial report and have the final report ready for Board approval.

**MOTION** – Approve KCCD's 2009 Annual Financial Report.

**Ron Gibb**, seconded by **Jeff Brunson**

*Passed Unanimously*

- D. **Water Market Research** – Anna presented the board with information about a project that is being initiated by the University of Washington.

- E. **Jack Creek Floodplain Project** – The district will be submitting an application for Ecology funds for this project.

## 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 9:35 PM.

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### MOTIONS APPROVED:

**MOTION** –Approve the April 8th Board Meeting Minutes and April Accountant's Report.

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

**MOTION** - Approve check numbers 11399 through 11462 for a total of \$143,363.42 (Payroll Checks 11400-11406, and 11459-11462).

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

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**MOTION** – Approve the landowner agreement between the district and Acheson Ranch for \$39,000.

**Jeff Brunson**, seconded by **Ron Gibb** *Passed Unanimously*

**MOTION** – Approve changes to KCCD's Purchasing and Contracting Policy as shown.

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**MOTION** – Approve the time and materials estimate from Geomax for the Teanaway Red Bridge/Lambert Road Project and approve to enter into a sole source contract with Geomax, contingent on advertising the contract.

**Jeff Brunson**, seconded by **Ron Gibb** *Passed Unanimously*

**MOTION** – Approve biennium budget request contingent on review.

**Ron Gibb**, seconded by **Jeff Brunson** *Passed Unanimously*

**MOTION** – Approve KCCD's 2009 Annual Financial Report.  
**Ron Gibb**, seconded by **Jeff Brunson**

*Passed Unanimously*

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\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date