



**Kittitas County Conservation District**  
 2211 W. Dolarway Road, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

**Board of Supervisors Regular Meeting**

**May 10, 2018 7:00 AM - KCCD Office**

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Lynn Brown</b> , Vice Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member	<b>KCCD Staff:</b> Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Wendy Mee, Resource Technician <b>Guests:</b> Brent Dixon (NRCS) Leah Hadfield, Roslyn City Council (by phone)
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM
  
- II. **Approve Accountant’s Report and Meeting Minutes**  
MOTION – Approve the March Accountant’s Report, and the regular meeting minutes from April 12, 2018.  
**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*
  
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
MOTION – Approve check numbers 16293-16344 for a total of \$206,574.87 (Payroll Checks 16298-16304 and 16338-16341) and building account check numbers 682-688 for a total of \$6,100.55 and check numbers 1337-1342 for a total of \$795.02 for Manastash O&M reimbursements. Approve pending payments totaling \$33,196.55 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Lynn Brown** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
5/10	TBD	Superior Custom Controls	\$880.80
5/26	TBD	Anderson Perry & Associates, Inc.	\$4,652.50
5/26	TBD	Anderson Perry & Associates, Inc.	\$7,393.75
5/26	TBD	Anderson Perry & Associates, Inc.	\$630.00
5/26	TBD	Anderson Perry & Associates, Inc.	\$5,175.00
5/26	TBD	Anchor QEA	\$2,464.50
5/10	TBD	Steven Boyd	\$3,000.00
5/10	TBD	Justin Vincett	\$4,000.00

**\$ 33,196.55**

**The agenda was adjusted to address RESOLUTION NO. 2018-002 first.** Introductions were made of the Board members and Roslyn City Council member Leah Hadfield, who joined the meeting by phone. Anna presented this resolution relating to the annexation of new territory into the District boundaries and the application of the System of Rates & Charges to that new territory.

**MOTION** – Approve Resolution 2018-002 to accept the petition of the City of Roslyn to be annexed into the District.

Lynn Brown, seconded by Bill Boyum,

*Passed Unanimously*

Anna discussed possible projects with Roslyn including fuels reduction work, GIS assistance with zoning data for land use, and projects to address storm water concerns. Council member Hadfield is interested in assistance with parts of the City's capital improvements plan especially around storm water issues. She stated that the City Council, Mayor and staff will work to get a priority list together and bring back to the District to set up a meeting to review potential projects. Anna will work with them to ensure that this annexation into the District results in assistance with projects. Anna explained the process to be completed before the annexation is finalized. The petition for annexation will be sent to the Conservation Commission for their approval, likely at their July meeting. After the Commission approves it as well, they will forward it to the Secretary of State who must accept it and then the process is officially complete. Also, Anna will work with the Board of County Commissioners to ensure that the system of rates and charges approved last year will include Roslyn. Councilmember Hadfield asked for assistance with explaining the benefits of the District to those Roslyn citizens that may have questions. Anna will put together information for Roslyn to provide an explanation of benefits and information about rates and charges as well as a link to the District website.

- IV. **NRCS Report** – Brent reported that there is no news on advertising a lease for office space. Brent gave an update on RCPP and as of 4/27 the House draft of the farm bill, RCPP looks to be funded in the next farm bill. The Big Bend team has ranked the applications that made it through the planning and eligibility process for EQIP. There has been no new CSP applications for FY18. Erin has been coordinating with Anna regarding the goals of the position that is provided by the NACD agreement. See report for staffing updates.

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

- a) **Implementation** – Mark C. reported that all of the small projects are complete and operational. The requests for reimbursement have been turned in.
- b) **Irrigation Efficiencies Program** – Anna reported that at the recent all Districts meeting, the Commission staff announced that Ecology has asked the Commission if they are interested in taking over the Irrigation Efficiencies Program.
- c) **Natural Resource Investments (NRI)** - Anna reported that funding for two projects is secure and that the Commission has asked Districts to submit a third project to be considered. The first project is actually completed and receipts should be submitted shortly. The District should hear in a couple of weeks if the Commission will fund the third project.

2. **Firewise/Fuels Reduction**

- a) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that the KFACC monthly meeting was yesterday and was well attended.
- b) **County Wildfire Protection Plan Update (CWPP)** – Rose has been working a draft of the CWPP update. The first draft is out for comment until May 18<sup>th</sup> and was presented at yesterday's KFACC meeting. The District is working with Anchor QEA for help with document formatting and technical editing.
- c) **Joint Chiefs Funding via DNR** – Rose reported that there is a meeting today to discuss the projects for this funding source.
- d) **DNR Funding for Chipper Crew** – Rose had a meeting yesterday with DNR and KVFR regarding a potential funding for a chipping crew. KVFR is

identifying priority projects for a crew to work on in their area. The District is working with DNR to see if funding and an agreement can be secured.

Rose has been invited to join a facilitated discussion round table with the Governor on May 23<sup>rd</sup> with Washington and National Fire Adapted Communities Learning Network at the Wenatchee Fire Adapted Communities Workshop.

3. **BPA – Yakima Tributary Access & Habitat Project (YTAHP)**

- a) **General Project Update** – Anna reported that she pulled the application to the Salmon Recovery Funding Board for the Ellensburg Water Company at Whisky Creek project. The County and EWC continue to work with the adjacent landowners and the project is still developing. That made it too difficult to submit an application in this time frame.
- b) **Individual Project Report**
  - 1) **Bristol Flats** – Mark C. and Ryan have been working on gathering information for the landowner and will try to coordinate a site visit to meet with the landowner soon.
  - 2) **Caribou/Parke Creek** – Anna reported that the fish screens at Parke Creek are installed for one of the irrigators, but there has been a delay in the delivery of the pump for the other irrigator.

4. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that all facilities are running. With the recent rainfall flows have been measuring 300 CFS.
  - 1) **Cost Share Agreement** – Sherry reported that the District is working on a cost share agreement for a fish screen and meter, not to exceed \$5,000, for the landowner at the Manastash Water Ditch Association diversion who has a small pump diversion. Completion of this project is part of the negotiation for the US Bureau of Reclamation easement at the site.

**MOTION** – Approve cost share agreement for Scott Reeves for a fish screen and meter not to exceed \$5,000.

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

*Passed Unanimously*

Anna reported on the leaky vaults at MWDA and Reed. Anna, Sherry and HDR had a teleconference and HDR said that they will not write a letter accepting responsibility for the leaky vaults but they will help coordinate with KRCI to fix the issues with the leaky vaults. HDR has coordinated with KRCI and asked them to update insurance to include the District and landowners as additional insured. Anna, Ryan and Sherry did a site visit and looked at the vaults.

- b) **Anderson Ditch** – The pipeline is running. Ryan and Sherry have been helping other folks to get running and set pressure control valves. There are a couple of filter issues to work on along with making modifications to the clay valves.
- c) **Reed Ditch Pipeline Design** – Sherry reported that design will be at 60% by next week and the cultural resources consultation can start soon. Sherry has sent designs to the County for their review. The District may need to extend Anderson Perry agreement as it expires the end of June.

- d) **Stockwater Acquisition** – Sherry reported that Lisa with Trout Unlimited has been working with MWDA. Lisa is working on letter of intent to move forward with acquisition.
5. **Voluntary Stewardship Program** –
- a) **Plan Status** – Anna reported that the plan was approved by the State Technical Panel on April 27. Anna received a link yesterday to the final plan and will post it on the District website soon. The District can now start working on implementation. The County has funds held back from the Commission that may be available to the District and Anna will talk to the County about the funds. The next VSP meeting is scheduled for July 19<sup>th</sup> at Hal Holmes.
6. **RCPP - Toppenish to Teanaway Agreement** –
- a) **Technical Assistance Payments** – Anna reported that the District has received payments through February and is now just waiting to receive payment for March. The April payment request has been submitted.
  - b) **Contracts Status** – Anna reported that she has been working on the Agricultural Conservation Easement Program (ACEP) – Agricultural Land Easement (ALE) portion of the RCPP project. She is ready to advertise for the first sign-up for these easements. The sign-up will be similar to the EQIP sign-up last fall, in that the public notice needs to be out 30 days before the deadline. The projects that she is aware of involve Kittitas County and it would be beneficial to have the sign-up end before Commissioner Jewell leaves his position the end of the June.

**MOTION** – Authorize the District Manager to advertise an ACEP-ALE sign-up with a due date prior to June 30<sup>th</sup>.

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

Anna reported that cultural resource surveys and reports need to be completed on the RCPP EQIP applications, along with the NRI projects and the Reed Diversion pipeline. She requested approval to negotiate a task order with Reiss Landreau to complete surveys and reports for these projects.

**MOTION** – Authorize the District Manager to negotiate a task order with Reiss Landreau for cultural resources surveys and reports on the RCPP projects, NRI projects and the Reed pipeline contingent on the Chair’s review.

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

7. **WSCP – RCPP Match Grant**

- a) **Teanaway Restoration** – Anna talked with staff from the Mid Columbia Regional Fisheries regarding their funding need for restoration planning on the WDFW purchased Teanaway Valley Family Farm property and was informed that Department of Ecology will likely fully fund their need.
- b) **Cost Share** – Anna reported that Sherry and Mark are working on getting power costs for each of the RCPP projects so that agreements for assistance on the power can be developed.

**B. KCCD Rates & Charges**

- 1. **Final Report for 2017 Activities & Expenditures** – Anna reported that the final report has been approved and is posted on the District website.

**C. District Building (2211 W. Dolarway Rd) – No news.**

D. **2017 Financial Report** – Anna reported that the 2017 financial report is complete and ready to be submitted online to the State Auditor’s Office.

**MOTION** - Approve the 2017 financial report to be submitted to the State Auditor’s Office.  
Jeff Brunson, seconded by Bill Boyum *Passed Unanimously*

E. **NACD Grant for Staff Position in NRCS Field Office**- Anna reported that she and Miranda conducted phone interviews last Friday for the top three candidates. Anna discussed the qualifications of the top three candidates and gave a recommendation to the Board for the staff position.

**MOTION** – Authorize District Manager to offer NACD Grant staff position in NRCS field office to top candidate.  
Lynn Brown, seconded by Jeff Brunson *Passed Unanimously*

VI. **New Business**

A. **Ford Ranger Canopy Purchase** – Anna share a price quote from Canopy Country for a canopy for the white Ranger. The total cost is about \$2,000 before sales tax.

**MOTION** – Approve purchase of canopy for Ford Ranger.  
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

B. **Annual Plan of Work FY18** – Anna is working on the annual plan of work and reviewed with the Board the available funding sources and activities for the next year.

**MOTION** – Approve 2018 Annual Plan of Work pending Chair review and approval.  
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

C. **Fish Barrier Board Grant – Coleman 3.41 (Olmstead Park)** – Anna reported that the District received the agreement from the Fish Barrier Board (through the Recreation & Conservation Office (RCO)) for the project at Olmstead Park that includes a 90-acre sprinkler, a pipeline, and in stream work to make the diversion passible. Jeff expressed concern about implementing the project without first addressing the right of way issues for the sprinkler project on the west side of Coleman Creek.

**MOTION** – Approve Fish Barrier Board grant agreement for Coleman 3.41 (Olmstead Park).  
Bill Boyum, seconded by Lynn Brown *Passed Unanimously*

D. **Ecology – Integrated Plan Sprinkler Conversion Project** Anna presented the grant agreement with Department of the Ecology for the 500,000 award through the Yakima Basin Integrated Plan’s water conservation subcommittee.

**MOTION** – Approve Department of Ecology grant agreement for \$500,000.  
Bill Boyum, seconded by Jeff Brunson *Passed Unanimously*

Anna reminded everyone that today is the tour with NRCS Interim Chief Leonard Jordan. It has been posted as a special meeting so all of the Board may attend if they’d like. The tour begins at the office at 10 and includes the Reed Diversion and two on-farm site visits on Strande and Manastash Roads.

VII. **Public Comment** - No public comment

VIII. **Adjournment**  
Mark Moore adjourned the meeting at 8:53 am

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**MOTIONS APPROVED:**

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

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**MOTION** – Approve purchase of canopy for Ford Ranger.  
**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

**MOTION** – Approve 2018 Annual Plan of Work pending Chair review and approval.  
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Miranda Nash  
Recording Secretary

06/14/18  
Date

Miranda Nash  
Board Member

6/14/18  
Date