



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

November 9, 2017 1:00 PM - KCCD Office

ATTENDANCE

| | |
|---|---|
| Mark Moore, Chair Lynn Brown, Vice Chair (left at 2:45PM) Jeff Brunson, Auditor Bill Boyum, Member | KCCD Staff: Anna Lael, District Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager Sherry Swanson, Project Manager (arrived 2:30pm) Ryan Roberts, Engineer |
|---|---|

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:05 AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the October Accountant’s Report, and the regular meeting minutes from October 14th and the special meeting minutes from November, 1st 2017 & November 3rd 2017
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 16043-16080 for a total of \$77,310.77 (Payroll Checks 16051-16056 and 16077-16080) and building account check numbers 589-601 for a total of \$5,433.78 and check numbers 1295-1303 for a total of \$688.93 for Manastash O&M reimbursements. Approve pending payments totaling \$44,880.59 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

| Date | Check # | Vendor | Amount |
|-------|---------|----------------|--------------------|
| 6/21 | TBD | KEEN | \$5,000.00 |
| 10/11 | TBD | Anderson Perry | \$3,984.32 |
| 10/12 | TBD | Esther Ballard | \$1,125.00 |
| 10/12 | TBD | Brian DeBoer | \$2,812.50 |
| 10/12 | TBD | Reese | \$2,812.50 |
| 10/12 | TBD | Ingertila | \$1,687.50 |
| 10/26 | TBD | Anchor QEA | \$4,158.00 |
| | | | \$21,579.82 |

IV. NRCS Report – No Report from NRCS

Anna reported that she received a phone call from Erin Kaczmarczyk regarding a potential task order for engineering assistance. She will be working with Ryan and Erin on details for that Task order.

Anna talked to Ray this morning about the NRCS funding to NACD. He asked about our interest in applying for funding to provide staff assistance to NRCS since the Ellensburg office was identified as a priority in the state.

Anna reported that she sent the letter to NRCS regarding the office space that's been provided. She has not received a response from NRCS.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants –

- a) **Implementation** – Mark C. reported that he sent letters to the landowners for the four small cost share projects that were approved at the last Board meeting. Three agreed to move forward with their small cost share projects. The one that did not, intends to apply for EQIP for a larger project. Mark C. will contact the next landowner (Pope) on the list to see if they are interested in doing their project. Reiss Landreau will be doing cultural resources on the projects. Anna will check with the Commission to see if there are funds available for cultural resources to help with the project costs.
- b) **Irrigation Efficiencies Program** – Mark C. reported there has been communication from Jon Culp regarding the options for less than perpetuity. Discussions have occurred at Ecology and they do not like the “project plus” option that allows for higher cost share if additional work (fish passage, riparian planting, etc.) is done. The regional office was okay with the option for 50% cost share and a 20-year lease of the saved water, however they reported that their headquarters wasn't really in favor of it.

2. Firewise/Fuels Reduction

- a) **FEMA Rose** reported that the 2015 FEMA grant is nearing close out as we await the final cost share projects to be completed. Rose has received news from EMD that the funds for the new FEMA grant are absent at this time.
- b) **Joint Chiefs** - Rose reported that she attended a working group meeting yesterday with DNR to talk about funds for Joint Chiefs from US Forest Service. DNR has those funds in hand and is asking for applications from local partners for those funds. Project areas have been narrowed down to Tillman Creek and Cle Elum Vistas. DNR wants proposal by December 1st.
- c) **Kittitas Fire Adapted Community Coalition (KFACC)** – Rose reported there was a meeting yesterday at Kittitas Valley Fire Rescue (KVFR) where they were working on finalizing the organizational structure for KFACC. Rose is putting together a proposal for Department of Natural Resources for a roving chipper project to include the City of Roslyn (if they choose to be added to the District boundaries), Tillman Creek and three other Firewise Communities.
- d) **County Wildfire Protection Plan Update (CWPP)**– Anna talked to Mark Cooke and they have \$20,000 in funds to update the CWPP. Rose reported that the Sheriff's office has additional funds as well.
- e) **Jolly Mountain Fire** –

- 1) **Burn Area Erosion Risk (BAER) Team Report** - Rose reported that she is waiting to receive the BAER team report. Rose reported that the District should be getting an invitation to the BAER report presentation. Anna has been working with USGS to propose a stream gauge on the Middle Fork Teanaway. Anna has talked with DNR, US Forest Service and Dept. of Fish & Wildlife to see if they are willing to contribute funds for stream gauges. Anna will ask Dept. of Ecology and the Flood Control Zone District if they are interested in contributing funds.

Rose reported capturing the Jolly Mountain involvement on a video. Anna has talked to NXNW, a video production company, and got a cost estimate for a 3-5 minute video. Anna talked with partners to see if anyone would be interested in contributing funds to the video and she has verbal commitment for about half the costs of producing the video.

3. **BPA – Yakima Tributary Access & Habitat Project**

- a) **General Project Update** – Anna reported that she is working on a statement of work for the next contract year. Mark C. has been working with Anderson Perry. Anderson Perry has put together a proposal for 2 diversions on Parke Creek.

MOTION – Approve survey task for Anderson Perry on Parke Creek Diversions.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

- b) **Individual Project Reports**

- 1) **EWC at Coleman Creek**- Anna reported Mark C. has talked to Larry with EWC about having the siphon pumped.

4. **Manastash Restoration Project** Anna asked for Board approval of the amendment to the Ecology grant extending it to December 2018 and revising the budget. The District should receive the application back for final signatures in a week to ten days.

MOTION – Approve amendment to Ecology grant for Manastash Restoration Project.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

- a) **Project Facilities Updates** – Anna reported that the ABB technician did some rewiring on the meters. Ryan informed the Board that the ABB technician performed a factory reset on Hatfield and that Hatfield is currently not working.

- b) **Reed/Hatfield Ditch Removal** – Ryan reported that Thayer Excavating completed the project repairs at the Perez property along the Reed roughened channel on Manastash Creek. The repairs included building up the coir banks at the site.

MOTION – Accept contract with Thayer Excavating for project repairs on Reed roughened channel on Manastash Creek as complete.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

- c) **Anderson Ditch** – Anna reported that Sherry secured landowner signatures on the cost share agreement and is currently delivering the signed trust water application to the Department of Ecology in Yakima.

- d) **Reed Ditch Pipeline Design** – Anna reported that the pipeline design is moving forward, and that Sherry has met with engineers and KRD regarding the pipe route.

Sherry came into meeting at 2:30 PM

- e) **Stockwater Acquisition** – no update

Mark Moore discussed a survey that is being conducted regarding options being considered for long term funding for Conservation Districts. Anna displayed the survey with the laptop and the Board went through the questions and answers for the six potential funding options. The Missouri Model was ranked number one by the Board. Anna will send a link for the survey to the Board members so that they may participate individually in the survey.

Lynn left the meeting at 2:45 PM

- 5. **Voluntary Stewardship Program** – Anna reported that the next VSP meeting will be November 20th from 10am to Noon at Hal Holmes. Anna and Anchor QEA are working on a draft for chapters 1-4 to send out next week. Rose is working on tables for the report. The work is moving along as scheduled.

6. **RCPP** –

- a) **EQIP Sign Up** – Anna reported that sign up is underway and the District has received 19 applications so far. The deadline for applications is next Friday. Most applicants signed up for both EQIP and RCPP. Anna put together a direct cost spreadsheet and NRCS is reviewing to see what direct charges will be allowable for the technical assistance costs. Miranda is working on the first billing for staff time and direct costs.

- b) **Agreement with Yakama Nation** – no update

B. KCCD Rates & Charges

- a) **Budget for 2018** – Anna presented a draft budget for 2018 Rates & Charges that includes a 2% increase. The increase in the budget will help fund outreach and administration costs for RCPP and will increase the education budget to include costs for Ag day. Also included in the budget are expenditures for small project cost share. Anna will have the packet ready to go to the Board of County Commissioners in November.

MOTION – Approve draft for Budget 2018 Rates & Charges with final approval by District Chair.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

- b) **City of Roslyn** – no update

C. District Building (2211 W. Dolarway Rd)

- a) **Letter to NRCS** – Anna sent a letter to NRCS regarding the lease and has not had a response.

- D. Staff Position Announcement** – Anna reported that the District is advertising for Resource Technician II. The announcement for the open staff position has been posted online on the District website and with the Commission and will be advertised in the Daily Record. The District will review the first round of applicants on November 26th with interviews tentatively scheduled the first full week of December.

- E. **PSE Ag Install** – Mark C. has given out contact information to three people interested in the PSE conservation program. Mark C. will go on site visits with PSE on December 6th to look at the farms/facilities.

VI. New Business

- A. **WACD Annual Meeting** – Anna reported that she will be attending the WACD annual meeting along with Mark M. Miranda will call Matt to see if he is available to attend as well.

- B. **Interlocal Agreement with WRC&D** – Anna presented an interlocal agreement with Washington Resource Conservation and Development (WRC&D) to provide financial assistance to facilitate the Kittitas Fire Adapted Communities Coalition(KFACC). The District will use CRM funds passed through from the Commission for the agreement.

MOTION - Approve interlocal agreement with Washington Resource Conservation and Development for \$5,000.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

- C. **Interlocal Agreement with County (Ortho-imagery)** – Anna reported that the County asked the District if we wanted to contribute funds for ortho-imagery. The Board previously approved the request and agreed to pay \$1,000 total for a 2-year contract to access the imagery. When the District received the interlocal agreement from the County the total was \$1,000 a year for 2 years. Access to the ortho-imagery would benefit the District by allowing better imagery to be used on VSP and RCPP projects. The Board discussed the interlocal agreement and did not wish to contract for more than \$1,000 total for ortho-imagery. Anna will contact the County to discuss the interlocal agreement amount.

VII. Public Comment

- A. No public comment

VIII. Adjournment

Mark Moore adjourned the meeting at 3:25 PM

MOTIONS APPROVED:

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Bill Boyum, seconded by **Lynn Brown**

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Bill Boyum, seconded by **Jeff Brunson**

passed unanimously

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Miranda Nash
Recording Secretary

12/14/17
Date

Miranda Nash
Board Member

12/14/17
Date