



**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**

**December 14, 2017 1:00 PM - KCCD Office**

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Lynn Brown, Vice Chair</b> <b>Jeff Brunson, Auditor</b> <b>Bill Boyum, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Ryan Roberts, Engineer <b>NRCS Staff:</b> Erin Kaczmarczyk, District Conservationist
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:04 PM
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the November Accountant’s Report, and the regular meeting minutes from November 9, 2017 and the special meeting minutes from December 6, 2017.  
**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 16081-16120 for a total of \$50,176.57 (Payroll Checks 18087-16092 and 16117-16120) and building account check numbers 602-617 for a total of \$5,638.05 and check numbers 1304-1312 for a total of \$1,161.66 for Manastash O&M reimbursements. Approve pending payments totaling \$59,510.65 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
10/26	TBD	Anchor QEA	\$4,158.00
12/14	TBD	Brian DeBoer	\$3,037.50
12/14	TBD	Steve Reese	\$4,050.00
11/27	TBD	Anchor QEA	\$9,920.25
12/7	TBD	Thayer Excavating	\$6,318.00
12/6	TBD	Anderson Perry	\$22,042.58
12/14	TBD	Bartsma Farms	\$1,000.00
			<b>\$21,579.82</b>

- IV. **NRCS Report** – Erin with NRCS gave a report. There are no updates on the lease however our letter has been received. The Big Bend Team is optimistic that additional staff may be provided by KCCD through an NACD agreement. Anna has turned in a proposal to Ray Ledgerwood with WSCC to be submitted to NACD. The first application was returned for more information. Erin has talked with Anna regarding planning with engineering designs. Erin is working on a statement of work to allow a portion of Ryan’s time to help with engineering. Erin discussed the upcoming deadlines for EQIP and CSP.

## V. Old Business

### A. KCCD Project Reports

#### 1. Conservation Commission Grants –

- a) **Implementation** – Mark C. reported that designs have been done for the four small cost share projects. The cultural portion will be complete tomorrow, the State did not require a cultural survey to be conducted and the time expires for comment by the Yakama Nation.  
Mark C. has sent out proof of performance letters for all past projects.
- b) **Irrigation Efficiencies Program** – There was supposed to be action at the Commission meeting on November 30<sup>th</sup> regarding some changes to the program, however it was pushed to the January agenda due to other pressing issues at the meeting.

#### 2. Firewise/Fuels Reduction

- a) **FEMA** - Anna reported that the FEMA grant will be ending January 9, 2018.
- b) **Joint Chiefs** - Anna talked about the priority areas on the map for the Joint Chiefs proposal. The plan is for DNR to do contracting and cost share and the District will receive funds for staff time for outreach and administrative costs. Anna and Rose had a meeting with the planner for the City of Cle Elum and discussed the Cle Elum Vistas site, which is a priority. The Joint Chiefs proposal was submitted yesterday.
- c) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported there was a meeting yesterday however it was not well attended. KFACC is working on approving a charter and an update for the County Wide Protection Plan.
- d) **County Wildfire Protection Plan Update (CWPP)**– Anna reported that the County has approved and sent the agreement for the District to the CWPP update. Anna gave an overview of the \$20,000 budget.  
**MOTION** – Approve intergovernmental agreement between the District and Kittitas County for County Wildfire Protection Plan Update.  
**Bill Boyum, seconded by Lynn Brown** *Passed Unanimously*

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

- a) **General Project Update** –Anna reported that she is working on the next scope of work and has been in contact with North Yakima Conservation District. Anna reviewed the list of potential projects.
- b) **Individual Project Reports**
  - 1) **EWC at Coleman Creek-** Anna reported that the siphon was pumped down and Sherry was available to go and look at the site with the EWC staff. Sherry reported that the water was pumped down as far as possible to allow them to look for any leaking along the top and sides of the siphon and there were none. Anna reported that Scott with EWC

told her that issues remain with the flow meter at the diversion. Anna will be contacting POW since the warranty is still effective.

#### 4. Manastash Restoration Project

- a) **Project Facilities Updates** – Sherry reported that she is working on getting a steering committee meeting scheduled in January to discuss facility ownership. Sherry met with KRCI and ABB Meter who came out and looked at Reed and Hatfield meters. Changes were made to grounding and wiring. Reed looks accurate, but Hatfield has not improved. Reed 01 is outside the warranty and one valve has sprung a leak, it has been replaced once before for the same type of issue. Sherry working with HD Fowler representative and Kennedy Valve representative. HDR is continuing to talk with KRCI about the leaky vaults at MWDA.
- b) **Reed/Hatfield Ditch Removal** – Sherry reported that replacement plantings were done in November and the District has a 5-year agreement to continue maintenance on the plantings.
- c) **Anderson Ditch** – Sherry reported that the pipeline project is moving forward. There is a construction progress meeting tomorrow with Belsaas and Smith. Anna shared photos of the project site with the Board.
- d) **Reed Ditch Pipeline Design** – Two different routes have been identified. There is a meeting with KR D, Anderson Perry and some of the irrigators to discuss the best route for the pipeline. Anna shared a map of the two proposed routes for the Board to review.

- 1) **Amendment Anderson Perry Contract** - Anderson Perry has asked for an extension for an extension on their contract. The design was originally set to be completed by the end of 2017, as that was when the grant ended. The grant has now been extended to end of 2018.

**MOTION** – Approve a time extension for Anderson Perry task order for the Reed Pipeline design to June 30, 2018.

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

- e) **Stockwater Acquisition** – Sherry is continuing to work on the stockwater acquisition.
5. **Voluntary Stewardship Program** – Anna reported that the next meeting will be on Monday and the Watershed Group will review the comments submitted for Sections 1-4, the self-assessment checklist, and the overview of Section 6. The first draft of Section 5 was sent out yesterday and comments on it are due January 3<sup>rd</sup>. Anna has been working on maps in which there will be three categories for irrigated lands, shrub steppe rangeland and forested rangeland. Section 6 and appendices will go out for comments in January. The District will have a final draft by the 1<sup>st</sup> week of February for another overall review by the Watershed Group and then it will be submitted to the Commission in March. Once the plan is done and approved District work will switch over to the implementation phase.
6. **RCPP** – Anna reported that the reimbursement requests have been submitted for October and November. NRCS won't reimburse for more than salaries and benefits.

- a) **EQIP Sign-Up** - Mark C. has received 23 applications, 22 were sprinkler projects and one was fish habitat. Mark C. has contacted all but one applicant. The District is optimistic that there is enough funding for 8 projects. Mark C. has been working with Konrad Bomberger at NRCS on conservation plans and conducting on-site visits. The District is asking for final designs from producers by the end of January 2018.

**B. KCCD Rates & Charges**

1. **Budget for 2018** - Anna is awaiting tax parcel information to finish the budget for 2018. The Assessors office has been waiting for the Noxious Weed Board to complete their tax rolls before sending Anna the tax rolls for calculation under the rates & charges.
2. **City of Roslyn** – Anna reported that she has not heard any more from the City of Roslyn regarding joining the District.

**C. District Building (2211 W. Dolarway Rd) – no update**

**D. Jolly Mountain Fire**

1. **Burn Area Erosion Risk (BAER) Team Report** – Anna reported that the BAER team report is out, but there has been no public meeting or presentation of the results. There have been a couple of good flow events in Teanaway with no apparent issues yet.
2. **NXNW Video Production** – Anna reported that Rose is out right now with NXNW conducting interviews for the video. They are meeting with a private forester, DNR and a community member. The District will have a video draft in January 2018.

**E. PSE Ag Install** – Mark C. reported that he was out with PSE as they met with four landowners. Mark C. went on a site visit with PSE where they inspected lights in shops and pumps for solar power and he talked to them about potential assistance with irrigation pumps.

**F. NACD Technical Assistance Application** – (talked about earlier with NRCS report.)

**VI. New Business**

**A. KCCD Elections**

1. **Election Resolution** - Jeff Brunson is up for re-election. The Notice of Intent to Adopt a Resolution has been advertised with comments requested by noon today. There were no comments submitted. The proposed election date is February 13, 2018.

**MOTION**- Adopt the 2018 Election Resolution 2017-005.

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

*Passed Unanimously*

**B. Legislative Days** – Anna reported that Legislative Days is scheduled for February 6<sup>th</sup>, 2018. Mark M. is planning on attending and Lynn may be interested in going. Sherry will get a list of legislators that have visited Manastash Creek at various times over the year together so Mark will have that with him on February 6<sup>th</sup>.

**VII. Public Comment**

- A. Mark M. gave an overview of Annual Meeting where they had a speaker from Missouri who shared their experience with a sales tax to fund conservation district activities.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 3:00 PM

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**MOTIONS APPROVED:**

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Micande Nash      01/11/18  
Recording Secretary      Date

Mark Moore  
Board Member

11/11/18  
Date

