



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

August 11, 2016 7:00 AM KCCD Office

ATTENDANCE

Mark Moore, Chair Jeff Brunson, Auditor Ron Gibb, Member	KCCD Staff: Anna Lael, District Manager Sherry Swanson, Project Manager Miranda Nash, Financial Manager Mark Crowley, Resource Technician Ryan Roberts, Engineer
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:30 AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the July Accountant’s Report, and the regular meeting minutes from July 14th, 2016 and the special meeting minutes from August 2nd, 2016.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)

MOTION – Approve check numbers 15285 through 15327 for a total of \$69,572.23 (Payroll Checks 15287-15293, 15302, and 15323-15327) and building account check numbers 0363-0376 for a total of \$5,898.57 and check numbers 1206-1212 for a total of \$1063.90 for Manastash O&M reimbursements. Approve pending payments totaling \$70,840.66 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

Pending Bills To Be Paid

06/22	TBD	Herrera	\$6,941.37
07/05	TBD	Brett Nasinec	\$1,350.00
08/11	TBD	Franklin Conservation District	\$500.00
08/11	TBD	Herrera	\$2,627.74
08/11	TBD	Susan Stasik	\$3,375.00
08/11	TBD	Kirk Gulian	\$7,875.00
08/11	TBD	Melissa White	\$6,750.00
08/11	TBD	State Auditor’s Office	\$2,560.25
08/11	TBD	Kittitas Valley Fire & Rescue	\$8,501.57
08/11	TBD	Reiss-Landreau Research	\$3,125.00
08/11	TBD	Kittitas County Treasurer	\$7,471.44
08/11	TBD	Kittitas County Treasurer	\$7,613.29
			\$ 70,840.66

IV. Old Business

- A. **NRCS Report** – The Board received a copy of the NRCS report to review.

B. Conservation Commission Grants -

(a) **Implementation** – Anna talked with the Board about the Small Project Cost Share Program as it is time to publish applications. Anna stated that the unexpected expenses of the audit by the State Auditor's office may impact the number of applications that can be funded this year as the funds come from the same Commission grant. The Board discussed the cost share rate and the limit, which are 50% and \$4,000.

MOTION – Approve Small Project Cost Share Program at \$4,000 per project and publish applications.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

(b) **Irrigation Efficiencies** – Mark C. reported that the Cortese project is complete. Mark C. and Sherry met with a landowner in Swauk about a possible project.

(c) **Non-Shellfish** – No updates

(d) **Firewise** – No updates

2.) BPA / Yakima Tributary Access & Habitat Project -

(a) **General Project Update**

(b) **Individual Project Reports -**

1. **EWC/Coleman Creek Project** –Anna reported that there are no updates to the retainage claim by Consolidated Supply, other than the case has been moved to Federal Court in Yakima and the District has been requested to sign a waiver of service. The Notice of Completion form still cannot be submitted to Labor & Industries due to one outstanding affidavit of prevailing wages paid.
2. **Naneum Creek and Coleman Creek** – Mark C continues to work on the cost share agreement for Naneum project site that includes cost share agreement with Valley Land Company for a sprinkler conversion and pump station/fish screen.
3. **Parke Creek – Caribou Creek** – Anna reported that the cost share agreement for Cortese on Caribou Creek was adjusted after Mark C was able to confirm the amount that the landowner is receiving through their EQIP contract. She is projecting \$20,000 in cost share from the SRFB grant (Parke-Caribou Fish Screening).

3.) Manastash Restoration Project.

(a) **Ecology Grant Agreement Amendment** – Anna reported that the amendment for \$1.2 million in funds for stockwater acquisition, sprinkler conversion, design of the added section of the Reed pipeline, and funds to assist with the Reed Diversion removal provided through the Yakima Basin Integrated Plan for the Ecology grant is complete.

(b) Trust Water Rights/ROE Processing – Anna reported she will be drafting a letter to Ecology regarding the situation with the Manastash trust water rights associated with the sprinkler conversion projects.

(c) Project Facilities Update – Sherry reported that stream flow is down and only meeting about 50% of the 2nd class rights. Sherry continues to monitor flow at Cove Road site and is assisting Ecology in collecting data. One of the meters on Cove Rd is having issues, as it did last year. Warranty issues are being addressed and KRCL is being responsive to these concerns.

(d) Reed/Hatfield Ditch Removal –

(i) Temporary Construction Easements – Anna reported she is putting together temporary easements while Sherry continues work with landowners to finalize documents. The District received an extension for the US Fish and Wildlife grant extending those funds into early 2017. The projected timeline for beginning construction is this fall.

C. Special Assessment –

(a) Firewise/Fuels Reduction – No updates

(b) Special Assessment –

(i) Anna delivered the rates and charges proposal packet to the County Commissioners office in the last week of July. The County Commissioners are going to set a date for a public hearing in which Anna will do a presentation.

(ii) Anna continues to work on the RCPP Proposal which is due September 19th.

D. District Building – No report.

E. Voluntary Stewardship Program – Anna reported there was a VSP Watershed Group meeting on July 20th. The next meeting is scheduled for October 12th.

F. Seaton Water Users Association Project – The new pump is installed and running. The District is waiting for affidavits and paperwork from Midstate and once received the District will invoice BPA for the project

MOTION – Accept the SWUA project as complete.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

G. Teanaway Grazing Plan / CRM Funds – Anna reported that meetings are continuing as scheduled.

H. Single Federal Audit – The auditor (Stephanie Jones) performed an accountability audit on the District and the exit is tentatively scheduled for August 22nd. The District will have a finding on the SEFA in regards to mistakenly reporting expenses incurred in December 2015 but paid in January 2016. Anna will respond to the State Auditor's Office regarding the finding.

- I. **Staff Position** - The GIS Specialist position has been offered to Rose Shriner and she has accepted the position, her start date will be Wednesday, August 17th. Lance will also help with Firewise projects.

V. **New Business**

- A. **NFWF Grant Application – Conservation Partners Program** – Anna reported that she is working with Trout Unlimited and WA Water Trust on a new grant application from the National Fish & Wildlife Foundation through the Conservation Partners Program Grant. The pre proposal has been accepted and Anna discussed putting a proposal together. The due date for the proposal is September 19th.

VI. **Public Comment**

- A. No comments.

VII. **Reports**

Anna Lael (see attached)
Miranda Nash (see attached)
Lance Downing (see attached)
Mark Crowley (see attached)
Ryan Roberts (see attached)
Sherry Swanson (see attached)

VIII. **Adjournment** – Mark Moore adjourned the meeting at 8:05 AM.

MOTION – Approve the July Accountant’s Report, and the regular meeting minutes from July 14th, 2016 and the special meeting minutes from August 2nd, 2016.

Ron Gibb, seconded by Jeff Brunson

Passed Unanimously

MOTION – Approve check numbers 15285 through 15327 for a total of \$69,572.23 (Payroll Checks 15287-15293, 15302, and 15323-15327) and building account check numbers 0363-0376 for a total of \$5,898.57 and check numbers 1206-1212 for a total of \$1063.90 for Manastash O&M reimbursements. Approve pending payments totaling \$70,840.66 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by Ron Gibb

Passed Unanimously

MOTION – Accept the SWUA project as complete.

Ron Gibb, seconded by Jeff Brunson

Passed Unanimously

Miranda Nash 09/08/16
Recording Secretary Date

Mark A. Moore 09/08/2016
Board Member Date