



**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 10, 2017 12:00 PM - KCCD Office**  
 (\*Note time change)

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Lynn Brown, Vice-Chair</b> <b>Bill Boyum, Member</b> <b>Matt Eslinger, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager Lance Downing, Resource Technician Sherry Swanson, Project Manager Ryan Roberts, Engineer <b>NRCS Staff:</b> Brent Dixon
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 12:08 PM
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the July Accountant's Report, and the regular meeting minutes from July 13, 2017.  
**Bill Boyum, seconded by Matt Eslinger** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
**MOTION** – Approve check numbers 15914-15963 for a total of \$144,937.41 (Payroll Checks 15917-15923 and 15959-15963) and building account check numbers 544-557 for a total of \$6,239.54 and check numbers 1275-1280 for a total of \$976.85 for Manastash O&M reimbursements. Approve pending payments totaling \$42,788.50 contingent upon receiving grant reimbursement requests.  
**Matt Eslinger, seconded by Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
6/28	TBD	Anderson Perry	\$16,792.41
6/28	TBD	WACD	\$4,560.00
7/13	TBD	Kirk Riegel	\$638.57
7/28	TBD	Anderson Perry	\$2,755.00
7/28	TBD	Anderson Perry	\$4,738.75
7/31	TBD	Kittitas County Treasurer	\$8,303.77
			<b>\$42,788.50</b>

- IV. **NRCS Report** – See attached NRCS report  
 Brent reported that paperwork is being reviewed by leasing personnel regarding the lease. Conrad has met with Anna on RCPP. Brent gave an overview of the final numbers of EQIP contracts, the Big Bend Team (BBT) has 24 contracts. There will be some staffing changes as the BBT will be losing one planner and gaining a program assistant.

## V. Old Business

### A. KCCD Project Reports

#### 1. Conservation Commission Grants –

- a) **Implementation** – Anna reported that the Commission implementation grant has been funded. Mark C. has folks interested in cost share for small projects and he is working on sending out applications. The deadline for the applications is proposed to be September 22<sup>nd</sup>, 2017.

**MOTION** – Approve issuing applications for small projects cost share with a deadline of September 22, 2017.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

- b) **Irrigation Efficiencies Program** – Anna reported that the District will receive re-appropriated funds in the amount of \$25,860 for technical assistance for the Irrigation Efficiencies Program. The District needs to submit an addendum to the commission for these funds. The funds will cover technical assistance and administration of the irrigation efficiencies grant program.

**MOTION** – Approve addendum for Irrigation Efficiencies program to be submitted to the Commission.

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

#### c) **Professional Engineer Grant**

- 1) **Agreement with Other Districts** – Anna presented the interdistrict agreement for professional engineering services that is up for renewal with cluster Districts.

**MOTION** – Approve interdistrict agreement to provide professional engineering services to cluster Districts.

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

#### 2. Firewise/Fuels Reduction

- a) **FEMA** – Rose reported that the new FEMA grant is expected to be administered sometime within the next couple of months. The new FEMA grant will cover the areas of South Cle Elum, North Cle Elum and Wagon Wheel in the Teanaway.

Rose also reported that the Upper Manastash has been approved as a new Firewise Community. Rose is working on funding for the County Wide Protection Plan (CWPP) through the Bureau of Land Management (BLM). There was a Kittitas Fire Adapted Community Coalition (KFACC) meeting yesterday and it was well attended. The first outreach will be a presentation of the Era of Megafires on September 8<sup>th</sup>. Rose reported that we are waiting to hear from the RC&D on the FAC grant budget.

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

- a) **General Project Update** - No updates
- b) **Individual Project Reports**

- 1) **Cascade Irrigation District Intersections**- Anna reported that there was a technical work group meeting to discuss the design for the Cascade Canal and Currier Creek intersection.
- 2) **EWC at Coleman Creek**- Anna reported that sump pumps have been installed. Ryan has checked sump pumps since they have been installed and reported that he sees no visual evidence of leaking.

c.) **Salmon Recovery Funding Board Applications** – Anna reported that the SRFB applications are due today.

#### 4. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that flows are down so that 60% of 2<sup>nd</sup> class water is being served and flows are comparable to previous years. KRD is continuing to supplement Manastash Creek.

Sherry discussed the pipeline warranty and the teleconference between the District, HDR and KRCI. HDR is taking responsibility for the vaults leaking due to lack of clarity in the approval of the change orders to use pre-cast vaults. HDR will work with KRCI to address the leaky vaults. KRCI sent a letter after the teleconference and asked the District to sign a release for all warranty issues. Staff recommends that the District not sign the release as warranty issues remain with the flow meter at the Reed outlet. The Board requested that staff ask HDR for a letter confirming that they are accepting responsibility for the leaky vaults. Sherry has been in contact with programmers and they will be out to take a look at a few things.

- b) **Reed/Hatfield Ditch Removal** – Anna reported that Lance and the WCC crew have been continuing to water at the project site. There will some replacement plantings this fall at the site. There is more work to be done at the upper end of the site on the Perez property. Sherry is trying to contact the landowners to coordinate a plan.
- c) **Anderson Ditch** – Ryan is working on the design for this Anderson pipeline, including the cost estimates.
- d) **Stockwater Acquisition** – Sherry is working with Trout Unlimited on an agreement to purchase stockwater from water right holders from Keach/Jensen and Reed so that facilities can be shut down in the winter.

#### 5. **Voluntary Stewardship Program** –

- a) **Request for Proposals** – Anna conducted the meeting of the Watershed Group on July 19<sup>th</sup>. She invited Anchor QEA staff to talk about the plans they worked on with other counties (Grant and Whitman) and the review they completed with the State Technical Review Panel. The group felt that the Anchor's experience would be very helpful to the local process. The District would continue to facilitate all meetings and all GIS work would be done in-house, but the production and document review process could be contracted. Anna looked into an existing contract with Anchor QEA for engineer and design services, but it doesn't include the type of public process and technical writing that would be needed for VSP. Anna put together a Request for Proposals to be sent out

through MRCS Rosters with a due date of August 25<sup>th</sup> and asked for Board approval.

**MOTION** – Approve RFP for VSP professional consulting services.

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

- b) Interlocal Agreement with Kittitas County – Anna presented a draft of the intergovernmental cooperation agreement and the budget for review. Anna adjusted the budget to a 90/10 split with the County instead of 80/20. County staff at CDS and the Auditor's office were amenable and added a clause in the agreement to reevaluate expenditures next summer to potentially adjust the budget again if the County is not spending the 10%.

**MOTION** – Approve the Interlocal Agreement with Kittitas County for the Voluntary Stewardship Program.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

## **B. Special Assessment/Rates & Charges**

### **1. RCPP – Toppenish to Teanaway Agreement**

#### **a) EQIP Sign-up**

- 1) Screening and Ranking Criteria – Anna presented a draft of the EQIP screening and ranking criteria for this fall's sign-up. The criteria can be changed annually. Conrad Bomberger and Alan Fulk met with Anna to review the criteria and ensure there were questions and criteria were appropriate. Sign up will be put on the NRCS website and ends the same time as regular EQIP on Nov 17<sup>th</sup>.
- 2) Practice Hold Downs – Anna presented the proposed hold downs for the EQIP funds. The sprinkler practices hold downs are the same as regular EQIP. Other hold downs, particularly those related to fish habitat improvement practices are higher than regular EQIP and are intended to allow for a reasonable sized project to be funded. Anna didn't set hold downs for the tree & shrub or riparian planting practices as producers need to be able to do whatever size planting they are given points for in the ranking criteria.

**MOTION** – Approve screening rankings, hold downs and signup period with staff given approval to make minor adjustments.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

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

## **D. RFP for Cultural Resources/Archeology Consultants – Anna will do reference checks before recommending a second consultant.**

## **E. 2016 Audit – Anna reported that the State Auditor's Office has completed and submitted the Federal and Financial Audit for the District with no findings.**

## **F. Conservation Commission – Vehicle Request – Anna looked in to the vehicle request and found out that what they would offer would be a lease vehicle. Anna also reviewed costs and doesn't believe this would be cost effective for the District.**

## **G. Depredation Prevention Community Group – Anna has been approached a second time by a landowner, who is part of the Wolf Advisory Group, to see if the District would be interested in forming or being involved in a depredation prevention community group. The Board**

discussed possibilities of the District's involvement with the matter and at what capacity. They directed Anna to continue to look into the option.

**VI. New Business**

- A. **KCCD Policy Manual Changes** - Anna discussed the changes to be made to the District's conflict of interest and procurement policies as these items were presented during the SAO exit interview. Anna will have changes made to the policy manual at the next month board meeting.
- B. **Report of Accomplishments** – Anna reported that she is working on the annual report of accomplishments and will email a draft to the Board for review when it is done. It is due on the 23<sup>rd</sup>.

**VII. Public Comment**

- A. No public comment

**VIII. Adjournment**

Mark Moore adjourned the meeting at 1:43 PM

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**MOTIONS APPROVED:**

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Miranda Nash 9/14/17  
Recording Secretary Date

Mark Moore  
Board Member

9/14/17  
Date