



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

March, 8 2018 1:00 PM - KCCD Office

ATTENDANCE

Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, Auditor Bill Boyum, Member Matt Eslinger, Member	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Guests: WSCC: Harold Crose NRCS: Erin Kazmarcyk
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I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM

II. **Approve Accountant’s Report and Meeting Minutes**

MOTION – Approve the February Accountant’s Report, and the regular meeting minutes from February 8, 2018 and the special meeting minutes from February 16, 2018.

Bill Boyum 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 16200 - 16240 for a total of \$66,746.07 (Payroll Checks 16203 – 16210 and 16237-16240) and building account check numbers 647 - 661 for a total of \$10,209.72 and check numbers 1324-1330 for a total of \$1,323.65 for Manastash O&M reimbursements. Approve pending payments totaling \$25,576.16 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
2/22	TBD	Anderson Perry & Associates	\$1,482.50
1/29	TBD	Anderson Perry & Associates	\$3,151.25
2/22	TBD	Anderson Perry & Associates	\$2,478.16
3/7	TBD	Anchor QEA	\$13,464.25
			\$25,576.16

IV. **NRCS Report** – Erin Kazmarcyk gave an update on the office space situation. She reported that Roylene Rides at the Door elevated the issue to the Chief of NRCS but received the same answer, that a lease advertisement could take two to three more years. The Local Work Group meeting was well attended and included a discussion about the impacts of no hold-downs on contracts. Erin has checked in with Konrad Bomberger about the RCPP payments and he hasn't heard back from tribal staff on the status. Grant Conservation District staff are being trained to assist with conservation plans in the Ephrata NRCS field office for the next several months.

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

- a) **Implementation** – Mark C. reported that there are no new updates from last month. He will send an email reminder to the landowners that projects need to be done by the end of April.
- b) **Irrigation Efficiencies Program** – Mark reported no update on the planned meetings for this program.
- c) **Natural Resource Investments (NRI)** - Mark C. reported that Kirk Riegel has authorization to begin his project. The 2nd NRI project has been accepted by Kevin Gibb and he is working on getting the design and cost estimate for his project.

2. **Firewise/Fuels Reduction**

- a) **Joint Chiefs Funding Via DNR** – Anna reported that she and Rose met with Scott Chambers and Jason Emsley with DNR. DNR is working on interlocal agreement for these funds. A mailer will go out to priority areas, specifically North Cle Elum and South Cle Elum ridges.
- b) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that the next meeting will be next Wednesday. Some officers were elected at the last meeting and Mitch Long will serve as Chair for now.
- c) **County Wildfire Protection Plan Update (CWPP)** – Rose has meeting with communities this week and is meeting with Fire District's next week. Fire District 7 and Carolyn Berglund were nationally recognized and received the Ready Set Go award. Rose reported that Bureau of Land Management (BLM) has a chipper available to loan for no cost. If the District is able to get chipping crew together we would need to work on an agreement with BLM for the chipper.

Rose reported that the District received an award for Fire Adapted Communities grant agreement with South Central RC&D. The grant will cover mostly Rose's time and getting meetings together with partners and facilitation and coordination.

MOTION – Approve agreement with RC&D for FAC award.

Jeff Brunson, seconded by **Lynn Brown** *passed unanimously*

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

- a) **General Project Update** – Anna reported that the budget has been approved for YTAHP funding next year. The current contract ends on March 31st and the District is spending down remaining funds with the purchase of fish screens and design work done by Anderson Perry on upcoming projects.
- b) **Individual Project Reports**
 - 1) **Bristol Flats** – Mark C. and Ryan will talk to landowners to determine how they would like to proceed with their project.

- 2) **Caribou/Parke Creek** – Mark C. has an estimate for work and river screens for the Parke/Caribou project. The Board approved purchase of the screens at the February 16 meeting. Mark requested and additional \$12,000 for other materials for the pump and screen implementation.
MOTION – Approve an additional cost share amount up to \$12,000 for Parke/Caribou project with Cortese and Eslinger.
Lynn Brown, seconded by **Bill Boyum** *passed unanimously*
- 3) **Cascade Intersections** – Design work continues on the Currier and Coleman sites.
- 4) **Olmstead Park/Coleman Creek** – Anna reported that surveyors were out last week, and a preliminary design report should be done by next month. Anna is working with Dept. of Fish & Wildlife on funding.

4. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that the pipeline gates to be replaced and bid requests were issued. Three bids were sent out and the District received one bid response from Belsaas & Smith. Belsaas removed the valve at MWDA and it does not appear as bad as the valve from Reed 01 but staff recommendation would be to replace it. Anna shared a couple of pictures of the valve that showed corrosion to the ductile iron pipe at the site.
- b) **Anderson Ditch** – This cost share project is complete and Ryan is working to provide the landowners with O&M information.
- c) **Reed Ditch Pipeline Design** – Sherry reported that Anderson Perry is continuing to move forward with the design which is at about 50% now.
- d) **Stockwater Acquisition** – No updates

5. **Voluntary Stewardship Program** – Anna reported that the VSP plan was submitted to the Conservation Commission last Thursday. The plan is available to view online on the Commission website and the Commission has an open public comment period until March 14th. Anna will present the plan on March 30th to the State Technical Panel in Olympia. Anna mentioned that the Board can sign in on the webinar and listen remotely if they'd like.

6. **RCPP –**

- a) **Technical Assistance Payments** – Anna reported that the District is waiting to receive our first payment request for RCPP.
- b) **Contracts Status** - Mark and Sherry are currently working on eight EQIP contracts.
Anna did a site visit and met with staff from Forterra and Brent & Mary Minor who are interested in doing a sprinkler project as well as a conservation easement project. Anna will be meeting with Dave Kreft (NRCS) on March 28th to go over the Agricultural Conservation Easement Program and the sign-up and application processes.

B. KCCD Rates & Charges

1. **Report for 2017 Activities & Expenditures** – Anna is working on the report and is scheduled to meet with the Board of County Commissioners on March 27th at 3:00pm to go over the 2017 expenses and briefly review the VSP, CWPP & PAM contracts.

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

D. Jolly Mountain Fire

1. **NXNW Video Production** – Anna reported that the District received the final draft of the video. The District is working on a roll out strategy to release the video.

E. **Schedule 22** – Mark M. and Matt went over the Schedule 22 this past Tuesday with Anna and Miranda. In response to one of the questions on the Schedule 22 RCW 89.08 sec 210& 220 were sent to the Board and included in the Board packets for the Board to review. Anna brought up and discussed the new sick leave law and will work on an update to the District policy book.

F. **Ag Appreciation Day** – Mark C. is working on getting materials together for Ag Appreciation Day schedule for April 10th. Mark has heard from all the schools and they will all be attending.

VI. **New Business**

A. **Annual Employee Evaluations** – Anna will be doing employee evaluations before the end of the month. Lynn and Bill volunteered to conduct Anna's evaluation.

B. **Building Loan Refinance Options** – Bill reported that he made some phone calls regarding refinance options for the building and had meetings with Cashmere Valley and Wheatland banks. Bill found that commercial loans all have balloon payments. The District currently has a balloon payment in 12 years. Bill talked about possible options through the Small Business Administration who offer a 504 loan program with a fixed rate and they deal with non-profit organizations, so Bill will look into that more for the next meeting. The Board discussed possibly paying more per month on the building loan.

VII. **Public Comment**

Harold Crose introduced himself as the new Conservation District Central Representative on the Conservation Commission. The next regular meeting of the Commission is next week.

The Board discussed the lease options for the building and the space for NRCS/FSA. The Board discussed writing a formal letter to Senators addressing the office situation for NRCS/FSA.

VIII. **Adjournment**

Mark Moore adjourned the meeting at 3:05 pm

MOTIONS APPROVED:

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Bill Boyum seconded by **Jeff Brunson**

Passed Unanimously

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Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

Miranda Nash
Recording Secretary

04/12/18
Date

Miranda Nash
Board Member

4/12/18
Date

