



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

July 12, 2018 7:00 AM - KCCD Office

ATTENDANCE

| | |
|---|--|
| Mark Moore , 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 Mark Crowley, Resource Technician Wendy Mee, Resource Technician Ryan Roberts, District Engineer Bridger, Resource Technician Guests: Brent Dixon (NRCS) Leah Hadfield, Roslyn City Council (by phone) |
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:03 AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the June Accountant’s Report, and the regular meeting minutes from June 14, 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 16345-16397 for a total of \$108,154.47 (Payroll Checks 16408-16415 and 16438-16442) and building account check numbers 710-718 for a total of \$4,867.63 and check numbers 1351-1355 for a total of \$431.95 for Manastash O&M reimbursements. Approve pending payments totaling \$58,770.53 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

| Date | Check # | Vendor | Amount |
|------|---------|-----------------------------------|---------------------|
| 6/21 | TBD | KEEN | \$5,000.00 |
| 5/24 | TBD | Anderson Perry & Associates, Inc. | \$7,124.21 |
| 6/14 | TBD | Belsaas & Smith Construction | \$28,072.98 |
| 6/27 | TBD | Anderson Perry & Associates, Inc. | \$10,777.50 |
| 7/12 | TBD | Midstate Co-op | \$2,187.43 |
| 7/12 | TBD | Midstate Co-op | \$5,608.41 |
| | | | \$ 58,770.53 |

- IV. **NRCS Report** – Brent gave the NRCS report. The NRCS central area archaeologist (Kellie Greene) retired in June which might delay some NRCS projects. The DC has pre-approved applications for contracting for RCPP. Brent is working on pre-planning and existing applications for EQIP. Planners are contacting producers for project information. The first round EQIP

application cutoff date for 2019 will be September 21, 2019. There are no CSP applications this year. The new farm bill might roll CSP into EQIP. There is no update on the lease.

V. Old Business

The agenda was adjusted to address the of City of Roslyn

B. Rates & Charges

1. **City of Roslyn** – Anna is drafting a letter to the County Commissioner and Assessor regarding including the City of Roslyn in the District boundaries and collecting rates and charges. Anna was pursuing the City of Roslyn resolution that was passed along with the petition for inclusion in the District on April 24th. Anna has talked with City staff and they indicated the resolution wasn't signed in April and has been placed on the July 24 agenda for ratification. The petition for inclusion has been signed will be going to the Conservation Commission for approval next week and then it will go on to the Secretary of State. Anna included Roslyn in the annual plan of work for FY19.

Leah reported that there is interest in doing Firewise projects in town and the Public Works Director mentioned receiving technical assistance with GIS mapping for utilities. Anna indicated that either she or Rose will be at the next City of Roslyn meeting on the 24th.

Leah exited the meeting by phone at 7:15am.

A. KCCD Project Reports

2. **Conservation Commission Grants** –
 - a) **Implementation** – Anna reported that the District closed out the grant, spending the remaining funds on staff time.
 - b) **Irrigation Efficiencies Program** – Mark C. reported there is a meeting today to talk about the budget proposal for the next biennium.
 - c) **Natural Resource Investments (NRI)** – Anna reported that the first project is completed, and the cost share has been paid to the landowner. The remaining balance for the first project is being returned to the Commission. The District is moving forward with the other two projects. Anna inquired about a fourth project and was told that the Commission will be approving no fourth projects for any districts
3. **Firewise/Fuels Reduction**
 - a) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that KFACC sent out letters to the Fire District's and Cities for support. KFACC is asking them for a suggested contribution of \$1,000 per entity. Anna shared a clip of the next video that North by Northwest (NXNW) is working on. Anna and Rose will be going to Spokane next Thursday to NXNW to do edits with the producer.
 - b) **County Wildfire Protection Plan Update (CWPP)** – Anna reported that she and Rose have a teleconference with John Small with Anchor QEA this afternoon. She is hoping to have a draft by next Wednesday.
 - c) **Joint Chiefs Funding via DNR** – Rose reported that DNR has been working on projects on Summitview Road, completing contracts with five landowners. Projects in Tillman Creek will occur this fall.
 - d) **Additional DNR Funding** – Rose reported that the City of Cle Elum is interested in the chipper program. Rose is working with DNR on an \$100,000 interagency agreement for a chipper crew for work this fall and next spring that could include Cle Elum.

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

- a) **General Project Update** – Anna reported that BPA sent out an email that there may be budget cuts and then YTAHP was informed that the next contract would be \$100,000 less than what has been previously funded. There was a YTAHP meeting yesterday and Anna will follow up with Brian Miller to see what was discussed.
- b) **Individual Project Report**
- 1) **Bristol Flats** – Anna reported that a meeting needs to be set with the landowner for this project.
 - 2) **Caribou/Parke Creek** – Mark C. reported that the pump is installed and operating but the landowner is not getting the volume that he needs. Ryan and Mark will do a site visit to look at the pump to see what can be done. Mark also reported that the survey has yet to be done for Caribou Creek diversion because the water level has been too high. The cultural has started and hoping to begin the project this fall and or winter.
 - 3) **Coleman Creek** – Mark C. reported 60-90% designs are done for removing the Valley Land Company diversion. Permitting has started with WDFW and the engineers have some work to finalize designs. Approval was requested for an additional \$3,500 for Anderson Perry to complete the design for the diversion removal.
MOTION – Approve \$3,500 additional funds to Anderson Perry to complete the design for removal of the diversion on Coleman Creek.
Matt Eslinger, seconded by **Jeff Brunson** *Motion Passed 2-1*
Jeff Brunson abstained.

Anna reported that the 1st meeting with Olmstead Park staff and WDFW will be tomorrow to go over sprinkler conversion on 90 acres and the fish passage project with Fish Barrier Removal Board funds.

Anna also reported that she is working with the landowner on a project on Little Naneum who's irrigation diversion is at the John Wayne Trail. Parks is replacing the culvert immediately upstream of the diversion and will make the diversion non-functional. She is working with the landowner on options including sprinkler conversion that would allow the point of diversion to be moved away from the State Parks easement.

5. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that the last two landowners signed the Bureau easement. The fish screen project for Reeves is complete.
- b) **Anderson Ditch** – Sherry reported that there continues to be a lot of silt and debris at 13.8, which is causing issues for the Anderville screen and the folks downstream. Sherry is meeting with KRD, Anderville and landowners to discuss options, including maybe a bigger size screen or maybe operational element that would involve KRD.
- c) **Reed Ditch Pipeline Design** – Sherry reported that the project is at 80% design. Ryan has provided comments. Sherry is reviewing and she will talk to the landowners and KRD. The cultural survey will be complete on Tuesday and during the week of July 24th a wetland survey will be complete as well.
- d) **Stockwater Acquisition** – no updates.

6. **Voluntary Stewardship Program** – Anna contacted the Department of Agriculture about crop mapping this year and found that they were not planning to do an update. Anna is moving forward with updating the data as part of VSP. Wendy and Bridger have been out working on updating the crop mapping. The data is on the State Department of Agriculture website where you can view and download the information. Anna reported that the Board of County Commissioners kept 10% of the Commission grant for VSP but agreed to reevaluate this year and if those funds are not needed by the County to move them into our agreement. Anna sent an email to Dan Carlson at CDS asking for that 10%. The VSP meeting has been cancelled for this month and Anna will reschedule for some time in October or November. She sent an email update to the Watershed Group instead.

7. **RCCP - Toppenish to Teanaway Agreement** –

a) **Contracts Status** – Anna reported that we were able to send all the RCCP projects through the NRCS archaeologist to initiate the cultural resources consultation before she retired. The NRCS archaeologist on the west side will be reviewing survey reports and completing the consultation. We should be on track for contracts pre-approval by Erin Kaczmarczyk. There were three pools of funds for last fall's sign-up, but there were no applications for the livestock pool and only one for the fish habitat improvement money, no livestock, and one fish and the rest of the applications for sprinklers. Staff is working to see if funds can be moved from the livestock pool to the fish habitat pool, to better fund that application. Any funds left will carry over into next year.

Anna, Mark, Brent and Conrad had a meeting with a landowner and lessee regarding a potential livestock project for next year's sign-up.

Anna reported that a few people have come in to ask about easements as a result of the ACEP-ALE sign up. The deadline for that sign-up is July 18 and applicants must be the entity that will hold the easement.

8. **WSSC – RCCP Match Grant**

a) **Cost Share** – In the budget for this grant, there is cost share funding available. Since the Commission will not approve another \$50,000 NRI project this year, and we know that the next landowner on the list is ready to go, Anna proposes to fund that one with this grant instead. She has two other potential sprinkler projects, one on Little Naneum and one on Spring Creek, but she doesn't have all the costs together yet and isn't ready to request Board approval. Both projects are matched with YTAHP as they have a fish screen component as well.

MOTION – Approve cost share for \$50,000 for sprinkler project for 3 Bar G (Gregerich).

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

B. Rates & Charges

1. **City of Roslyn** – (see above)

C. District Building (2211 W. Dolarway Rd) – Anna reported that the triple net for Short Stop has been reconciled for 2018, the check returned for insufficient funds applied to the security deposit and the result is a refund for \$17.31. Currently there is no tenant in that suite and the Board discussed waiting to see if NRCS will advertise by the end of the year.

D. Ag Day – Mark C. summarized expenses and the contributions provided by the Kittitas County Water Purveyors, Farm Bureau and Cattlemen.

VI. New Business

A. CAPP Review – Anna prepared a response to each of the items on the CAPP checklist and reviewed with the Board.

MOTION – Approve information for compliance of laws as presented for CAPP.

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

B. Commission Operating Grant Addendums – Anna reported that the Implementation and Engineering grant addendums are due this month. She asked for Board approval to submit the addendums to the Commission for \$90,000 for the Implementation grant and \$75,000 for the Engineering grant.

MOTION – Approve addendums for \$90,000 for Implementation and \$75,000 for Engineering to be submitted to the Commission.

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

C. Shortstop Triple Net reconciliation – see District Building above

D. SAM.gov Registration Processing – Anna reported that to update the SAM.gov account the District needs to send a notarized letter that Anna can be authorized as the account manager.

MOTION – Approve SAM entity registration and listing the District Manager as an authorized manager of the SAM account.

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

E. Ecology - Integrated Plan Sprinkler Conversion Project

1. Cultural Resources survey Task Order for Hairpin Ranch – Anna presented Task order #7 with Reiss-Landreau for Cultural resources survey and report for Hairpin Ranch for \$4,700. The project was discussed including the requirements for trusting saved water (no requirement for perpetuity) and the landowner's plans with regard to the sprinkler conversions and the potential easement (the landowners do want to do the sprinkler project regardless of the easement). Anna showed a map of parcels included in the easement. The landowner is working with Forterra.

MOTION – Approve \$4,700 for Task Order #7 with Reiss-Landreau for Hairpin Ranch cultural resources survey and report.

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

VII. Public Comment

No public comment

VIII. Adjournment

Mark Moore adjourned the meeting at 9:06 am

MOTIONS APPROVED:

MOTION – Approve the June Accountant's Report, and the regular meeting minutes from June 14, 2018.

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

MOTION – Approve check numbers 16345-16397 for a total of \$108,154.47 (Payroll Checks 16408-16415 and 16438-16442) and building account check numbers 710-718 for a total of \$4,867.63 and check numbers 1351-1355 for a total of \$431.95 for Manastash O&M reimbursements. Approve pending payments totaling \$58,770.53 contingent upon receiving grant reimbursement requests.

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

MOTION – Approve \$3,500 additional funds to Anderson Perry to complete the design for removal of the diversion on Coleman Creek.

Matt Eslinger, seconded by **Jeff Brunson** *Motion Passed 2-1 Jeff Brunson abstained*

MOTION – Approve cost share for \$50,000 for sprinkler project for 3 Bar G (Gregerich).
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

MOTION – Approve information for compliance of laws as presented for CAPP,
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*
Engineering grant.

MOTION – Approve addendums for \$90,000 for Implementation and \$75,000 for Engineering to be submitted to the Commission.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Approve SAM entity registration and listing the District Manager as an authorized manager of the SAM account.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

MOTION – Approve \$4,700 for Task Order #7 with Reiss-Landreau for Hairpin Ranch cultural resources survey and report.
Bill Boyum, seconded by **Jeff Brunson** *Passed Unanimously*

Muanda Noah 8/9/18
Recording Secretary Date

Matt Boyum
Board Member

8/9/18
Date