



Kittitas County Conservation District
607 E. Mountain View Ave - Ellensburg, WA 98926 - Phone (509) 925-8585 - Fax (509) 925-8591

Board of Supervisors Meeting

January 14, 2010

1:00 PM

ATTENDANCE

Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, District Auditor Ron Gibb, Member Dale Dyk, Member Jackie Brunson, Associate Supervisor	KCCD Staff: Anna Lael, District Manager Sara Leist, Financial Manager Mark Crowley, Resource Technician Ryan Roberts, Engineer Suzanne Wade, GIS Specialist Sherry Swanson, Project Manager DJ Shook, Resource Technician NRCS Staff: Sarah Troutman-Zahn
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:01 pm.
- II. **Approve Bills**
Bills to be approved:
- III. **Approve Accountant's Report, Meeting Minutes and Bills.**
MOTION –Approve December Minutes and the December Accountant's Report.
Ron Gibb, seconded by **Lynn Brown** *Passed Unanimously*

MOTION - Approve check numbers 11166 through 11235 for a total of \$317,314.28 (Payroll Checks 11170-11176, and 11231-11235). .
Ron Gibb, seconded by **Dale Dyk** *Passed Unanimously*
- IV. **Old Business**
 - A. **NRCS Report**– See attached NRCS Report. Sarah reported that they are still waiting to hear back from National about the new ranking tool for EQIP. NRCS is currently ranking CSP applications. Five applications have been pre-approved totaling \$347,860. Sarah also informed the Board that there is a news release from NRCS for the high tunnel pilot study to increase availability of locally grown foods.
 - B. **KCCD Project Reports (See Monthly Reports)**
 - a) **Irrigation Efficiencies** – See Mark Crowley's report. Mark C. informed the Board that there is no new activity for this program.
 - b) **Implementation** – Construction on the small project cost share programs will likely start in March or early spring.
 - c) **BPA YTAHP** – See staff reports for full updates on current projects.

General Project Updates –

1. Anna's project list for the 2010-2011 Statement of Work consists of diversions on Cherry Creek and 3M Ditch on the Teanaway River. EWC designs and permitting are included as well. The Coleman, Nisbet and Burris projects are on the list as a placeholder.
2. Anna informed the Board that the district needs to update our on-call roster for Engineering Services. The advertisement will go out soon, and will include other districts within our cluster.

MOTION – Approve to advertise for Engineering Services On-Call Roster for a term of 3 years.

Dale Dyk, seconded by **Ron Gibb** *Passed Unanimously*

Individual Project Reports

- ii. **Coleman Project** – Project is basically done. There is an issue about the conduit for the automated gate. The Board agrees that the conduit should be buried and not exposed and held in place with a rod above ground.
- iii. **Coleman/EWC Project** – The engineers are working on the designs for the intersection of EWC and Coleman Creek. Engineers are working on the 60% designs.
- iv. **Cherry Creek Project** – The district has paid RH2 for the 30% design but that design was not used because of concerns about the Moe Road bridge and the costs of moving the points of diversion upstream. Anna has an amendment to Task Order #1 with RH2 to design the projects similar to the Nisbet project on Coleman Creek. Before the board approves the amendment, they requested that Anna put together an estimate of project costs, including the costs for Jacobs' wind turbine.
- v. **3M Ditch Project** – Anna informed the Board that the district received the contract from the SRF Board for this project. The total project cost is for \$386,470. Approximately \$58,000 of that total is match which will mainly come from YTAHP.

MOTION – Approve the grant contract with the SRF Board for the 3M Ditch Project on the Teanaway River for a total project cost of \$386,470.

Dale Dyk, seconded by **Lynn Brown** *Passed Unanimously*

d) Manastash Restoration Project – See staff reports.

i. Screen Facilities Update

1. Barnes Road – At the last Barnes Road progress meeting, a contract extension was requested from Belsaas & Smith. They would like to extend the contract from January 31, 2010 to February 26, 2010. For the mechanical building, the original idea was to use a pre-fabricated

building but the costs were too expensive. The issue now for constructing a block building is that the blocks are not scheduled to arrive on site until February 1st.

MOTION – Approve contract #200907-09-01, amendment #1 with Belsaas & Smith to extend contract through February 26, 2010.

Ron Gibb, seconded by **Jeff Brunson** (*Dale Dyk Abstains*) *Passed*

Anna reported that there is an issue with the drainage pipe for the Barnes Road facility. The plans note that the pipe should “route to daylight” but the pipeline is not drawn the full length needed to daylight. The contractor is indicating that the additional pipe (beyond what’s drawn on the plans) and work to bury it will cost an additional \$3,000. Anna reported that if the pipeline is not extended from the point shown on the plans to the intended end point at the creek, the drain will not work. The Board directed staff to communicate to the contractor that the drain pipe must be installed as intended (daylighting at the creek) and this should occur at no cost to the district.

2. **MWDA-** The pour is scheduled for 8 am tomorrow, January 15th. The start-up period should be close to the end of April. This could put a strain on many landowners who rely on that water. The engineer and contractor need to understand the magnitude of the start-up of this system. The Board recommends setting up a meeting with the contractor, BPA, and the irrigators to make sure everyone is on the same page. Anna will write a letter to BPA regarding the project time frame and the delays. The next steering committee meeting is set for January 28th at the fairgrounds.

ii. Instream Flow Enhancement Updates

1. **Pipeline projects** – The district has not heard from the Department of Ecology regarding additional funding for the pipelines. The irrigators’ attorney has drafted a letter to landowners where easements may be acquired and Anna will review it.
2. Sherry informed the Board that Lisa Pelly is planning on putting together a 2nd reverse auction, possibly at the end of February.

3. Sprinkler Conversion Projects

- a. **Gregerich** – The district has received a time extension with BPA for the Capital funds for this project through January 31, 2010.

MOTION – Approve contract time extension with BPA for Capital funds through January 31, 2010.

Ron Gibb, seconded by **Lynn Brown** (*Dale Dyk Abstains*)
Passed

- e) **Water Metering** – Dave Burdick is out of the office until January 19th. The district is waiting to hear back on a grant extension.

C. Special Assessment –

- a) **Rural Service Center** – Anna informed the Board that she hasn't had much time to work on the logistics of the Rural Service Center. The Board would like district staff to research loan rates and possible funding opportunities.
 - b) **Wild Horse Conservation Easement Monitoring** – Suzanne has finished the report and the district submitted the first invoice to PSE.
 - c) **Acheson Flood Fencing Project** –The JARPA was submitted last month. The district is waiting to hear if a permit is needed from the Corps of Engineers.
 - d) **Red Bridge Road and Lambert Road Engineering** – Anna informed the Board that the Engineering Assessments should be complete on these sites.
- D. KCCD Handbooks** - Anna informed the Board that she is working on incorporating Lynn Brown's comments into the district's operations and personnel handbooks. His comments dealt mainly with exempt employees. It was agreed to have one resolution for approval for the two handbooks.
- E. Long Range Planning Updates** – The Long Range Planning Session was held on Tuesday. There were 18 attendees. The main focus was the priority tasks for the next 12-24 months. The Board would like Anna to "clean-up" the plan and email to the Board when completed.
- F. Elections** – The polling officer volunteers are all scheduled for the election. The district is accepting mail-in ballot requests through February 2nd.

V. New Business

- A. January 27 Grower Meeting** – Will be held at the Fairgrounds. Presenters at this meeting include Anna, Jill Arango with the Cascade Land Conservancy, landowner Charlie Acheson, Sarah Troutman-Zahn and Roylene Rides-at-the-Door with NRCS. A light lunch will be included.
- B. KCCD Annual Meeting** – The annual meeting dinner is set for Thursday, February 4th at the Palace Café.
- C. Spokane Conservation District** – The Board reviewed the letter from the Spokane Conservation District regarding the assessment resolution passed at the recent WACD convention.
- D. Personnel** – DJ Shook informed the Board (see attached letter in Board packet) that he is resigning from his position at the district. His last day of work will be January 25, 2010. Anna said that some of DJ's work will be given to Mark C. and Ryan will be able to do more of the construction oversight on projects. The Board agreed to wait until the next board meeting to see where the district is at in terms of filling a temporary position.

Comments:

Ron Gibb reiterated his concern about involving district staff with construction oversight on projects. He would like to see a third party designation for construction oversight and see if it can be budgeted into our projects.

VI. Reports

Anna Lael (see attached)
Suzanne Wade (see attached)
Sara Leist (see attached)
Mark Crowley (see attached)
DJ Shook (see attached)
Ryan Roberts (see attached)
Sherry Swanson (see attached)

VI. **Adjournment** –Chair Mark Moore adjourned the meeting at 4:16 PM.

MOTIONS APPROVED:

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Recording Secretary

Date

Board Member

Date