



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

Board of Supervisors Meeting

February 11, 2010 1:00 PM

ATTENDANCE

<p>Mark Moore, Chair Jeff Brunson, District Auditor Ron Gibb, Member Dale Dyk, Member Jackie Brunson, Associate Supervisor</p>	<p>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</p> <p>NRCS Staff: Sarah Troutman-Zahn</p>
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I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:04 pm.

II. **Approve Bills**

Bills to be approved are listed below:

MOTION –Approve January Minutes and the January Accountant’s Report.

Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION - Approve check numbers 11236 through 11289 for a total of \$136,565.11 (Payroll Checks 11237-11244, and 11286-11289). .

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

III. **Old Business**

A. **NRCS Report**– See attached NRCS Report. Sarah reported that the EQIP applications have been ranked. The next Big Bend local work group meeting will be in Ephrata on March 2nd.

B. **KCCD Project Reports (See Monthly Reports)**

a) **Irrigation Efficiencies** – See Mark Crowley’s report. Mark C. informed the Board that there was a Bull Canal Management Team meeting, in which there were no water changes. Mark C. met with Steve Burris and Greg from Ladd Irrigation. Ron Gibb said that he and some of the Town Ditch Board have concerns regarding water spilling and the control of flows. Anna said she plans to attend the next Town Ditch Board Meeting, which meets the 2nd Monday of each month at 7 pm.

b) **Implementation** – No new information to report.

c) **BPA YTAHP** – See staff reports for full updates on current projects.

General Project Updates –

1. Anna informed the Board that YTAHP's current funding cycle will be coming to a close on March 31st. Because two of the district's projects came in under budget (Jack & Indian Creek Project and the Nisbet/Coleman Project) Anna would like the board to consider procuring equipment for various projects. Anna will have a list of items to procure at the next board meeting.

Individual Project Reports

- i. **Coleman Project** – There is a 2nd change order for this project. The change order would extend the contract completion date to March 5th and installation of a new surge protector at a cost of \$1,334.83.
MOTION – Approve change order #2 with MRM Construction for \$1,334.83.
Ron Gibb, seconded by **Dale Dyk** *Passed Unanimously*
- ii. **Greer Ditch Project** – The low bidder for this project was Thayer & Sons Excavating. Their bid came in at \$2,025.
MOTION – Accept Thayer & Sons Excavating LLC as the low bidder for the Greer Ditch Project and approve the contract.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*
- iii. **Coleman/EWC** – 60% designs are done. The next TWG meeting is during the week of 2/22/10.
- iv. **Cherry Creek Project** – Mark and Anna informed the Board that the landowners are leaning toward the pump stations option for this project. They are concerned about power costs though, and Anna is working on the possibility of installing a wind turbine or other incentives to help offset the long term power costs. Anna presented a task order from RH2 to complete the designs for the pump station option. RH2 had previously completed conceptual designs for a gravity option for these diversions, but those designs were complicated by input from WDFW and the County.

MOTION – Approve the task order with RH2 to complete the design work, but start with the 30% designs, review them with the landowners and obtain signed letters of commitment before completing the rest of the design.
Ron Gibb, seconded by **Dale Dyk** *Passed Unanimously*
- v. **3M Ditch Project** – Anna informed the Board that the district needs to get a cost estimate from Chris Landreau for the cultural resource monitoring for this project.
MOTION – Authorize District Manager to negotiate a cultural resource task order with Reiss-Landreau Resources for the 3-M Ditch Project.
MOTION was amended as follows:
Authorize District Manager to negotiate a cultural resource contract with Reiss-Landreau Resources for the 3-M Ditch Project and the Coleman-EWC Project.
Dale Dyk, seconded by **Ron Gibb** *Passed Unanimously*

d) Manastash Restoration Project – See staff reports.

- i. **Screen Facilities Update**

1. **Barnes Road** – The building is up, the electricians and plumbers are on site and start-up is scheduled for the week of the 22nd.
2. **MWDA**- The pours are done. Ginger Sutton hasn't signed the easement yet. Belsaas & Smith have cleaned up the area for her horses and pasture. The start-up is scheduled for the last week of March.

ii. **Instream Flow Enhancement Updates**

1. **Pipeline projects** – Dave Burdick with the Department of Ecology has found some additional funding for this project, roughly \$600,000 for a total contract amount of \$1,981,000.
MOTION – Approve DOE agreement for \$1,981,000 for pipeline project (Consolidated Pipeline and Manastash Ditch Pipeline to South Branch) contingent on KCCD Chair's review.
Ron Gibb, seconded by **Jeff Brunson** (Dale Dyk Abstains) *Passed*
2. Sherry informed the Board that Lisa Pelly is planning on putting together a 2nd reverse auction later this year, more than likely in the fall.

3. **Sprinkler Conversion Projects**

- a. **Gregerich** – This project should be complete by March 1st. Work that remains includes electrical work and setting up pumps.

4. **MWDA** – Anna reported that 3 of the 6 measuring devices are not working properly and are in need of modifications. The district has a cost share contract with MWDA for \$17,700.
MOTION – Approve cost share contract for \$17,700 for MWDA.
Ron Gibb, seconded by **Jeff Brunson** (Dale Dyk Abstains) *Passed*

- e) **Water Metering** – The district received an extension on this grant through June, 2011. West Side Ditch Co. is not moving forward with their water metering project.
MOTION – Approve DOE Water Metering Grant extension to June 30, 2011.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

C. **Special Assessment** –

- a) **Rural Service Center** – Suzanne informed the Board that she has looked into loan options for the district's Rural Service Center. Various programs exist including Rural Development's Business and Industry Guaranteed Loan and Grant Programs, U.S. Small Business Administration, and loans through Intervest.
- b) **Acheson Flood Fencing Project** – The district can't do this project as a landowner agreement, so Anna said that we need to start the bid process for the project. This would be contingent on receiving all permits as we are still waiting for one permit at this time. With the flood fences and planting in the area, the estimated project cost is \$39,000. The logs will be obtained through Bill Woods.
MOTION – Approve to move forward with the bidding process for the Acheson Flood Fences Project contingent on receiving all permits.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

c) **Red Bridge Road and Lambert Road Engineering** – Anna informed the Board that the Engineering Assessments are complete on these sites and meetings will be scheduled.

D. **KCCD Handbooks** - Anna has incorporated our four manuals into one. The changes are included in the board packets for the Board's review.

MOTION – Approve Resolution #2010-001 to approve the KCCD Operating Policies and Procedures Handbook with changes.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

E. Anna informed the Board that the district has signed up through the Municipal Research and Services Center (MRSC) for the Washington State Shared Small Works/Consultant Rosters. We have a contract ready for approval between the district and MRSC in order to be able to use their small works/consultant roster.

MOTION – Approve the Public Agency Membership Contract with MRSC.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve Resolution #2010-002 to approve the Small Public Works and Consultant Rosters with MRSC.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

F. **Long Range Planning Updates** – The updated long range plan is included in the board packets for the Board's review.

MOTION – Approve the 5 Year Long Range Plan 2010-2015.

Ron Gibb, seconded by **Dale Dyk**

Passed Unanimously

G. **Elections** – The district election has been completed. The district had 22 votes cast, including mail-in ballots.

IV. **New Business**

A. **Legislative Days** – The legislative day in Olympia will be February 25th. Mark Moore, Lynn Brown and Anna are planning on attending.

B. **Wild Horse CRM Funding** – Anna informed the Board that a request was being put forward to legislators for funding to do some spring development work on the CRM area. The District may be asked to administer funding if any is provided.

C. **Plant Sale Scholarship Proposals** – Anna informed the Board that the district received 3 proposals for scholarships:

✓ Request by Julie at WSU Cooperative Extension - \$370 to help with the bust costs of schools traveling a distance to attend the Agricultural Appreciation Day 2010.

✓ Request by Tara Affholter at Lincoln Elementary - \$300 to assist with 5th grade camp. Students learn about various natural resource related topics

✓ Request by CeCe Bada at Easton School - \$250 to help clean up Lake Easton State Park and become familiar with Washington Fishing Game Laws and to provide garbage cans for fishing line. Also costs to pay for transportation.

MOTION – Approve the three scholarship proposals for funding, for a total of \$920.

Jeff Brunson, seconded by **Dale Dyk**

Passed Unanimously

D. Personnel – Anna would like the Board to consider hiring Brent Dixon as a temporary position to help with plantings, YTAHP flow monitoring, Manastash flow monitoring, etc. for a period of 5 months.

MOTION – Approve to hire Brent Dixon as a temporary position at \$12.00 per hour for up to 5 months at Anna’s discretion.

Jeff Brunson, seconded by **Dale Dyk**

Passed Unanimously

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)

V. Adjournment –Chair Mark Moore adjourned the meeting at 3:51 PM.

MOTIONS APPROVED:

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

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MOTION – Approve DOE Water Metering Grant extension to June 30, 2011.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

MOTION – Approve to move forward with the bidding process for the Acheson Flood Fences Project contingent on receiving all permits.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

MOTION – Approve Resolution #2010-001 to approve the KCCD Operating Policies and Procedures Handbook with changes.
Dale Dyk, seconded by **Ron Gibb** *Passed Unanimously*

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MOTION – Approve the 5 Year Long Range Plan 2010-2015.
Ron Gibb, seconded by **Dale Dyk** *Passed Unanimously*

MOTION – Approve the three scholarship proposals for funding, for a total of \$920.
Jeff Brunson, seconded by **Dale Dyk** *Passed Unanimously*

MOTION – Approve to hire Brent Dixon as a temporary position at \$12.00 per hour for up to 5 months at Anna's discretion.
Jeff Brunson, seconded by **Dale Dyk** *Passed Unanimously*

Recording Secretary Date Board Member Date