



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

**Board of Supervisors Meeting**

**December 10, 2009**

**1:00 PM**

**ATTENDANCE**

<p><b>Mark Moore, Chair</b>  <b>Lynn Brown, Vice Chair</b>  <b>Jeff Brunson, District Auditor</b>  <b>Ron Gibb, Member</b></p>	<p><b>KCCD Staff:</b>          Anna Lael, District Manager          Sara Leist, Financial Manager          Mark Crowley, Resource Technician          Ryan Roberts, Engineer          Suzanne Wade, GIS Specialist</p> <p><b>NRCS Staff:</b>          Sarah Troutman-Zahn</p>
<p><b>Guest:</b> Jon Culp, Washington Conservation Commission</p>	

**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:

\$531,672.90

Highlighted bills have been approved by the usual and customary expenses resolution or approved by contract by the Board.

**III. Approve Accountant’s Report, Meeting Minutes and Bills.**

**MOTION** –Approve November Minutes and the November Accountant’s Report.  
**Ron Gibb**, seconded by **Lynn Brown** *Passed Unanimously*

**MOTION** - Approve check numbers 11106 through 11165 for a total of \$531,672.90 (Payroll Checks 11108-11114, and 11161-11165). The Board also approved check #11166 for \$440.25 for Mark Moore’s lodging, mileage and meal reimbursement for attending the WACD Annual Meeting in Spokane.

**Ron Gibb**, seconded by **Lynn Brown** (Jeff Brunson Abstained) *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. Funding for CSP has yet to be determined.

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

a) **Irrigation Efficiencies** – See Mark Crowley's report. Mark C. discussed the annual meeting for Bull Canal Company to determine where the saved water will be placed. The Yakama Nation has requested an invitation. Mark also submitted a list of potential IE projects per Jon Culp's request. Mark talked to Larry Browne and was going to set up a meeting regarding the Burris project.

b) **Professional Engineering** – See monthly staff reports.

c) **Implementation** – One Small Project Cost Share contract has been executed and 4 designs are awaiting contracts. The remaining are in the process of completing the designs.

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

i. **Taneum Project** – Anna informed the Board that the district has YTAHP funds available to help with this project due to the Jack and Indian Creek project coming in under budget and the Coleman project continuing as planned. The Kittitas Conservation Trust is requesting \$38,800 for engineering costs. After the Board reviewed the agreement, they agreed to remove the costs for the following budget items: preparing construction documents (\$1,696), bidding assistance (\$1,180), and construction management (\$13,132).

**MOTION** – Approve agreement for \$22,792 for engineering for the Taneum Creek Project.

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

ii. **Jack & Indian** – Anna informed the Board that Belsaas & Smith has submitted one final pay request for \$831.93 due to a miscommunication involving one of the sub-contractors. The result is a 4th invoice and final invoice for the guardrail only.

iii. **Coleman Creek** – There will be somewhat of a wait on the automated gates. Also, the rock that was included in MRM's original bid is not enough for this project. Anna would like the Board to consider a change order for the rock in the amount of \$5,614.59.

**MOTION** – Approve the Coleman Project Change Order No. 1 for \$5,614.59.

**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

The contract with MRM Construction ends on December 15<sup>th</sup>. District staff would like an extension for one week, with a contract end date of December 22, 2009.

**MOTION** – Approve to extend the end date of construction to December 22, 2009.

**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

Anna informed the Board that we have an amendment between the district and RH2 Engineering. The amendment is for task order #3 to additional time for assistance during construction.

**MOTION** – Approve the task order #3 amendment for the Coleman Project for a new total cost of \$12,269.

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

- iv. **Coleman/EWC** – The 30% designs were submitted by RH2.
- v. **Greer Ditch** – The JARPA has been signed and the permits are in. Anna informed the Board that she will be reviewing the bid packet soon.
- vi. **Cherry Creek** – Anna informed the Board that the Salmon Recovery Funding Board has approved the use of a wind turbine for the Cherry Creek project. Anna is researching wind turbines for this area.

e) **Manastash Restoration Project** – See staff reports.

i. **General Project Update-**

- 1. Barnes Road – Project is underway. The project is currently one week behind schedule. Belsaas & Smith has presented three change orders for this project and HDR has reviewed those requests. Two were recommended for approval by the Engineer and one was not. Change orders are as follows:
  - 1. \$1,938 + tax – To add an additional wall from the west end of the trash rack to the existing abutment of the county road bridge.
  - 2. \$230 + tax – Removal of a small portion of pipe footing in conflict with the proposed facility.
  - 3. \$1,346 + tax – Installation of a concrete fillet adjacent to the proposed fishscreen.

**MOTION** – Approve change orders #1 and #3. The Board does not approve change order #2.

**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

- 2. MWDA – The project is currently 3 weeks behind schedule. One hold-up has been due to temporary power. The power should be in by today. The ditch is full of ice and there have been issues with flooding. Belsaas & Smith plan to do two pours by the end of the year to try to catch up with the projected schedule.
- ii. **Pipeline projects** – The pipeline projects have been delayed due to easement acquisition. It has become clear that the irrigators may need to pursue legal assistance in order to move the process forward.
- iii. **Sprinkler Conversion Projects**

- 1. **Gregerich** – One sprinkler has been installed for this project.

f) **Water Metering** – The district has been asked by DOE how much funding we will spend by the end of the grant. As of the end of October, 2009, the district has \$460,000 remaining in the grant. District staff would like the Board to consider approving the current four applications waiting for contracts, two contract amendments and one variance.

**MOTION** – Approve the four contracts and two contract amendments as shown above.

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

The Board agreed that the staff should send letters to the landowners who have submitted variances to inform them about the funding available.

**MOTION** – Approve Water Metering variance for Sweet Grass Investments, LLC.  
**Lynn Brown**, seconded by **Ron Gibb** *Passed Unanimously*

**C. Special Assessment –**

- a) **Wild Horse Conservation Easement Monitoring** – Suzanne finished the report and made comments per PSE. She is waiting for final word back from PSE.
- b) **Acheson Flood Fencing Project** –The JARPA is done. Allen Aronica came in to sign the JARPA. Anna had a meeting with the landowners, Jill Arango and Richard Visser about the project and potential easement programs.
- c) **Red Bridge Road and Lambert Road Engineering** – Anna informed the Board that the Engineering Assessments are underway for Red Bridge and Lambert Road.

**D. WACD Meeting Updates**

- a) **Budget Process Comments** – Districts are working on budgeting and distribution of funds through the Commission. Budget process was the main discussion at the Annual Meeting. Also, the Legislative Day in Olympia will take place on February 25<sup>th</sup>.
- b) **Jon Culp** also informed the Board that there will be a 4.3% budget reduction for this current fiscal year. Next fiscal year the Commission could face a reduction of 5 to 20%.

**V. New Business**

- A. Operations Handbook – Lynn Brown would like to review the handbook before a resolution is set to approve it.
- B. Set Election Date – The district needs to set the election date by resolution for positions expiring in 2010. The date is set for February 9<sup>th</sup> and polling stations will be at the district office and at the City Hall in Cle Elum. Polls will be open from 10 am to 2 pm.  
**MOTION** – Approve resolution No. 2009-02 to set election date for February 9, 2010.  
**Ron Gibb**, seconded by **Lynn Brown** *Passed Unanimously*
- C. Long Range Plan Update – At the last meeting, the Board approved to hold the Long Range Planning Session over a two-day period, on January 12<sup>th</sup> and January 19<sup>th</sup>. However, due to various schedule conflicts, it was agreed to hold the session on only one day, January 12<sup>th</sup>. The Long Range Planning Session will be held from 9:30 am to 3 pm. The district will send out emails, and publish an invitation in our quarterly newsletter which is set to go out at the end of this year.
- D. Christmas and New Year's Eve Leave – The Board agreed to provide 8 hours of holiday leave to each district staff member. The 8 hours is to use on Christmas Eve and/or New Year's Eve.  
**MOTION** – Approve 8 hours holiday leave for district staff to use on Christmas Eve and/or New Year's Eve.  
**Lynn Brown**, seconded by **Jeff Brunson** *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)

VI. **Adjournment** –Chair Mark Moore adjourned the meeting at 3:25 PM.

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### MOTIONS APPROVED:

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**Ron Gibb**, seconded by **Lynn Brown**

*Passed Unanimously*

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(Jeff Brunson Abstained)

*Passed Unanimously*

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**MOTION** – Approve the four contracts and two contract amendments as shown above.

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

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**MOTION** – Approve Water Metering variance for Sweet Grass Investments, LLC.

**Lynn Brown**, seconded by **Ron Gibb**

*Passed Unanimously*

**MOTION** – Approve resolution No. 2009-02 to set election date for February 9, 2010.

**Ron Gibb**, seconded by **Lynn Brown**

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**MOTION** – Approve 8 hours holiday leave for district staff to use on Christmas Eve and/or New Year’s Eve.

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

*Passed Unanimously*

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Recording Secretary

Date

Board Member

Date