



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

Board of Supervisors Meeting

April 12, 2007 7:00 PM

ATTENDANCE

Lynn Brown, Vice-Chair Jeff Brunson, Auditor Ron Gibb, Member Jackie Brunson, Associate Supervisor	KCCD Staff: Anna Lael, District Manager Sara Leist, Financial Manager Suzanne Wade, GIS Specialist Mark Crowley, Resource Technician Sherry Swanson, Project Manager Ryan Roberts, Engineer NRCS: Sarah Zahn
Guests: Jessica Leavitt; Butch Ogden, WCC	

- I. **Call to Order-** Vice-Chairman Lynn Brown called the meeting to order at 7:05 PM.
- II. Approve the March Meeting Minutes and March Accountant's Report.
MOTION – Approve the March 8th and March 27th Meeting Minutes and March Accountant's Report.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*
- III. Bills to be approved are listed below:

MOTION - Approve check numbers 9252 through 9308 with a total of \$108,286.64 (Payroll Checks 9255-9261).
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

IV. Old Business

- A. **NRCS Report** – See NRCS Report. Sarah Zahn reported that NRCS will be participating in the Rapid Watershed Assessment (RWA) program in 2007 for the Upper Yakima and Lower Crab Creek Watersheds. Sarah asked the Board if they would be willing to sign a letter in support of RWA program.
MOTION – Approve letter of support by KCCD Board of Supervisors for the Rapid Watershed Assessment Program.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

B. KCCD Project Reports (See Monthly Reports)

- a) **PAM Cost Share Program** – To date, KCCD has received nine PAM applications. Anna also informed the Board that the County Commissioners have approved \$5,000 for this year's PAM Cost Share program. The agreement is ready for KCCD Board approval.
MOTION – Approve the agreement for services between KCCD and the Kittitas County Commissioners for the 2007 PAM Cost Share Program for \$5,000.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*
- b) **Irrigation Efficiencies**– See Mark Crowley's report. Mark C. worked on permitting for the Lmuma Creek Project. The contracts are in Olympia awaiting signature.

- c) **06-28-PE Engineering Grant** – See staff reports. Ryan has been working on various projects for both the Okanogan CD and the Chelan CD. Anna informed the Board that KCCD should have approximately \$40,000 left in the Engineering Grant and Ryan has been researching vehicles at local dealerships as well as through the state. In addition to the vehicle, Ryan is suggesting a canopy and tool boxes. Suzanne has been looking into a new computer for Ryan as well. Ron Gibb stressed the importance of purchasing a computer with good technical support and thought that a Dell Precision Workstation would be the best fit for all of the programs utilized by an Engineer.

MOTION – Authorize staff to purchase a vehicle that fits the needs of the District engineer, up to \$40,000. Staff should consider purchasing local and inform Board prior to purchase. Also authorize staff to purchase computer for Engineer.

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

Anna informed the Board that she created a cell phone policy (attached in the board packets) based on the County's policy. She would like to include it with the KCCD Personnel Policy Manual. Also, Anna has made an amendment to the Personnel Manual for the changes the Board approved in February about the benefit allowance increase.

MOTION – Approve the amendments to the Personnel Policy Manual to add the cell phone policy and update the benefits allowance.

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

- d) **BPA - YTAHP** – Anna informed the Board that within the next day or two, the RC&D should have a contract with BPA. KCCD has an interlocal agreement with RC&D ready for Board approval. The contract period is April 1, 2007 through March 31, 2008. The total capital budget is \$313,778.60 and the expense budget is \$28,153.61.

MOTION – Approve the Interlocal Agreement with the South Central WA RC&D for the period of April 1, 2007 through March 31, 2008 for \$313,778.60 in capital funds and \$28,153.61 in expense funds.

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

Anna reported that Ryan worked with the County to create an interlocal agreement between KCCD and County that would allow use of the county's small works roster and cooperation on projects like Jack and Indian Creek. It is included in the Board packets for review.

MOTION – Approve Interlocal Agreement with Kittitas County.

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

Anna informed the Board that Abbi sent one of KCCD's flow meters in for calibration because it didn't zero out. Marsh-McBirney, the company who manufactures the flow meters, sold to Hach. Hach informed Abbi that the flow meter is in need of repairs. Abbi looked into repairing the meter with Hach and they are requesting that KCCD join their Service Partnership Program at a cost of \$377 annually. This will ensure that our meter is repaired and will prevent any unforeseen repair expenses.

MOTION – Approve service contract with Hach for flow meter for \$377 annually.

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

Anna informed the Board that she has a Request for Qualifications she'd like the Board to review. This RFQ is for archaeological cultural resource survey and reporting.

MOTION – Approve the Request for Qualifications for archaeological cultural resource survey and reporting for KCCD projects.

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

Current Projects (see staff reports for project details):

Caribou Creek Project – Anna and Dan Turner (R2) attended the pre-bid meeting on March 29th. Bids are due to the City of Kittitas next week. Anna was able to purchase 260 feet of 18” pipe and five 45 degree elbows for this project with some remaining YTAHP funds. Anna has drafted an agreement between KCCD and the City of Kittitas to store the pipe.

MOTION – Approve Interlocal Agreement with City of Kittitas to store pipe procured for the Caribou Creek Project.

Jeff Brunson, seconded by **Lynn Brown (Ron Gibb Abstains)** *Passed Unanimously*

Lyle Creek (Ludwick) Project – Mark Wasemiller visited the site and will provide certification that the project is complete. Mark Crowley has reviewed Jack Ludwick’s payment request. According to Mr. Ludwick, the project is \$47,000 over budget and is requesting reimbursement. KCCD will not be paying for the value of the pipe that KCCD previously paid and the cost to remove the old pipe. Lynn Brown suggested that most Board members should be present to make a final decision on Ludwick’s reimbursement. Lynn also asked Anna to put together options for paying Ludwick and justifications for paying him. KCCD staff can plan a special meeting to go over the invoices for this project.

Anna informed the Board that we can reimburse Mr. Ludwick for his remaining unpaid balance according to his landowner agreement, which is approximately \$47,140. A portion of the National Fish & Wildlife Grant (\$23,000) and a portion of the DOE Conveyance Infrastructure grant (\$24,140) will be used to pay Mr. Ludwick. Mr. He is also receiving EQIP funds.

MOTION – Approve Jack Ludwick’s bills for expenses as included in his landowner agreement.

Ron Gibb, seconded by **Lynn Brown (Jeff Brunson Abstains)** *Passed Unanimously*

Parke Creek Project – Mike Hay and Matt Wallin visited this project site and will be certifying it complete. Still waiting on a few invoices but this project should come in very close to budget.

Salmon Recovery Funding Board – KCCD has agreements ready for Board approval. One agreement is for the Currier Creek Project and is for \$155,050 and the second agreement is for the Cherry Creek Project and is for \$316,000.

MOTION – Approve both SRF Board agreements for the Currier Creek Project and the Cherry Creek Project.

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

- e) **Manastash Project** – See Sherry Swanson’s and Anna Lael’s reports. Anna informed the Board that there was a sub-committee meeting on April 11th to discuss and work on the Implementation Plan. It was a very productive meeting and Anna felt they had a strong draft to work on and review. Anna informed the Board that there are still a few sections that need additional information but the draft should be ready for the Steering Committee to review by next week. Suzanne also made maps for the sub-committee meeting that have been very helpful. Anna has these maps for the Board’s review.

Sherry has two requests to purchase additional flow monitoring equipment for the Manastash Project. Currently, KCCD is using KRD's bridge board to take flow measurements during the high flows. At some point KRD will need their equipment back, which would make it difficult for KCCD to get the measurements needed for Manastash. Sherri looked into the cost of a bridge board from Rickly Hydrological. The quote is for \$1,956.00.

MOTION – Approve the purchase of a new bridge board for the Manastash Project at the cost of \$1,956.00

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

The second request for equipment is a transducer for the Manastash Project. Transducers were previously purchased through Pressure Systems. The transducer at the Anderson Ditch site was removed and mailed back to Pressure Systems on March 2nd because it was reading incorrectly. Pressure Systems determined that a dent had occurred and caused damage which voided the warranty. It is probable that ice caused the damage but it could have been debris or ice. Pressure Systems is willing to offer 50% off the cost of a transducer. The cost would be \$835.22 which includes the Transducer at 50% off and 850 Serial Cable with 3 ft. of cable.

MOTION – Approve the purchase of the transducer and serial cable from Pressure Systems at a cost of \$835.22.

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

Sherry has two pipeline proposals for the Board's review. One is the Cooke Pipeline which involves landowners Brian Cooke, Doug Rock and Robert Forbes. Their Manastash Creek Water would be donated to the State Water Trust, which is approximately 0.8785 cfs. The second pipeline proposal is the Graf Pipeline which involves landowners Allen, Ball, Duncan, Easterling, Hoffman, Mildon, Miller, Graf, Skistad, and English. Their Manastash Creek water would be donated to the State Water Trust, approximately 0.52 cfs.

Sherry also has a proposal from Reiss-Landreau Research to do an archaeological survey of the Graf Pipeline at a cost not to exceed \$2,860.00.

MOTION – Approve the cultural survey for Graf Pipeline by Reiss-Landreau Research at a cost of \$2,860.

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

- f) **Water Metering Grant** – Mark C. reported that there are two water metering variances ready for Board approval. One is for Elizabeth Whitaker Lind on Reecer Creek and the other is for Matthew Miller on Naneum Creek.

MOTION – Approve the water metering variances for Lind and Miller.

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

Anna also informed the Board that we received a task order from HDR FishPro for assisting with flow measurements at Packwood Canal. The cost for this task is \$8,617. Anna believes that the district can assist with flow measuring in-house and it won't cost as much as HDR FishPro is estimating.

- C. **Special Assessment Update**– Anna informed the Board that we continue to wait for the interlocal agreement regarding the county's cost for collecting the assessment for us. The Department of Transportation has some concerns regarding our special assessment. At one

point, DOT thought that KCCD was assessing roadways and easements. Even though this is not the case, DOT believes that the district should not be assessing DOT parcels at all. Anna spoke with Tom Salzer and KCCD is trying to set up a meeting between the DOT assistant attorney general and the Commission's assistant attorney general.

- D. Wild Horse Wind Power Project Conservation Easement** – Anna spoke to Grant Bronk at the Chelan-Douglas Land Trust. He provided helpful information and a spreadsheet that calculates the cost of a stewardship fund. According to the spreadsheet calculations, KCCD would need a stewardship fund in the amount of \$116,000.
- E. Insurance Dispute with Allstate** – Anna informed the Board that she has obtained the forms to pursue small claims court with Allstate and is working with Erin Anderson in order to fill out the forms correctly.
- F. Internal Audit** – Butch informed the Board that the internal audit was held on March 23rd. He appreciated how organized the records were and that the audit went well. He enjoyed working with Jackie Brunson and Dale Dyk to complete the audit.

V. New Business

- A. WADE Conference** – Anna informed the Board that the WADE Conference will be held in Leavenworth at the Sleeping Lady Resort June 18-20, 2007.
- B. Family Forest Owners Field Day** – Anna informed the Board that KCCD is partnering with other agencies to sponsor the WSU Family Forest Owners Field Day. The field day will take place on Saturday, June 23, 2007. There will be various presentations throughout the day.

Butch informed the Board that the Commission has redesigned the Basic Funding Application. The grant is now called the Good Governance Award and the application is less than two pages. When submitting the application, districts must also attach their schedule 4 report, annual plan, internal audit completion report, and long range plan. There is no match requirement for the Good Governance Award or the new Implementation Grant. Butch also informed the Board that he has accepted another position with the Commission and will take over the Regional Manager position for the Southwest Washington area in June 2007. He has enjoyed working with the KCCD for the last five years.

VI. Reports

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

- VII. Adjournment** – Vice-Chairman Lynn Brown adjourned the meeting at 9:25 PM.

MOTIONS APPROVED:

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Recording Secretary	Date	Board Member	Date
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