



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 14, 2005 7:00 PM

ATTENDANCE

<p>Mark Moore, Chair Lynn Brown, Vice-Chair Dale Dyk, Member Ron Gibb, Member</p> <p>Marge Bach, Associate Supervisor Jackie Brunson, Associate Supervisor</p>	<p>KCCD Staff: Suzanne Wade, GIS Specialist Sara Bull, Financial Manager Mark Crowley, Resource Technician II</p> <p>NRCS Staff: Harold Crose, Area Conservationist Doug Allen, District Conservationist Chris Bove, District Conservationist</p>
<p>Guests: Jane Creech, DOE; Carol Ready, Manastash Project Manager</p>	

- I. **Call to Order-** Chairman Mark Moore called the meeting to order at 7:07 PM.
- II. **MOTION** – Approve Revised February and March Accountant’s Report and Meeting Minutes.
Ron Gibb, seconded by **Dale Dyk** *Passed Unanimously*
- III. Bills to be Approved are listed below:

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

Total \$300,592.35

- MOTION** - Approve check numbers 8088 through 8138 with a total of \$300,592.35.
Ron Gibb, seconded by **Lynn Brown** *Passed Unanimously*

IV. Old Business

- A. **NRCS Report** – See attached NRCS Report.
- B. **Guest: Jane Creech’s Report** – Jane handed out copies of the printed Wilson Creek sub-basin bacteria TMDL draft report. She is asking for written comments so that the comments can be added to the report as an appendix. Jane needs to have written comments by May 10th. Jane also informed the Board that there will be an informational workshop on April 19th for the Wilson Sub basin Bacteria TMDL.
- C. **KCCD Project Reports**
 - a) **PAM Cost Share Program** – Sara informed the Board that PAM applications were sent out today. We have one application from Kirk Riegel to review tonight. Kirk Riegel included 6 fields with 92 acres total, rill irrigated for small grains and new seeding.
MOTION – Approve Kirk Riegel’s PAM cost share application.
Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*
 - b) **Irrigation Efficiencies** – See Mark Crowley’s report. Mark C. reported to the Board that Vern Meyer’s project needs some backfilling work. His project is almost complete. Mark C. has been working with Suzanne Blakeney to finalize the numbers for Wheatley’s trust. When finalized, Jack Wheatley will be applying for the second phase of the project.
 - c) **AFO/CAFO Grant** – See attached staff reports.

- d) **Engineering Grant** – The Washington Conservation Commission has requested that all clusters review financial status of their engineering grants to see if they have funding they would be willing to redistribute to other clusters that are in need of additional funding. As of April 1st, KCCD has \$71,000. WCC has had requests for approximately \$25,000 from other clusters in need of funding. Staff stated that it would be possible for the district to turn back that much to help other clusters. The remaining funds will be used to cover salaries/benefits through June and then procure some equipment. The proposed list includes a plotter, a GPS unit with sub meter accuracy, and another vehicle. Staff has also been discussing adding another staff person to assist Rusty and staff would like input on this. Staff has contacted the rest of the districts in our cluster informing them about the overage. The Board would like staff to come up with a proposal before the next biennium to list and rate options for comparison (i.e., plotter, GPS unit, another staff position).

MOTION – Amend the 04-28-PE grant budget and return \$25,000 to the Conservation Commission.

Lynn Brown, seconded by **Ron Gibb**

Passed Unanimously

e) **BPA Yakima Tributary Access and Habitat Program**

Coleman Creek Project – At last month's board meeting, \$10,000 was approved for expenses associated with the completion of the Coleman Creek project. Rusty informed Anna and Sara that he estimates another \$5,000 - \$7,000 could be necessary to complete the work. Sara called Anna and put her on speakerphone so the Board could discuss the additional expenses with her. Anna informed the Board that nearly all the work for this project have been completed. There is plenty of funding in the YTAHP budget to help cover these additional costs. There is only \$111.00 remaining under the SRF Board grant. She thinks the Coleman Creek project has actually come in under budget.

MOTION – Authorize \$5,000.00 to finish remaining work on the Coleman Creek project.

Ron Gibb, seconded by **Dale Dyk**

Passed Unanimously

Little Naneum/Bull Canal Project – At last month's board meeting, the board made a motion to hold 25% of the payment to Bull Canal Company until all parties were satisfied with the completed repair work. The total invoice amount was \$51,941.93. The Board then held a special meeting on March 31st to visit the Little Naneum/Bull Canal site and meet with Bull Canal Co. and their contractor (see minutes from March 31st). KCCD has not yet paid Bull Canal Company.

Staff reported that they witnessed the contractor patch the leak and honeycombed areas on the Bull Canal structure. Rusty's memo and the letter from the chair to Bull Canal were included with the board meeting packets.

MOTION – Release the 25% withheld for Belsaas & Smith and Bull Canal Company by the action of the board at the March meeting and pay the full invoice amount of \$51,941.93.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

Please see the attached staff reports regarding updates on the projects listed below:

- Dry/Cabin Creek
- Cherry Creek

- Fogarty Ditch
- Jack Creek
- Swauk Creek
- Wilson Creek Riparian Restoration
- Lower Reecer Creek Fish Passage

- f) **Teaway Basin Restoration** – Suzanne informed the Board that some Teaway landowners are interested in receiving technical assistance through this grant. She will be contacting DOE to see if KCCD can reallocate roughly \$30,000 from revetments to technical assistance.
- g) **Manastash Project** – At the last special board meeting, the Board considered a request for \$30,000 in additional funding for engineering work to be completed by FishPro for the Barnes Road diversion. The Board decided to wait until the Manastash Steering Committee has reviewed this proposal. The same concern was discussed at this meeting. The recommendation from the Board is to hold the additional task order of \$30,000 from FishPro contingent on approval from the Steering Committee.
- h) **Implementation Grant** – KCCD requested \$10,000 in drought funds from the Conservation Commission. According to Cheryl Witt the request has been approved and was effective on April 4, although we have not yet received the amendment to our grant. Anna presented information at the Drought Information meeting hosted by the Kittitas County Hay Growers. She shared our current activities and potential funding sources and programs with them. KCCD also completed the application for the next biennium’s implementation grant.
- i) **Water Metering Grant** – Sara informed the Board that KCCD has received one water metering application and it is from Okanogan County. Douglas Sapp has an application for a meter on a pump diversion at a maximum project cost share of \$3,614.23. The Board asked if the Okanogan CD has reviewed this application. Harold Crose informed the Board that he attended the last Okanogan CD Board meeting and they are willing to help KCCD with reviewing the Okanogan area water metering cost share applications if KCCD requests it. He said the OCD Board is willing to help in any way they can.

MOTION – Approve Okanogan County water metering application for Douglas Sapp contingent on approval from the Okanogan Conservation District Board.

Ron Gibb, seconded by **Lynn Brown**

Passed Unanimously

D. Internal Audit Acceptance

MOTION – Accept the Internal Audit Report that was completed on March 29, 2005.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

- E. Policy Manual Review** – A copy of the proposed changes to the policy manual was emailed to the Board for review prior to tonight’s board meeting. The grammar, spelling, and formatting have been proofread and those changes have been made.

MOTION – Approve the proposed changes to the Employee Policy Manual.

Dale Dyk, seconded by **Ron Gibb**

Passed Unanimously

- F. Long Range Plan** – The Board reviewed KCCD’s 5-Year Plan and has some suggestions for changes. Suggestions included shortening the paragraph describing the organization of the KCCD, rewording the statement under “Function of the Kittitas County Conservation District” and reorganizing the order of the Key Decision Makers. The Board would also like an explanation as to why there are only priority actions for the first 12 months and also what the bolded statements represent.

V. New Business

- A. Basic Funding Application** – Sara informed the Board that KCCD has completed the Basic Funding application. KCCD included a deviation from standards on the Management Standards Certification. The deviation dealt with the Board's review of all MOU's and Agreements. Sara noted on the Management Standards Certification that the Board will review all MOU's and Agreements by the end of May, 2005.

MOTION – Approve the Basic Funding Application.

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

- B. Annual Plan** – The FY '06 Annual Work Plan is due May 1st. It has been started but it is not ready for review and approval yet.

MOTION – Approve Annual Work Plan, contingent on review by the KCCD Chair.

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

C. Drought Response

- D. Solar \$ and Big Game Management Roundtable (BGMR)**– Dave Duncan contacted Anna on behalf of the BGMR to request that we help them complete some fence repair to control elk access to farm and rangelands. They have recently run out of money through the WDFW. Solar \$, on behalf of the BGMR, has the money to finish but Solar \$ is a non-entity. They have requested that KCCD hire Ryan Hazzard has a contractor to complete the work.

Dave Duncan informed Anna that the work would not exceed 40 hours and could be completed by April 30th. There are two agreements for the Board to review. The first is between Ryan Hazzard and KCCD (not to exceed \$400) and the second is between the KCCD and Solar \$/BGMR for \$400 plus 10% indirect (for a total of \$440).

MOTION – Approve the agreement with Solar\$/BGMR for \$440 (\$400 plus 10% overhead) and approve the agreement with Ryan Hazzard (to be signed after agreement with Solar \$ is signed).

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

VI. Reports

Anna Lael (see attached)

Suzanne Wade (see attached) – Suzanne reminded the Board about the CWU/Wilson Creek project that CWU had expressed interest for cost share last fall. Some correspondence took place but no agreement was ever signed by KCCD or CWU. We received a letter and project completion packet from Bill Vertrees (Senior Director, Facilities Management at CWU) recently requesting funding from KCCD for the improvements made to Wilson Creek. The Board agreed that while this was an important and worthwhile project, KCCD's cost share policy manual states that an agreement must be in place as well as the project reviewed and approved by KCCD technical staff before a project commences. The Board directed KCCD staff to write a letter to Bill Vertrees informing him of our policy.

Sara Leist (See attached)

Mark Crowley (see attached)

Abbi Sorensen (see attached)

Rusty Gigstead (see attached)

Carol Ready (See attached)

VII. Adjournment –Chairman Mark Moore adjourned the meeting at 9:38 PM

MOTIONS APPROVED:

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Approve bills as listed below:

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Recording Secretary

Date

Board Member

Date