



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

Board of Supervisors Meeting

November 10, 2005

1:00 PM

ATTENDANCE

<p>Mark Moore, Chair Lynn Brown, Vice-Chair Jeff Brunson, Auditor Ron Gibb, Member Jackie Brunson, Associate Member</p>	<p>KCCD Staff: Suzanne Wade, GIS Specialist Sara Leist, Financial Manager Mark Crowley, Resource Technician</p> <p>NRCS: Doug Allen Chris Bové</p>
<p>Guests: Butch Ogden, WCC</p>	

- I. **Call to Order**- Chairman Mark Moore called the meeting to order at 1:00 PM.
- II. **MOTION** – Approve the October Meeting Minutes and October Accountant’s Report.
Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*
- III. Bills to be Approved are listed below:

MOTION - Approve check numbers 8447 through 8494 with a total of \$123,022.73
Ron Gibb, seconded by **Lynn Brown (Jeff Brunson Abstained)** *Passed Unanimously*

IV. Old Business

- A. **NRCS Report** – Doug Allen reported that the Big Bend Local Work Group put together a cost list for EQIP contracts and needed the KCCD’s chair to sign off on the cost list (see attached). There were no objections. Doug also reported that NRCS would like to work with KCCD to utilize KCCD’s staff time on some of their projects.
- B. **KCCD Project Reports**
 - a) **Irrigation Efficiencies** – See Mark Crowley’s report. Mark reported that he has been working with Suzanne Blakeney, Jonathon Kohr, and Jeff Brunson to finalize the SEPA for the Brunson II project. Mark reminded the Board that they reviewed the Brunson II project at the last meeting and KCCD is still waiting approval from DOE.
MOTION – Approve the Brunson II Irrigation Efficiencies Project contingent on Department of Ecology Approval.
Lynn Brown, seconded by **Ron Gibb (Jeff Brunson Abstained)** *Passed Unanimously*
 - b) **Engineering Grant** – Suzanne informed the Board that Kelly Albers submitted her resignation in October. Because the TSP Engineering funds may not be available, the cluster districts decided not to advertise yet for a new Engineer Technician. Rusty had expressed some interest in working from home 2-3 days per week. Butch informed the Board that KCCD does not currently have a telecommuting policy in place. The Board would like to provide input on the telecommuting policy.
 - c) **BPA Yakima Tributary Access and Habitat Program** – See staff reports. Suzanne reported that KCCD has the interlocal agreement for the 2006 FY grant cycle with the South Central Area RC&D. The total contracted grant amount is \$368,584.86.
MOTION – Approve the interlocal agreement between KCCD and the South Central Washington RC&D for \$386,584.86.

Tributary Teams – See staff reports.

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

- Lower Currier Creek Project
- Lower Wilson/Eaton In-Stream Project – The planting crew has been picking up the weeds in the area. Bids for the construction portion of the project have been advertised and the deadline to submit a bid is November 14th.
- Caribou Creek Fish Passage & Screening – Meetings with the Engineer have been cancelled due to the rock slides and closure of Snoqualmie Pass.
- Lmuma Creek Riparian/Instream Restoration – Anna applied to both the Community Salmon Funds and the Water Infrastructure programs for funding for this project. KCCD should know within the next couple of months whether or not the grants will be awarded.
- Lyle Creek Fish Passage (Ludwick)- Suzanne informed the Board that Jack Ludwick's cost share checks were lost in the mail, so a stop payment has been made for both of his checks. New checks were reissued and sent on Wednesday. The reissued checks were sent via UPS and received in their office this morning.
- Parke Creek Pump Screens & Fish Passage – KCCD is waiting for the cultural resources report to be completed. Anna has talked to Chris Bove about the matching funds through EQIP. There should be no need to modify the contract.
- Coleman Creek (Burriss) – Steve Burriss has expressed concerns about the condition of the Coleman Creek project. He is unhappy with the state in which his field (east end in particular) was left in. Apparently a hole was left in his field after the road was removed. Mark Crowley visited the site where he measured and photographed the area. He estimated about four loads of top soil to fill the hole. Mr. Burriss is interested in entering into an agreement with KCCD where KCCD will estimate the cost for the topsoil and labor to repair the hole.

MOTION – Approve the agreement between KCCD and Steve Burriss for topsoil and labor at a cost not to exceed \$1,026.00.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

- d) Teanaway Restoration Grant** – See Staff Reports. Suzanne informed the Board that the Department of Ecology has given KCCD written approval to allow our Teanaway water samples to be analyzed by the Kittitas Reclamation District's water quality lab.
- e) Manastash Project** – See Carol Ready's and Anna Lael's Report. Suzanne informed the Board that both Anna and Carol have meet twice with Zubair Hamir, a landowner adjacent to Manastash Creek where the abandon dam is located. Anna has drafted an MOU (see attached) that KCCD can use with other landowners who will need to sign JARPAs for other various Manastash Projects.
- f) Livestock Grant** – Mark Crowley worked on the surveys sent to livestock owners for this specific grant. Mark C. has put totals together for a report for the Washington Conservation Commission. The results of the survey are attached.

Steve Jarman, who received a letter from the WSDA, has requested financial and technical assistance from KCCD to pipe an open ditch that goes through his pasture and small feed lots. Initially Kelly Albers was going to do the design and engineering work but she is no longer employed with KCCD. Rusty's property is directly adjacent to the Jarman property and has expressed to Anna that he is not comfortable working on this project.

Anna has contacted Mark Wasemiller, the cluster engineer from the South Yakima Conservation District. He deals mainly with dairies. The SYCD Board has reviewed and accepted the draft agreement between KCCD and SYCD. The draft agreement is included in the board packets for the Board's review. Mark C. informed the Board that Mark Wasemiller will help to pipe approximately 1,000 feet from Jarman's corrals to the road. Mark Wasemiller's time, including travel, will not exceed \$2,223.10.

MOTION – Approve the MOU between the KCCD and SYCD for Mark Wasemiller's work on the Jarman Project with a cost not to exceed \$2,223.10.

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

g) Implementation Grant – See Staff Reports. Suzanne informed the Board that Anna has drafted a cost share application for small farm landowners (with 30 acres or less) and a ranking sheet for the applications (see attached). The Board agreed that the format for the cost share application is acceptable. However, due to funding and priority changes, the percentages and scoring points for different projects may need to be adjusted. The Board would also like to make sure that an advertisement goes out to the majority of the county which will let folks know that we have cost share available for projects.

h) Water Metering Grant – There are no new water metering applications for approval at this meeting. Suzanne informed the Board that Carol Ready will be seeking a written approval notice from Ken Schuster to allow only those water right holders with greater than 1 cfs to sign the water metering agreements for the Manastash areas. No action is needed by the KCCD Board because KCCD approved the agreements contingent on obtaining correct signatures. Ken Schuster will provide a written notice authorizing that the signatures are appropriate according to DOE's requirements.

C. Conservation Easements – Wild Horse Wind Power Project Mark Crowley reported that he and Anna attended a lunch meeting with Brian Lenz from the PUD. KCCD has until the end of 2006 to formulate the easement plan.

D. KCCD Operations Manual – No new information at this time.

E. Frank Chopp Request – The Board would like to see a proposal as soon as possible, preferably before the legislature meets in January.

F. Commission Grant Review Exit – Butch went through the CGR format and the comments that Debbie Skogen included in the report (see attached report for detailed comments) that took place on May 26, 2005. Butch asked for any comments by the Board and staff. The items that need to be addressed include developing a written policy for credit/debit cards, developing a written policy for an Asset Management System, authorizing a petty cash fund by board resolution, and developing a written policy and procedure for contracting, although KCCD follows the Commission's guidelines for contracting.

G. WACD 2005 Annual Meeting in Yakima – Sara asked the Board to please let her know if anyone is interested in attending the Annual Meeting in Yakima from November 29th – December 1st.

V. New Business

A. Set Election Date by Resolution – The Board agreed that the election for 2006 should be held at only one location in the morning and one location in the afternoon. Jeff Brunson's position is up for election in 2006. The most votes received last year was between Liberty Farm & Lawn and Ranch & Home. The Board also agreed that the afternoon polling station should take place at the KCCD office.

MOTION – Approve Resolution No. 2005-01 to set 2006 election date for Wednesday, February 8, 2006.

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

B. NACD Membership Dues - Sara informed that Board that there are three different membership levels from which to base the district's dues amount: gold level (1% of budget not to exceed \$1775), silver level (equal to \$775), and the bronze level (less than \$775). KCCD currently pays its dues under the silver level. Sara would like input on whether to continue at the silver level or to change it.

MOTION – Approve payment of NACD membership dues under the silver level tier, at \$775 annually.

Jeff Brunson, seconded by **Lynn Brown**

Passed Unanimously

VI. Reports

Anna Lael (see attached)

Suzanne Wade (see attached)

Sara Leist (See attached)

Mark Crowley (see attached)

Abbi Sorensen (see attached)

Rusty Gigstead (see attached)

Kelly Albers (See attached)

Carol Ready (See attached)

Jeff Brunson discussed the timothy research project and asked if KCCD should be making an effort to pursue additional funding or if the Kittitas County Timothy Hay Growers were seeking supplementary funds.

MOTION – KCCD to pursue additional funding for the Timothy Research Project with participation from the Kittitas County Timothy Hay Growers.

Lynn Brown, seconded by **Ron Gibb**

Passed Unanimously

VII. Adjournment –Chairman Mark Moore adjourned the meeting at 2:58 PM

MOTIONS APPROVED:

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Lynn Brown, seconded by **Ron Gibb**

Passed Unanimously

Approve bills as listed below:

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Recording Secretary

Date

Board Member

Date
