



Kittitas County Conservation District  
 2211 W. Dolarway Road, Suite 4 - Ellensburg, WA 98926 - Phone (509) 925-3352 - Fax (888) 546-0825

**Board of Supervisors Regular Meeting**

November 12, 2015 1:00 PM KCCD Office

**ATTENDANCE**

<b>Mark Moore</b> , Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Ron Gibb</b> , Member	<b>KCCD Staff:</b> Anna Lael, District Manager Sara Leist, Financial Manager Sherry Swanson, Project Manager Mark Crowley, Resource Technician Lance Downing, Resource Technician  <b>NRCS Staff:</b> Erin Kaczmarczyk, District Conservationist
<b>Guest:</b> Brian Cortese, Landowner	

- I. **Call to Order**- Chair Mark Moore called the meeting to order at 1:00 PM.
- II. **Approve Accountant's Report and Meeting Minutes**  
**MOTION** – Approve the October Accountant's Report, the regular meeting minutes from October 8<sup>th</sup> and the special Board meeting minutes from October 22<sup>nd</sup>.  
**Ron Gibb**, seconded by **Jeff Brunson** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
  
**MOTION** – Approve check numbers 14842 through 14890 for a total of \$86,716.22 (Payroll Checks 14848-14854, and 14886-14890) and building account check numbers 0237– 0257 for a total of \$6,591.48 and check numbers 1155-1161 for a total of \$2,055.90 for Manastash O&M reimbursements. Approve pending payments totaling \$75,395.02 contingent upon receiving grant reimbursement requests.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

**Pending Bills To Be Paid**

9/8/15	TBD	Northern Kittitas County Tribune	1,177.20
9/29/15	TBD	Herrera, Inc.	20,918.29
10/27/15	TBD	Anderson Perry	10,352.98
10/3/15	TBD	Herrera, Inc.	10,571.70
10/16/15	TBD	State Auditor's Office	7,292.10
11/5/15	TBD	Jodi Newton	1,350.00
11/5/15	TBD	Steve Parkinson & Timberline Silvics	5,062.00
11/5/15	TBD	Craig Mabie	1,500.00
11/5/15	TBD	Lance Forcier	2,868.75
11/5/15	TBD	Darryl Benge	3,037.50
11/5/15	TBD	Michael Langendorf	4,312.00
11/5/15	TBD	Bruce Coe & Timberline Silvics	6,075.00
11/12/15	TBD	Perteet, Inc.	877.50

**\$ 75,395.02**

#### IV. Old Business

- A) **NRCS Report** – See Erin Kaczmarczyk’s report. Anna reported that she submitted the RCPP proposal on Tuesday, the 10<sup>th</sup>.

Erin reported that the lease may be looking to move ahead, Alan McBee plans to look into it. The local work group meeting has been moved up to November 19<sup>th</sup>. Deadline to submit information to the state office is December 1<sup>st</sup>.

#### B) KCCD Project Reports (See Monthly Reports)

##### 1. Conservation Commission Grants

- a. **Implementation** – Mark Crowley informed the Board that the 4 applications approved for Small Project cost share funding are moving forward. Cultural resources reviews are underway for two of the projects.
- b. **Irrigation Efficiencies** – Mark C. reported that Nylander/Eslinger project is almost wrapped up. Mark also reported that at his request Ecology sent a letter regarding Rinehart’s project stating that Ecology would move forward with the project if Olson Ditch became an organized entity, so that there can be someone to verify the saved water is going to the correct location. Brian Cortese attended the meeting to talk about his project which is funded by both the District and NRCS. Brian has started his project, including installing buried pipelines. The District is not funding the delivery pipelines part of the project. Brian felt he had to begin his project within one year of contracting for EQIP which was September, as this is a requirement for EQIP. Erin Kaczmarczyk indicated that he could have requested an extension to that one-year requirement. Brian did not know that. The Board discussed providing Brian with a prior authorization to begin the overall project, at his own risk, due to miscommunication with NRCS regarding their requirements for starting the project within a year of contracting.

**MOTION** – Approve a prior authorization letter with Brian Cortese for his project.

**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

2. **Non-Shellfish** – Mark C. reported that the first landowner eligible for cost share funds has turned down the cost share. He is waiting to hear back from the 2<sup>nd</sup> eligible landowner. The 3<sup>rd</sup> eligible landowner has been notified.
3. **BPA – Yakima Tributary Access & Habitat Project** –Anna reported that she is working on the draft scope of work for YTAHP’s next funding cycle.

##### a. Individual Project Updates

1. **EWC/Coleman** – Anna reported that we have the agreement with the County ready for Board approval. The agreement includes the edits made at the last Board meeting.

**MOTION** – Approve EWC/Coleman agreement with the County.

**Ron Gibb**, seconded by **Bill Boyum** (Ron Gibb Abstains) *Motion Passes*

Construction has started for this project. The first construction meeting was this morning. The fish rescue will be next Tuesday morning.

**b. General Project Updates**

**1. Naneum-Wilson-Cherry Watershed**

- a. Water Rights 101 Workshop** – Anna reported that the Naneum/Wilson/Cherry Watershed workshop on 10/26 went well. Trout Unlimited will be contacting individuals to see if they are interested in doing projects. Data continues to be collected. Lance will be working on updating stream assessment information. This information will be put to use in VSP.

**4. Manastash Restoration Project (See Staff Reports) –**

- a. Screen Facilities**– Work continues on warranty issues which include two valves, one meter, and leaky vaults. When the meter is fixed, the District can test out the system.
- b. Instream Flow Enhancement** – See staff reports. The water has not been spilling since late October/early November. The flow is back to low, but with the anticipated weekend rain, it should bring flows back up.
- c. Reed/Hatfield Ditch Removal** – Washington Department of Fish & Wildlife has concerns with the preliminary designs, even though the designs themselves follow the specs of Fish & Wildlife. Their issues are with the high slope. Unfortunately, the District has no further funding to help pay for a change in slope for the designs.

**C) Special Assessment –See staff reports.**

1. **Emergency Planning** – The meeting went well and was well attended by County staff.
2. **Drought Response** – Anna informed the Board that Alan McBee said the Commission will put out an RFP for drought funds.
3. **Firewise** – Suzanne is serving jury duty today but she attended a Wildfire Workshop in Wenatchee last week.
4. **Rates & Charges** – Anna informed the Board that she's working on the rates and charges but also needs to update our long range plan.

**D) District Building – No new updates**

**E) Voluntary Stewardship Program** – The agreement with Kittitas County for implementation of VSP is ready for the Board to approve.

**MOTION** – Approve VSP agreement with the County.

**Ron Gibb**, seconded by **Bill Boyum**

*Passed Unanimously*

**V. New Business**

**A. Long Range Plan Update** – Anna plans to work on updating the District's long range plan.

**B. 2016 Election – Notice of Intent to Adopt Election Resolution**

**MOTION** – Approve the notice of the intent to adopt the election resolution.

Ron Gibb, seconded by **Bill Boyum**

*Passed Unanimously*

**C. Administrative Assistant Position** – Anna informed the Board that she recently put an ad in the paper advertising for this position. The first review of applications will be done on November 18<sup>th</sup>.

**D. Annual Meeting** – The WACD Annual Meeting will be held in Spokane this year.

**E. Bill Eller's Quicknotes** – Bill's Quicknotes are now available on the Commission's GovDelivery email system.

**VI. Reports**

**Anna Lael** (see attached)

**Suzanne Wade** (see attached)

**Sara Leist** (see attached)

**Lance Downing** (see attached)

**Mark Crowley** (see attached)

**Ryan Roberts** (see attached)

**Sherry Swanson** (see attached)

**VII. Adjournment** – Mark Moore adjourned the meeting at 3:00 PM.

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**MOTIONS APPROVED:**

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Ron Gibb, seconded by **Jeff Brunson**

*Passed Unanimously*

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Jeff Brunson, seconded by **Bill Boyum**

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**MOTION** – Approve a prior authorization letter with Brian Cortese for his project.

Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*

**MOTION** – Approve EWC/Coleman agreement with the County.

Ron Gibb, seconded by **Bill Boyum** (Ron Gibb Abstains) *Motion Passes*

**MOTION** – Approve VSP agreement with the County.

Ron Gibb, seconded by **Bill Boyum**

*Passed Unanimously*

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Ron Gibb, seconded by **Bill Boyum**


*Passed Unanimously*

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Recording Secretary

  
Date

  
Board Member

  
Date