



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

Board of Supervisors Special Meeting
May 9, 2019 7:00 AM - KCCD Office

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Lynn Brown, Vice Chair Bill Boyum, Member	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Mark Crowley, Resource Technician Brent Dixon, Project Manager Ryan Roberts, Engineer
Guests: Michael Charlton	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the April Accountant’s Report, the regular meeting minutes from April 11, 2019.
Lynn Brown seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
(see attached spreadsheet)
MOTION – Approve check numbers 16866-16925 for a total of \$315,182.68 (Payroll Checks 16866, 16874-16880, and 16922-16925) building account check numbers 844-854 for a total of \$5,573.67. Approve pending payments totaling \$56,033.17 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
9/26	TBD	Anchor QEA	\$2,534.50
10/16	TBD	Anchor QEA	\$346.50
5/8	TBD	Anderson Perry & Associates	\$3,301.66
5/8	TBD	Anderson Perry & Associates	\$1,005.00
5/8	TBD	Foothills Farm	\$3,000.00
5/8	TBD	Robert Bryant	\$3,000.00
5/8	TBD	Josh Mathews	\$1,828.00
5/8	TBD	Fred Feddema	\$38,517.51
5/8	TBD	Okanogan Conservation District	\$2,500.00
			\$56,033.17

- IV. **NRCS Report** – See NRCS report. Anna had no update on the lease.
- V. **Old Business**
 - A. **KCCD Project Reports**
 - 1. **Conservation Commission Grants**
 - a) **Implementation**

Small Project Cost Share Status – Anna drafted a letter for the Mathews project that the owner agrees to maintain the pipeline that did not meet specifications and will not be reimbursed, but is an integral part of the system. The landowner has signed the letter. Mark reported that Wells project has an extension until the end of June. The Rill project is complete but invoices have not yet been submitted. The Hutchinson project is about halfway done and the landowner is requesting a time extension to June 15th to complete the project.

MOTION – Approve time extension for Hutchinson’s small project cost share to June 15, 2019.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- 1) **Natural Resource Investments** – Sherry has received all invoices for Feddema’s project and will have it ready to submit for reimbursement by the middle of this month.

2. Firewise Fuels Reduction

- a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – Anna reported that there was a KFACC meeting yesterday. The KFACC group is working with the Sherriff’s Office who is looking for \$1,500 in funding for training for Everbridge. Everbridge is an emergency response notification system that send out text alerts to cell phones in the County.

- b) **Cle Elum – Roslyn Fire Adapted Communities and Forest Resiliency Project**

- 1) **On-line Map** -Anna reported that the online map has not quite reached the beta version yet. Anna has reviewed the report and has scheduled a time to talk with Mapseed about continuing to work on it.
- 2) The District advertised for GIS support services and received two proposals. Staff recommendation is to approve an agreement with Perteet and to approve Task Orders 1 and 2 for immediate work related to the Cle Elum – Roslyn Fire Adapted Communities project and the Tapash agreement.

MOTION – Approve the agreement for GIS support services and task orders 1 and 2 with Perteet.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- c) **DNR Funding (Joint Chiefs and Chipper Crew)**

- 1) **New Interagency Agreement for 2019** – Anna reported that there is a new agreement with DNR for coordinating work for the chipper crew. Brent and Wendy have been conducting site assessments.

3. BPA – Yakima Tributary Access & Habitat Project

- a) **General Project Update**

- 1) **General Project Update** – The Riexinger project is still under construction with the pump and sprinklers not operational yet and the fish screen not yet installed. Its expected to be completed in the next month.

- 2) **Individual Projects**

- **Bristol Flats** – There is no update on this project.

4. **Manastash Restoration Project**

a) **Project Facilities Updates –**

- 1) **USGS Agreement** – Sherry has been working with USGS out of Richland on an agreement for installing a permanent site to measure total creek flow.
- 2) **Calvert Task Order** – Sherry has been working on a task order with Calvert Technical for programming the proposed permanent metering site.

MOTION – Enter into agreement not to exceed \$5,000 with USGS to install District equipment and approve task order not to exceed \$6,300 with Calvert Technical for programming at the site.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

- b) **Stockwater Acquisition** – Sherry continues to wait on a letter of support from WDFW for this proposal.

5. **Voluntary Stewardship Program**- The District needs to update the VSP interlocal agreement with the County for the next biennium. Anna has talked to the Board of County Commissioners (BOCC) about the VSP interlocal agreement and the BOCC know that it is coming

- a) **On-Line map Portal** – Anna reported that the beta version of the online map is close to being ready to release. The fish & wildlife habitat areas need to be updated. Anna has a phone call next Monday to discuss the maps with Mapseed.
- b) **Shared Position with NYCD** – Brent is going to North Yakima Conservation District (NYCD) next week to talk to their District Manager about helping to implement their VSP work plan.

6. **RCPP – Toppenish to Teanaway Agreement**

a) **EQIP Contract Status**

- 1) **FY18 Contracts** – Three projects are completed and have been paid. Certifications are waiting for Cox and Sorensen. The project for Dekoning is still under construction.
- 2) **FY19 Sign up** – Of the two projects one cultural is completed and the other does not require cultural review. Anna reported that NRCS is doing official ranking. Anna requested that the Board consider approving cost share agreements for the electrical power for this sign-up's highest ranking projects with the same provisions as last year (50% cost share and a \$25,000 hold down).

MOTION – Approve cost share agreements with the high priority RCPP applications contingent on NRCS completing the official ranking as projects arise.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- b) **Conservation Easements** – Anna reported that NRCS and Forterra are continuing to work on the conservation easement for Hairpin Ranch but there is no update. Anna received a draft from NRCS for Healthy Forest Reserve.

7. **WSCC – RCPP Match Grant**

- a) **Cost Share Projects** – Anna reported that there is \$450,000 in the budget from the Legislature to add to the existing funds for this grant. This will allow the District to continue to do the power cost share, as well as covering the staff time for technical assistance by Mark and Sherry. There are also enough funds for various other projects with Trout Unlimited and Mid-Columbia Fisheries.

8. Integrated Plan Sprinkler Conversion Projects – No report.

B. KCCD Rates & Charges –

- a. **Annual Report and Meeting with BOCC** – Anna emailed the board members and the Board of County Commissioners the annual report for review. The District did not receive any comments on the annual report.

MOTION – Approve KCCD Rates & Charges Annual Report of Activities.

Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

C. District Building

- a. **Triple Net Reconciliation** – Anna has been working on the triple net reconciliation reports. The Barber shop is closing, and their lease is up at the end of this month but they asked about paying for half of June which is when they will be leaving.

- b. **NRCS Office Space** – No update.

- D. **2018 Financial Report** – Miranda reported that the 2018 Financial Report is complete and ready to be submitted to the State Auditor Office through their online reporting process.

MOTION – Approve 2018 Annual Financial Report to be submitted to the State Auditor Office as presented.

Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

E. NACD Technical Assistance Grant –

- a. **Position Offer** – Anna conducted interviews for the Resource Technician position. Staff recommendation is to hire Nathan Longoria for the position with a start date of May 20th.

MOTION – Approve hiring Nathan Longoria for Resource Technician position.

Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

- b. **Grant Approval** - Anna reported that the District received an offer from NACD for another year of funding. The District funds remaining from last year due to the gap after Bridger left and costs being lower than expected. NACD is allowing until the end of September to spend down those funds. The new grant will start immediately and last for one year.

MOTION – Approve NACD Technical Assistance Grant agreement.

Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

- F. **Drought Emergency Declaration** – Anna reported that the District hosted a drought workshop on May 8 with 42 people in attendance. The District has requested \$96,000 in drought emergency declaration funds that would cover technical assistance and purchase of equipment including a SonTek hydroboard, strap on pipe flow meter and a drone equipped with a camera.

MOTION – Approve purchase of drought assistance equipment as stated in the proposal, pending funds being allocated to the District.

Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

G. Conservation Commission End of Year Requests

- a. **Computer Replacements** – Anna reported that the District has requested end of the year funds from the Commission to upgrade computers.

MOTION – Approve three computer upgrades pending receipt of end of year funds from the

Commission.
Lynn Brown, seconded by Bill Boyum

Passed Unanimously

VI. New Business

A. Recreation & Conservation Office

- a. **Resolution 2019-002** – The Board reviewed resolution 2019-002 with the Recreation & Conservation Office. The Chair and District Manager are authorized signers for the District.

MOTION – Approve resolution 2019-002 for District Chair and District Manager as authorized signatories for the District.

Lynn Brown, seconded by Bill Boyum

Passed Unanimously

- B. Annual Plan of Work** – Anna has been working on the annual plan of work.

MOTION – Approve annual plan of work contingent on District Chair review and approval.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

VII. Public Comment

- A. No public comment.

VIII. Adjournment

Mark Moore adjourned the meeting at 8:10 am

MOTIONS APPROVED:

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Lynn Brown seconded by Bill Boyum

Passed Unanimously

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MOTION – Approve 2018 Annual Financial Report to be submitted to the State Auditor Office as presented.

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Passed Unanimously

MOTION – Approve hiring Nathan Longoria for Resource Technician position.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

MOTION – Approve NACD Technical Assistance Grant agreement.

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Passed Unanimously

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Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

MOTION – Approve three computer upgrades pending receipt of end of year funds from the Commission.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve resolution 2019-002 for District Chair and District Manager as authorized signatories for the District.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

MOTION – Approve annual plan of work contingent on District Chair review and approval.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

Miranda Nash
Recording Secretary

6/13/19
Date

[Signature]
Board Member

6/13/19
Date