



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  
 October 11, 2019 7:00 AM - KCCD Office**

**ATTENDANCE**

<b>Board of Supervisors:</b> <b>Mark Moore</b> , Chair <b>Jeff Brunson</b> , Auditor <b>Bill Boyum</b> , Member <b>Matt Eslinger</b> , Member	<b>KCCD Staff:</b> <b>Anna Lael</b> , District Manager <b>Miranda Nash</b> , Financial Manager <b>Sherry Swanson</b> , Project Manager <b>Mark Crowley</b> , Conservation Planner <b>Brent Dixon</b> , Project Manager <b>Wendy Mee</b> , Resource Technician
<b>Guests:</b> <b>Holly Taylor</b> , NRCS Resource Conservationist <b>Allisa Carlson</b> , WSCC Central Regional Mgr.	

I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM. Introductions were done for guests Allisa Carlson (WSCC Regional Manager) and Holly Taylor (NRCS Resource Conservationist).

II. **Approve Accountant's Report and Meeting Minutes**

**MOTION** – Approve the September Accountant's Report, the regular meeting minutes from September 12, 2019.

**Bill Boyum** 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 17150 - 17200 for a total of \$117,162.61 (Payroll Checks 17164-17171 and 17196-17200) building account check numbers 912-928 for a total of \$10,085.36. Approve pending payments totaling \$14,729.58 contingent upon receiving grant reimbursement requests.

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

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
9/6	TBD	Anderson Perry	\$2,342.50
9/24	TBD	Anderson Perry	\$1,889.14
10/10	TBD	Anderson Perry	\$2,001.25
9/18	TBD	All Aces Paving	\$4,285.44
10/07	TBD	Perteet	\$742.50
10/07	TBD	Perteet	\$3,468.75

**\$14,729.58**

IV. **NRCS Report** – Holly gave the NRCS report. The Big Bend Team staff will attend the WA NRCS Central Area Meeting on October 16<sup>th</sup>. The Big Bend Team has been assisting the South Central Team due to understaffing. The Cultural Resource staff are working on completing surveys and reports. A new continuing resolution was signed which averts a federal government shutdown until November 21, 2019. The annual payment letters for CSP will be going out this month to producers. There is a new application evaluation ranking tool (CART) that is expected to roll out in FY2020. Erin has been filling in as acting Area Conservationist for the Central Area until the

position is filled. Liz Keith is the acting District Conservationist for the BBT for 120 days. Holly Taylor is the newly hired Ellensburg Resource Conservationist.

Anna reported that she met with broker and staff from NRCS and FSA to do a site visit for lease pre-solicitation. She is now waiting for the invitation to respond to the long-term lease solicitation.

Anna also reported that the cultural resources consultations for the two producers that met with Roylene Comes at Night in August were finally completed at the end of September.

## V. Old Business

### A. KCCD Project Reports

#### 1. Conservation Commission Grants

##### a) Implementation –

- 1) **Small Project Cost Share Status** – Mark C. sent out letters to the four selected projects and they all accepted. There is an above ground mainline for one project that the landowner will paint with 2 coats of acrylic paint per NRCS standards. One project has submitted their design and cultural will get started on that project.
- 2) **Salmon Restoration/Orca Funding** – Anna reported that Mid-Columbia Regional Fisheries Enhancement group does an educational program that includes field trips for groups of school students to see spawning salmon. The effort needs additional funding for the school bus costs. Anna requested that up to \$2,000 be provided to help with transportation costs as this effort is a good fit with the salmon restoration/orca funding.

**MOTION** – Approve funding field trip transportation costs for salmon field trips this fall for local schools.

**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

- b.) **Natural Resource Investments** - Sherry gave a brief report that one of the NRI projects has a signed contract and is moving forward, but the other is stalled waiting for the landowner to respond.

#### 2. Firewise/Fuels Reduction

- a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – Anna reported that there was a KFACC workshop last week and it was well attended. It was facilitated by a professor from the University of Idaho and a grad student, who are doing it for free as part of their research. A second workshop is scheduled for November.

Anna reported that DNR continues to have significant cost share available to landowners. They also have hired two outreach coordinators based here in Ellensburg.

The Nature Conservancy recently hosted a media day that Anna attended that highlighted cross boundary work on TNC managed lands and private forest lands in the Buffalo Springs area.

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

- 1) **On Line Map** – Anna displayed the online map on the projector and gave an overview. The site has had traffic to it with landowners completing risk assessments for their property.

#### 3. BPA – Yakima Tributary Access & Habitat Project

#### 4. General Project Update

##### a) New Projects

- 1) **Statement of Work Amendment** – Anna is working on an amendment to the scope of work. The change in the scope is due to the funding of some of the Fish Barrier Removal Board projects both to KCCD and the County. This delayed at least on one construction project allowing for the addition of design funding for other projects. Anna also reported that the Federal indirect rate is officially 25.25% so that can be amended into the scope of work as well.
- 2) **Land Surveyor Contract & Task Order 01** – Anna presented the HLA Task Order 01 to for Swauk Creek. This is one of the new projects on the YTAHP scope of work.  
**MOTION** – Approve contract with HLA and Task Order 01 for \$16,800 for surveying the Swauk Creek Project.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*
- 3) **Engineering Task Order Amendments for Parke Creek, Cascade Irrigation District, Coleman at Fairview** – The Board reviewed the Engineering Task Orders amendments for Parke Creek, Cascade Irrigation District at Currier and Caribou, and Coleman Creek at Raap, as well as Coleman Creek at Fairview. The Coleman at Fairview project is new on the YTAHP scope amendment and is maybe not quite ready for approval yet.  
**MOTION** – Approve Task orders for Parke Creek for \$18,400, Cascade Irrigation District at Currier and Caribou for \$15,410 and \$14,500, and Coleman-Raap for \$22,000.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*
- 4) **SRFB Targeted Investments Application** - Anna reviewed with the maps submitted with the SRFB Targeted Investments application that highlighted all the currently funded projects and the past completed projects.

##### b) Individual Projects

- 1) **Bristol Flats** – This project should go to construction this month.
- 2) **Olmstead Park** – Anna reported that the bridge component of this project is still being discussed between WDFW and Parks. The project was expected to go to construction this fall but it will be next year now.
- 3) **Cooke Creek - Bid Schedule** - There was a Cooke Creek pre-bid meeting yesterday with 14 different businesses in attendance. The bids are due October 21<sup>st</sup>.

#### 5. Manastash Restoration Project

##### a) Project Facilities Updates

- 1) **MWDA 20" Flow Meter Project** – Sherry reported that the project is contracted with Belsaas & Smith and is proceeding. The contract end date is November 22<sup>nd</sup> and will most likely will need an extension for long lead items like the meter and vault as the submittals have taken longer than expected.

2) **KRD Agreement** – Anna & Sherry have been working with KRD on an agreement for O&M of the Manastash diversions starting January 2020. The agreement would include time and travel expense for Sherry to continue to work with KRD staff on operating the facilities.

b) **Stockwater Acquisition** - Sherry reported that the District provided information to Westwater who is doing the evaluation of Stockwater.

6. **Voluntary Stewardship Program**

a) **On-Line Map Portal** – The on-line map portal is up and running. It will be highlighted in the upcoming District newsletter. Follow-up postcards with information regarding the VSP on-line map portal will be mailed a couple weeks after the newsletter.

b) **Fall Meetings** – The next meeting is October 25, 2019.

7. **RCPP - Toppenish to Teanaway Agreement**

a) **EQIP Contracts Status**

1) **FY 19 Sign-Up Contracts** – The FY 19 contracts are signed and projects are moving forward. Three projects have completed the cultural resources process and have the go ahead to begin construction.

2) **FY 20 Sign-Up Announcement** – The next sign up will be November 22<sup>nd</sup>. The Board discussed changing hold-downs and possibly ranking criteria.

**MOTION** – Approve deadline for FY20 EQIP signup of November 22<sup>nd</sup> and change in the pump hold-down from \$15,000 to \$20,000 for VFDs only.

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

b) **Conservation Easements**

1) **Healthy Forest Reserve Program (HFRP)** – Anna reported that the sign-up deadline for HFRP will end this month.

Anna was asked to give a presentation on the RCPP program to the Oregon State Legislators and other State Agency staff as part of the Yakima Integrated Plan.

8. **WSSC – RCPP Match Grant**

a) **Cost Share Projects** – Additional funding has been added to the Commission RCPP match grant bringing the total to just over a \$1 million. These funds have been used for staff time for the project and for the power cost share agreement for the EQIP projects, as well as a couple of sprinkler projects.

9. **Yakima Integrated Plan Sprinkler Grant**

a) **Cost Share Agreements** – There are two projects currently being work on for this project, on one Taneum Creek with 3 Bar G and another on Dry Creek with Terry Clark. The Clarke agreement is ready for Board approval. District staff is still working a water savings plan for 3 Bar G.

**MOTION** – Approve the cost share agreement for the project for Terry Clark.

**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

B. **KCCD Rates & Charges** – Anna reported that the budget for next year is due in November to the Board of County Commissioners.

a. **District Building** – All Aces Paving resealed the parking lot.

C. **Drought Emergency Declaration** – no update

D. **Host South Central Area Meeting** – The 2019 South Central Area Meeting will be hosted by our District this year. The meeting is scheduled for October 23<sup>rd</sup> at the Armory in Ellensburg.

**VI. New Business**

A. **Commission FY 20 CREP Grant Addendum** -There is \$1,200 available for FY20 CREP funds from the State Conservation Commission.

**MOTION** – Approve Addendum for \$1,200 for FY20 CREP funds from the State Conservation Commission.

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

B. **Resolution to apply for Salmon Recovery Funding Board Targeted Investment Funds** – Anna presented Resolution 2019-005 regarding authorized signatories for applications submitted for the Salmon Recovery Funding Board. The resolution lists the District Chair and the District Manager as authorized signers for the district.

**MOTION** – Approve Resolution 2019-005 authorizing the District Chair and District Manager as authorized signatories to apply for Salmon Recovery Funding Board Targeted Investment Funds.

**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

C. **Resolution to Adopt the Kittitas County Hazard Management Plan** – The Emergency Management Division has asked that the District have a resolution to adopt the County Hazard Management Plan.

**MOTION** – Approve Resolution 2019-006 adopting the Kittitas County Hazard Management Plan.

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

**VII. Public Comment**

Allisa Carlson introduced herself as the new Central Area Manager for the State Conservation Commission. Previously Allisa worked at the Okanogan Conservation District. Allisa gave an update on Commission news with an emphasis on keeping CPDS projects up to date and marked as ready to fund. Allisa reported on the proposals to change election and appointment procedures. The Commission is seeking comment on proposed changes to election and appointment procedures by November 8<sup>th</sup>.

**VIII. Adjournment**

Mark Moore adjourned the meeting at 8:40 am

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**MOTIONS APPROVED:**

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**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION** – Approve Addendum for \$1,200 for FY20 CREP funds from the State Conservation Commission.

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**MOTION** – Approve Resolution 2019-005 authorizing the District Chair and District Manager as authorized signatories to apply for Salmon Recovery Funding Board Targeted Investment Funds.

**Jeff Brunson**, seconded by **Matt Eslinger** *Passed Unanimously*

**MOTION** – Approve Resolution 2019-006 adopting the Kittitas County Hazard Management Plan.

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

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Miranda Nash  
Recording Secretary

11/14/19  
Date

Matt Eslinger  
Board Member

11/14/19  
Date