



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
 December 12, 2019 1:00 PM - KCCD Office**

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Jeff Brunson , Treasurer Bill Boyum , Member Lynn Brown , Vice Chair	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Wendy Mee , Resource Technician
Guests: Holly Taylor , NRCS Resource Conservationist	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:05 PM.

- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the November Accountant's Report, the regular meeting minutes from November 14, 2019.
Bill Boyum seconded by **Lynn Brown** *Passed Unanimously*

- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17247-17295 for a total of \$351,210.35 (Payroll Checks 17258-17265 and 17291-17295) building account check numbers 945-958 for a total of \$5,858.62. Approve pending payments totaling \$267,406.30 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
10/30	TBD	Calvert Technical Services, Inc.	\$6,300.00
11/6	TBD	Anderson Perry	\$1,425.00
11/12	TBD	Reiss-Landreau	\$3,991.00
12/12	TBD	State Farm Insurance	\$50.00
12/12	TBD	WA State Department of Licensing	\$30.00
12/12	TBD	Anderson Perry	\$1,550.00
12/12	TBD	Thayer Excavating	\$213,049.75
12/12	TBD	Anderson Perry	\$5,560.74
12/12	TBD	Anderson Perry	\$8,392.50
12/12	TBD	Anderson Perry	\$8,008.75
12/12	TBD	Anderson Perry	\$2,792.50
12/12	TBD	Anderson Perry	\$11,271.45
12/10	TBD	Perteet	\$685.00
12/10	TBD	Perteet	\$1,202.11
12/12	TBD	Rafter B	\$1,000.00
12/12	TBD	Lazy F Camp & Retreat Center	\$100.00

12/12	TBD	Lazy F Camp & Retreat Center	\$1,997.50
			\$267,406.30

IV. NRCS Report – See attached report given by Holly Taylor, NRCS Resource Conservationist.

Holly discussed the Conservation Desktop training that took place last week. Toolkit will be decommissioned in March. A Local Work Group Meeting is planned for 2020. The Big Bend Team is working on the normal EQIP workload and are accepting EQIP applications year-round. The NRCS archaeologist is working through the remaining contracts that need survey. A government shutdown has been averted until December 20, 2019 as a Continuing Resolution was signed on 11/21/19. A new applications webinar was posted on September 26th on RCPPP “How to Apply Website.” The RCPPP Portal remains the same as last year. Proposals are due December 3, 2019. CSP annual payments and reviews continue to take place with a handful left to process. CRP sign-up was announced on December 9, 2019. Erin Kaczmarczyk continues to be filling in as acting Area Conservationist for the Central Area until the position is filled NTE 120 days. Liz Keith continues to be filling in as acting District Conservationist for the Big Bend Team for 120 days.

Anna reported that there are two task orders in place with NRCS. The first is for 3 cultural resources surveys and reports for EQIP contracts and the second is for monitoring during construction of another project.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants

a) Implementation

1) Small Project Cost Share Program – Mark C. is waiting on cultural surveys to be done for the projects contingent on weather conditions (no snow and no frozen ground).

b) Natural Resource Investments

1) Project List – Anna reported that staff returned to the top of the list of projects to find one to replace the one that cancelled. The top ranked landowner is still considering whether to accept these funds or not. Anna was reminded by Commission staff that it is possible to use NRI funds for multi-landowner projects. This could include fuels reduction (Firewise) type projects.

c) Drought Funding – Anna reported that the drought funding grant will end 12/31/19 with approximately \$14,000 in funds remaining. Most of the equipment that needed to be purchased with the drought funds has been acquired.

2. Firewise/Fuels Reduction

a) Kittitas Fire Adapted Communities Coalition (KFACC)

1) Cooperative response with RC&D to DNR Social Marketing RFP – Anna reported that DNR published a request for proposals for social marketing. Only social marketing firms were eligible to apply. The RC&D is leading an effort to coordinated KCCD, with Cascadia and Okanogan Conservation Districts to partner with C+C (a private social marketing company). KCCD’s portion of the proposal will include outreach events planned (KXLE home and garden, farmers markets, etc.). Also included in the proposal is KFACC participation and Firewise home site assessments as well as a Veteran’s Conservation Corp individual placement.

b) FEMA Grant Agreement for Approval – Anna reported that the grant agreement is being processed at EMD. The grant agreement shows an end

date of 11/20/20 but the district was informed that an extension can be requested when the end date nears.

3. BPA – Yakima Tributary Access & Habitat Project

a) General Project Update

1) Statement of Work for 20-21 – Anna put together a draft statement of work for 20-21. With project construction funds available through the Salmon Recovery Funding Board grants there is substantial amount of design work to be done which is included in the statement of work.

b) Construction Projects

1) Bristol Flats Fish Screen & Pump Station – The wait continues for the pump installation. There is a plan to install untreated wooden poles for bank stabilization at the site.

2) Cooke Creek Fish Screening & Passage – Construction is going well. The lower diversion has been removed and water put back in the stream channel on Tuesday of this week. Anna presented change order one to increase bid item #2 Access Road Base Rock. This bid item may only be used with approval of KCCD staff on-site. So far all of the original 340 tons included in the project have been used. The contractor will need more and Anna suggests doubling the bid item to ensure availability when it's needed.

MOTION – Approve Change Order 1 for Thayer Construction adding \$5,100 more to bid item #2 Access Road Base Rock.

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

4. Manastash Restoration Project

a) Ecology Grant Extension

b) Project Facilities Updates

1) MWDA 20" Flow Meter Project Construction Status – Sherry presented photos showing the leaky vaults on Hanson Road. Work has been done to seal the leaky vaults from the outside. Sherry discussed change order 02 for Belsaas & Smith. The first issue occurred during excavation for the proposed concrete structures and involved unsuitable materials (\$1,368). The second involved some additional armoring of the ditch bank as directed by KCCD staff in the field (\$431). The third item that involves refurbishing the existing fittings that were slated to be re-used during construction (\$590). These issues are all explained in the request from Belsaas & Smith.

MOTION – Approve Change order 02 with Belsaas & Smith for MWDA 20" Flow Meter Project for \$2,389 plus tax.

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

2) KRD Agreement – Sherry is working with KRD to begin the process of transferring all the power and phone accounts into their name starting January 1, 2020. KRD Board has approved the agreement for Sherry's time to continue to assist with the Manastash diversions.

MOTION – Approve the interlocal agreement between KCCD and KRD and Task Order 01.

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

c) Stockwater Acquisition – Sherry reported that the Stockwater acquisition remains the last task to be done. The task will be extended to June 2021.

5. Voluntary Stewardship Program – The meeting for December has been cancelled and the next meeting scheduled for January 17.

a) Soil Health Workshop – Anna reported that she has scheduled a soil health workshop with Marlon Winger (NRCS – Wyoming) for February 20th.

6. RCPP – Toppenish to Teanaway Agreement

a) EQIP Contracts Status

- 1) **FY 19 Sign-Up** – All FY 19 EQIP contracts are complete, not including IWM certifications.
- 2) **FY 20 Sign- Up Announcement** – Anna reported that the District is not allowed to advertise a sign-up deadline for RCPP until CART is rolled out. The District has been taking applications with about 30 new and rollover applications to work through.

b) Conservation Easements – no update

7. WSCC – RCPP Match Grant – no update

8. Yakima Integrated Plan

a) Sprinkler Grant – Anna reported that the District is working on the amendment to add this biennium's funding to the current grant agreement.

b) Wymer Reservoir Footprint Study - Anna reported that the agreement with Ecology to fund staff time and a contract with WSU for Tip Hudson's time through December 2020 has been signed and is active. This project will assess stockwater sources on the lands surrounding the Wymer Reservoir.

B. KCCD Rates & Charges

C. District Building

1. **NRCS Lease Solicitation** – Anna reported that the NRCS lease solicitation came today. They asked for a response by January 13, 2020 but Anna is asking for an extension to January 24, 2020 to allow time to get contract bids. The full term of the lease is up to 10 years.
2. **Remodel Status** – Anna has a contract in place with the original building designer to help draw up plans for the remodel.
3. **New View Blinds Lease Termination** – New View Blinds requested if they could end their lease this calendar year as they are in the process of selling their business due to unforeseen matters. The space will most likely be needed for the NRCS lease and staff recommendation is to approve terminating the lease effective December 31, 2019 with New View Blinds.

MOTION – Approve termination of lease for New View Blinds on December 31, 2019.

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

D. Board of Supervisors 2020 Elections

1. **Public Comments** – None received.
2. **2020 Elections Resolution** – The election date is set for February 11, 2020. The Board reviewed the 2020 Elections Resolution.

MOTION – Approve Resolution 2019-007 regarding the 2020 Elections.

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

E. KCCD Annual Meeting – Anna reported that staff will be working with the Farm Bureau to schedule and plan the annual meeting.

VI. New Business

A. WACD Legislative Days – Legislative Days is scheduled for January 21st.

B. Heritage Gardens Program – Anna met with the Municipal Subcommittee for the Integrated Plan. They have been funding implementation of the Heritage Gardens program in both Yakima and Benton Counties. The Benton Conservation District leads this program and has for several years. The Municipal Subcommittee wants to expand into Kittitas County in the next biennium. Anna will work with Benton CD to put together a budget to present to the subcommittee in February. Future funding would be a subaward from Benton Conservation District.

C. KCCD Holiday Hours – With Christmas falling during the middle of the week this month, Anna requested an additional 8 hours of holiday leave for staff and to close the District office on

Christmas Eve.

MOTION – Approve closing the District office and providing 8 hours of paid holiday on December 24, 2019.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

VII. Public Comment

VIII. Adjournment – Chair Mark Moore adjourned the meeting at 3:00pm.

MOTIONS APPROVED:

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Miranda Nash

Recording Secretary

01/09/2020

Date

Mark Moore

Board Member

1/09/20

Date