



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
 July 11, 2019 7:03 AM - KCCD Office

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Bill Boyum , Member Matt Eslinger , 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 Wendy Mee , Resource Technician
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:03 AM.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the May Accountant’s Report, the regular meeting minutes from June 13, 2019.
Bill Boyum seconded by **Matt Eslinger** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 16985-17027 for a total of \$89,070.39 (Payroll Checks 16985-16992 and 17022-17026) building account check numbers 875-883 for a total of \$5,848.36 Approve pending payments totaling \$86,602.69 contingent upon receiving grant reimbursement requests.
Matt Eslinger, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
6/13	TBD	Ron Sorensen	\$7,944.60
6/13	TBD	Mathew Cox	\$5,426.58
6/13	TBD	Mary Rill	\$3,400.00
6/13	TBD	Deborah Wells	\$4,000.00
6/13	TBD	Glen Hutchinson	\$4,000.00
6/13	TBD	Perteet	\$2,635.00
6/13	TBD	Perteet	\$5,280.00
6/11	TBD	Palouse Conservation District	\$5,705.82
6/11	TBD	Central Klickitat Conservation District	\$2,500.00
6/11	TBD	Central Klickitat Conservation District	\$2,500.00
6/26	TBD	Perteet	\$311.25
6/26	TBD	Perteet	\$2,002.50
7/2	TBD	Anderson Perry	\$1,085.00
7/11	TBD	David Papineau	\$31,946.31
7/11	TBD	Brent DeKoning	\$7,865.63
7/11	TBD	Keith Riexinger	\$62,000.00
7/11	TBD	Keith Riexinger	\$918.00

IV. **NRCS Report** – There was no NRCS report.

V. **Old Business**

A. KCCD Project Reports

a. Conservation Commission Grants

a) **Implementation** – Mark C. reported that all projects are completed and have been submitted to the Commission for reimbursement. Mark C. would like to advertise for the next round of small project cost share so projects can begin earlier.

MOTION – Approve advertising and sending out applications for small project cost share.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

b) **Natural Resource Investments** – Anna reported that the District submitted the top 2 projects to the Commission based on the ranking by our criteria and the funds have been awarded.

c) **Drought Funding** – The District will receive full funding of our original request. The shortfall was an oversight by Jon Culp when the request was forwarded to Ecology. Funds are expected to be available very soon as the request had to be resubmitted to Ecology.

b. Firewise Fuels Reduction

a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – Anna reported that KFACC had a meeting yesterday.

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

1) **On-line Map** – The beta version of the online map is almost ready for circulation.

c) **DNR Funding (Joint Chiefs and Chipper Crew)** – Wendy has been coordinating the chipping crew with the WCC crew leader and DNR fire crew. The District will continue to do outreach to line up chipping for this fall. There is funding through this year for the chipping work.

c. BPA – Yakima Tributary Access & Habitat Project

a) **General Project Update**

1) **General Project Update** – no update

2) **Individual Projects**

Bristol Flats – The project continues to be delayed by communications between the landowner and the vendor.

d. Fish Barrier Removal Board

a) **Coleman 3.41 (Olmstead)**

1) **Wetland Delineation Task Order** – Anna reported that the District needs to do a wetland delineation for the Coleman 3.41 (Olmstead) project. The District has an estimate and a task order from Anderson Perry for the work for \$10,005.

MOTION – Approve task order with Anderson Perry for wetland

delineation for the Coleman project.

Matt Eslinger, seconded by **Bill Boyum**

Passed Unanimously

- b) **Newly Funded Applications** – Anna reported there are 3 newly funded applications. The projects are for two diversions on Cooke Creek, two on Parke Creek, and two on Caribou Creek.

e. **Manastash Restoration Project**

a) **Project Facilities Updates** –

- 1) **MWDA 20" Meter Task Order Amendment** – The District needs additional funding for Anderson Perry to complete the design work for the MWDA 20" meter pipeline project. The District asked them to run additional hydraulics on the existing infrastructure. The request to amend the task order and add \$5,000. Staff also requested that the Board approve the project for bid advertisement.

MOTION – Amend Anderson Perry task order to add \$5,000 to the task order and approve advertising the project for bid.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

- 2) **USGS Agreement Amendment** – The Board approved \$5,000 for the USGS agreement to install the permanent total creek flow site upstream from MWDA prior to receiving the actual agreement. The District received the agreement from USGS and it had a not to exceed amount totaling \$6,610. Anna approved it and is asking the Board to ratify the additional amount. The total flow station is installed.

MOTION – Approve the additional \$1,610 for the USGS Agreement.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

- b) **Stockwater Acquisition** – no update

f. **Voluntary Stewardship Program-**

- a) **On-Line map Portal** – The beta version has been released. Anna received comments from the Department of Fish & Wildlife staff. There are some changes to make and Anna is hoping to have final comments by the next VSP meeting.

- b) **VSP Interlocal for 20-21 biennium** – Anna reported that the Interlocal agreement with Board of County Commissioners is final and it has been approved. At the same time, the Commissioners also approved the contract between the County and the Commission.

MOTION – Approve the interlocal agreement with Kittitas County for implementation of the Voluntary Stewardship Program for the 20-21 biennium.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

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

a) **EQIP Contract Status**

- 1) **FY18 Contracts** – no update
2) **FY19 Sign up** – The Brist application was successfully transferred to Mrs. Brist.

b) **Conservation Easements**

- 1) **Approve HFRP Sign-Up** – Anna has been working on criteria for the Healthy Forest Reserve Program and would like sign up to begin the

first of August if she can get everything together. Focus will be on the Teanaway and Swauk watersheds.

MOTION – Approve sign-up for the Healthy Forest Reserve Program with a deadline of October 18, 2019.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

h. WSCC – RCPP Match Grant

- a) **Cost Share Projects** – The June voucher has been submitted to the Commission that included the remaining open cost share projects. The new cost share agreements will include power costs for the FY 19 RCPP contracts.

B. KCCD Rates & Charges –

- a. **City of Roslyn** - Anna had a meeting Leah Hadfield and City of Roslyn staff to talk about ways the District can provide assistance. There were both immediate and long-term needs for the Roslyn. An immediate need is for GIS support to assist their planner with processing applications, etc. Brent and Anna met with Michelle Gieger yesterday and talked about setting up GIS capabilities for her. Another immediate need is for assistance with sending out fliers regarding defensible space. Longer term items include assistance with the capital projects list, which are mostly much larger than what the District can do, however help with finding funding sources for them or helping to fill smaller gaps in the projects are definitely things the District can do. Anna will continue to work with Roslyn.

C. District Building –

- a. **NRCS Office Space Emergency Lease Agreement** – The funding for the emergency lease agreement has been approved and was made effective 7/2/19 for 18 months. The lease agreement is for 998 square feet and \$1,995 per month.

VI. New Business

A. WSCC 2020 Grants

- a. **Addendums** – The addendums for Irrigation Efficiencies and Engineering are very similar to the funds received for the last biennium. The implementation grant has an extra \$11,000 which is specifically designated for Orca/salmon restoration related activities.

MOTION – Approve addendums for Commission Implementation, Professional Engineering and Irrigation Efficiencies programs.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

- b. **Resolution 2019-003** – The District is not recommending a change in the cost share rates and we have updated the labor rate to \$44 consistent with the Commission.

MOTION – Approve resolution 2019-003 establishing the cost share rates and labor rates for Conservation Commission grants for the 20-21 biennium.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

- c. **Authorized Signatures Form** – The Board reviewed the authorized signatures form.

MOTION – Approve the authorized signatures form for Conservation Commission grants for the 20-21 biennium.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

- d. **Light Refreshments Blanket Approval** - The Commission requires any use of light refreshments to be pre-approved. There is a blanket policy provided by the Commission that the board reviewed.

MOTION – Approve the blanket policy for light refreshments.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

- B. FEMA Grant Application Transfer of Agent - Resolution 2019-004** – The staff at the Emergency Management Division (EMD) contacted Anna about transferring the FEMA grant to

the District and instead of having it passed through the County. The District has an addendum in the County's Hazard Mitigation Plan that makes it possible for the District to work directly with the EMD instead of using the County as the pass through. EMD has requested a letter from the District and the County stating that this is how we would like to proceed with the grant as well as several documents one of which is a resolution by the Board establishing the applicant agent.

MOTION – Approve the joint letter with the County requesting the change of applicant and to approve the resolution establishing the applicant agent for the District.

Matt Eslinger, seconded by **Bill Boyum** *Passed Unanimously*

C. Addendum to Kittitas Conservation Trust (KCT) MOA – Anna has been working with Tricia at the Yakima Fish & Wildlife Recovery Board and Melissa at KCT who would like to develop a guide for landowners for riparian habitat restoration. KCT will do the design work and facilitate all the meetings but need some funding for staff time. Publication funds are already available. This addition to the KCT agreement would be funded by The RCPP match grant and potentially VSP.

MOTION – Approve the addendum to the Kittitas Conservation Trust agreement to add the Habitat Restoration Guide Project.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

D. WAFAC 2019 Agreement – The District received the 2019 WAFAC funding agreement which is retroactive to January of this year. The WAFAC 2019 agreement will pay for a training that Rose attended before she left the District, two screenings of the Era of Megafires, staff time for KFACC, Perteet time for KFACC and attendance at WAFAC workshops for members of KFACC.

MOTION – Approve WAFAC 2019 funding agreement and Perteet task order for assistance with the WAFAC scope of work.

Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

E. NRCS Office Space Long Term Lease Solicitation – The pre-solicitation was just issued yesterday for the long-term lease of office space. Responses are due by July 31 and following that, NRCS will review responses and then decide who they invite to the solicitation. The Board directed the District Manager to respond to the pre-solicitation.

VII. Public Comment - none

VIII. Adjournment

Mark Moore adjourned the meeting at 8:09 am

MOTIONS APPROVED:

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Mianda Nash
Recording Secretary

08/08/19
Date

Matt Eslinger
Board Member

8/8/19
Date