



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
 December 13, 2018 1:00 PM - KCCD Office**

ATTENDANCE

Board of Supervisors: Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, Auditor Bill Boyum, Member	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Wendy Mee, Resource Technician Ryan Roberts, District Engineer Bridger Cohan, Resource Technician
Guests: Erin Kaczmarczyk – NRCS Leah Hadfield – Roslyn City Council Ryan Baye, WACD (by phone)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:04 pm.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the November Accountant’s Report, and the regular meeting minutes from November 8, 2018.
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 16608 – 16667 for a total of \$86,488.33 (Payroll Checks 16621-16628 and 16663-16667 and building account check numbers 774 – 792 for a total of \$5,965.51. Approve pending payments totaling \$33,296.61 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*
 Anna pointed out that the purchase of a new laptop for Ryan R. is included in the bills. The laptop is reimbursable through the Commission Engineering grant and Anna received approval from the cluster Districts and the Commission for the purchase of the laptop.

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
9/13		Reiss-Landreau Research	\$3,787.00
10/11		Anderson Perry & Associates	\$7,475.00
9/26		Anchor QEA	\$2,534.50
10/16		Anchor QEA	\$346.50
12/5		Mid-Columbia Fisheries	\$10,000.00
11/30		Halverson Northwest Law Group	\$966.88
11/19		Mid-Columbia Fisheries	\$1447.73
11/19		Cruse & Associates	\$1,281.25
11/25		Encompass Engineering & Surveying	\$3,696.50
11/29		Anderson Perry	\$1,761.25
			\$33,296.61

Mark M. presented Jeff Brunson with a 15-year pin that he received from the Washington Association of Conservation Districts.

Ryan Baye joined the meeting by phone and discussed the South Central Area Director vacancy that occurred when Javier Lopez was elected WACD Vice President. According to the bylaws, an Executive Committee will make a recommendation to fill the position. The Executive Committee is the officers of the District that will host the next area meeting plus the Chair of the District that hosted the last area meeting. Since KCCD will host the 2019 area meeting, then Mark, Lynn and Jeff are part of the Executive Committee. Ryan asked if they would prefer that WACD do the outreach to the other supervisors in the area. They would, so Ryan will send out emails and copy them to Anna. Any nominations will be brought to the January Board meeting, which the chair of the Franklin Conservation District could attend by phone.

Ryan also talked briefly about the Governor's budget. Anna reported that she, Mark Moore and Bill Boyum met with Representative Tom Dent and Senator Judy Warnick last Thursday and talked about the Commission's budget request.

Ryan Baye exited the meeting at 1:18pm.

IV. NRCS Report – See attached NRCS Report – Erin reported that NRCS appears to be moving forward with the lease solicitation and she has been completing paperwork for space needs. Erin gave an overview of the budgets for RCPP, EQIP and CSP. RCPP made it through the Farm Bill and has its own budget. EQIP received a budget increase and CSP was kept separate. CSP is not based on acres it will be based on dollar allotment hoping for better ranking. NRCS staff is working on first round applications for EQIP. The panels for the Ellensburg Resource Conservationist and the Ephrata Soil Conservationist were rejected and there is no projected date as to when they will be advertised again. Erin discussed putting together a local work group meeting.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants –

a) Implementation –

1) Small Project Cost Share

Cultural Resources Survey Task Order – Anna presented a task order for Reiss-Landreau Research for cultural resources surveys on 5 of the 6 small projects, one of the cost share projects does not need a cultural resources survey. The task order for Reiss Landreau is for \$4,915.

MOTION – Approve Task Order for Reiss-Landreau for cultural resources for the Small Projects for \$4,915.

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

b) Natural Resource Investments (NRI) – Anna reported that Shana Joy from the Commission contacted her regarding funding for another NRI project. Moving down our list the next project is a sprinkler conversion. Staff recommendation is to offer project to the first on our list and move down from there if the top landowner doesn't accept the project. The project would have to be done by June 15th, 2019.

2. Firewise/Fuels Reduction

a) Kittitas Fire Adapted Community Coalition (KFACC) – Anna reported that the KFACC meetings continue and are well attended. New officers were

elected at the last meeting. The KFAAC Annual Plan of Work has been approved. Rose is continuing to work on the HGMP grant application.

- 1) **Video Production** – A new video underway highlighting Emergency Evacuation. Rose went to Spokane to NXNW to review the first draft of the video.
- b) **DNR Funding (Joint Chiefs & Chipper Crew)** – Rose reported that the final Joint Chiefs reports are due tomorrow. DNR partnered with us to sign up landowners for fuels reduction and 120 acres have been reported. The DNR crew continues to work on chipping. Rose is working on a statement of work and what deliverables will look like for the DNR Chipper Crew Grant.
- c) **Washington RC&D (WAFAC and TREX Grants)** – No update.

3. Rates & Charges

- a) **City of Roslyn** – Anna put together a FAQ sheet for the District and would like to have it available the first of next year and will send a link to the City of Roslyn. Anna would like to attend the Roslyn City Council meetings quarterly.

Leah left the meeting at 1:50 PM

4. BPA – Yakima Tributary Access & Habitat Project (YTAHP)

- a) **General Project Update** – Anna completed the statement of work and it has been submitted to BPA. The whole contract has been reduced by \$100,000 by BPA who is looking for less administrative work and an emphasis on more work on the ground.

b) Individual Projects

1) Caribou/Parke Creek –

- **Bid/Construction Schedule** – The permit process is taking longer than expected and we continue to wait on permits, however staff presented a schedule for bidding the project and awarding a contract in late January. This means that the bid process needs to begin before the next board meeting, with the first advertisement needed the week of Christmas.

2) Coleman Creek (Valley Land Co) –

- **Bid Construction Schedule** – Staff discussed bidding this project and the Caribou project on the same schedule.
MOTION – Approve the bid schedule for Coleman and Caribou contingent on receiving permits before awarding the contract.

Lynn Brown, seconded by Bill Boyum Jeff abstains passed

- 3) **Little Naneum** – Anna worked with the BPA archaeologist on revising the cultural resources report and it has been submitted for review.
- 4) **Spring Creek** – Anna reported that there was a mistake in the dates not correlating on the cultural resources report that was submitted. The test hole for the well was dug before BPA sent the initiation letter to DAHP and the Yakama Nation. The test hole was observed by the archeologist and nothing was found. As a result of digging and surveying prior to the initiation letter being sent, BPA sent a letter to DAHP and the Yakama Nation indicating that the District receive further cultural resources training.

- 5) **Bristol Flats** – The cultural resources survey needs to be completed. Anna presented the task order for Reiss-Landreau for cultural resources.

MOTION – Approve Reiss Landreau cultural resources survey task order with Reiss Landreau for \$3,787 for Bristol Flats.

Lynn Brown, seconded by **Jeff Brunson** *Passed Unanimously*

5. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that the grant amendment was approved by Ecology at the end of November to add a 20" meter to MWDA at Hansen Rd and installation is moving forward to be completed before next irrigation season.
- b) **Reed Pipeline Design** – Sherry reported that design should be at 100% by the end of December. Ryan and Sherry are working on getting comments to Anderson Perry.
- c) **Stockwater Acquisition**- No update.
- d) **Manastash Steering Committee Meeting Report** -
 - 1) **O&M Fund** – The Department of Ecology is paying for O&M through the current grant with the District while the Bureau of Reclamation works on a contract with KR D to fund the work. Anna reported that she has given BOR a budget for the O&M costs including staff time. The intent is for KR D to subcontract with the District for Sherry's time to continue to assist with the diversion operation.

6. **Voluntary Stewardship Program** –

- a) **Watershed Group Meeting** – There is a meeting tomorrow at Hal Holmes at 10:00am. Anna went to the State VSP meeting in Moses Lake. All VSP plans in the state have been approved. The Commission's budget request for the next biennium includes \$250,000 per VSP county.

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

- a) **EQIP Contracts.**
 - 1) **FY18 Contracts** – Projects are under construction. Portions of some of the projects have been certified and are in the process of being paid.
 - 2) **FY19 Sign-Up – Status** Sherry, Mark, Anna and Konrad went through preliminary ranking of the 35 applications received, one applicant has withdrawn. Anna reported that she would like to talk to the new NRCS area archaeologist in January so that the cultural resources surveys for the projects can be completed in April.

The District is waiting on the technical assistance payments from July through October. The July and August payments were accidentally paid to the Yakama Nation and the District has been waiting for Yakama Nation to issue a check back to NRCS before NRCS can reissue the payment for July & August to the District. There is no projected date at this time as to when the District will receive the payments.

- b) **Conservation Easements**

- 1) **ACEP-Agricultural Land Easements** – No update to report.

2) **Healthy Forest Reserve Program** – No update to report

8. **WSCC – RCPP Match Grant**

a) **Cost Share Projects**– All projects are moving forward.

9. **Integrated Plan Sprinkler Conversion Projects**- Anna reported that they are exploring other projects for this funding and may look at the RCPP applicants to see if those with potential trust water might fit under this funding sources.

B. District Building (2211 W. Dolarway Rd) – No update.

VI. New Business

A. 2019 Election Resolution –

a. **Public Comment** – Anna reported that the District has advertised the Notice of Intent to Adopt a Resolution and requested written comments by noon today and allowed for public comments between 1:00 and 2:00 today. The District received no written or public comments. The proposed election date is February 12, 2019.

MOTION – Adopt the 2019 Election Resolution 2018-003.

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

VII. Public Comment

Anna brought up the current schedule for the upcoming holidays for the District. She requested approval of 8 hours of holiday leave for staff as Christmas eve and New Year's Eve both fall on a Monday. Anna would like the office to be closed on Christmas Eve. In past years, the Board has approved leave and allowed it be used on either Christmas Eve or New Year's Eve or parts of both.

MOTION – Approve 8 hours of holiday leave for the staff to be used as the District Manager directs.

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

VIII. Adjournment

Mark Moore adjourned the meeting at 2:55 pm

MOTIONS APPROVED:

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Mianda Nash 01/10/19
Recording Secretary Date

Mianda Nash
Board Member

01/10/19
Date