



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 14, 2020 7:00 AM – Zoom Meeting ID: 934 9680 7436

ATTENDANCE via Zoom

Board of Supervisors: Mark Moore , Chair Lynn Brown , Vice Chair Bill Boyum , Member	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Brent Dixon , Project Manager Wendy Mee , Resource Technician Sherry Swanson , Project Manager Mark Crowley , Conservation Planner
Guests: Allisa Carlson , SCC South Central Regional Manager	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:00 AM. All in attendance participated via Zoom.

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the April Accountant's Report and the regular meeting minutes from April 4, 2020.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

- III. **Approve Bills, including Building Account Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 17490-17541 for a total of \$452,577.45 (Payroll Checks 17498-17505 and 17537-17541) building account check numbers 1020-1031 for a total of \$5,754.04. Approve pending payments totaling \$44,570.85 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
12/17/19	TBD	Reiss-Landreau	\$3,991.00
5/6/20	TBD	Anderson Perry & Associates	\$215.00
5/6/20	TBD	Anderson Perry & Associates	\$8,153.75
5/6/20	TBD	Anderson Perry & Associates	\$625.00
5/6/20	TBD	Anderson Perry & Associates	\$545.00
4/26/20	TBD	RLR Cultural Resources LLC	\$3,890.00
4/22/20	TBD	Thayer Excavating	\$14,163.16
5/7/20	TBD	Perteet	\$929.44
5/7/20	TBD	Perteet	\$210.56
5/11/20	TBD	Mid-Columbia Fisheries	\$7,689.27
5/11/20	TBD	Mid-Columbia Fisheries	\$605.67
5/12/20	TBD	HLA Engineering & Land Surveying	\$517.50
5/12/20	TBD	Karoline Griffin	\$3,035.50

\$44,570.85

IV. Action Items

A. BPA – Yakima Tributary Access & Habitat Project

1. **Cooke Creek Project** – The contractor submitted the final change order in late April. The Board reviewed the change order items.

MOTION – Approve Change Order 4 with Thayer Excavating for \$14,149.49 for the Cook Fish Screening and Passage Project.

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

Anna reported that the project was substantially complete by April 30 as required by the contract and a walkthrough was done with the project engineers. A small punch list was given to the contractor who will be addressing all the items. The large vault is leaking which is a warranty issue. The contractor is working with their vendor to complete repairs on the vault. The final project cost is \$838,373.

MOTION – Accept the Cooke Creek Fish Screening and Passage Project as substantially complete.

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

2. **Coleman Creek 3.41 (Olmstead)** – Anderson Perry has estimated \$20,000 for design of the bridge to place the pump station on the east side of the creek, which necessitates at least a pedestrian/ATV bridge for access between the sprinkler and the pump station.

MOTION – Approve an amendment to task order 03 with Anderson Perry for up to an additional \$10,000 for design of the bridge

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

The cultural resource survey for this Olmstead Park project will be completed by the State Parks.

MOTION – Approve interlocal agreement with Washington State Parks for the cultural resources survey and report on the Coleman Creek 3.41 (Olmstead Park) project using their archaeologist.

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

3. **Anderson Perry Task Order for Ellensburg Water Company at Naneum Creek Project preliminary design** - A Fish Barrier Removal Board application is being submitted for the potential siphon project at the Ellensburg Water Company at Naneum Creek intersection that requires a preliminary design. Anna has been working with Anderson Perry to get enough information together to meet requirements for the application.

MOTION – Approve Task Order 12 with Anderson Perry for Ellensburg Water Company at Naneum Creek Project not to exceed \$10,000.

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

4. **Ranch on Swauk Creek – Additional Survey Task Orders** - Anchor QEA has conducted a site visit and determined they need additional survey data.

MOTION – Authorize staff to negotiate an amendment to task order 01-Ranch on Swauk Creek project for additional survey work.

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

5. **Fogarty Ditch Fish Screen – Anderson**

The District was contacted by a landowner on Fogarty Ditch asking for assistance with a fish screen for their pump intake. The site is where the District provided a

Pumprite screen approximately 12 years ago. The landowner is interested in a River screen. The District has an almost new River Screen remaining from another project. Staff recommends that it be provided to this landowner with an agreement to maintain it for 10 years. The District would provide technical assistance and the screen, the landowner will install and be responsible for necessary fittings.

MOTION – Approve providing the River Screen to Anderson for his Fogarty Ditch pump diversion through a 10-year landowner agreement.

Bill Boyum, seconded by **Lynn Brown**.

- B. FBRB 2020 Applications** – The Board reviewed the application Resolution for Cascade at Coleman Creek and Ellensburg Water Company at Naneum Creek projects.

MOTION – Approve Resolution 2020-02 to authorize applications to the Fish Barrier Removal Board for the Cascade at Coleman Creek and Ellensburg Water Company at Naneum Creek projects

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

C. WSCC-RCPP Contribution Grant

- 1. Cost Share Agreement – Rafter B Pederson Corner** – Anna reported that the RCPP screening and ranking process is different this year with CART. It has forced all producers combine multiple projects into a single application. The District has many producers with multiple projects and the District had to make a choice about the threshold on some screening criteria. It resulted in a high priority but smaller project not meeting the screening criteria because it was combined with other projects that were bigger and not a high priority. District staff request that the Board approve this project for a cost share amount equivalent to what would be received under an EQIP contract, which is just less than \$80,000. Anna has already asked the Conservation Commission for a variance to exceed the \$50,000/landowner/year and it has been granted.

MOTION – Approve Rafter B Pederson corner cost share agreement not to exceed \$80,000 funded by the Conservation Commission RCPP contribution grant.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- 2. Agreement with Mid-Columbia Fisheries** – The Board reviewed the agreement with Mid-Columbia Fisheries that includes the Teanaway Grazing work, as well as contributions to an Upper Yakima River Cottonwood Study and a riparian planting on the Yakima River.

MOTION – Approve updated agreement with Mid-Columbia Fisheries Enhancement Group.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

- 3. MOU with WDW & DNR for Teanaway Community Grazing Assistance** – Anna was contacted by Mike Livingston (WDFW) about the Teanaway Community Forest grazing activities and the need for assistance. This has occurred annually since the RCPP project started. This year, Anna participated in several phone calls to determine the best way to provide assistance. The current need is for labor to help with installing temporary fencing and fence maintenance to manage grazing around the riparian areas. Mid-Columbia Fisheries Enhancement Group can provide the labor through the KCCD agreement, but an agreement is needed between KCCD, WDFW and DNR to facilitate the work.

MOTION - Approve agreement with Washington Department of Fish & Wildlife and Washington Department of Natural Resources for assistance with the Teanaway Community Forest grazing activities as part of the RCPP project.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

- D. YBIP Sprinkler Conversion Grant – Cost Share Agreement** – The Board reviewed another project under this grant that results in water savings and has a trust water component. Initially, the German project was very large with cost estimates over \$400,000. The high cost in part is due to the fact that 3-phase power is more than 2 miles from project site. The producer has reduced the size of the project to 93 acres and staff is requesting approval of a cost share agreement not to exceed \$250,000.

MOTION – Approve YBIP Sprinkler Conversion Grant cost share agreement for the German project not to exceed \$250,000.

Lynn Brown, seconded by Bill Boyum

Passed Unanimously

- E. DNR Chipping Grant – Veteran’s Conservation Corp Contract** - Anna put together a Veteran’s Conservation Corp Contract for three individual placements for 5 months. This would be a crew for the chipping work supported through the FEMA and DNR grants. Advertising for the placements can’t begin until the contract is in place.

MOTION – Approve contract agreement with the Veteran’s Conservation Corps for three individual placements for 5-months.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

- F. FEMA Fuels Reduction Grant- Cost Share Agreements** – Wendy will be conducting site visits and assembling prescriptions to send to the EMD for approval. Sunlight Waters is the first agreement that is being worked on.

MOTION – Authorize staff to complete cost share agreements for fuels reduction work under the FEMA grant that meets requirements of the grant.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

- G. 2019 Financial Report** – The 2019 Financial report is completed and ready to be submitted online to the State Auditor’s Office.

MOTION – Approve the 2019 Financial Report to be submitted to the State Auditor’s Office as required.

Lynn Brown, seconded by Bill Boyum

Passed Unanimously

- H. 2020 KCCD Annual Plan of Work** – Anna has put together the Annual Plan of work. Staff and partners are reviewing the draft.

MOTION – Approve the 2021 Plan of Work contingent on a final draft review by the Chair prior to submission.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

- I. NACD Technical Assistance Grant Agreement** – Anna reported that the current NACD TA grant will go through this summer. The new agreement is for \$62,923.50 in funds that will extend the position to the summer of 2021.

MOTION – Approve the NACD agreement for another year of the TA funding for the position assisting the NRCS field office.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

- J. NACD Urban AG – Thorp School Project** – Anna requested approval to negotiate a task order with NXNW for Video assistance for the Thorp School Project.

MOTION – Authorize staff to develop a task order with NXNW for video and social media

assistance with the Thorp Farm to School project consistent with the NACD grant agreement.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

K. COVID-19 Response

1. **Kittitas County Conservation District Temporary Infectious Disease Control Policy** – Anna put together a temporary infections disease control policy, effective May 1, 2020 that includes Social Distancing and Phase 1 construction requirements as put out by the Governor’s office. Currently the District office remains closed to the public.

MOTION – Approve the Kittitas County Conservation District Temporary Infectious Disease Control Policy.

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

2. **Delegation of authority to District Manager to implement the policies and procedures related to Governor Inslee’s “Safe Start Washington”**

MOTION – Delegate authority to the District Manager to implement polices as needed to be responsive to and consistent with the Safe Start Washington effort and any other COVID 19 related operational actions occurring before the next Board meeting.

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

L. Conservation Commission Report –

Allisa mentioned that OFM has informed the Commission to expect budget cuts. Staff will make a recommendation to prorate the Implementation and Engineering grants for the first two months of allocation.

V. Adjournment – Chair Mark Moore adjourned the meeting at 8:15 am.

MOTIONS APPROVED:

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Mianda Nash
Recording Secretary

06/11/20
Date

Walter Young
Board Member

6/11/2020
Date