



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
 April 11, 2019 7:00 AM - 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 Mark Crowley, Resource Technician Wendy Mee, Resource Technician Bridger Cohan, Resource Technician Brent Dixon, Project Manager
Guests: Michael Charlton	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM.
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the March Accountant's Report, the regular meeting minutes from March 14, 2019 and special meeting minutes from March 7 and March 26, 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 16821-16865 for a total of \$77,942.93 (Payroll Checks 16828-16836, and 16861-16865 building account check numbers 830-843 for a total of \$5,997.81. Approve pending payments totaling \$260,028.20 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
9/26	TBD	Anchor QEA	\$2,534.50
10/16	TBD	Anchor QEA	\$346.50
1/23	TBD	Anderson Perry	\$4,781.25
1/23	TBD	Anderson Perry	\$380.00
4/11	TBD	Morgan & Son Earthmoving, Inc.	\$10,876.50
4/11	TBD	Midstate Co-op	\$42,799.65
4/11	TBD	Melvin Dyk	\$7,200.35
4/11	TBD	Kevin Gibb	\$25,000.00
4/11	TBD	Ozanich Hay, Inc.	\$72,235.47
4/11	TBD	Rafter B, Inc.	\$17,520.85
4/11	TBD	Midstate Co-op	\$5,000.00
4/11	TBD	Midstate Co-op	\$9,865.81
4/11	TBD	Rosbach Farms	\$350
4/11	TBD	Keith Reixinger	\$26,115.02
4/11	TBD	David Papineau	\$19,120.00
4/11	TBD	A1 Drilling & Digging	\$25,380.00
4/11	TBD	Morgan & Son Earthmoving, Inc.	\$2,622.30

4/11	TBD	Anderson Perry	\$4,835.00
4/11	TBD	Anderson Perry	\$3,065.00
			\$260,028.20

IV. NRCS Report –

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants

a) Implementation

Small Project Cost Share Status – Mark C. reported that one small project is requesting a time extension. The landowner sent him an email explaining their request for an extension, which the board reviewed. District staff requests Board approval to extend the completion date for the small cost share project for Wells to June 30th.

MOTION – Approve time extension to June 30, 2019 for Wells small project.

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

Mark C. informed the Board that one landowner called after he completed his project, not during construction as directed. When Mark did the site visit, the 2" pipeline was not buried deep enough. It was only 8 inches deep and needed to be a minimum of 12 inches. In reviewing the design packet provided by the vendor, the trench detail was not included and that is where the landowner would have found the requirements for depth of cover. In order to NRCS specifications, the landowner would have to redo the pipeline. The project included 400 feet of pipe for two pods and two risers. Typically, cost share is not provided when the entire project doesn't meet standards. Staff suggested that due to the fact that the trench detail had not been included, that the Board consider approving the sprinklers and pump for cost share. Board discussed approving partial cost share, contingent on the landowner signing an agreement that he will maintain the pipeline so that the entire system is functional.

MOTION – Approve Mathews project cost share for the pump and sprinklers, contingent on an agreement to maintain the pipeline.

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

- 1) **Natural Resource Investments** – The projects for Dyk and Gibb are complete. The materials have arrived for Feddema's pivot and pipeline project and the project is starting.

2. Firewise Fuels Reduction

- a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – Anna attended the KFACC meeting yesterday. The group received a response to a letter that was sent last year regarding discharge of fireworks when a burn ban is in place. The Board of County Commissioners are moving forward with changes to the code to allow the Fire Marshal the option to include a ban on fireworks when there is a burn ban.

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

- 1) **On-line Map** -Anna has been in contact with Mapseed and they should have the Beta version complete by the end of month. The District needs to issue payment to Mapseed when the beta version is launched. Anna has been working on the flow of the website and will ask for input on the map from the Fire District's and the City.

MOTION – Approve \$7,500 payment to Mapseed when the Beta version of the Firewise on-line map has launched.

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

c) **DNR Funding (Joint Chiefs and Chipper Crew)**

- 1) **New Interagency Agreement for 2019** – Anna put together a new agreement with DNR for chipping. The District staff will conduct site visits with landowners and to help coordinate the chipping crew. The chipping crew will be provided by DNR. Wendy has been working with Brent conducting home assessments and helping coordinate homeowner meetings with DNR. There are two new firewise communities in the agreement for this year.

MOTION – Approve Interagency Agreement with DNR for \$30,475.

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

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

a) **General Project Update**

- 1) **Agreement for 2019/2020**- The District received the Yakima Tributary Access & Habitat Program agreement with Washington Resource Conservation & Development Council for the next contract year (April 1, 2019 to March 31, 2020). This is the first agreement with the reduced budget amount. This year's agreement is about \$60,000 less than last year's. Anna was recently contacted by BPA who conducted a civil rights audit by phone with her.

MOTION – Approve 2019/2020 agreement with Washington RC&D for the Yakima Tributary Access & Habitat Program for \$263,808.82

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

2) **Individual Projects**

- **Caribou/Parke Creek** – The project is completed, and the payment request has been submitted. Cost share includes expense for a new screen. The landowner used a flow meter and pump that they had.
- **Bristol Flats** – District staff had a meeting with the Department of Fish & Wildlife (WDFW), Midstate and the operator. Currently the diversion is a pump in a small inlet off the Yakima River. There are sediment issues at that site causing the operator to hand dig out the inlet. The operator suggested moving the pump station upstream, but WDFW has expressed concern about erosion at that site and possible issues with the function of the river screen. The final component is to get the HPA from WDFW. Because of delays in permitting the project will have to wait until fall.
- **Parke Creek Diversions** – Anna approved Amendment 2 to Task Order 2 for continued design on this project using the remaining YTAHP funds.

- **Raap/Coleman Diversion** – Anna approved amendment 01 to Task Order 4 for continued design services for this project using the remaining YTAHP funds. She requested that Board ratify her approval of both Task Orders.

MOTION – Approve Amendment 2 to Task Order 2 for the Parke Creek diversion not to exceed \$3,065 and Amendment 1 to Task Order 4 for the Raap-Colemans project not to exceed \$4,835.

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

4. Manastash Restoration Project

- a) **Project Facilities Updates** – Sherry reported that the pipelines are operating and pressurized.
- b) **Stockwater Acquisition** – Sherry reported that they are waiting for Department of Fish & Wildlife to send letter of support for the stockwater acquisition.

5. Voluntary Stewardship Program

- a) **On-Line map Portal** – The Online map and survey is moving along with the Beta version expected to be launched soon. The second payment to Mapseed for the on-line map will be due when the Beta version launches. District staff is requesting pre-approval for the payment contingent on the Beta version launch that is expected by the end of the month.

MOTION – Approve \$7,500 payment when the Beta version of the VSP on-line map is launched.

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

- b) **Shared Position with NYCD** – Anna is working with North Yakima Conservation District about sharing a VSP coordinator for staff time.

6. RCPP – Toppenish to Teanaway Agreement

Anna reported that the payments for technical assistance for July and August 2018 have finally been received by the District. The remaining funds are for November and December and should be here soon.

a) **EQIP Contract Status**

- 1) **FY18 Contracts** – The first-round projects are nearing completion Two have been certified complete and the others are underway.
- 2) **FY19 Sign up** – We are waiting for NRCS to enter the ranking criteria and officially rank the applications received this winter.

- b) **Conservation Easements** – Anna reported that she is waiting on ranking criteria before advertising the Healthy Forest Reserve Program.

7. WSCC – RCPP Match Grant

- a) **Cost Share Projects** – The cost share project with Three Bar G has been submitted for payment. The Papineau and Rixinger sprinklers should be under construction now and will be complete in the next month or so.

8. Integrated Plan Sprinkler Conversion Projects – No update.

B. KCCD Rates & Charges –

- a. **Annual Report and Meeting with BOCC** – Anna has scheduled a meeting with the Board of County Commissioners for April 23rd at 2:30 pm to present the Rates & Charges annual report.

Mark C. reported that Ag day took place this past Tuesday. All 3rd graders in Kittitas County were invited to learn about the importance of agriculture and the farming life. A total of 386 children attended Ag day. Mark C. received good evaluation comments from the teachers.

C. District Building

- a. **Triple Net Reconciliation** – Anna is working on Triple Net reconciliation for 2018.

- b. **Lease Renewals** - New leases will be drafted for leases expiring the end of April and the end of May. Staff recommendation is to have leases renew for another year.

MOTION – Approval to extend the lease for one year for Kristie Kiewlich and to extend the lease for one year for New View Blinds.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

- c. **NRCS Office Space** – No update.

- D. **2018 Financial Report – Review of RCW 89.08 sec 210 & 220** – The Board reviewed RCW 89.08 sections 210 & 220.

- E. **NACD Technical Assistance Grant** - Anna advertised for the National Association of Conservation Districts (NACD) Technical Assistance (TA) Grant and received 4 applications. Anna interviewed two applicants for the NACD TA grant position. The District has funds remaining for the current NACD TA grant and Anna contacted NACD about returning the unused funds.

MOTION – Authorize District Manager to offer the NACD Resource Tech 1 position to top candidate contingent on being awarded the NACD Technical Assistance grant.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

VI. New Business

- A. **Drought Emergency Declaration** – Anna reported that a drought emergency has been declared and recommended that the District host a landowner workshop for agencies that respond to drought. There is also an opportunity to request drought funds so Anna is working on a request that would include flow monitoring equipment (a sontek hydroboard, portable strap on meter), a drone with infrared camera options, and maybe weather stations. The drought funds available cannot be used on private lands, so cost share is not an option. Sherry has been talking to KRD about updating their SCADA system and we may include that in the request as well.

- B. **Commission End of the Year Requests** – The District can request up to \$7,000 to the commission and applications are due April 30th. Anna is working a request to include computer upgrades.

- C. **Computer Upgrades** – The end of year request will include at a computer upgrade for Brent and possibly for Sherry and Mark. Anna is working with RufusTech on the recommendations.

VII. Public Comment

- A. No public comment.

VIII. Adjournment

Mark Moore adjourned the meeting at 8:30 am

MOTIONS APPROVED:

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Miranda Nash
Recording Secretary

05/09/19
Date

Nash
Board Member

5/15/19
Date