



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
November 14, 2019 3:00 PM (note time change) - KCCD Office

ATTENDANCE

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

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 3:04 PM.
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the October Accountant’s Report, the regular meeting minutes from October 11, 2019 and the special meeting minutes from October 24, 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 17200-Q - 17246 for a total of \$73,722.31 (Payroll Checks 17212-17219 and 17241-17245) building account check numbers 929 - 944 for a total of \$10,298.40. Approve pending payments totaling \$62,217.25 contingent upon receiving grant reimbursement requests.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
9/24	TBD	Anderson Perry	\$1,889.14
11/6	TBD	Anderson Perry	\$1,425.00
11/5	TBD	Perteet	\$6,656.22
11/5	TBD	Perteet	\$2,323.75
11/6	TBD	Anderson Perry	\$7,566.25
10/30	TBD	Calvert Technical Services, Inc.	\$6,300.00
10/29	TBD	Kittitas Conservation Trust	\$24,593.19
11/12	TBD	Reiss-Landreau	\$3,991.00
11/12	TBD	DSLR Pros	\$7,472.70
			\$62,217.25

- IV. **NRCS Report** – See attached report given by Holly Taylor, NRCS Resource Conservationist. Holly reported that CART is expected to rollout in January. The Big Bend team is continuing to work on their normal workload and 2020 EQIP applications have been assigned to staff. CSP annual payment letters have been sent to producers and staff are taking appointments for completing CSP annual reviews. A CRP general signup is anticipated in December. Currently,

Erin Kaczmarczyk is acting Area Conservationist and Liz is acting District Conservationist for Erin. Anna reported that there is a meeting with Roylene next Tuesday.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants

a) Implementation –

- 1) **Small Project Cost Share Status** –Mark C is working on the four funded projects. The cultural resources process has started on three projects and the fourth project is above ground and does not require a cultural resources survey.

- **Cultural Resources Task Order –**

MOTION – Approve task order with Reiss Landreau for \$4,915 for three of the small cost share projects requiring cultural resources survey and reports.

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

b.) **Natural Resource Investments – Project List:** The second landowner on the list that was funded through NRI has cancelled their project. The Commission has asked for the District's third project as there may be funding for it. The Board discussed funding a new project to replace the one that has been cancelled. The Board discussed going back to the top of the list to see if anyone has changed their mind about accepting funds for their project. The funds need to be expended by June 2021.

c.) **Drought Funding** – Anna reported that all equipment has been purchased except for the pipe flow meter. With the remaining funds Anna discussed sending Brent Dixon to a four-day Thermography training in Phoenix next month.

MOTION – Approve Thermography training in December 2019 for Brent Dixon.
Lynn Brown, seconded by **Bill Boyum** *Passed Unanimously*

2. Firewise/Fuels Reduction

a) **Kittitas Fire Adapted Communities Coalition (KFACC)** – The next workshop is on November 15th.

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

- 1) **On-Line Map** – Nearly 30 landowners have completed fire risk reviews for their property. Anna discussed possibly advertising on cup sleeves at one of the Cle Elum coffee stands.

3. BPA – Yakima Tributary Access & Habitat Project

a) General Project Update

- 1) **Statement of Work for 20-21** Anna will be working on the next grant agreement's scope of work which will include a lot of construction projects.
- 2) **Salmon Recovery Funding Board Targeted Investments** – Anna presented the projects for State review.

b) Individual Projects

- 1) **Coleman at Fairview Rd** – Anna received an estimate from Anderson Perry to begin work on the diversions on Coleman Creek at Fairview Road. The County Public Works Director reported to the Board of County Commissioners that they will do the project next year.

MOTION – Approve Task Order with Anderson Perry not to exceed \$12,000 for the Coleman Creek and Fairview Road projects.

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

c) **Construction Projects**

- 1) **Bristol Flats** – The project is moving forward with the pipeline having been installed and waiting on the install of the pump. Mark C. and Ryan are addressing the erosion concern.
- 2) **Cooke Creek Construction** – District staff will be assisting with fish rescue on the lower site today and the upper stretch tomorrow morning. A recent design change was made to satisfy WDFW and a comment that came during the permitting process. WDFW asked that the check structure move down stream, so it is closer to the outlet of the fishway.

4. **Manastash Restoration Project**

a) **Project Facilities Updates**

1) **MWDA 20" Flow Meter Project** –

- **Change Order 01** – A change order is needed for the MWDA 20" Flower Meter Project. There are 3 parts to the change order that include; extending the pipe, adding a T and contract time extension. The vault is in place, but the lid is delayed.

MOTION – Approve change order 01 extending contract to December 13, 2019 and adding \$1,931 to MWDA 20" Meter contract.

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

- 2) **KRD Agreement** – Anna and Sherry submitted a draft agreement to KRD and their attorney for review.

- b) **Stock Water Acquisition** – This will not be done by the end of grant period which ends 12/31/19.

5. **Voluntary Stewardship Program**

- a) **On-Line Map Portal** – The survey is out and VSP postcards have been mailed encouraging participation.

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

a) **EQIP Contracts Status**

- 1) **FY 19 Sign-Up Contracts** – The District is waiting on more than half of the 8 contracts to have cultural resources review completed. Three projects are moving forward with construction and three more are waiting on the initial surveys and reports.
- 2) **FY 20 Sign-Up Announcement** – The District cannot advertise the November 22nd deadline as NRCS is waiting to roll out Conservation Application Ranking Tool (CART). Once CART is out, then deadlines can be advertised. Applications will continue to be accepted.

b) **Conservation Easements**

- 1) **Healthy Forest Reserve Program (HFRP)** – The District received one application for the Healthy Forest Reserve Program from a landowner in the Teanaway. Anna discussed that there may need to be another sign-up since only one project application was received.

7. **WSCC – RCPP Match Grant**

- a) **Cost Share Projects** – There is no cost share project approval needed at this time.

8. **Yakima Integrated Plan Sprinkler Grant**

- a) **Cost Share Agreements** – One project is moving forward and the other project for 3 Bar G is ready for Board approval contingent on approval from Taneum Canal Company.

MOTION – Approve 3 Bar G cost share agreement for \$168,540 pending Taneum Canal Company approval.

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

B. **KCCD Rates & Charges** –

- a. **2020 Budget** – the 2020 proposed budget is ready for review. It includes the potential building remodel work. The budget needs to be submitted to the Board of County Commissioners this month.

MOTION – Approve Rates & Charges budget for 2020.

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

C. **District Building**

a. **NRCS Lease Solicitation**

- 1) **Building Designer** – Anna has talked to a building designer and is waiting on NRCS to send the lease solicitation.

- D. **WACD Annual Meeting** – Anna is going to the WACD Annual Meeting coming up in December. Rooms have been reserved for 3 to attend. Bill and Lynn are tentatively planning on going as well.

VI. **New Business**

- A. **FEMA Grant Agreement** – The District should be receiving the FEMA grant agreement soon.

MOTION – Approve grant agreement for the 4188-23-R KCCD Wildfire Project.

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

- B. **Wymer Reservoir Footprint Study Grant Agreement** – Anna finished negotiating the agreement with Ecology to assess the stock water sources for the Eaton Ranch.

MOTION – Approve Wymer Reservoir Footprint Study grant agreement.

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

- C. **Board of Supervisors 2020 Elections** – The notice of intent to adopt the election resolution will be published before the next Board meeting.

- D. **Conservation District Elections Survey** – Anna brought up the Conservation District Elections Survey on the laptop for the Board to review. The formstack was filled out during the meeting and will be submitted to the Commission before the due date of November 25th.

- VII. **Public Comment** – Mark Charlton asked if the District was interested in another joint annual meeting with the Farm Bureau next February as we have done the last couple of years. The Board agreed to do another joint meeting.

VIII. Adjournment

Mark Moore adjourned the meeting at 4:40 pm

MOTIONS APPROVED:

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Miranda Nash
Recording Secretary

12/12/19
Date

[Signature]
Board Member

12/12/19
Date