



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
 September 12, 2019 7:00 AM - KCCD Office

ATTENDANCE

Board of Supervisors: Mark Moore , Chair Bill Boyum , Member Matt Eslinger , Member (by phone)	KCCD Staff: Anna Lael , District Manager Miranda Nash , Financial Manager Sherry Swanson , Project Manager Mark Crowley , Resource Technician Brent Dixon , Project Manager
Guests:	

- I. **Call to Order**- Chair Mark Moore called the meeting to order at 7:04 AM.
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the August Accountant's Report, the regular meeting minutes from August 8, 2019. The Board noted that an incorrect attachment for the Accountant's Report was sent for their review. Anna displayed the correct version of the Accountant's Report on the projector for Board review and discussion.
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 17088 -17149 for a total of \$88,948.07 (Payroll Checks 17107-17114 and 17145-17149) building account check numbers 896-911 for a total of \$7,409.86 Approve pending payments totaling \$61,870.72 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Matt Eslinger** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
9/6	TBD	Anderson Perry	\$2,342.50
9/6	TBD	Anderson Perry	\$4,462.77
9/9	TBD	Perteet	\$2,577.50
9/9	TBD	Reiss-Landreau	\$3,787.00
9/9	TBD	Reiss-Landreau	\$4,860.00
9/3	TBD	Reiss-Landreau	\$37,887.00
9/12	TBD	YSI Inc., A XYLEM BRAND	\$40,053.95

- IV. **NRCS Report** – The Board reviewed the NRCS report. Anna reported that there were four responses for the pre-solicitation for USDA office space lease. The site visit will be next Monday, September 16. Anna also reported that the District has received a task order to do cultural resource surveys on the recently funded EQIP projects. The NRCS staff update should have included that Alan McBee is leaving for a position as the Alaska State Conservationist.
- V. **Old Business**
 - A. **KCCD Project Reports**

1. **Conservation Commission Grants**

a) **Implementation –**

- 1) **Small Project Cost Share Status –** Mark C. reported that the District received 8 applications. Mark C. reviewed the applications with the Board. Two included proposed above ground mainlines (because of soil conditions) and Mark noted that in order to meet NRCS specifications, the mainlines would have to be aluminum. Mark provided the cost per acre for each project. The Board discussed, reviewed and ranked the projects.

MOTION – Approve the top four projects including Jones, Griffin, Thorp Ditch and Anderson, with the above ground mainline projects contingent on meeting NRCS specifications by using aluminum or burying the mainline.

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

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

a) **General Project Update**

- 1) **Land Surveyor Contract –** The District received three proposals for land surveyor services. Anna is continuing to review them and requested authorization to contract with the top selected firm. She would then like to move quickly on task orders for currently YTAHP projects that require surveying.

MOTION – Authorize District Manager to negotiate a contract with the top land surveying firm and then to negotiate task orders for YTAHP projects.

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

b) **Individual Projects**

- 1) **Cooke Creek Bid Schedule –** Anna reported that the project has not gone out to bid yet, but is expected to this month. Anderson Perry has provided a cost estimate for construction administration of the Cooke Creek project.

MOTION – Approve task order with Anderson Perry for construction support for the Cooke Creek Project not to exceed \$35,000.

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

3. **Manastash Restoration Project**

a) **Project Facilities Updates –**

- 1) **MWDA 20" Flow Meter Project – Construction Project Approval –** Anna reported that the District received four bids. The apparent low bidder is Belsaas & Smith who came in just slightly over the engineers estimate at \$123,525. They have submitted the responsibility criteria which Anna and Sherry have reviewed. The construction contract is ready for approval.

MOTION – Approve the construction contract with Belsaas & Smith for the MWDA 20" meter project.

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

4. **WSCC – RCPP Match Grant**

- a) **Cost Share Projects –** Anna reported that the District was asked by a landowner for assistance with a heavy use protection area for storing feed.

Since this is a livestock owner, and the RCPP sign-up has not yet received a livestock application that could be funded, Anna requested that cost share funding through Conservation Commission RCPP match grant be used to assist with this project. It is an opportunity to demonstrate that the RCPP project is capable of assisting livestock owners with water quality improvement projects.

MOTION – Authorize staff to develop and negotiate a cost share agreement not to exceed \$25,000 for the heavy use area project.

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

5. Yakima Integrated Plan Sprinkler Grant

- a) **Cost Share Projects** – The District is working on a cost share agreement for the Three Bar G project under Taneum Canal. Saved water negotiations are underway.

B. District Building –

- a. **Parking Lot Seal Coating** – Anna reported that the District put out a bid for sealcoating and restriping the parking lot. The District received one bid from All Aces Paving.

MOTION – Approve contract with All Aces Paving for seal coating and re-striping the parking lot and authorize District Manager to negotiate change order for pavement repair as needed.

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

C. NRCS Task Order for Cultural Resources

MOTION – Approve task order with NRCS and the Conservation Commission for \$11,973 to complete cultural resource surveys for three EQIP projects.

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

VI. New Business

- A. **PE Grant Inter-District Agreement** – Anna presented the inter-district agreement for professional engineering services to the board. The inter-district agreement is required each biennium between the Districts that are served by Ryan's position.

MOTION – Approve the inter-district agreement with Okanogan, Cascadia, Foster Creek and South Douglas Conservation Districts for the professional engineer grant.

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

- B. **Addendum for NACD grant match** – The Commission is providing 10% match for the NACD grant that funds the position in the NRCS field office.

MOTION – Approve the addendum for grant 20-28-NA in the amount of \$6,292.

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

VII. Public Comment - none

VIII. Adjournment

Mark Moore adjourned the meeting at 8:07 am

MOTIONS APPROVED:

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Muanda Nash
Recording Secretary

10/11/19
Date

Matt Eslinger
Board Member

10/11/19
Date