



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**

**April 12, 2018 7:00 AM - KCCD Office**

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Lynn Brown, Vice Chair</b> <b>Jeff Brunson, Auditor</b> <b>Bill Boyum, Member</b> <b>Matt Eslinger, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Wendy Mee, Resource Technician <b>Guests:</b> Javier Lopez, South Central Area Director Brent Dixon (NRCS)
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:00 PM
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the March Accountant’s Report, and the regular meeting minutes from March 8, 2018 and the special meeting minutes from March 15, 2018 and March 29, 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 16241-16292 for a total of \$97,490.59 (Payroll Checks 16251-16257 and 16289-16292) and building account check numbers 662-681 for a total of \$6,982.62 and check numbers 1331-1336 for a total of \$1,272.87 for Manastash O&M reimbursements. Approve pending payments totaling \$154,875.62 contingent upon receiving grant reimbursement requests.  
**Bill Boyum, seconded by Lynn Brown** *passed unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
2/22	TBD	Anderson Perry & Associates	\$2,478.16
4/12	TBD	Anderson Perry & Associates	\$16,336.50
4/12	TBD	Anderson Perry & Associates	\$8,097.50
4/12	TBD	Anderson Perry & Associates	\$13,877.66
4/12	TBD	Anderson Perry & Associates	\$17,895.16
4/12	TBD	Anderson Perry & Associates	\$8,096.04
4/12	TBD	Anchor QEA	\$10,957.15
4/12	TBD	Brian Cortese	\$11,020.86
4/12	TBD	Eslinger Farms, Inc.	\$15,376.10
4/12	TBD	Midstate Co-op Irrigation	\$11,255.25
4/12	TBD	Anderson Perry & Associates, Inc.	\$11,866.49
4/12	TBD	Anderson Perry & Associates, Inc.	\$7,238.75
4/12	TBD	Anderson Perry & Associates, Inc.	\$8,911.25
4/12	TBD	Anderson Perry & Associates, Inc.	\$6,468.75

**\$154,875.62**

South Central Area Director, Javier Lopez introduced himself. He is a Board member with South Yakima Conservation District.

- IV. **NRCS Report** – Brent gave the NRCS report. There is no update on establishing a lease however Anna and Mark M. met with Roylene Rides at the Door. They made it clear that the District does not want the NRCS office to close and offered to retract the letter evicting them on June 30, 2018. Roylene would like to keep pressure on the leasing staff so she declined. Currently some previous reimbursements are being questioned due to an audit that found utilities reimbursement made before the agreement was signed in 2014. A ratification to the original agreement will be made to correct the dates and no new modification to add funds to the existing reimbursable agreement can occur until the ratification is complete. The KCCD has been awarded a NACD grant. Anna and Erin are working on going over the specifics of the position. On May 10<sup>th</sup> Chief Jordan and Regional Conservationist Astor Boozer will be on a field tour in the Central area and are planning on visiting KCCD and projects in the Yakima Basin. EQIP round one BBT picked up 4 applications. Application cutoff for CSP renewals is Friday April 13<sup>th</sup> and there is currently one eligible renewal. One new staff member has been added to the team and will be working out of the Ephrata office.

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

- a) **Implementation** – Mark C. reported that of the four small projects he has done site visits for three of them. One project canceled after the site visit and Mark C. contacted the next person on the list to see if they were interested in moving forward with their project, they were not. In continuing to move down the list it looks like there would be no time to have cultural resources review completed so the project could be implemented this spring. Projects need to be complete by the end of this month. Two of the projects have pipe in the ground and the third project is starting this weekend.
- b) **Irrigation Efficiencies Program** – no update
- c) **Natural Resource Investments (NRI)** - Anna reported that the Commission has offered additional funding. The second project for the District has been accepted by Kevin Gibb. Moving down the list for a third priority project will be for Mel Dyk.

**MOTION** - Approve addendum for Mel Dyk and approve cost share agreements for Kevin Gibb and Mel Dyk pending the Chair's review.

**Lynn Brown**, seconded by **Bill Boyum** *passed unanimously*

2. **Firewise/Fuels Reduction**

- a) **Joint Chiefs Funding Via DNR** – Anna presented the agreement from DNR for Joint Chiefs for \$30,000 to fund staff time. There are landowners interested in funding for projects and cost share will be directly through DNR.  
**MOTION** – Approve \$30,000 agreement with DNR for Joint Chiefs.  
**Bill Boyum**, seconded by **Matt Eslinger** *passed unanimously*
- b) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that she and Rose attended the KFACC meeting yesterday. Currently KFACC is looking for funds to continue to facilitate meetings. Anna has offered the District's funds to support staff time for meeting facilitation, along with funding through the Washington RC&D for the rest of the calendar year. In the meantime, KFACC is exploring other options for funding in the long term.
- c) **County Wildfire Protection Plan Update (CWPP)** – Rose is continuing to lead the CWPP update. There will be public meetings for input and a draft is expected soon with the final version by late June. The CWPP will be

appended to the County's All-Hazards Plan. Anna reported that there was a close out meeting with staff from the Emergency Management Division (EMD) in March for the original FEMA grant which ended in January. During the meeting the District was told that the second FEMA grant was almost ready to be awarded, but that EMD staff noticed that the County's all hazards plan is expired. That plan has to be current before the FEMA funds can be released to the County and the District for fuels reduction work. Anna reported that the County is contracting with a consultant to complete the update which should be planned for submittal in August. The CWPP will be completed before that so it can be incorporated.

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

- a) **General Project Update** – Anna presented the interlocal agreement with RC&D for YTAHP for \$324,050

**MOTION** – Approve YTAHP Interlocal agreement with the Washington RC&D.

**Jeff Brunson**, seconded by **Matt Eslinger** *passed unanimously*

The new BPA Environmental Compliance Lead for YTAHP visited the area and Mark C. was able to take her to some of the project sites.

- b) **Individual Project Report**

- 1) **Bristol Flats** – Fish screen materials for this project have been purchased and will be stored at the WDFW Screen Shop. Work on the design continues.
- 2) **Caribou/Parke Creek** – Anna reported that the screens and other materials for this project were purchased as well.

4. **Manastash Restoration Project**

- a) **Project Facilities Updates** –

- 1) **Reed 01 MWDA 01 Valve Replacement** – Sherry reported that Belsaas completed the replacement of the two 12" gate valves with butterfly valves.

**MOTION** – Accept project as complete for valve replacement at Reed and MWDA.

**Lynn Brown**, seconded by **Jeff Brunson** *passed unanimously*

- b) **Anderson Ditch** – Sherry reported that the pipeline is complete.
- c) **Reed Ditch Pipeline Design** – Sherry, Wendy and Anderson Perry staff went out to look at alternate route for a portion of the pipeline that would avoid a potential wetland site. Anna displayed the map showing the possible route of the pipeline.
- d) **Stockwater Acquisition** – Sherry reported that there is no update on the stockwater acquisition.

5. **Voluntary Stewardship Program** –

- a) **Plan Status** – Anna reported that the first presentation of the VSP Work Plan to the State Technical Panel was on March 30<sup>th</sup>. Anna gave the presentation with John Small of Anchor QEA. The Technical Panel has provided written comments which Anna has reviewed. The comments are mostly just clarifications and edits. They are not substantial, but Anna and Anchor QEA will provide responses to be shared with the Watershed Group to ensure they are agreeable. The presentation of these responses to the Technical Panel will occur on April 27<sup>th</sup>.

The County held back 20% of the VSP grant funds in the agreement with the District last year, but offered to reevaluate this June. If the County determines

that they don't need these funds, then they would be willing to amend them into the District's agreement for implementation of the VSP Work Plan.

6. **RCCP - Toppenish to Teanaway Agreement –**

- a) **Technical Assistance Payments** – Anna reported that the District is still waiting to be reimbursements for costs going back to October 2017.
- b) **Contracts Status** – Mark C. working on conservation plans and still needing to encourage some of the producers to their designs in for review.

Anna had a meeting with Dave Kreft, Laura Williams, and Konrad Bomberger to discuss the Agricultural Conservation Easement Programs (ACEP). Forterra has been working with a local ranch for several years now and had applied state funds necessary to match ACEP funds. Due to projects dropping out, Forterra's application submitted 2 years ago appears to now be funded. That means that a sign-up for ACEP could occur anytime as the applications require that matching funds are secured. The tentative schedule would be to advertise mid-May. Anna briefly discussed the Healthy Forest Reserve Program (HFRP) which she also talked to Dave Kreft about. That program requires a meeting with US Fish & Wildlife, NOAA and WDFW to assist with priority setting.

**B. KCCD Rates & Charges**

1. **Final Report for 2017 Activities & Expenditures** – Anna sent out report and showed the map of projects. The report is a little more detailed than in the past.

**MOTION** – Approve the 2017 Report for Rates & Charges

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

*passed unanimously*

**C. District Building (2211 W. Dolarway Rd) –**

1. **Building Loan Payment Options** – Bill checked on refinance options for the building. Anna worked on a table increasing payments to reduce the balloon payment and discussed increasing the monthly payment.

**MOTION** – Approve increase in monthly payment to \$5,000 with flexibility to lower to regular payment amount at the discretion of the District Manager.

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

*passed unanimously*

2. **Lease Options** – Tenant leases will all be up by the end of May. Anna discussed doing one-year lease renewal for all leases for tenants.

**MOTION** - Authorize Anna to negotiate one year extension of leases with tenants.

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

*passed unanimously*

- D. Ag Appreciation Day** – Mark C. reported that Ag day was held this past Tuesday with over 400 elementary students attending. There was an article in the Daily Record highlighting the event.

**VI. New Business**

- A. 2017 Financial Report** – Miranda reported that a draft of the 2017 Financial Report has been entered online with the State Auditor. Miranda will be going to a filing workshop the beginning of May to review the 2017 Financial Report with the State Auditor's Office. Anna reported that the amount on the State Expenditure of Federal Awards (SEFA) is under the threshold that requires a single federal audit.

- B. PAM Agreements** – Anna reported that the District has been receiving new PAM cost share agreements for this year and asked for approval to sign the agreements.

**MOTION** – Authorize District Manager to approve all PAM cost agreements.

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

*passed unanimously*

- C. WSCC matching Funds Agreement** – Anna reported that the Commission has awarded the District \$667,600 in match for our RCPP project. Anna put together a budget with outcomes for outreach, administration, monitoring and possibly some technical assistance. Funds are for the biennium (through June 2019) but could be re-appropriated to the next biennium. Anna asked the Board to consider approving 50% cost share toward electrical costs for producers with RCPP contracts. The Commission funds can also be used for other cost share projects.  
**MOTION** – Approve agreement with WSCC for RCPP match funds and approve cost share to RCPP producers with contracts for sprinkler conversions for electrical power service at 50% up to \$25,000 and up to \$10,000 for Teanaway flood plain restoration.  
**Jeff Brunson**, seconded by **Lynn Brown** *passed unanimously*  
 Anna discussed the Teanaway floodplain restoration work by Mid-Columbia Regional Fisheries Enhancement Group and their request for assistance with groundwater wells to help with restoration planning on the acquired Teanaway Valley Family Farms property. This fits under the RCPP project and would be a way to participate in the restoration work.
- D. RCO-SRFB Applications** – Anna reported that per RCO requirements that authorization to apply for SRFB funds needs to be approved by the Board before submittal.  
**MOTION** – Approve District Manager to submit applications to SRFB and Fish Barrier Board.  
**Jeff Brunson**, seconded by **Matt Eslinger** *passed unanimously*
- E. Task Order for Document Design and Production for CWPP Update** – Anna reported that Rose has talked to the Sherriff's Office and they have up to \$6,000 available to help with CWPP update. Anna talked to Anchor QEA about providing technical editing services for the CWPP.  
**MOTION** – Authorize staff to negotiate and contract with Anchor QEA for assistance with the CWPP.  
**Lynn Brown**, seconded by **Matt Eslinger** *passed unanimously*
- F. NACD Grant for Staff Position in NRCS Field Office** – Anna reported that the District has been awarded the NACD grant to hire a person to assist NRCS and she would like to advertise for the position.  
**MOTION** – Approve NACD grant agreement and authorize District Manager to advertise for staff position.  
**Bill Boyum**, seconded by **Lynn Brown** *passed unanimously*
- G. Operating Policy Changes** – Anna has proposed changes to personnel policies for sick leave and a typo in the annual leave table to be corrected.  
**MOTION** – Approve changes to policy manual for sick leave and to correct the annual leave table.  
**Jeff Brunson**, seconded by **Bill Boyum** *passed unanimously*

Anna brought up State agency policies for employees seeking master degree to allow cost reimbursement for education/tuition. Anna asked Bill to look into some more since he is familiar with it.

## VII. Public Comment

Javier Lopez (WACD South Central Area Director) talked about the Conservation Commission policy meeting on the 25<sup>th</sup> and 26<sup>th</sup> here in Ellensburg. He reported that WACD is advertising for a nursery manager for the Plant Materials Center. He also talked about the Dairy Distillation Grant that is taking applications with one project to be awarded west of the cascades.

## VIII. Adjournment

Mark Moore adjourned the meeting at 8:48 am

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**MOTIONS APPROVED:**

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**MOTION** – Approve YTAHP Interlocal agreement with the Washington RC&D.

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**MOTION** – Accept project as complete for valve replacement at Reed and MWDA.

**Lynn Brown**, seconded by **Jeff Brunson** *passed unanimously*

**MOTION** – Approve the 2017 Report for Rates & Charges

**Jeff Brunson**, seconded by **Bill Boyum** *passed unanimously*

**MOTION** – Approve increase in monthly payment to \$5,000 with flexibility to lower to regular payment amount at the discretion of the District Manager.

**Jeff Brunson**, seconded by **Lynn Brown** *passed unanimously*

**MOTION** - Authorize Anna to negotiate one year extension of leases with tenants.

**Bill Boyum**, seconded by **Lynn Brown** *passed unanimously*

**MOTION** – Authorize District Manager to approve all PAM cost agreements.

**Lynn Brown**, seconded by **Jeff Brunson** *passed unanimously*

**MOTION** – Approve agreement with WSCC for RCPP match funds and approve cost share to RCPP producers with contracts for sprinkler conversions for electrical power service at 50% up to \$25,000 and up to \$10,000 for Teanaway flood plain restoration.

**Jeff Brunson**, seconded by **Lynn Brown** *passed unanimously*

**MOTION** – Approve District Manager to submit applications to SRFB and Fish Barrier Board.

**Jeff Brunson**, seconded by **Matt Eslinger** *passed unanimously*

**MOTION** – Authorize staff to negotiate and contract with Anchor QEA for assistance with the CWPP.

**Lynn Brown**, seconded by **Matt Eslinger** *passed unanimously*

**MOTION** – Approve NACD grant agreement and authorize District Manager to advertise for staff position.

**Bill Boyum**, seconded by **Lynn Brown** *passed unanimously*

**MOTION** – Approve changes to policy manual for sick leave and to correct the annual leave table.

**Jeff Brunson**, seconded by **Bill Boyum** *passed unanimously*

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Recording Secretary

5/10/18  
Date

  
Board Member

5/10/18  
Date