



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

March 9, 2017 1:00 PM - KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice Chair Jeff Brunson , Auditor Bill Boyum , Member	KCCD Staff: Anna Lael, District Manager Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager
Guests: Brent Dixon (NRCS), Robert Schroeter (WACD)	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:05PM
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the February Accountant's Report, and the regular meeting minutes from February 9th.
Jeff Brunson, seconded by **Bill Boyum** *Passed Unanimously*
- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 15643-15692 for a total of \$119,825.17 (Payroll Checks 15652-15658 and 15688-15692) and building account check numbers 471-486 for a total of \$10,879.90 and check numbers 1246-1252 for a total of \$718.31 for Manastash O&M reimbursements. Approve pending payments totaling \$163,084.24 contingent upon receiving grant reimbursement requests.
Bill Boyum, seconded by **Lynn Brown** *Passed – Jeff Brunson Abstains*

Pending Bills To Be Paid

2/9	TBD	Herrera	\$4,388.00
2/22	TBD	Thayer Excavating	\$109,629.45
3/7	TBD	Anderson Perry	\$18,554.20
3/7	TBD	Anderson Perry	\$2,103.50
2/27	TBD	Herrera	\$1,999.09
3/9	TBD	Pipkin	\$26,410.00
			\$163,084.24

- IV. **NRCS Report** – Brent Dixon gave the NRCS report (see attached).
 A new lead for the lease process has been assigned and is expected to be making site visits. EQIP Signup deadline for applications is April 21st. NRCS is looking for more applications for Joint Chief's as there is funding set aside for Kittitas County and if the money is not used it will be sent to another team or back to national. Two Local Working Group meetings were held in February. There are some changes for funding year 2018 (see attached).

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants

a) **Implementation**

Small Projects Update – Mark C. reported that two project designs are in and conservation plans have been sent and are awaiting signatures. The other projects are working on design. Cultural resources consultation has been completed on all projects. The Rinehart project completion date is set for April 30th, the project has yet to move forward.

b) **Irrigation Efficiencies Program** – Mark C. reported that he has been working with Thorp Mill Ditch irrigators. He is working on a pre-proposal for the SRFB process which is due March 24th. Funding from SRFB would assist in assessing a project on the entire ditch. The Board questioned why this is an IEP project. Anna reported that the project started as a discussion about a sprinkler conversion project for the irrigator at the end of the ditch and has progressed into a potentially larger project, but the IEP project is still part of it.

Anna talked to Mark Clark regarding our concerns about the IEP as a program and particularly the requirement now that all Trust water must be in perpetuity. Mark Clark indicated that IEP is on the agenda for the March Commission meeting.

c) **Non-Shellfish** – Mark C reported that he met with Midvale Farms yesterday and they informed him they will be installing a used pivot and they are working on the pump design and getting bids for pumps. Non-shellfish cost share will only apply to the pipeline and pump station and is expected to be completed by the end of June. The Valley Land Company project should be complete in a couple of weeks.

2. Firewise/Fuels Reduction

a) **Commission Firewise Grant** – No update, as the weather has stopped work this winter.

b) **DNR Grants** – Rose reported that she is working on new cost share applications and continuing to work with new Firewise communities. Wildfire Day is set for May 6th at the Teanaway Grange Hall. DNR grants are coming to an end on May 31st. The Fire District chipping crew is scheduled to begin April 1st.

c) **FEMA** – Rose reported that we are waiting to hear back on the funding for the second FEMA application, we should be hearing something by mid-summer.

d) **Fire Adapted Communities** – No new update

3. BPA – Yakima Tributary Access & Habitat Project

a) **General Project Update** – Anna reported that the contract ends on March 31st. Anna is working with North Yakima CD and RC&D to spend down the funds. In addition to finishing up projects and contracts, she discussed possibly purchasing a new flow meter as the Marsh McBirney meters are more than a dozen years old.

b) **Individual Project Reports**

1) **Naneum Creek** – Mark C. reported that the project was completed in November, we have finally received the releases from L&I and the retainage has been paid.

2) **Parke Creek – Cherry Creek** – Mark C. reported that Reecer Creek Excavating has the head gate installed and will be resetting the fish screen once there is a break in the weather.

3) **Caribou Creek** – Mark C. reported that the project was done on February 17th. Mark sent pictures of the fabric as installed to the engineer. It is not installed correctly so John Wells will not sign off until that is corrected. Thayer Excavating will work on it when the water recedes.

MOTION – Accept Caribou Creek project as complete contingent on the project engineer's agreement.

Lynn Brown, seconded by **Bill Boyum**

Passed Unanimously

4) **Cascade Irrigation District** – Mark C. discussed that the engineers are working on the designs. We should have the design report by the 15th. There is a technical work group meeting scheduled at the end of this month.

4. **Manastash Restoration Project**

a) **Project Facilities Updates** – Anna discussed concern over potential high flows. Sherry and Lance checked flows this morning and reported flows around 30 CFS. Anna reported that she and Sherry are talking with the Bureau of Reclamation staff about the ownership of the pipelines and the agreements needed for the delivery of irrigation water as well as the easements. Sherry is drafting agreements based on examples provided by the Bureau. She has a meeting set up with the irrigators and their attorneys to look at agreements and talk about how to proceed. The PIT tag has had some technical issues. Lance has been looking at Steelhead returns and they are looking pretty low.

b) **Reed/Hatfield Ditch Removal** – Anna discussed that the Governor is going to be in town next Tuesday and she will be doing a short presentation, possibly showing the time lapse video of the Reed removal.

B. Special Assessment/Rates & Charges

1. **RCPP – Toppenish to Teanaway Agreement** – Anna has been working with Tom Elliot at the Yakama Nation and draft agreements have been sent to NRCS and have moved from the state office to the national office. We are waiting for their review of the documents. Anna reported that KCCD will not be able to be a co-lead,

but assignment of payment could take place so KCCD can bill directly to NRCS. Anna and Tom gave a presentation yesterday at the Armory to the Yakima Basin Integrated Plan work group. Anna hopes that the first sign up for RCPP will be this fall. If so, screening and ranking criteria need to be determined and published 30 days before the sign up. She asked for Board input on potential criteria before she takes it to the group of partners involved in the project. The Board decided to schedule a special meeting for March 30th at noon.

2. **Ag Fair** – The Ag Fair is scheduled for Tuesday April 11, 2017. Mark C. has presenters scheduled and has contacted the school districts. Mark C. has a 4-H club lined out to help with making buttons and putting bags together for the event and FFA will be helping with at the stations. The County Commissioners agreed to allow KCCD to use the Fairgrounds at no cost. Farm Bureau, Water Purveyors and Cattlemen are all helping sponsor the event.
3. **Meeting with BOCC for 2016 Activities Report** – Anna is working on a report for the BOCC and hopes to have a draft the end of this month.

C. District Building (2211 W Dolarway Rd)

1. **Proposal from Lumsden Construction** – Anna received a bid from Lumsden Construction to re-work the conference room and add another office where the breakroom is now. The Board questioned how long the bid from Lumsden Construction would be good for and if we could get another bid. Anna will work on getting another bid.

D. Voluntary Stewardship Program – Anna reported the next meeting will be Tuesday March 14th and another meeting is tentatively planned for March 29th. After the March meetings there will be a break until July.

E. Field Vehicle Purchase – Anna reported that the District purchased a 2008 Ford Ranger.

F. KCCD Annual Meeting – The Annual meeting dinner was held at the Armory on February 23rd. Jeff made comment that the District did a good job putting together the annual meeting dinner.

G. Big Bend Local Work Group – covered earlier in the meeting.

H. Schedule 22 – Mark Moore and Jeff Brunson reviewed the schedule 22 on Monday with Anna and Miranda. One of the questions on the schedule 22 refers to RCW 89.08 sec 210 & 220 and if the Board has reviewed since the last schedule 22.

1. **Review RCW 89.08 sec 210 & 220** – Copies were provided to the Board to review and they were also sent as attachments before the meeting.
2. **Conservation Accountability & Performance Program (CAPP)** – The Board looked over the list of accountability requirements for CAPP. Miranda emailed links to the Board for Open Public Meetings and Public Records Act Training and provided copies of RCW 42.20 and 42.23 for review.

I. RFP for Engineering and Design Consultants – The RFP was seeking engineering services for the next 5 years. We received proposals from Anderson Perry, HDR and Anchor QEA. HDR was determined to be non-responsive. Anna reported that staff review and scoring ranked Anderson Perry as the clearly the top candidate. Anchor QEA did score well too. Staff

recommendation is to select Anderson Perry. Anna suggested that the Board may want to consider a secondary firm as this is a long service period (5 years) and it is possible that there could be enough work or a diversity of work that would benefit from a second firm on contract.
MOTION – Approve selection of Anderson Perry & Associates as primary firm to provide engineering design services for 2017 to 2021 and approve Anchor QEA as an alternate consultant.

Bill Boyum, seconded by **Jeff Brunson**

Passed Unanimously

- J. RFP for Cultural Resources/Archeology Consultants** – Anna reported that the RFP was sent to 30 firms selected from the MRSC Roster and that the proposals are due Monday.

VI. New Business

- A. Lease for Kristie Kiewlich/Barber Shop** – Kristie scheduled a meeting with Anna and discussed a one year renewal of the lease. Anna discussed the price for rent going up to \$1.15/sq ft to be consistent with the other leases that renewed last year.

MOTION – Approve renewal of lease for Kristie Kiewlich for one year at \$1.15/sq ft. for base rent and direct Anna to determine the Triple Net amount.

Bill Boyum, seconded by **Lynn Brown**

Passed Unanimously

- B. Perteet Task Order for Emergency Planning** – PSE has awarded money for additional emergency/disaster planning. Anna presented Task Order 2 from Perteet to completed the District's plan and to work on additional community planning efforts. The Board requested that the task order be reduced from \$10,000 to \$9,000, as the award from PSE is \$10,000 and District costs need to be considered.

MOTION – Accept Task order 02 with Perteet for Emergency Planning Services not to exceed \$9,000.

Jeff Brunson, seconded by **Bill Boyum**

Passed Unanimously

Lynn Brown left the meeting at 3:15pm.

- C. Listing on Public Surplus Web Site** – Lance has been working on listing the S-10 on the public surplus site, Anna will review before posting. Bidders are encouraged to come look at the vehicle and are required to pick up purchase at the KCCD office. The Board discussed starting the bid at \$500.

- D. Review Personnel Performance (Executive Session)** – At 3:22 PM the Board announced that they would go into executive session until 3:37 PM to review personnel performance. The Board announced at 3:37 PM they would continue the executive session for an additional 15 minutes.

The Board adjourned the executive session at 3:48 PM and returned to regular session.

MOTION – Approve staff pay increases of 1.5% for Rose Shriner, 2.5% for Mark Crowley, Ryan Roberts, and Sherry Swanson, 3% increase for Miranda Nash, 5.4% for Anna Lael, and 9.4% for Lance Downing and effective March 1st 2017.

Bill Boyum seconded by **Jeff Brunson**

Passed Unanimously

VII. Public Comment

VIII. Adjournment

Mark Moore adjourned the meeting at 3:50 PM.

MOTIONS APPROVED:

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Bill Boyum seconded by Jeff Brunson *Passed Unanimously*

Miranda Nash 04/13/17
Recording Secretary Date


Board Member

04/13/2017
Date