



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

January 12, 2016 1:00 PM KCCD Office

ATTENDANCE

Mark Moore, Chair Lynn Brown, Vice Chair Jeff Brunson, Auditor Ron Gibb, Member	KCCD Staff: Anna Lael, District Manager Sherry Swanson, Project Manager Miranda Nash, Financial Manager Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist Mark Crowley, Resource Technician
Guests: WA State Conservation Commission: Jess Davenport (by phone) NRCS: Erin Kazmarcyk, Brent Dixon and Konrad Bomberger	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 1:06PM
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the December Accountant's Report, and the regular meeting minutes from December 8, 2016.
Ron Gibb, 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 15518 through 15589 for a total of \$622,957.24 (Payroll Checks 15540-15546, and 15585-15589) and building account check numbers 436-453 for a total of \$6,753.39 and check numbers 1233-1240 for a total of \$679.91 for Manastash O&M reimbursements. Approve pending payments totaling \$214,087.47 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

11/29	TBD	Michele McLaughlin	\$750.00
11/22	TBD	Kittitas County Fire District #7	\$3,222.02
11/15	TBD	Kittitas Valley Fire & Rescue	\$5,502.33
1/12	TBD	Hillcrest Farms	\$15,838.22
12/12	TBD	Anderson Perry	\$6,383.84
12/12	TBD	Anderson Perry	\$788.75
1/9	TBD	Anderson Perry	\$3,495.00
1/9	TBD	Anderson Perry	\$9,377.16
1/9	TBD	Reiss-Landreau Research	\$5,200.00
1/5	TBD	Pipkin Construction	\$131,522.76
12/29	TBD	Herrera	\$21,269.94
12/29	TBD	Herrera	\$1,815.68
12/12	TBD	Rafter B Farm	\$1,000.00
12/27	TBD	Kittitas Valley Fire & Rescue	\$7,921.77

\$214,087.47

IV. Old Business

A. **NRCS Report** – Konrad Bomberger introduced himself to the Board as the local NRCS contact for RCPP. Anna reported that NRCS signup for Future Directions funding is ongoing now. Anna also reported that Erin and Brent were in a teleconference about that funding and they hope to join us later in the meeting. Konrad left the meeting.

1.) Conservation Commission Grants -

a. **Implementation** – Current small projects are all on track. The Rinehart project from 2015 has been extended twice already. Another extension has been requested. The Board discussed the request and how deadlines for small projects are set and communicated. Sometimes the deadlines are hard and related to the Commission grant deadlines. The Rinehart project is funded with Assessment funds, so the deadline can be more flexible. The Cost Share agreements do state deadlines of April 30 and staff discuss those deadlines with applicants. The Board discussed the specific reasons for the Rinehart extension and while okay with one more extension, they are unlikely to grant another.

MOTION – Approve the requested extension for Rinehart project.

Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*

b. **Irrigation Efficiencies** – Anna reported that there are no new projects. She discussed with the Board writing another letter to Mark Clark about the limitations imposed by Ecology (trust water in perpetuity only) and what it's done to the program.

c. **Non-Shellfish** – The project for Three Bar G is complete and the excess TA funds have been returned to the Commission. The Broadmoor Farms project is primarily finished with a handful of small items remaining. The cultural resources survey and report have been completed for Midvale Cattle Co.

d. **Firewise** - Rose reported that one Commission project has been completed. She also reported that there are two Firewise communities that have signed up and been recognized. Rose is working with Carolyn Berglund of Fire District 7 to help coordinate Firewise Day. Rose brought up that we may be awarded another FEMA Grant for fuels reduction, if awarded this would be our 2nd FEMA award. It was requested by Brenda Larsen before she left the County.

2.) BPA / Yakima Tributary Access & Habitat Project –

a. **General Project Update** – Anna reported that budgets have been sent for the next contract period (April 2017 to March 2018). She also worked on an amendment for the current contract in order to add the Cascade Irrigation District design work and the removal of the two Caribou diversion since the Cooke Project could not be completed in this contract period. It looks like nearly all funds for this contract should be expended by March. Anna also reported that we are approaching the end of the five years that was approved by BPA and there should be some kind of application process coming up in the next several months.

b. Individual Project Reports -

1. **EWC/Coleman Creek Project** – Anna reported that there are no new updates.

2. **Naneum Creek** – The instream portion of this project has been completed and paid, although retainage is not yet released. The on-farm portion (pump station, sprinkler) is still waiting for a power connection with PSE and actual installation of the fish screen.
3. **Parke Creek – Cherry Creek** – Anna reported that the pre-construction meeting with Reecer Creek Excavating was this week for the work to upgrade the Cherry Creek headgate and reset the fish screen. Work should begin next week.
4. **Caribou Creek** – Anna reported that the Caribou Creek Fish Passage Project was advertised for bid and that we received five bids. Thayer Excavating was the low bidder at \$109,629.45 and they have responded to all the responsibility criteria. She recommends accepting Thayers as the low responsible and responsive bidder and moving forward with the construction contract. The project should move quickly but the Corps permit has still not been issued and that may cause a delay. The project is expected to take no more than 2 weeks and the work window for HPA ends February 15.
MOTION – Approve Thayer Excavating as the low bid and authorize staff to complete a construction contract for \$109,629.45.
Ron Gibb, seconded by **Lynn Brown** *Passed Unanimously*
5. **Cascade Irrigation District** – Anna informed the Board that the survey work was only partially completed because of weather. Anderson Perry continues to work on the conceptual designs.

3.) Manastash Restoration Project -

- a. **Project Facilities Updates** – Sherry reported that the pipeline warranty has expired. A letter was sent to KRCI before the warranty expired with a list of outstanding issues. Sherry is working with HDR engineer on the issue with the leaky vault and the meter that has been having issues in the fall. KRCI has been working with the meter company. Sherry stated that the facilities are delivering stock water.
- b. **Reed/Hatfield Ditch Removal** – Sherry reported that the affidavits of prevailing wage by the contractor and subcontractors are in and the notice of completion has been submitted to L&I. One time lapse camera remains up at the site.

Anna reported that the existing grant does have funding to design another portion of the Reed pipeline from Cove Road to Hansen Road. The work has to be done by the end of year. There are also funds to acquire stock water and to work on the Anderson ditch diversion as well.

B. Special Assessment –

- 1.) **Firewise/Fuels Reduction** – Discussed earlier.
- 2.) **System of Rates & Charges** –

- a. **2017 Budget** – Anna reported that everything is final at the Assessor's office for the 2017 rolls. She would like to revisit the per acre charges and the parcels that are

designated “must be sold with”. The estimated revenue is \$166,075, so Anna can complete the budget for 2017. She’d like to discuss the budget with the Board at a Special Meeting.

- 3.) RCCP Proposal** – Anna reported that she talked with Erin and some things included in RCCP proposal are not actually allowable. An example is the CSP funds which were recommended for grazing contracts, but it turns out those funds can’t be used on state lands. Since those funds were targeted to the Teanaway grazing activities and that involves state land, the CSP funds can’t be used as intended. Anna has meeting tomorrow morning with NRCS and the Yakama Nation to discuss the proposal and then another meeting will be scheduled with the rest of the project partners.
- 4.) NFWF Proposal** – Anna reported that the NFWF Proposal was not funded.
- C. District Building** – Anna discussed that the lights in front of the building and in the sign needed to be replaced. We are still waiting for a bid to re-work the conference room. Lance has contacted a couple people regarding tree trimming and we received one bid.
- D. Voluntary Stewardship Program** –Anna discussed there will be a VSP Meeting on January 24th in Moses Lake for a state-wide update. She also listened into to a meeting of the State Technical Review Panel. Anna talked with Harold Crose about the work he is doing in Grant County and with other eastern Washington counties. Harold is able to gather data from NRCS regarding practices implemented since 2011 and he has developed a tool for setting goals and benchmarks. For a flat fee of \$4,000, Harold can gather data for Kittitas County and provide the tools he’s developed. Anna presented an agreement with Grant County Conservation district for those tools and information. She recommends approving the agreement.
- MOTION** – Approve the agreement with Grant County Conservation District for VSP data and tools for \$4,000.
- Lynn Brown**, seconded by **Jeff Brunson** *Passed Unanimously*
- E. Update of District Operations Handbook** – Anna updated the Board on the changes she has made to the District Operations Handbook using MRSC guidelines and sample documents. She would like to address all of the changes at a special meeting later this month.
- F. Ag Fair** – no news
- G. 2017 Elections Resolution** – Anna reported that the District received a candidate information form and nomination petition from Matt Eslinger. She’s verified that both are valid and complete. The next upcoming deadline regarding the elections is next Tuesday for voters to request absentee ballots. Anna reported that we are searching for volunteers to be Polling Officers and discussed providing at least mileage compensation to the volunteers.
- H. District Website** – Anna received an estimate on updating the KCCD website, but it was higher than expected. Anna has been working on the site herself and has added some new features such as a google calendar. Anna is also working on an electronic newsletter. Rose has been working on story maps that can also be linked to our website that feature the KCCD 75th Anniversary and the Manastash Project.
- I. Field Vehicle Purchase** – Anna reported that Lance went to one of the local dealerships to look at a vehicle. Anna brought up that maybe staff could visit Yakima to look at vehicles down there. The Board had discussed trading in or selling the S-10. The District Operating Policies indicate that the Board must declare it surplus in order to sell it.

MOTION – Declare the Chevrolet S-10 truck as surplus to the District's needs.
Lynn Brown, seconded by **Ron Gibb** *Passed Unanimously*

- J. Story Map** – Rose presented an overview of the story map she has put together for the 75th Anniversary that includes the Badger Pocket area.

V. New Business

- A. KCCD Annual Meeting** – Anna presented a few dates to the Board in February when we could schedule our annual meeting. The Board discussed the dates and we have tentatively scheduled for February 23rd. Miranda will check on catering options.
- B. Big Bend Local Working Group Meetings** – Anna reported that the first local work group meeting is January 20th at the Windfarm Visitor Center.
- C. Kittitas County Emergency Operations (KCEO)** – Anna requested that the Board approve Rose's continued involvement with KCEO. Prior to coming to the District, Rose was trained to participate in the KCEO and her title is "logistics/planning section chief". Anna stated that the District has been trying to provide support and assistance for disasters (floods and fire) to the Sheriff's office, so Rose's involvement fits well with that effort. In addition, any time Rose spends during an emergency event is potentially eligible for reimbursement through FEMA. Operations Commander Darren Higashiyama with the Sheriff's office has asked for confirmation of Rose's availability to participate in the KCEO.

MOTION – Approval to allow Rose Shriner to participate with Kittitas County Emergency Operations.

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

- D. Contribution to High Resolution Imagery** – Anna was contacted by Marc Eylar at the Kittitas County Noxious Weed Control Board in regards to a contribution to high resolution imagery. Several County Departments are contributing \$1,000 to this statewide effort. Anna believes the high-resolution imagery available now and planned for the future will be very helpful with District programs and she recommends a \$1,000 contribution as well. It will give us immediate access to 2015 data and a subscription for 2016 and 2017.

MOTION – Approval to contribute \$1,000 for the purchase of high resolution imagery in cooperation with Kittitas County.

Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

- E. Employee Evaluations** - Anna needs to discuss staff positions and would like to schedule a special meeting to do so. The Board discussed a date of the special meeting. The meeting will be on January 26th at noon.
- F. NRCS – Erin and Brent arrived at the meeting – 3:00PM** – Erin gave the NRCS report. There is a Local working group meeting on January 20. Erin stated she is down another position and the recent advertisement had no applicants. She has help coming in from other offices. She reported on the availability of Future Directions funding. During the teleconference earlier today, it was suggested that irrigation projects should be excluded from Future Directions after this sign up. Erin asked if we agreed with this idea. The Board and staff do not agree and would like to see irrigation components, along with instream work (screening and passage) stay in Future Directions. Certifications have to come from the other office. Anna asked if the partners who helped develop projects had been informed that the sign up was open. Erin said no. Anna will contact Trout Unlimited and WA Water Trust.

VI. Public Comment

Jess Davenport said she is available to answer questions for Legislative Days as it is coming up.

VII. Reports

Rose Shriner (see attached)
Miranda Nash (see attached)
Lance Downing (see attached)
Mark Crowley (see attached)
Ryan Roberts (see attached)
Sherry Swanson (see attached)

VIII. Adjournment – Mark Moore adjourned the meeting at 3:16 PM.

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Miranda Nash 02/09/17
Recording Secretary Date

Mark Moore
Board Member

02/09/2017
Date