



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

September 14, 2017 7:00 AM - KCCD Office

ATTENDANCE

Mark Moore, Chair Jeff Brunson, Auditor Matt Eslinger, Member	KCCD Staff: Anna Lael, District Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager Lance Downing, Resource Technician Sherry Swanson, Project Manager (left meeting at 7:30 AM to check flows)
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:10 AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the August Accountant’s Report, and the regular meeting minutes from August 10, 2017 and the special meeting minutes from September 8, 2017.
Jeff Brunson, 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 15964-16005 for a total of \$87,022.05 (Payroll Checks 15967-15973 and 16001-16005) and building account check numbers 558-5576 for a total of \$6,494.77 and check numbers 1271-1288 for a total of \$2,168.96 for Manastash O&M reimbursements. Approve pending payments totaling \$30,720.02 contingent upon receiving grant reimbursement requests.
Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
6/28	TBD	WACD	\$4,560.00
7/28	TBD	Anderson Perry	\$2,755.00
8/28	TBD	Anderson Perry	\$10,101.25
7/31	TBD	Kittitas County Treasurer	\$8,303.77
			\$ 30,720.02

IV. **NRCS Report** – No report

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

- a) **Implementation** – Mark C. reported that he has distributed applications to interested landowners. The deadline for applications is September 22, 2017.

- b) **Irrigation Efficiencies Program** – Mark C. presented the draft proposal of the Length of Contract Subcommittee for options other than perpetuity. The committee met last week in Ellensburg and included Ecology, WDFW, and WSCC staff as well as District staff and Washington Water Trust staff. The draft proposal includes options for 25-year contracts with 50% and 60% cost share depending additional practices to benefit fish (e.g. fish passage, etc.). It's unclear if this proposal will be before the Commission next week or not. Mark reported that there were other subcommittees assigned issues at the June meeting and it doesn't seem that they've met yet. Anna and Mark talked about the options to work upstream of existing barriers and changes such as making fish screens an eligible cost. Anna also reminded the Board that IEGP started out as a response to the 2001 drought and trying to provide assistance to family farms, not just fish.

2. Firewise/Fuels Reduction

- a) **FEMA** – Rose reported that the new FEMA grant has been awarded to County. The grant will be administered through the Sherriff's Department.
- b) **Joint Chiefs** – Rose is waiting to hear from DNR as they are the conduit for these federal funds. If possible, it would be helpful to expand the boundaries for these funds to include the Teanaway.
- c) **Jolly Mountain Fire** – Rose reported that the Jolly Mountain Fire initially was on Federal land but spread to state and private land. She presented a map showing the percentage of burned land ownership in the Teanaway watershed. In response to the fire the District has formed a group to discuss the impact of the fire, with the biggest concern being soil erosion and potential flooding and landslides. Existing rain gauges and stream gauges will be closely monitored to prepare for fall and winter events. The next meeting will be tomorrow to gather more data to assist with the analysis of values at risk.

Anna has requested additional funds from the Commission to help with initial response and analysis. The Commission is providing \$10,000 to be amended into the Implementation grant to cover staff time and travel in response to the Jolly Mountain Fire.

- d) **Kittitas Fire Adapted Community Coalition** Rose reported that the Kittitas Fire Adapted Community Coalition (KFACC) has proposed to have the District as the lead in updating the County Wide Protection Plan (CWPP).

3. BPA – Yakima Tributary Access & Habitat Project

- a) **General Project Update** – Anna reported that the Mark C. will do a site visit to look into improvements on the Cortese project. Improvements for riparian planting for the project could be done this fall.

Anna reported that she has been in communication with North Yakima Conservation District who may need additional YTAHP funds for their project. They have a large siphon project that will start construction next month.

b) Individual Project Reports

- 1) **Cascade Irrigation District Intersections-** No new updates.
- 2) **EWC at Coleman Creek-** Anna reported we continue to wait on and affidavit of prevailing wage for the original welder so that L&I will issue the release needed for the District to then release the payment bond for POW Contracting.

c.) **Salmon Recovery Funding Board Applications** – Anna reported that the applications have been submitted. The Cooke Creek project is the first alternate on the list, and the Thorp Mill Ditch project is a couple below that. Anna reported that she withdrew EWC/Whiskey Creek proposal as it was nearly at the bottom of the list and very unlikely to be funded. This proposal has continually generated questions and concerns about sequencing, and a conceptual design would have been required by the August deadline. She determined that it wasn't worth the needed time and funding to produce a conceptual design and continue to address questions and concerns on this proposal this year. She intends to resubmit next year.

4. Manastash Restoration Project

- a) **Project Facilities Updates** – Anna reported on the status of the warranty issues with KRCl. Sherry now has a list of log error messages that demonstrate that the issues with the flow meters have been there since installation. That information has been shared with KRCl. Anna also reported that HDR is working on a written statement about taking responsibility for the leaky vaults.

Anna and Sherry have talked with the Bureau of Reclamation and KRd regarding transferring ownership of the facilities to the Bureau. Anna and Sherry have a meeting with Bonneville Power Administration next week regarding the ownership and how to do the transfer. A couple of easements with landowners remain to be acquired by the Bureau, which hopefully will happen in the next few weeks.

- b) **Reed/Hatfield Ditch Removal** – Anna reported that Sherry and Ryan have met with the landowners regarding additional repair work to be done on the upper end of the site on the Perez property. Sherry & Ryan have also met with Jen Nelson (WDFW) and are working on modifying the permit. Anna stated that there may still be a Legislative Tour that includes the Reed site. It is being organized by the Integrated Plan Executive Committee.
- c) **Anderson Ditch** – Anna reported that Ryan met with Jay Anderson yesterday regarding the plan for the pipeline. Ryan will be working on the cost estimate as well.
- d) **Reed Ditch Pipeline Design** - Anderson Perry is continuing to work on the Reed pipeline design. Sherry has been meeting with the water right holders and landowners to get input on route options.

- e) **Stockwater Acquisition** – Anna reported that Sherry is continuing to talk with Trout Unlimited about costs for power, well and facility. The project will be an amendment to the Ecology grant and the District is waiting for approval on the budget revision.

5. **Voluntary Stewardship Program –**

- a) **Consultant Selection** – Anna reported that the District received one proposal for services that came from Anchor QEA. Anna presented an agreement for Anchor QEA and a draft of Task Order 01 for the Board to review. Anna reported that in working on Task Order 1, she asked Anchor to stay within a defined budget. Anchor did not include contingency funds and reduced the number of Watershed Group meetings by one at Anna's request. As the work is completed, it's possible that additional funds may need to be added to the agreement.

MOTION – Approve agreement with Anchor QEA for the Voluntary Stewardship Program and Task Order 1.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

B. Special Assessment/Rates & Charges

1. **RCPP – Toppenish to Teanaway Agreement**

- a) **EQIP Sign-up** – Anna presented the final screening and ranking criteria and table of hold downs. Adjustments can be made next year to the screening and ranking criteria.
- b) **Agreement with Yakama Nation** – Anna reported that the Yakama Nation has the agreement with NRCS in hand and we are now only waiting on signatures by both. Anna discussed that there will be an assignment of payment form to allow technical assistant funds to come directly to the District from NRCS. The District will submit payment requests to the Yakama Nation and they will send them on to NRCS. Anna presented a draft memorandum of agreement between the Yakama Nation and the District for implementation of the Yakima Integrated Plan – Toppenish to Teanaway Project.

MOTION – Approve memorandum of agreement between Yakama Nation and the Kittitas County Conservation District for implementation of the Yakima Integrated Plan – Toppenish to Teanaway Project.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

C. District Building (2211 W Dolarway Rd) – No update

D. KCCD Policy Manual Changes – Anna made changes to the policy manual based on recommendations from the State Auditor's Office. Anna added language to the conflict of interest and procurement policies.

MOTION – Approve policy manual changes as presented to add language regarding conflict of interest and procurement policies.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

E. Report of Accomplishments – Anna shared the report of accomplishments.

F. Jolly Mountain Fire – (discussed with Firewise/Fuels Reduction, see above)

VI. New Business

- A. **Staff Changes** – Lance Downing will be leaving at the end of this month, his last day will be September 29, 2017. Anna is looking into funding for staff time and doesn't have a recommendation yet as to when to advertise for his position.

VII. Public Comment

- A. No public comment

VIII. Adjournment

Mark Moore adjourned the meeting at 8:27 AM

MOTIONS APPROVED:

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Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

MOTION – Approve check numbers 15964-16005 for a total of \$87,022.05 (Payroll Checks 15967-15973 and 16001-16005) and building account check numbers 558-5576 for a total of \$6,494.77 and check numbers 1271-1288 for a total of \$2,168.96 for Manastash O&M reimbursements. Approve pending payments totaling \$30,720.02 contingent upon receiving grant reimbursement requests.

Matt Eslinger, seconded by **Jeff Brunson**

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MOTION – Approve agreement with Anchor QEA for the Voluntary Stewardship Program and Task Order 1.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

MOTION – Approve memorandum of agreement between Yakama Nation and the Kittitas County Conservation District for implementation of the Yakima Integrated Plan – Toppenish to Teanaway Project.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

MOTION – Approve policy manual changes as presented to add language regarding conflict of interest and procurement policies.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

Miranda Nash
Recording Secretary

10/12/17
Date

Mark Moore
Board Member

10/12/17
Date

