



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

July 13, 2017 12:00 PM - KCCD Office
 (*Note time change)

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 Ryan Roberts, Engineer
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 12:05 PM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the June Accountant’s Report, and the regular meeting minutes from June 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 15843-15913 for a total of \$359,330.23 (Payroll Checks 15863-15868 and 15909-15913) and building account check numbers 530-543 for a total of \$5,981.50 and check numbers 1270-1274 for a total of \$1,115.86 for Manastash O&M reimbursements. Approve pending payments totaling \$91,668.73 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Matt Eslinger** *Passed – Jeff Brunson Abstains*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
5/30	TBD	Anderson Perry	\$7,735.00
6/8	TBD	Thayer Excavating	\$2,430.00
6/21	TBD	KEEN	\$7,735.00
6/28	TBD	Anderson Perry	\$3,243.75
6/28	TBD	Anderson Perry	\$16,792.41
6/28	TBD	WACD	\$4,560.00
7/13	TBD	Fabian Kuchin	\$1,269.00
7/13	TBD	Irrigation Specialties	\$50,000.00
7/13	TBD	Kirk Riegel	638.57
			\$91,668.73

- IV. **NRCS Report** – Anna reported that Cultural Resources were completed on 4 EQIP contracts.
- V. **Old Business**
 - A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

- a) **Implementation** – Anna reported that she requested extra funding for the district and we received an additional \$7,000 from the Commission. The additional funds were allocated to staff training for Rose and Lance, the purchase of a new workstation, new antivirus program subscription, upgrading Ryan’s software and installing additional memory and hard drive on the server. All the additional funds were spent along with the remaining funds and the grant has been closed out.
- b) **Irrigation Efficiencies Program** – Anna reported that she and Mark C. attended the meeting organized by the Conservation Commission to discuss the program requirements. During the meeting, facilitated by Ray Ledgerwood, a list of tasks and subcommittees were created. Mark C. is on two of them and he reported there will be different topics discussed at each upcoming subcommittee meeting. Anna reported that there are no new capital funds for this program, only the reappropriated funds. The Commission has a meeting next week to decide how to proceed with those funds.
- c) **Non-Shellfish** – Anna reported that the Midvale project is done and reimbursement has been requested from the Commission. The district turned back roughly \$2,000 in TA funds to the Commission.

2. Firewise/Fuels Reduction

- a) **Commission Firewise Grant** – Anna reported that all funds from the grant have been spent and the grant has been closed out.
- b) **DNR Grants** – Rose reported that all the current DNR grants are closed out.
- c) **FEMA** – Rose reported that public comment period has ended for the new FEMA grant’s environmental assessment report. The grant is now with EMD, who will contract with Kittitas County. Once we receive the award letter it should only take a short time to work with Board of County Commissioners on planning. The current FEMA grant projects are scheduled to begin July 31st after the spotted owl restrictions lift. The existing grant projects are expected to be complete by November as the grant will close out in December of this year.

MOTION – Authorize staff to complete an interlocal agreement with Kittitas County for the new FEMA grant.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

Anna and Rose attended the second meeting yesterday of the Upper Kittitas County Wildfire Coalition. The group decided to rename themselves the Kittitas County Fire Adapted Communities Coalition. The Coalition is discussing an update of the County Wildfire Protection Plan as well an outreach strategy. The Washington RC&D is facilitating the group.

3. BPA – Yakima Tributary Access & Habitat Project

- a) **General Project Update** – Anna discussed an email that was received from BPA regarding the update for contracts that may include a cut in funding for travel and training.

b) Individual Project Reports

- 1) **Cascade Irrigation District Intersections-** Mark C. reported that there is a meeting scheduled next week at the Cattlemen's office to review the designs by Anderson Perry for the Currier Creek intersection. The cost estimate is \$1.3 million which includes a diversion facility, siphon and bridge.
 - 2) **EWC at Coleman Creek-** Anna reported that a warranty letter was sent to Pipe of Washington regarding the leaky vaults. Shortly after that, Larry Browne called to say that the flow meters were giving an error message and not working. POW responded and sent Carson Shearer to the site. He pumped out the vaults and looked for leaks. After the water was pumped out, the meters came back online. There were no obvious leaks. Carson suggested installing sump pumps in the vaults and, after consulting Larry Browne, he was given approval. Ryan has talked with POW and will measure water levels in the vaults to look for any changes.
 - 3) **Naneum/Wilson/Cherry Watershed Assessment-** Anna reported that the final report has been posted by the County.
- c.) **Salmon Recovery Funding Board Applications** – Anna reported that the SRFB grant applications have been ranked by the Technical Advisory Group and then will be ranked by the Citizens Committee. At this time, Anna doesn't believe any of our applications will rank high enough to receive funding.

4. Manastash Restoration Project

- a) **Project Facilities Updates** – Sherry reported facilities are working relatively well. Sherry has been checking flows and 3rd class is still being served but flows are dropping fast. KRD continues their supplementation of Manastash Creek.
- b) **Reed/Hatfield Ditch Removal** – Sherry, Ryan and Jennifer Nelson visited the project site today to look at the bank on the Perez property to determine if additional repairs are needed. It looks like the additional work will be relatively minor and can be completed later this summer. Sherry will be talking to the landowners about a plan to move forward.
- c) **Anderson Ditch** – Sherry continues to work with Jay Anderson to move forward on his pipeline project.
- d) **Stockwater Acquisition** –
 - 1) **Agreement with Trout Unlimited** -Sherry reported that the current Ecology grant includes funds to purchase stockwater on Manastash Creek. There has been discussion about purchasing stockwater from Keach Jensen water right holders and perhaps Reed water right holders. Sherry and Anna have worked on an agreement with Trout Unlimited to assist with creating legal documents to present to water

right holders. There was some discussion of trying to value the stockwater rights, but that is very difficult. Stockwater is nearly all conveyance water and so inherently less valuable and not comparable with other water rights acquisitions. Instead of trying to value the water, Trout Unlimited will assist us with determining replacement costs for the stockwater (e.g. cost of drilling well, adding infrastructure) as a starting value.

MOTION – Approval of the agreement between the District and Trout Unlimited to pay legal fees up to \$9,000 for the Manastash Creek Winter Stockwater Project acquisition activities.

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

5. **Voluntary Stewardship Program** – Anna reported that there is a meeting of the Watershed Group next week. Anna has invited John Small from Anchor QEA to attend the meeting and share their experience with VSP plans with our Watershed Group. They worked on the Grant County plan (now approved) and the Whitman County plan (submitted). Anna stated that the Watershed Group will also talk about a potential tour this summer/fall.

B. Special Assessment/Rates & Charges

1. **RCP – Toppenish to Teanaway Agreement** – Anna reported that NRCS needs to sign the agreement with the Yakama Nation. Anna would like to schedule a webinar with NRCS in August to learn more about the eligibility requirements for the easement programs. Anna attended Forterra’s listening session and has been assured that they are committed to the existing easement project here even though they no longer have a local staff person. attended a listening session with Anna. Anna is continuing to work on EQIP application screening and ranking criteria and will have a draft for Board review.

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

- D. **RFP for Cultural Resources/Archeology Consultants** – Anna reported that she would like the Board to consider hiring a secondary consultant. Anna would like to check references for consultants and doesn’t have any recommendations yet.

MOTION – Approve staff to choose a secondary consultant for archaeological services.

Jeff Brunson, seconded by **Matt Eslinger**

Passed Unanimously

- E. **2016 Audit** – Anna reported that the State Auditor’s Office completed the Federal and Financial Audit for the district and we have no findings. The Auditors have recommended that the District update the language pertaining to the new uniform guidance for federal grants and conflict of interest in our policy manual. The exit interview is tentatively scheduled for July 27th at 8am and Anna asked if any of the Board members would be interested in attending. Jeff and Mark M. volunteered to be at the exit interview.

VI. New Business

A. Conservation Commission 17-19 Biennium Grants

1. **Resolution 2017-02 Cost Share and Landowner Labor Rates** – Anna presented a resolution regarding the District cost share policy and gave an overview of the

changes.

MOTION – Approve Resolution 2017-02 for the upcoming biennium to set cost share rates and landowner labor rates.

Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

2. **Addendums for Commission Grants** – Anna presented the addendum information for the implementation and engineering grants that will be submitted to the commission for funding for the next biennium. The District has authorization to begin spending funds for implementation and engineering. It is likely that we will receive the same amount of funding as in the past.

MOTION – Approve implementation and engineering addendums to be submitted to the Washington State Conservation Commission.

Matt Eslinger, seconded by **Jeff Brunson** *Passed Unanimously*

3. **Authorized Signatures** – Anna presented the Board with the Washington State Conservation Commission Authorized Signature form. The form lists authorized conservation district signatories. The board reviewed the form and signed where applicable.

- B. **Conservation Commission – Vehicle Request** – Anna received information from the Commission regarding state motorpool vehicle availability to districts. Anna sent a request to the commission to be considered to receive a state motorpool vehicle.

MOTION – Approve KCCD staff to research the motor pool program.

Jeff Brunson, seconded by **Matt Eslinger** *Passed Unanimously*

- C. **Depredation Prevention Community Group** - Anna has been in communication with Dave Duncan who is part of the Wolf Advisory Group. He asked about the District's interest in initiating a community group in our County to help pro-actively monitor wolf sightings and to possibly assist landowners should there be depredations in our County. A group is being formed in northeast Washington to do this now. The Board indicated some hesitancy, but directed Anna to continue to look into the possible functions of a community group.

VII. **Public Comment**

Anna reported that the Director of Fish & Wildlife will be in the area for annual awards on July 25th in Selah. Mike Livingston (WDFW) invited us to attend to be recognized again for our work in the Manastash. Anna extended the invitation to the Board.

VIII. **Adjournment**

Mark Moore adjourned the meeting at 1:38PM

MOTIONS APPROVED:

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Miranda Nash
Recording Secretary

08/10/17
Date


Board Member

8/10/2017
Date