



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

May 11, 2017 6:00 AM - KCCD Office

ATTENDANCE

Mark Moore, Chair Jeff Brunson, Auditor Ron Gibb, Member	KCCD Staff: Anna Lael, District Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager
Guests: Brent Dixon (NRCS), Matt Eslinger	

- I. **Call to Order-** Chair Mark Moore called the meeting to order at 6:02 AM
- II. **Approve Accountant's Report and Meeting Minutes**
MOTION – Approve the April Accountant's Report, and the regular meeting minutes from April 13th.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**
 (see attached spreadsheet)
MOTION – Approve check numbers 15744 - 15785 for a total of \$106,597.81 (Payroll Checks 15750-15756 and 15781-15785) and building account check numbers 502-515 for a total of \$5,142.74 and check numbers 1260-1265 for a total of \$457.15 for Manastash O&M reimbursements. Approve pending payments totaling \$203,868.40 contingent upon receiving grant reimbursement requests.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
2/22	TBD	Thayer Excavating	\$5,075.44
4/13	TBD	Lad Irrigation	\$35,284.35
4/13	TBD	Lad Irrigation	\$114,223.26
5/11	TBD	Ryan Nash	\$14,697.75
5/11	TBD	Ryan Nash	\$11,250.00
5/11	TBD	John Hansen	\$2,250.00
5/11	TBD	Tyler & Melinda Mays	\$4,000.00
5/11	TBD	Midstate Coop Irrigation	\$1,452.10
5/11	TBD	Midstate Coop Irrigation	\$4,000.00
5/11	TBD	Jody & Tracy Walters	\$3,545.37
5/5	TBD	Kittitas Valley Fire & Rescue	\$3,574.66
5/3	TBD	Kittitas County Fire District #7	\$4,249.22
4/13	TBD	Reecer Creek Excavating	\$266.25
			\$213,550.84

- IV. **NRCS Report** – Brent Dixon gave the NRCS report (see attached).
 NRCS continues to work toward announcement of their lease solicitation for office space. Brent

reported that 6 applications have been pre-approved for EQIP including five pivot conversions and one pasture project.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants

a) **Implementation**

Small Projects Update – Mark C. reported that all of the 2016 projects have been completed and reimbursement requests submitted. Mark C. informed that the Rinehart project is completed as well and he is just waiting to receive paperwork.

b) **Irrigation Efficiencies Program** –Mark C reported that a statewide meeting has finally been scheduled by Jon Culp for the end of June here in Ellensburg to discuss program requirements. Anna will email the Board information about the date and time of the meeting.

c) **Non-Shellfish** – Mark C. reported that he recently did a site visit to check on the progress of the Valley Land Company project which is waiting on the irrigation vendor to finish their portion. Mark C. continues to work with Midvale on their project. Anna reported that we returned some of the Non-Shellfish technical assistance funds to the Commission as they are not needed to complete the projects. Anna also discussed that we won't know until the legislature does budget if there will be Non-Shellfish funding for the next biennium.

2. Firewise/Fuels Reduction

a) **Commission Firewise Grant** – Rose reported that all funds are allocated to cost share projects and the projects are on track to be completed by the end of the grant close out on June 30th.

b) **DNR Grants** – Rose reported that three DNR grants end May 31st. Rose reported that Hyak Firewise Community has been awarded \$1,500 from DNR to do a project before June 30th and that the district will be acting as the pass-through agency for the funding for this project. Rose has submitted the Northwest Chimpanzee Sanctuary for recognition as a Firewise community and is working on submitting Secret Canyon and Liberty Mountain Development as well.

c) **FEMA** – Rose reported that we are waiting to receive approval on the funding for the second FEMA application and it is currently in the final stage awaiting public comment on the biological assessment.

3. BPA – Yakima Tributary Access & Habitat Project

a) **General Project Update** – Anna presented the inter-local agreement between Washington Resource Conservation and Development Council and the District. The Board reviewed the budget spreadsheet and Anna discussed that funding

is less than what we have received in the past as the North Yakima Conservation District has a large project they are working to implement.

MOTION – Approve the agreement with Washington Resource Conservation and Development Council for Yakima Tributary Access & Habitat Program 16-17 contract.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

b) Individual Project Reports

- 1) **Naneum Creek** – No new updates
- 2) **Parke Creek – Cherry Creek** – No new updates
- 3) **Caribou Creek** – No new updates
- 4) **Cascade Irrigation District** – No new updates
- 5) **Naneum Wilson Cherry Watershed Assessment** – Anna reported that the Kittitas County Flood Control Zone District was a meeting last night and it was well attended with lots of discussion about flooding issues in the watershed.

- c) **Salmon Recovery Funding Board** – Anna asked the Board for approval of the application authorization forms for the Ellensburg Water Company at Whiskey Creek, Thorp Mill Ditch Assessment and Cook Creek Fish Passage and Screening projects. Anna reported that site visits are scheduled with the local technical advisory group and citizen's committee, as well as the state review panel.

MOTION – Approve application authorization forms for the three project proposals to the Salmon Recovery Funding Board.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

4. Manastash Restoration Project

- a) **Project Facilities Updates** – Anna reported that KRCI sent a response regarding warranty claims. KRCI is not accepting responsibility for the system not working as hoped and they will not be fixing anything else. Currently the engineer is reviewing the design for the MWDA structures. Anna brought up that MWDA 2 is reading incorrectly and she is working with the engineer to see how to respond to KRCI.

Anna and Sherry continue to work with KRD and the Bureau of Reclamation on getting easements transferred to the Bureau. Anna reported that flows remain high on Manastash.

- b) **Reed/Hatfield Ditch Removal** – Anna reported that another tree went down on the upper end of the project site (on Perez property) and the coir lifts were beginning to come apart. She contracted with Thayer Excavating to pull the fallen tree back into the bank to help protect the area and to add rock and a rock barb to push flow away from bank. Anna asked for approval of the contract.

MOTION – Approve contract with Thayer Excavating for tree removal and bank

protection on Perez property for \$4,860.
Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

5. **Voluntary Stewardship Program** – Anna reported that the first two watershed plans (Chelan County and Thurston County) for VSP have been approved by the Conservation Commission. The Commission has announced that they will only accept 2 plans per month for review so that they have the time and capacity to fully review plans within the required 45 days. Anna estimates that our county plan won't be submitted until next spring, contingent of course on the legislature appropriating funding to continue the work.

B. Special Assessment/Rates & Charges

1. **RCPD – Toppenish to Teanaway Agreement** – Anna reported that the agreement between NRCS and the Yakama Nation is working its way through the approval process by the tribal council. Anna has been in contact with Forterra and they have reassured her that they intend to meet their contribution, despite their local staff leaving for a new position. Anna also has received a pre award waiver in order to be able to count contributions now. The County Flood Control Zone District is purchasing property off of Ringer Loop in the next few weeks and that can be counted now that there is a pre-award waiver.
2. **2016 Activities Report** - Mark M. and Anna met with the Board of County Commissioners and presented the District's 2016 Special Assessment Activity Report.
MOTION – Approve 2016 Special Assessment Activity Report.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

- C. **District Building (2211 W Dolarway Rd)** – Anna stated that a one year lease agreement has been signed with Kristie Kiewlich with an option to terminate the lease agreement with 30 days' notice. Anna reported that the 2016 balance reports for triple-net costs have been delivered to all tenants and that she has raised the triple-net payment for Short Stop to help off-set their triple-net balance at the end of the year.

- D. **Resolution 2017-002 Claims Agent** – Anna presented a resolution updating the claims agent designation.
MOTION – Approve Resolution 2017-002 updating the Claims Agent designation.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

- E. **RFP for Cultural Resources/Archeology Consultants** – Anna presented a list ranking the Cultural Resources/Archeologist Consultants who responded to the RFP back in March. Staff recommendation is to enter into a 5- year multiple projects agreement with Reiss-Landreau. Anna suggested that the Board may want to consider a secondary consultant as well due to the length of the agreement and the potential for a heavy workload.
MOTION – Approve Reiss Landreau Research multiple projects agreement for archeological services for 2017-2021.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

Anna reported that she followed up with Jess Davenport after the last meeting to inquire about cultural resources funding available through the end of June. Since the recent EQIP contracts are also on the Non-shellfish project list, she asked if the Commission funds could be used to

complete the surveys and reports now instead of waiting until fall. The Commission approved this option and Anna would like to complete a task order with Reiss Landreau to try to get these surveys and reports done by the end of June. Anna asked for authorization to negotiate a task order up to \$30,000 for this work.

MOTION – Authorize Anna to negotiate a task order for cultural resources surveys and reports not to exceed \$30,000.

Ron Gibb seconded by **Jeff Brunson**

Passed Unanimously

VI. New Business

A. Financial Report – The Board was presented with a draft of the 2016 Financial Report, which is ready for approval to file with the State Auditor.

MOTION – Approve the 2016 Annual Financial Report to be submitted to the Washington State Auditor's Office.

Jeff Brunson, seconded by **Ron Gibb**

Passed Unanimously

B. 2018 Annual Plan of Work – Anna presented a draft Annual Plan of Work fiscal year 2018. The draft is nearly complete and Anna expects to only make minor changes after one more review. The Annual Plan of Work is due to the Commission by the end of the month.

MOTION – Authorize staff to complete and submit the 2018 Annual Plan of Work to the Conservation Commission.

Ron Gibb seconded by **Jeff Brunson**

Passed Unanimously

C. Master Grant Agreement with WSCC for FY18-19 – Anna presented the SCC Master Contract to the Board for approval and signatures. The master grant agreement between the District and the Commission is effective July 1, 2017 and will expire June 30, 2019.

MOTION – Approve the SCC Master Contract No. 18-28 between the Washington State Conservation Commission and the District.

Ron Gibb, seconded by **Jeff Brunson**

Passed Unanimously

Mark Moore presented an award to Ron Gibb for his service to the District.

VII. Public Comment

No comments.

VIII. Adjournment

Mark Moore adjourned the meeting at 7:00AM

MOTIONS APPROVED:

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MOTION – Approve contract with Thayer Excavating for tree removal and bank protection on Perez property for \$4,860.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Approve 2016 Special Assessment Activity Report.
Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

MOTION – Approve Resolution 2017-002 updating the Claims Agent designation.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Approve Reiss Landreau Research multiple projects agreement for archeological services for 2017-2021.
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Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

MOTION – Approve the SCC Master Contract No. 18-28 between the Washington State Conservation Commission and the District.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

Miranda Nash
Recording Secretary

6/8/17
Date

Marka Nya
Board Member

06/08/2017
Date