



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 13, 2018 7:00 AM - KCCD Office

ATTENDANCE

<p>Mark Moore, Chair Lynn Brown, Vice-Chair Jeff Brunson, Auditor Matt Eslinger, Member</p>	<p>KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Mark Crowley, Resource Technician Wendy Mee, Resource Technician Ryan Roberts, District Engineer Guests: Brent Dixon (NRCS) Shana Joy, (WSCC, South Central Regional Manager)</p>
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:02 AM

- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the August Accountant’s Report, and the regular meeting minutes from August 9, 2018.
Lynn Brown 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 16480 – 16518 for a total of \$118,768.34 (Payroll Checks 16486 – 16493 and 16514-16518) and building account check numbers 719-731 for a total of \$8,391.66 and check numbers 1363-1369 for a total of \$1,047.78 for Manastash O&M reimbursements. Approve pending payments totaling \$72,301.94 contingent upon receiving grant reimbursement requests.
Matt Eslinger, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
8/7		Reiss-Landreau Research	\$3,475.00
8/7		Reiss-Landreau Research	\$3,475.00
8/9		Reiss-Landreau Research	\$4,819.00
8/9		Reiss-Landreau Research	\$3,475.00
8/17		Reiss-Landreau Research	\$3,787.00
8/28		Anderson Perry & Associates	\$9,701.42
9/4		Anderson Perry & Associates	\$4,660.00
9/4		Anderson Perry & Associates	\$7,660.00
9/13		Reiss-Landreau Research	\$3,215.00
9/13		Reiss-Landreau Research	\$,3787.00
			\$ 48,054.42

- IV. **NRCS Report** –Brent reported that there is was additional EQIP funding available and Kittitas has picked up 2 more pivot projects. Annual payment letters are being sent out for CSP. There will hopefully be two positions advertised by the end of the fiscal year. The office space lease process

is being restructured and will go through a lottery system. The Ellensburg Field Office was not listed as priority. Anna reported that she heard from Alan McBee the Field Office is back on the priority list.

V. Old Business

A. KCCD Project Reports

1. Conservation Commission Grants –

- a) **Implementation** – Anna reported that the Small Project cost share applications are due next week, September 21st. The District has received two cost share applications.
- b) **Irrigation Efficiencies Program –Natural Resource Investments (NRI)** – Mark C. reported that the authorization to proceed letter for Dyk's project was sent last week. The cultural resources survey report for Gibb's project has been received and will be submitted to the state and the Yakama Nation shortly.

2. Firewise/Fuels Reduction

- a) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that Rose is going to camp Murray to talk to EMD about Hazard Mitigation grants. Anna and Rose have met with EMD staff and they are interested in helping us apply by reviewing our proposal now and giving feedback. Rose is working on an application that would include fuels reduction work, as well as possible partnerships with Fire Districts for auxiliary generators for stations in need. Applications are due at the end of the month.

The KFACC monthly meeting was yesterday. The KFACC group is sending a letter to the Board of County Commissioners regarding fireworks. The current code doesn't directly tie burn bans to fireworks and the proposal is to do so.

Rose and Anna had a meeting with the Washington Horse Park who lease 117 acres from the City of Cle Elum. That property is in needs of fuels reduction work. Rose and Phil Hess will be working together to do a prescription for the area. There is also ongoing discussion about bringing Team Rubicon here for an event to help begin to implement the prescription. Team Rubicon is a nationwide volunteer organization. They bring their own equipment including chainsaws and chippers, but need a place to sleep and to be fed. We are working with the Horse Park and Cle Elum to see if we can organize this event.

- b) **County Wildfire Protection Plan Update (CWPP)** Anna reported that the public comment period ended August 29th. KFACC approved the CWPP update yesterday and it still needs to go to Board of County Commissioners, the Fire Chiefs and DNR for the state forester's signature.
- c) **Joint Chiefs Funding & Chipper Crew DNR** – Anna reported that the District is waiting to receive the signed Interagency Agreement for the chipper crew.

3. BPA – Yakima Tributary Access & Habitat Project (YTAHP)

a) General Project Update –

- 1) **Budget & SOW Amendment** – Anna reported that she has been working on a budget and statement of work (SOW) amendment to the YTAHP agreement since two projects on Coleman Creek will be either

delayed or funded by other grants. This includes adding projects for the Mid-Columbia Regional Fisheries Enhancement Group (MCRFEG) and the Kittitas Conservation Trust (KCT). Their projects will help to expend YTAHP funds on projects to improve fish passage and riparian habitat. Both projects have been approved by BPA staff to add to the SOW. The KCT project are culvert replacements at Cougar Gulch. Mid-Columbia Fisheries project is along Coleman Creek where old houses on the bank of the creek are being removed and a riparian planting completed. Anna present the MOA's with both entities that she drafted. She took this opportunity to expand the MOA's to include all projects that both Mid-Columbia and KCT are currently partnering on.

MOTION – Approve MOA with Kittitas Conservation Trust.

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

MOTION – Approve MOA with Mid-Columbia Fisheries Enhancement Group.

Matt Eslinger, seconded by **Lynn Brown** *Passed (Jeff Brunson abstains)*

b) Individual Projects

- 1) **Caribou/Parke Creek** – Mark and Ryan have been working on the design for diversion removal and permitting is underway. The project should go to construction this winter.
- 2) **Coleman Creek (Valley Land Co)** – Anna reported that the District is working on removal of an old diversion and installing a small pump station. This is the project that will be removed from the SOW since there is adequate funding in the existing SRFB grant.
- 3) **Little Naneum-** Anna reported that she is continuing to work with the landowner on this project.
- 4) **Spring Creek** – Anna reported that the ring well project is moving forward. The well driller was over this week and did a test pit. The test pit was also used for the cultural resources survey.

4. Manastash Restoration Project

- a) **Approve Amendment to Scope of Ecology Grant** – Anna reported that Sherry put an amendment together to move money from the sprinkler task to the pipeline task to install a 20" flow meter in the MWDA pipeline at Hanson Road.

MOTION – Approve amendment to Department of Ecology to move funds from the sprinkler task to the pipeline task for the flow meter at Hanson Road.

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

b) Project Facilities Updates

- 1) **Programmer Task Order** – Sherry discussed that the programmer we were using moved on to another job. Sherry has reached out to two programmers as recommended by Rugid and the previous programmer. Only one programmer has been responsive. Sherry has been in contact with Calvert Technical Services and checked two of their references which came back good. Sherry met with the programmer and they did a site visit at Keach-Jensen. Sherry received an estimate from Calvert Technical and would like to move forward with Calvert Technical Services to work on a task order.

MOTION – Approve an Agreement and Task Order with Calvert

Technical Services, Inc.

Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

- 2) **Design Task Order for 20" Flow Meter** – Sherry reported that the amendment to the Ecology grant will permit installation of the 20" meter. Sherry has been working with Anderson Perry to get a task order to design the installation of the 20" meter.

MOTION – Approve design with Anderson Perry for 20" flow meter contingent on amendment being approved by Department of Ecology.
Lynn Brown, Matt Eslinger *passed unanimously*

c) **Reed Pipeline Design –**

- 1) **Extend Anderson Perry Task Order** - The current task order expires the end of this month. The project is waiting on the cultural resources consultation. Anna asked for Board approval to extend the Anderson Perry task order to 12/31/18.

MOTION – Approve extending the Anderson Perry task order for the Reed Pipeline design to 12/31/18.

Lynn Brown, seconded by **Matt Eslinger** *Passed Unanimously*

d) **Stockwater Acquisition-** no update

5. **Voluntary Stewardship Program** – Anna reported that she and Rose are discussing the availability of information for landowners and the self-assessment data. They are exploring an on-line portal for landowners to use and possibly having a self-assessment checklist online. Anna also reported that the EQIP and RCPP projects are helping to meet the goals set in the VSP Work Plan.

6. **RCPP - Toppenish to Teanaway Agreement –**

- a) **EQIP Contracts Status** – Anna reported that all contracts are signed, and cultural resource surveys and reports are completed on all the projects. The reports have been submitted and the second 30 day waiting period is underway. Most producers should be able to start October 1st. Anna discussed the new sign-up for this fall and that the NRCS system for contracts is changing. NRCS will not take applications until February 14th. The District can take applications but can't officially enter them or rank them in the system.

- 1) **Next Sign-Up** – Mark, Shery and Anna have gone through hold downs and have recommendations for changes. Recommended changes are to double the IWM and pump station hold downs to \$2,000 and \$10,000 respectively, to establish two hold downs for irrigation pipelines with one at \$25,000 and a second at \$35,000 for gravity lines that make a pump unnecessary, and to increase the water well hold down from \$10,000 to \$25,000.

MOTION – Approve changes to hold downs for RCPP EQIP as presented.

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

Anna proposed a few changes to the ranking criteria, including updating the questions that reference the KRD supplementation streams to reflect current KRD priorities, and expanding the question for the livestock pool regarding the conversion to groundwater sources for livestock water. Currently the question doesn't give points for a livestock watering facility for a riparian right. The proposal is to expand

the question to give points for both riparian and diversionary stock water rights, with more points for conversion of the diversionary rights. Anna also proposes a November 2 deadline for the new sign-up.

MOTION – Approve changes to the ranking criteria as presented & set sign-up deadline for November 2, 2018.

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

b) **Conservation Easements**

- 1) **ACEP-Agricultural Land Easements** – Anna reported that the one application for this funding that was received is being processed by NRCS. The site visit and inventory interview with the landowner was completed by NRCS last week. All parties are now waiting on the appraisal report which is due this week.
- 2) **Healthy Forest Reserve Program** – Anna reported that a sign-up will be advertised this fall.

7. **WSCC – RCPP Match Grant**

a) **Cost Share** –

- 1) **Electrical Costs for RCPP Projects** – Anna, Mark and Sherry have been working on electrical service costs for the sprinkler conversion projects. The Board previously approved cost share of 50% up to \$25,000, however staff is asking for clarification of eligible costs. Initially the understanding was that the fee to power company and costs to get the power to the pump panel would be eligible. Two contracts that Sherry is working on have additional costs required by the power companies. One must have a phase converter and the other must have a VFD. A portion of the VFD pump is cost shared by the EQIP contract, but the phase converter is not. The Board agreed that since the phase converter and the VFD are required in order to get electrical service to the sprinkler projects, they should be included as eligible costs.

MOTION – Approve the phase converter and the portion of the required VFD that is not covered by the EQIP contract as eligible costs.

Lynn Brown, seconded by **Matt Eslinger** *passed unanimously*

- 2) **Sprinkler Conversions** – Anna reported that the power for the pump for the Little Naneum project was included in the YTAHP budget but BPA states they do not pay to bring power into a project. Anna requests that the funding be provided through this RCPP Match Grant. The project would receive \$50,000 for the sprinkler and \$12,000 for power.

MOTION – Approve \$12,000 in additional cost share for the Little Naneum Project.

Matt Eslinger, seconded by **Lynn Brown** *Passed Unanimously*

8. **Integrated Plan Sprinkler Conversion Projects**

- a) **Hairpin Ranch** – Anna reported that the landowners are waiting for the appraisal report to decide whether they will move forward with the sprinkler systems.

B. Rates & Charges

- a. **City of Roslyn** – Anna reported that the documents have been sent to the Secretary of State for the inclusion of Roslyn in the District boundaries.

- C. **District Building (2211 W. Dolarway Rd)** – Anna reported that the unit 6 heat pump needed repairs. Campbell & Company did repairs, and Anna has talked with them about putting together a quote for an annual service agreement. The District received an estimate from Campbell & Company. District staff will be contacting a couple other companies to get more cost estimates.

VI. New Business

- A. **Emergency Preparedness & Evacuation Video** – Anna reported that Rose secured funds from a PSE grant to work on a 3rd video with NXNW for emergency preparedness and evacuation.

MOTION – Approve task order 2 with NXNW video for Emergency Preparedness and Evacuation video.

Matt Eslinger, seconded by **Lynn Brown**

Passed Unanimously

- B. **South Central WACD Area Meeting** – The South Central WACD area meeting will be October 24th in Pasco. Mark M, Lynn and Anna will be attending.

- C. **Financial Statement & Accountability Audit Schedule** – The State Auditor scheduled the financial & accountability audit with the District for September 17th – 27th.

- D. **Policy Change** – Anna reported that Sherry had a close encounter with a cougar at the MWDA Diversion in late August. Anna directed her to take another staff member with her when she is measuring stream flow as a precaution. Sherry has talked to several landowners that have seen cougars in the immediate area recently, including three cougars roaming together, a cougar appearing to stalk steers, chasing dogs up on the porch, and evidence of fresh wild kills. Anna prepared a change to the weapons policy in response to the situation for the safety of staff. The Board responded with concern for staff safety and willingness to change the policy in this specific situation.

MOTION – Approve amendment to Section 10-213 Exceptions to Dangerous Weapons Prohibitions as presented.

Lynn Brown, seconded by **Jeff Brunson**

Passed Unanimously

VII. Public Comment

Shana Joy with the Commission announced that area meetings are coming up. She briefly discussed the budget proposal for Firewise work. She suggested that letting OFM know if there is preference for the funding going through the Commission instead of DNR. Shana reminded the District staff that there is an annual elections webinar on October 10th. Shana commended the District for submitting their annual report on time.

VIII. Adjournment

Mark Moore adjourned the meeting at 9:06 am

MOTIONS APPROVED:

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Passed Unanimously

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Recording Secretary

Date

Board Member

Date