



**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**

**October 12, 2017 7:00 AM - KCCD Office**

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Jeff Brunson, Auditor</b> <b>Matt Eslinger, Member</b> <b>Bill Boyum, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Miranda Nash, Financial Manager Sherry Swanson, Project Manager Ryan Roberts, Engineer <b>NRCS Staff:</b> Brent Dixon <b>WCC Staff:</b> Stu Trefry
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:05 AM
- II. **Approve Accountant’s Report and Meeting Minutes**  
**MOTION** – Approve the September Accountant’s Report, and the regular meeting minutes from September 14, 2017 and the special meeting minutes from October 4, 2017.  
**Jeff Brunson**, seconded by **Bill Boyum** *Passed Unanimously*

- III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)  
**MOTION** – Approve check numbers 16006-16042 for a total of \$264,570.15 (Payroll Checks 16012-16018 and 16038-16041) and building account check numbers 577-588 for a total of \$9,679.17 and check numbers 1289-1294 for a total of \$692.76 for Manastash O&M reimbursements. Approve pending payments totaling \$44,880.59 contingent upon receiving grant reimbursement requests.  
**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
7/31	TBD	Kittitas County Treasurer	\$8,303.77
8/28	TBD	Anderson Perry	\$10,101.25
10/11	TBD	Anderson Perry	\$3,984.32
10/11	TBD	Anderson Perry	\$9,053.75
10/12	TBD	Esther Ballard	\$1,125.00
10/12	TBD	Brian DeBoer	\$2,812.50
10/12	TBD	Reese	\$2,812.50
10/12	TBD	Ingeritla	\$1,687.50
			<b>\$ 44,880.59</b>

- IV. **NRCS Report** – Brent Dixon reported that there is no update on the lease. The Ephrata Service Center will be getting updates to upgrade security and requested upgrades to take place for their space utilized in the District’s building. Brent reported that there is a RCPP kickoff meeting today. EQIP letters have been sent out. The first cutoff for EQIP applications is November 17<sup>th</sup>. Planners are working on 6 renewal application for CSP. A new program assistant started this

month and the BBT will have a new engineer graduate starting in January. Anna discussed the security upgrade request from NRCS to the District building and will draft a letter in response. The Board agreed that the upgrades that are needed are beyond what the District can provide. The discussion then included the ongoing agreement with NRCS for office space. The agreement was made in person with Roylene Rides at the Door in 2014 with the expectation that it would last a couple of years while NRCS worked on their lease solicitation process. It's now been more than three years. The Board directed Anna to draft a letter to NRCS giving them a deadline for this agreement.

## V. Old Business

### A. KCCD Project Reports

#### 1. Conservation Commission Grants –

- a) **Implementation** – Mark C. reported that he received 7 new small project cost share applications and he has one carry over from last year. He gave an overview of the project applicants and a description of the projects that included conveyance pipe, pod sprinkler systems and pipe delivery. Mark C. ranked the projects as cost per acre. Cost share amount is up to \$4,000. Staff recommendation is to allow \$16,000 for small projects.

**MOTION** – Approve total of \$16,000 for small cost share projects. Approve top 4 small projects (Vincent, Boyd, Cox & Smith).

**Jeff Brunson**, seconded by **Bill Boyum**

*Passed Unanimously*

- b) **Irrigation Efficiencies Program** – Mark C. reported that the Commission sent out a survey regarding the Irrigation Efficiencies Program and the proposed changes including the changes to the contract maximum by reducing the amount for pipelines and adding fish screens as an eligible cost.

#### 2. Firewise/Fuels Reduction

- a) **FEMA Rose** reported that the last of the FEMA cost share projects are being completed. The District is still waiting to hear back on the new FEMA grant.
- b) **Joint Chiefs** - Rose reported that we are waiting on funding but no word as to when funds will be available.
- c) **Kittitas Fire Adapted Community Coalition (KFACC)** – Rose reported that KFACC is looking for local funding for the County Wildfire Protection Plan update. The Coalition has approved the District as the lead. Anna has been in contact with Mark Cooke and discussed a subcontract to the District to update the plan.

Rose went to the Era of Mega Fires presentation last weekend in Roslyn and the event was well attended. Anna discussed having the Era of Mega Fires presentation here again in the future

Rose reported that there was a prescribed fire last week on 12 acres of private land in response to the Jolly Mountain Fire.

Rose has been in contact with Department of Natural Resources who have asked for proposals for a chipper crew project.

**3. BPA – Yakima Tributary Access & Habitat Project**

**a) Individual Project Reports**

- 1) **EWC at Coleman Creek**- Anna reported that John Ufkes has been in contact with POW Contracting. The District remains unable to release the payment bond until the affidavit of prevailing wage is filed by the original welder.

**4. Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that flows are up on Manastash Creek. KRD will be shutting down on October 15<sup>th</sup> but plan to supplement through November 7<sup>th</sup>. Sherry continues to work with HDR on pipeline issues regarding the leaky vaults and meters. HDR will pay for repairs on the vaults. MWDA will look for a local contractor. Sherry is working with KRCL on repair to meters. Sherry has been in contact with ABB technicians who feel grounding is the biggest issue.
- b) **Reed/Hatfield Ditch Removal** – Sherry reported there was a special meeting to approve the bid from Thayer Excavating for project repairs at the Reed roughened channel on Manastash Creek. Repair work is scheduled to begin tomorrow.
- c) **Anderson Ditch** – Sherry reported that she is working with Anderville Farms regarding the pipeline. Ryan has been helping with the pipeline design and cost estimate. Sherry discussed getting an average cost per CSF to be trusted and getting those numbers to Andersons to review. Cost estimate is currently \$75,000 for the project with 0.2 CFS trusted. The landowner will secure a contractor that he chooses with prior authorization to proceed to order materials so that the costs are eligible. Ryan indicated that construction would likely begin in November and that the cost estimate may well be higher once all the final costs come in. Anna brought up that the project needs to be complete by December 31<sup>st</sup> as funding will come from the Ecology Manastash grant. The District has asked for an extension for the Ecology grant, but it does not include this project task.

**MOTION** – Approve cost share contract with Anderville to \$75,000 for a percentage of their Manastash Creek water as negotiated by staff, and prior authorization to proceed.

**Jeff Brunson, seconded by Bill Boyum**

*Passed Unanimously*

- d) **Reed Ditch Pipeline Design** – Anna reported that work is continuing on this design.
- e) **Stockwater Acquisition** – Sherry will get together with folks this winter to talk about stockwater options.

**5. Voluntary Stewardship Program –**

- a) **Consultant Schedule of Work** – Anna reported there was a technical committee and subcommittee meeting with producers where they went over an ag viability questionnaire. She shared those results with the Board. Anna met with Anchor QEA and they currently intend to have the VSP Work Plan ready for presentation to State Review Panel around the end of January/first of February. The next VSP meeting is scheduled for October 25<sup>th</sup> from 1:00pm – 3:00pm at Hal Holmes.

6. **RCPP** – Anna reported that there is a kick off meeting at 10:30 this morning at the District office for this project.

**B. KCCD Rates & Charges –**

- a) Budget for 2018 – Anna reported that she is working on the 2018 Budget to have to the BOCC by the end of November.
- b) City of Roslyn – Anna gave a presentation at the City of Roslyn Council meeting. The city is considering joining the District as they have an interest in fuels reduction project.

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

**D. Jolly Mountain Fire -**

- a) Burn Area Emergency Response (BAER) Team Report – Ana reported that we are waiting for maps to come out. Anna has met with Mark Cooke about flood control zone district participating in outreach and a stream flow gage in the Teanaway. Marilyn Lohmann with the National Weather Service will be here October 18<sup>th</sup> to take a look at the area.

**VI. New Business**

**A. Staff Position Announcement** – Anna has looked at the District budget for funds for staff position. Anna would like to advertise for a Resource Technician and is working on position description and salary range, depending on qualifications.

**MOTION** – Approve staff to advertise for position of Resource Technician.

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

**B. WA RC&D FAC Subaward** – Anna reported that the District received a \$6,000 Fire Adapted Communities subaward from WA RC&D.

**MOTION** – Approve WA RC&D FAC subaward for \$6,000.

**Bill Boyum**, seconded by **Jeff Brunson** *Passed Unanimously*

**C. Federal Surplus Personal Property Program Application** – Anna reported that we received a renewal for the federal surplus program but is not sure if the District needs to renew at this time.

**D. Area Meeting (October 26,2017)** – Anna reported that the central area meeting will be in Bickleton on October 26<sup>th</sup>. Anna will be attending the meeting. Mark M. may also be attending.

**E. PSE Ag Install** – Anna reported that PSE has a conservation program where they will do direct installation on site with LED lights for small farms. Mark C. will go along on site visits to assist with assessments.



