



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**

February, 8 2018 1:00 PM - KCCD Office

**ATTENDANCE**

<b>Mark Moore, Chair</b> <b>Lynn Brown, Vice Chair</b> <b>Bill Boyum, Member</b> <b>Matt Eslinger, Member</b>	<b>KCCD Staff:</b> Anna Lael, District Manager Miranda Nash, Financial Manager Mark Crowley, 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 1:07 PM

II. **Approve Accountant's Report and Meeting Minutes**

**MOTION** – Approve the January Accountant's Report, and the regular meeting minutes from January 11, 2018 and the special meeting minutes from February 1, 2018.

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

III. **Approve Bills, including Building Account and Manastash O&M Fund Bills**  
 (see attached spreadsheet)

**MOTION** – Approve check numbers 16164 -16199 for a total of \$178,830.30 (Payroll Checks 16171 – 16176 and 16196-16199) and building account check numbers 632-646 for a total of \$6,139.62 and check numbers 1319-1323 for a total of \$368.01 for Manastash O&M reimbursements. Approve pending payments totaling \$26,547.00 contingent upon receiving grant reimbursement requests.

**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

**Pending Bills To Be Paid**

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
1/11	TBD	Reiss-Landreau Research	\$600.00
1/29	TBD	Anderson Perry & Associates	\$3,151.25
1/29	TBD	Anderson Perry & Associates	\$3,677.00
1/24	TBD	Anchor QEA	\$11,413.75
2/6	TBD	ESRI	\$2,705.00
			<b>\$26,547.00</b>

IV. **NRCS Report** – Anna reported that there is a Local Working Group meeting scheduled for February 27<sup>th</sup> at the Wind Solar Facility.

V. **Old Business**

A. **KCCD Project Reports**

1. **Conservation Commission Grants** –

a) **Implementation** – Mark C. reported that he has given land owners authorization to proceed and one project has started.

- b) **Irrigation Efficiencies Program** – Mark C. reported that he received an email from Jon Culp who would like to schedule a meeting to go over proposed policy changes. Mark C. has not heard back regarding the meeting.
- c) **CREP** – Anna received notice that CREP funds are available now that a capital budget has been passed. There are no CREP projects identified as the program payments are too low and so incentive is not there. Anna talked to Brian Cochran at the Commission and he is looking for additional funding for pilot projects in different areas to try to increase the incentives. Our District might be one of those pilot projects in the future.
- d) **Natural Resource Investments (NRI)** - Mark C. reported that one project has been accepted by the landowner, Kirk Riegel, and he is moving down the list to see who the next landowner will be to accept their project. Mark C. has the design and cultural complete for Kirk Riegel's sprinkler project and he will have the contract done in a couple of days, so the project can start soon.

Anna reported that the Commission requested the District submit addendums for both CREP and NRI funds.

**MOTION** – Approve CREP addendum for \$1,284.00 and NRI addendum for \$62,500 for Kirk Riegel's sprinkler project.

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

*Passed Unanimously*

## 2. **Firewise/Fuels Reduction**

- a) **Joint Chiefs Funding Via DNR** – Anna and Rose recently attended a Joint Chiefs meeting in Wenatchee. The meeting included US Forest Service, DNR, NRCS and conservation district staff (Cascadia, Okanogan and KCCD). The Forest Service reported on the millions of dollars received and work done on their lands in the last three years. NRCS reported on the funds they've received and cost share agreements primarily in Kittitas and Okanogan Counties. Alan McBee stated that NRCS would not be applying for additional Joint Chiefs funding. The conservation districts have yet to receive funding, as the program did not release funds for private lands until recently. Those funds come from the Forest Service to DNR, who will then pass funds on the conservation districts. At the Wenatchee meeting, the conservation districts all presented our proposals to the group for the private lands work. DNR committed at the meeting that Scott Chambers will have a contract for us for the technical assistance and outreach March.
- b) **Kittitas Fire Adapted Community Coalition (KFACC)** – Anna reported that the RC&D has been providing support, but they lost a staff person. It has been discussed that the District take over the support role. Anna mentioned that the group is planning outreach activities and contributing resources to assist with prescribed burns in the fall.
- c) **County Wildfire Protection Plan Update (CWPP)** – No update.

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

- a) **General Project Update** – Anna is waiting to receive the new contract from Bonneville Power Administration. Anna reported that North Yakima Conservation District shouldn't need additional funds and the District needs to spend out the remaining YTAHP funds by the end of March. Anna will talk to Anderson Perry about doing some additional engineering and design work.
- b) **Individual Project Reports**

- 1) **EWC at Coleman Creek-** Ryan is meeting with Carson (POW) and Larry (EWC) tomorrow about the issue with the flow meter at the diversion.
- 2) **Bristol Flats** – Anna discussed the pump station and purchasing the river screen and pump with YTAHP funds.
- 3) **Caribou/Parke Creek** – Anna reported that two river screens and one pump right screen will be needed for the diversion.

4. **Manastash Restoration Project**

- a) **Project Facilities Updates** – Sherry reported that a Kennedy representative came out to look at the valve at the Reed outlet (Reed 01). The Kennedy representative wrote a memo that the gate valve that was installed was not correct for the site. The valve should be replaced before the irrigation season. Ryan stated that the valve that needs to be installed is a 12" butterfly valve. Funding to replace the valve will come from the Manastash Ecology grant. Sherry would like to put a bid proposal together and send out to 3 contractors to replace one valve at Reed and remove and assess the valve at MWDA.

**MOTION** – Approve District staff to send proposal out to 3 contractors for bids not to exceed \$10,000 and accept staff recommendation to choose a contractor to replace the valve at Reed 01 and to assess MWDA valve.

**Bill Boyum**, seconded by **Lynn Brown** *Passed Unanimously*

- b) **Anderson Ditch** – Anna reported Anderville received a \$4,800 estimate from Belsaas and Smith for time and materials for the additions and valve replacements. This additional work is intended to ensure that all the users on the pipeline are taken care of and that a couple of the valves were replaced with butterfly valves as a result of what was learned on the Reed 01 project. Anna requested Board approval for a time extension to the end of February and the additional funding.

**MOTION** – Approve time extension to February 28 and addition to the Anderville cost share agreement for time and materials to complete the work on the pipeline.

**Bill Boyum**, seconded by **Matt Eslinger** *Passed Unanimously*

- c) **Reed Ditch Pipeline Design** – Sherry reported that she has met with KRD to finalize delivery reports. In the last Ecology amendment, the task was extended to June.
- d) **Stockwater Acquisition** – Sherry reported that she has met with Lisa Pelly and Manastash stockwater users to talk about the stockwater acquisition options.

5. **Voluntary Stewardship Program** – Anna has been in contact with Bill Eller to discuss the timeline and the District is expected to submit the plan to the Commission in February. The plan will be presented to the State Technical Panel on March 30<sup>th</sup> and April 27<sup>th</sup>. Anna sent her comments to Anchor and they should have a draft back to the District by tomorrow to be sent out to the Watershed Group in advance of their meeting next Thursday (15<sup>th</sup>). The Kittitas County Hay Growers have invited Anna to their meeting to present information about VSP on the 21<sup>st</sup>.

6. **RCP –**

- a) **Technical Assistance Payments** – Anna reported that the District is waiting to receive technical assistance funds. There have been delays getting the paperwork through the Yakama Nation.
- b) **Contracts Status** - Mark C. has been working on farm plans and has done site visits with all but one landowner. Mark hasn't received any designs back from vendors. Sherry is working on plans as well.

**B. KCCD Rates & Charges**

- 1. **Report for 2017 Activities & Expenditures** – Anna will be drafting the 2017 report of activities and expenditures and will schedule a meeting with the Board of County Commissioners in March.

- C. District Building (2211 W. Dolarway Rd)** – Bill Boyum asked about the balloon payment for the building and the status of the contract. Bill offered to gather information for options for refinancing the building loan.

**D. Jolly Mountain Fire**

- 1. **NXNW Video Production** – Anna reported that she hopes to have a final draft of the video for review by next week.

- E. Staff Position** – Anna reported that interviews were conducted this week. Ryan and Sherry assisted Anna with the interviews. Looking at relevant work experience staff has come up with the top two candidates. Anna has checked both top candidates references.

**MOTION** – Approve staff to offer position to the top candidate with the option to offer the position to the 2<sup>nd</sup> candidate if the 1<sup>st</sup> candidate declines the position.

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

*Passed Unanimously*

- F. KCCD Elections** –Anna reported that the election was cancelled due to the incumbent being the only person filing for the position by the filing deadline.
- G. KCCD Annual Meeting** – Anna reported that the annual meeting will be held on February 22<sup>nd</sup> at the Armory together with the Farm Bureau. Judy Warnick has been asked to be the guest speaker.
- H. Legislative Days** – Mark M. and Matt went to Legislative Days in Olympia and met with the 13<sup>th</sup> District Legislators.

**VI. New Business**

- A. Schedule 22** - Anna asked the Board for two volunteers to go over the schedule 22 for the 2017 Financial Report. Matt and Mark M. volunteered and tentatively scheduled a time to do the review the first part of March.
- B. Ag Appreciation Day** – Mark C. reported that he has started working on Ag day and has been in contact with sponsors. The District received a request from the Cattlewomen asking for a donation of \$350-\$375 to provide books for education for Ag week.

**MOTION** – Approve Cattlewomen's request for books for Ag week not to exceed \$400.

**Bill Boyum**, seconded by **Lynn Brown**

*Passed Unanimously*

C. **RFP for Video Productions** – Anna reported that she would like to put out a contract through MRSC Rosters for a 2-year request for proposal for video production services.

**MOTION** – Approve staff to publish an a 2-year request for proposal for video production services through MRSC Rosters.

**Bill Boyum**, seconded by **Matt Eslinger**

*Passed Unanimously*

VII. **Public Comment** – No public comment.

VIII. **Adjournment**

Mark Moore adjourned the meeting at 3:05 pm

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**MOTIONS APPROVED:**

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    *Miranda Nash*         3/8/18      
Recording Secretary                      Date

    *Mark Moore*         3/8/18      
Board Member                                      Date