



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

June 14, 2018 7:00 AM - KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice Chair Jeff Brunson , Auditor Bill Boyum , Member	KCCD Staff: Anna Lael, District Manager Miranda Nash, Financial Manager Sherry Swanson, Project Manager Rose Shriner, GIS Specialist Mark Crowley, Resource Technician Wendy Mee, Resource Technician Ryan Roberts, District Engineer Bridger, Resource Technician Guests: Brent Dixon (NRCS)
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- I. **Call to Order-** Chair Mark Moore called the meeting to order at 7:01 AM
- II. **Approve Accountant’s Report and Meeting Minutes**
MOTION – Approve the May Accountant’s Report, and the regular meeting minutes from May 10, 2018.
Bill Boyum, 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 16345-16397 for a total of \$86,231.57 (Payroll Checks 16349-16355, 16363 and 16393-16397) and building account check numbers 689-709 for a total of \$6,634.67 and check numbers 1343-1350 for a total of \$721.32 for Manastash O&M reimbursements. Approve pending payments totaling \$84,091.76 contingent upon receiving grant reimbursement requests.
Jeff Brunson, seconded by **Lynn Brown** *Passed Unanimously*

Pending Bills To Be Paid

Date	Check #	Vendor	Amount
6/21	TBD	KEEN	\$5,000.00
5/10	TBD	Superior Custom Controls	\$864.00
4/26	TBD	Anderson Perry & Associates, Inc.	\$4,652.50
5/24	TBD	Anderson Perry & Associates, Inc.	\$7,124.21
5/24	TBD	Anderson Perry & Associates, Inc.	\$3,958.75
5/24	TBD	Anderson Perry & Associates, Inc.	\$638.75
5/17	TBD	Anchor QEA	\$4,698.75
6/14	TBD	Belsaas & Smith Construction	\$28,072.98
6/14	TBD	Kirk Riegel	\$29,081.82
			\$ 84,091.76

- IV. **NRCS Report** – Brent reported that they have received the pre-approval list for EQIP applications. Bridger Cohan started in May and Brent has been helping with his training. The office lease situation has not changed. It could still be two years before a lease could be

advertised. Anna reported that NRCS still has not paid the utilities billed since October 2017 due to an issue with an audit of bills back to 2014. The Board directed staff to begin adding interest to the bills that are 90 days past due.

V. Old Business

A. KCCD Project Reports

1. **Conservation Commission Grants –**
 - a) **Implementation –** Mark C. reported that all the small projects are complete and operational. Anna reported that the Commission has reallocated the implementation funds and the District will be awarded \$90,000 for the next fiscal year.
 - b) **Irrigation Efficiencies Program –**Anna reported that she talked to Jon Culp and its confirmed that the Commission will work toward taking over the program in the next biennium.
 - c) **Natural Resource Investments (NRI) –** Anna reported that the District was awarded funding for the number 3 project on our list. The first project is done and remaining funds have been turned back to the Commission. We have another project waiting if it gets authorized.

2. **Firewise/Fuels Reduction**
 - a) **Kittitas Fire Adapted Community Coalition (KFACC) –** Anna reported that the KFACC monthly meeting was yesterday. Meetings continue to be well attended.
 - b) **County Wildfire Protection Plan Update (CWPP) –** Rose has been working on a draft of the CWPP update. Anna shared Commissioner Osiadacz's comments regarding the definition of the wildland urban interface (WUI).
 - c) **Joint Chiefs Funding via DNR –** Rose reported that she is currently working on outreach for this funding.
 - d) **Additional DNR Funding -** Rose is working on another grant with DNR for forest stewardship plans, RFP comes out Friday and the submittal is in July. Rose also reported that she is meeting with DNR to go over the next IAA for a chipper crew to start in the fall and go through next June.

3. **BPA – Yakima Tributary Access & Habitat Project (YTAHP)**
 - a) **General Project Update –** Anna reported that the District received an email from BPA that funding is limited and that reductions may occur. It's unclear what this mean's for YTAHP since the email was to all project sponsors and many of the reductions are not related to our work. YTAHP is at the end of the 5-years of funding that was approved in 2013, but a new funding cycle has not been announced.
 - b) **Individual Project Report**
 - 1) **Bristol Flats –** no update to report.
 - 2) **Caribou/Parke Creek –** Mark reported that he and Ryan went out to Caribou to get survey data but there was too much water so they will go out a different time.

4. **Manastash Restoration Project**
 - a) **Project Facilities Updates –**
 - 1) **Sutton –** Sherry reported that one of the two remaining landowners to sign the pipeline easement documents with the Bureau of Reclamation has signed and the other will sign today. Anna reported that the negotiations with the last landowner included additional payment for the

easement. The Bureau of Reclamation will pay half and Anna requested Board approval to pay the other half using Ecology grant funds. This is the last payment and the last documents to be signed in order to complete ownership of the pipeline to the Bureau of Reclamation.

MOTION – Approve payment to Ginger Sutton for \$4,670 for the pipeline easement.

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

b) **Anderson Ditch** – Sherry reported that Ryan is working with landowners and Anderville Farms. The screen and brush at the KRD 13.8 lateral hasn't been working for the screen which is affecting the downstream landowners on the pipeline. Sherry received the last invoice for the pipeline project from Anderville Farms who signed an assignment of the payment directing us to pay Belsaas & Smith directly.

c) **Reed Ditch Pipeline Design** – Sherry reported that 80% design is done and she hopes to have review of it done by the end of June. She is waiting on the cultural resources review and a wetland determination. The current task order with Anderson Perry ends June 30, 2018. Sherry requested approval of a time extension to the end of September.

1) **Anderson Perry Contract Extension-**

MOTION – Approve extension of Anderson Perry contract to the end of September.

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

d) **Stockwater Acquisition** – no update.

5. **Voluntary Stewardship Program** –

a) **Request for Additional Budget** – Anna worked with Anchor QEA to approve a \$4,700 increase to their task order for the VSP work plan. The increase was expected as the number of meetings were pared down during the initial negotiation last summer and she knew it was possible that some additional funding would be needed. Anchor did request the funds prior to incurring the costs. Anna requested the Board ratify her approval of the additional funds.

MOTION – Approve the \$4,700 increase to Anchor QEA task order for VSP.

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

6. **RCPP - Toppenish to Teanaway Agreement** – Anna presented task orders that she negotiated with for Reiss Landreau to complete the cultural resource surveys for RCPP projects as well as YTAHP and Natural Resource Investments.

MOTION – Approve Reiss Landreau task orders; 2018-03 for FY 2018 RCPP EQIP Projects for \$24,637.00, 2018-04 for YTAHP projects for \$6,690.00, 2018-05 for FY18 Natural Resource Investment Projects for \$6,690.00, and 2018-06 for Reed pipeline Extension for \$3,787.00.

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

a) **Contracts Status** – Mark and Sherry continue to work on contracts for the sprinkler conversions. There were no applications for the livestock pool in the EQIP sign-up last fall. Any money not spent rolls into next year. RCPP sign up for ACEP program is ongoing now with applications due Friday the 22nd.

7. **WSCC – RCPP Match Grant**

- a) **Electrical Service Cost Share** – Mark and Sherry are working to gather costs for the cost share agreements for electrical service to the sprinkler conversion projects funded under RCPP.
- b) **Teanaway Restoration** – Funding that was approved by the Board for assistance with the restoration planning for the Teanaway Valley Family Farm purchased and now owned by WDFW, is no longer needed. Department of Ecology is working with Mid-Columbia Regional Fisheries to provide funding.

B. Rates & Charges

1. **City of Roslyn** - Anna reported that the petition has been sent to the Conservation Commission for approval. Anna will be sharing the resolutions passed by Roslyn and the District with the Board of County Commissioners.

C. District Building (2211 W. Dolarway Rd) – Short Stop moved out unexpectedly on June 1st. The District will reconcile their triple net costs and payments for 2018 to date. Short Stop paid the balance of their 2017 triple net but the check was returned by the bank for non-sufficient funds. Anna discussed cleaning the space and possibly looking into short term rent of office space.

D. Annual Plan of Work FY18 – Anna submitted the Annual Plan of Work FY18 to the Commission. It has been posted on our website.

VI. New Business

A. Public Surplus – Anna reported that the District has a HP Color Laserjet 5225 printer that hasn't been used since 2014. It was purchased for \$2,300 in 2011, but when we moved to the new office and leased a copier/printer, it was no longer used. Anna has listed it on Public Surplus but the single bid is lower than she would like to accept, although the auction isn't over yet. She asked the Board to ratify her designation of the printer as surplus. The Board directed staff to offer the printer to other conservation districts if the bids on the Public Surplus site do not meet the minimum.

MOTION – Approve the HP Color Laserjet 5225 printer as surplus.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

B. 19-28-NA Addendum – Anna reported Bridger Cohan was hired for the Resource Technician position to work in the NRCS Ellensburg Field Office. Training and orientation is underway and is coordinated with the Grant Conservation District who also hired a person to help in the Ephrata Field Office with an NACD grant. Bridger's position is 80% funded by the NACD grant with the remaining 20% funded through the Conservation Commission. Anna requested approval of the addendum for the Conservation Commission funds.

MOTION – Approve 19-28-NA addendum with the Conservation Commission to match the NACD grant.

Bill Boyum, seconded by Lynn Brown

Passed Unanimously

C. North by Northwest Agreement and Task Order – The Request for Proposals was sent out to the MRSC Roster list for video production services. One proposal was received from North by Northwest (NXNW). Their proposal met the RFP requirements and Anna has drafted an agreement with NXNW. The District was awarded a grant from the Suncadia Community Foundation for a Firewise "how to" video. Anna has drafted the first task order under the agreement with NXNW to complete this video. She requested Board approval of both the 3-year agreement and Task Order No. 1 for \$10,500.

MOTION – Approve the Agreement and Task Order #1 for North by Northwest video production.

VII. Public Comment - No public comment

VIII. Adjournment
Mark Moore adjourned the meeting at 8:08 am

MOTIONS APPROVED:

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Muanda Nash 07/12/18
Recording Secretary Date

Wendy Boyum
Board Member

7/12/18
Date

