



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 8th, 2016 7:00 AM KCCD Office

ATTENDANCE

Mark Moore , Chair Lynn Brown , Vice Chair (by phone) Jeff Brunson , Auditor Ron Gibb , Member	KCCD Staff: Anna Lael, District Manager (arrived at 8AM) Sherry Swanson, Project Manager Miranda Nash, Financial Manager Mark Crowley, Resource Technician Ryan Roberts, Engineer Lance Downing, Resource Technician Rose Shriner, GIS Specialist NRCS Staff: Elayne Hovde, Resource Conservationist
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I. **Call to Order**- Chair Mark Moore called the meeting to order at 7:04 AM.

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

MOTION – Approve the August Accountant’s Report, and the regular meeting minutes from August 11th, 2016.

Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

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

MOTION – Approve check numbers 15328 through 15376 for a total of \$141,982.45 (Payroll Checks 15337-15344, and 15372-15376) and building account check numbers 0377-0389 for a total of \$5,874.46 and check numbers 1212-1215 for a total of \$267.45 for Manastash O&M reimbursements. Approve pending payments totaling \$45,298.46 contingent upon receiving grant reimbursement requests.

Jeff Brunson, seconded by **Ron Gibb** *Passed Unanimously*

Pending Bills To Be Paid

08/11	TBD	Kittitas Valley Fire & Rescue	\$8,501.57
08/11	TBD	Kittitas County Treasurer	\$7,613.29
08/12	TBD	KC Fire District #7	\$12,558.72
08/03	TBD	Katie Dillon	\$3,750.00
09/08	TBD	Scott Yeager	\$10,125.00
08/11	TBD	Dell	\$2,749.68

\$ 45,298.26

IV. **Old Business**

A. **NRCS Report** – Elayne gave the NRCS report. There is a change in the process of applications and the deadline cut off for EQIP will be November 18th. NRCS has two open

positions that remain to be filled and in the near future that they will also be advertising for a Program Assistant in hopes to add 3 people to their staff.

B. Conservation Commission Grants -

(a) **Implementation** – Mark C reported that small project applications are out and available. We have not received any completed applications yet.

(b) **Irrigation Efficiencies** – Mark C. reported that Cortese cost share has been paid.

Mark also reported that Anna has sent a letter to the Commission and has talked to John. It was discussed trying to organize a meeting, possibly in October, after talking to Dept. of Ecology.

(c) **Non-Shellfish** – Mark C reported that he is working on getting the Van de Graaf agreement done. The landowner is trying to figure out how they would like to proceed with the project.

The agreement for Broadmoor Farms (Jeff Brunson) is complete and the cultural review is underway. The landowner has requested to prior approval to incur costs to take advantage of lower prices instead of waiting until the cultural consultation is completed. The Board discussed allowing the landowner to incur costs, an option that has been approved on past projects and allowing landowners to order materials but not construct until the notice to proceed is provided.

Sherry reported on pivot for the Gregerich/3 Bar G project. Mark Amara completed cultural and in his report he requested monitoring during project. Recently DAHP responded and indicated no monitoring would be required.

MOTION – Approve prior authorization for the Broadmoor Farms to incur costs for materials while waiting for cultural consultation to be completed.

Lynn Brown, seconded by **Ron Gibb** *Jeff Brunson Abstains*

(d) **Firewise** – Rose reported that she is working on three projects for the Commission grant, and two projects for the DNR grants. Lance has coordinated a chipping crew work on Goat Peak and at Lauderdale.

2.) BPA / Yakima Tributary Access & Habitat Project -

(a) **General Project Update**

(b) **Individual Project Reports -**

1. **EWC/Coleman Creek Project** – Sherry gave an update that litigation continues between the contractor and the suppliers. Anna is working with John Ufkes to respond as needed. John is requesting that the retainage bond company pay legal costs for any defense that the District may need.

2. **Naneum Creek and Coleman Creek** – Mark C. reported there was a meeting with design engineers and modifications have been made for

design. Permits are pending and the cultural resources review is underway, with the survey report sent to DAHP and the Yakama Nation last week. Mark hopes construction can begin on the instream portion in mid-November. Mark C asked about prior authorization to incur costs, as requested by the landowner (Jeff Brunson, Valley Land) in order to take advantage of lower costs. The prior authorization

MOTION – Approve landowner to incur costs for pivots while waiting for cultural to be completed.

Ron Gibb, seconded by **Lynn Brown**

Jeff Brunson Abstains

3. **Parke Creek – Caribou Creek** – Mark C reported that Nisbet is working his project to move his diversion downstream to Cherry Creek. He is working on a necessary easement for the new diversion point. diversion site has moved to another location, and he is working on the easement. Mark has requested with BPA to consider not having the cultural survey and report completed as there have been three completed in that area. The Archaeologist is sending a letter to DAHP to not perform the cultural survey. This is a SRFB funded project.

3.) Manastash Restoration Project.

(a) **Project Facilities Update** – Sherry reported on the warranty items. There have been issues with one of the meters that seems to begin occurring each year around July. There had been discussion if installation of ground rods could fix this issue. The company does not recommend ground rods. Sherry continues to work with HDR and contractor to trouble shoot problems. Sherry reported that the vault on Reed is leaking water and she has contacted the contractor for this problem.

(b) **Reed/Hatfield Ditch Removal** –

- (i) **Temporary Construction Easements** – Sherry reported that she and Anna met with landowners about temporary construction easements for access and that they continue to work with the five landowners on the easement documents. The individuals on the north side of the creek are making progress with the estate.
- (ii) **Construction Schedule** - Sherry discussed the timeline for the project; putting it out to bid, public notice, and the construction phase. The Engineer has projected construction to take a couple of months. Ryan estimated construction to be possibly one month. The funding from US Fish & Wildlife has been extended to March 2017. Should construction not occur, the Board discussed the possibility of purchasing materials to use the US Fish & Wildlife funding before it expires and then construction the project next summer. Ryan talked about not being able to guarantee the use of all materials if they were to be purchased now, such as the rock. The Board questioned the risk to the District if the landowners do not agree to the temporary construction easements. Ron stated we should wait for easements before going out to bid. Sherry discussed the bid documents and if it would be possible to let contractors know up front that not all easements are in place. The Board discussed funding and costs of project as well as the possibility of losing funding from USFWS. Ron asked about permits being in place in a couple of weeks and Jeff asked if the District

has had legal counsel on the matter. Staff will continue to keep the Board informed of the status of the temporary easements and the permits.

C. Special Assessment –

(a) Firewise/Fuels Reduction – No additional updates.

(b) System of Rates & Charges – Anna reported that Board of County Commissioners public hearing to consider the proposed system of rates and charges occurred on the 6th. There were no public comments. Unfortunately, the resolution and interlocal agreement documents were not yet ready for the County Commissioners to approve and sign. So the Commissioners continued the public hearing to September 20th to give the Prosecutors office time to complete the final documents.

(c) RCCP Proposal – The full RCCP proposal is due September 19th. Matching funds for the portion of the proposal in Kittitas County are coming from Ecology through the Integrated Plan and the Conservation Commission put in a budget request for a contribution as well. Elayne discussed RCCP specialist position will be posted for NRCS.

(d) NFWF Proposal - Anna is working with Trout Unlimited and WA Water Trust to submit a proposal to the National Fish & Wildlife Foundation for a conservation partners grant. It is also due September 19th.

D. District Building – Anna discussed having an estimate done to re-work the conference room and add an office where the break room is, as well as building a storage shed.

E. Voluntary Stewardship Program – Anna reported the next meeting is scheduled for October 12th. Rose is working on mapping with Anna. Anna has purchased a laptop to do GIS work at meetings.

F. Teanaway Grazing Plan / CRM Funds. The plan is underway and the group continues to meet.

G. Accountability Audit – Anna discussed that the Financial Statements Audit Report and the Accountability Audit Report has been published by SAO and the exit interview completed. The reports include a finding for a material weakness in internal controls over financial reporting regarding the preparation of the Schedule of Expenditures of Federal Assistance.

V. New Business

A. No new business.

VI. Public Comment

A. Jeff Brunson made comment that is was good to see the District's involvement with the Fair Booth display at the Kittitas County Fair.

VII. Reports

Miranda Nash (see attached)
Lance Downing (see attached)
Mark Crowley (see attached)
Ryan Roberts (see attached)
Sherry Swanson (see attached)

VIII. Adjournment – Mark Moore adjourned the meeting at 8:24 AM.

MOTION – Approve the August Accountant's Report, and the regular meeting minutes from August 11th, 2016.
Ron Gibb, seconded by **Jeff Brunson** *Passed Unanimously*

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Recording Secretary 10/13/16
Date


Board Member

10/13/2016
Date